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## **Faculty**

**Beverly Absher-Bone** (2004). Dean, School of Adult and Professional Studies and Professor of Educational Leadership. B.S. and M.B.A., University of North Alabama; Ed.D., Union University.

**Renee Dauer** (2010) Campus Director and Chair, Adult and Professional Studies–Hendersonville, and Associate Professor of Organizational Leadership. B.S., Ohio University; M.A., Western Kentucky University; Ed.D., Union University.

**Yvonne R. Brinson**

## Degrees Offered

### Associate of Science in Professional Studies

### Bachelor of Science in Organizational Leadership

## Curriculum

The School serves undergraduate non-traditional adult students in degree-completion programs, undergraduate and graduate certificate programs, and continuing education initiatives at the University. It focuses, as well, on community extended learning efforts.

The Associate of Science in Professional Studies (ASPS) degree is uniquely designed to facilitate the degree progression for adult students who have little or no previous college credits. The ASPS degree features an 18-month rotation of courses created specifically for adult students and offers concentrations in: Organizational Leadership, Christian Leadership, and Human Services.

After completing the Associate of Science in Professional Studies program, students are prepared to enroll in one of Union's Adult Studies bachelor's degrees, where they can earn their degree in as little as 18 months.

The Bachelor of Science in Organizational Leadership (BSOL) is a degree completion program designed to meet the needs of working adults. The program allows the completion of the BSOL degree in as little as 18 months and is for adults with 2 or more years of college credit and at least 2 years of relevant work experience.

The BSOL major may be completed with a concentration in one of seven areas: Organizational Management, Health Management, Church Leadership, Project Management, Criminal Justice Administration, Information Technology, or Manufacturing and Industry Management. Students who meet admission criteria, however, and are unable to come on campus for classes, now have the option of completing the BSOL major fully online. Check with the School of Adult and Professional Studies for details.

For additional information, including direct contact information to program personnel, please check

## Program Admission

The Associate of Science in Professional Studies (ASPS) program accepts qualified adult students who have little or no prior college credit. The goal of ASPS is to provide intentional and individualized programs to include academic advising and course selection to help beginning adult students in their transition into academic life, and foster their strengths and achievements to help them complete a degree from Union University. Students admitted into the ASPS or BSOL Programs must be 24 years of age or older. Prior to admission, the student must submit an application for admission and processing fee; High School Diploma or GED/HiSET or equivalency; transcripts from all institutions of higher learning attended; immunization record; written rationale statement describing desire to attend Union University; and two letters of recommendation on provided forms.

Students with 24 hours of college credit achieved will be admitted under the University transfer admission guidelines. Students with less than 24 hours of college credit will be admitted under the University's freshman admission criteria. Students who do not meet one or more of these criteria for admission may apply for conditional admission. Conditional admission will be evaluated based on the student's application portfolio by the Undergraduate Admissions & Retention Committee. Students may be fully admitted to the program after satisfying the conditions determined by the committee.

In addition to University admission requirements, the BSOL applicant must provide official transcripts documenting completion of a minimum of 60 semester hours of acceptable college credit including ENG 111 and 18 additional hours applicable to the General Core. All coursework attempted must document a cumulative GPA of 2.0 or higher.

## Testing and Credit for Prior Learning

Credit for Prior Learning (CPL) may be awarded for experiential learning using portfolio-style documentation of learning. Students must be fully accepted and registered in the BSOL Program before submitting the portfolio. Check with the CPL Director for application and full details.

Union University participates in several credit by examination programs following the guidelines of The Council for Adult and Experiential Learning (CAEL) and The American Council on Education (ACE). A maximum of 32 semester hours by examination and a maximum of 28 CPL hours may be applied toward the BSOL degree. See the "Admissions" section of the for additional information.

Union University awards credit for non-collegiate sponsored education in accordance with ACE and CAEL guidelines. Transcription of this credit is available to matriculated students. It includes credit for learning experiences in all branches of the military and through participating industry education programs.

## Degree Requirements

### Associate of Science in Professional Studies

#### I. General Core Requirements—32 hours

- A. ENG 111 and 112—6 hours
- B. COM 112 or COM 235—3 hours
- C. ENG 201 or ENG 202—3 hours
- D. Choose two: BIO 100, CHE 102, PHY 111—8 hours\*  
(Previously earned hours in biology, chemistry, physics, earth science, astronomy, environmental science, geology will apply)
- E. MAT 101 or higher—3 hours\*\*
- F. HIS 101 or HIS 102—3 hours
- G. CHR 111 and CHR 112—6 hours

\*Students planning to pursue the Bachelor of Science in Nursing must take BIO 221, BIO 222.

\*\*Students planning to pursue the BSOL degree must take MAT 107 or higher. Students planning to pursue the Bachelor of Science in Nursing must take MAT

114. See your advisor for mathematics options or options for your major-prescribed courses.

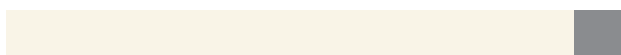
**II. Choose one of the following:**

A. Christian Leadership—28 hours

1. APS 201, CSC 100, CHR 333, PSY 213, APS 215, APS 230, CHR 113, CHR 338

2. Choose two: CHR 243, ICS 110, APS 270, CHR 305, ETEMC /Span <Lang (en-US)/MCID 16955 B<Lang (en- 27 (e:5e(2.)Tj/Span<A

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**402. Leadership Principles and Practices (3)**

Techniques of management and leadership and their application to the development of improved managerial effectiveness.

**405. Survey of Information Technology (3)**

Prerequisites: BSOL 401 and 418

This course is an introductory course to computers and information technology. It includes computer and information literacy, with the main emphasis on competency with software through hands-on practice. Topics include introduction to microcomputer operation, Windows, word processing, spreadsheets, data management, Internet, and email. Students shall work in a computer lab or at home, using PCs and a popular integrated program such as Microsoft Office.

**410. Modern Technology in the Workplace (3)**

An integrated approach to develop understanding of essential information system, principles and common software applications while emphasizing the use of technology and practical applications within the organization.

**411. Computer Ethics (3)**

Prerequisites: BSOL 401, 405, 418

This course presents major social and ethical issues in computing, including impact of computers on society and the computer professional's code of ethics.

**412. Database Management (3)**

Prerequisites: BSOL 401, 405, 418

This course provides students an introduction to the design and programming of database systems, with a focus on the ER (entity-relationship) approach to data modeling, the relational model of database management systems (DBMSs), knowledge creation and sharing, and the use of query languages such as SQL.

**415. Accounting for Managers (3)**

Financial and managerial accounting related to business and non-profit entities. This user-oriented, rather than accountant-oriented, course will focus on the accounting process, financial statements, reports and control techniques to give perspective and skill necessary to read, analyze and interpret reports created by accountants. The course is aimed at understanding control techniques, and operational budgeting, used by firms to assess and improve efficiency in the firm's operations and use of assets.

**418. Strategic Communication in Organizations (3)**

Drawing on communication theory, students will learn to develop effective organization communication systems. Emphasis on diagnosing information needs and communication patterns. Students will learn the positive and negative aspects of all types of information storage, retrieval, manipulation and transmission methods.

**420. Church Finance and Budgeting (3)**

Budgeting for churches: process, challenges, tax implications, and ramifications will be discussed.

**421. Marketing and Promotion (3)**

An integrated analysis of the role of marketing in society and the marketplace, including consumer behavior, promotion, advertising media, budgeting and planning, and the creation of advertising messages.

**425. Ethical Leadership (3)**

A study of representative ethical theories as they relate to various contemporary problems in management. Special consideration will be given to the application of Christian ethical principles to values clarification and decision-making in the business world.

**428. Ministry Marketing and Church Growth (3)**

Integrated analysis of the role of marketing within a church and an examination of factors affecting members, the development of marketing strategies, and the understanding of marketing variables to enable church growth and evangelism.

**430. Logistics Management (3)**

Fundamental principles of logistics management including customers, planning, scheduling, cost estimation, human resources, communications systems, risk management and change management. Current challenges, strategies and innovations of logistics management will be identified and discussed.

**432. Organizational Theory (3)**

A study of organizational theory and application. Employee reactions to working conditions, along with the managerial functions of employee selection, training, proficiency, evaluation, motivation, and morale are explored in the contexts of both individual and group behavior.

**433. Work Design and Measurement (3)**

Teaches method improvement, work measurement and work

