

Adult Studies

Special Programs

Union University provides non-traditional programs and services aimed toward the adult student. Appropriate contact personnel are noted below as each program and its requirements are detailed. Each program office provides service for admissions, registration, academic counseling and a variety of other services which are located in a number of different offices for the traditional undergraduate student. By concentrating these services in one office, Union University hopes to provide better and simpler service to the adult learner.

The McAfee School of Business Administration offers a program of study which leads to the Bachelor of Science in Business Administration majoring in Professional Public Accounting. The McAfee School of Business Administration offers a degree completion program in management, the

Provisional Students

Students may be admitted on a provisional basis to allow those with acceptable credentials but without immediate access to official documents to register for classes. A student may be admitted to any course(s) for which he/she is qualified to enter but not admitted to a formal degree program and not eligible to graduate in this status. Any credit taken while in this status will not be transferred as regular matriculated credit until the status has officially been changed; credit will be marked

Second Bachelors Degree

Students who have earned a bachelors degree through a regionally accredited college or university may complete a second bachelors degree by completing a new major and its prerequisites. The new hours presented for the second degree must total no less than 30 hours and include 15 upper level hours earned in the major in residence at Union University.

Post-Baccalaureate Teacher Licensure

The Post-Baccalaureate Teacher Licensure Program is designed to provide initial teacher licensure or additional endorsements to teach in Tennessee for students with a bachelors degree from an accredited college or university. Candidates for admission should contact the Director of Teacher Education.

Adult Studies Program

Bachelor of Science in Business Administration with Major in Accounting, Professional Public Accounting Track

Jackson Office: Adult Studies
Contact: Sam Myatt, Coordinator of Adult Studies
and Professor of Business Administration
Phone: 731-661-5370
EMail: smyatt@uu.edu
FAX: 731-661-5101

Germantown Office: UU/Germantown Campus
Contact: Scott Lawyer, Assistant Professor of Management
Phone: 901-759-0029
EMail: slawyer@uu.edu
FAX: 901-759-1197

The McAfee School of Business offers its Accounting Major with an emphasis in Professional Public Accounting leading to the Bachelor of Science in Business Administration degree through the Office of Adult Studies. The educational requirements for a CPA certificate include a baccalaureate degree with a minimum of 150 hours earned with specifics in general business and accounting. The B.S.B.A. in Accounting as offered here satisfies the specific requirements in general business and accounting; its 130 hours apply toward the 150 minimum hours.

- I. Program Specific Policies: Minimum Age 24 years.
- II. Program Admission Requirements: none except as shown in IV., BSBA Specific Core.
- III. General Core Curriculum Requirements and Transfer.
Guidelines modifications: none except as shown in IV.
- IV. B.S.B.A. Specific Core Curriculum requirements, each upper level course must be earned with a grade of C or higher:
 - A. ACC 211, 212; ECF 211, 212
 - B. MAT 111, or higher, & MAT 114
 - C. MGT 250, 318, 321, 435, 445; MKT 328
 - D. CSC 105, or substitute with proficiency: MATH, Computer or Physical Education.
- V. Accounting Major Requirements, Professional Public Accounting Track—48 hours
 - A. ECF 323, 415; MGT 324
 - B. ACC 311, 312, 313, 314, 315, 319, 350, 413, 414, 450, 460, 470
 - C. Upper level ACC or Business Elective—3 hours
- VI. Minor requirements: none
- VII. Assessment of Majors

- A. Proficiency in accounting, economics, finance, management, marketing, quantitative concepts, and the integration thereof will be assessed through the administration of the ETS business major field test. Each student pursuing a BSBA degree will be required to take this test while enrolled in MGT 445.
 - B. Demonstrated ability to assess and analyze relevant data and other pertinent information in order to identify and resolve managerial problems will be evaluated based on students' successful completion of the BSBA capstone course, MGT 445.
 - C. Students will be able to communicate effectively, both orally and in writing as demonstrated through successful completion of the English Proficiency Exam and MGT 250.
- VIII. Tennessee CPA minimum qualifications to sit for the exam—see [Appendix A](#) section, “McAfee School of Business Administration” for current requirements
- IX. Student Organizations and Student Awards, see the “McAfee School of Business Administration” section of the Catalogue for details.
- X. Financial Information: \$250 per semester hour for all accounting and non-accounting courses in addition to any applicable course fees.

BSBA Specific Core Curriculum Courses:

ACC 211. Principles of Accounting I (3) F—Even, A1

An introductory course including study of professional accounting, sole proprietorship and partnerships.

ACC 212. Principles of Accounting II (3) F—Even, A2

Prerequisite: ACC 211.

A continuation of ACC 211 with an emphasis on corporations and the use of accounting in managerial decision making.

CSC 105. Survey of Microcomputing Applications (3) W—Odd Years

An introduction to computers and their applications for non-computer science majors/minors. A study of types of hardware associated with computer systems and how computers function with an emphasis on the use of applications programs for microcomputers. Software packages will include a word processing package, an electronic spreadsheet package and a database management system.

ECF 211. Principles of Macroeconomics (3) F—Even, A1

A survey of economic theory dealing with GNP, depression, unemployment, inflation, fiscal policy, and monetary policy.

ECF 212. Principles of Microeconomics (3) F—Even, A2

MGT 250. Managerial Communication (3) June—Odd Years

The preparation and presentation of reports for management decision making with emphasis on collecting/analyzing pertinent business information and appropriate presentations of both written and oral business reports. Computer technology is utilized for graphics and final presentations of reports.

MGT 318. Principles of Management (3) July—Odd Years

An introduction to the management process through the functions of planning, organizing, leading and controlling for industrial and other organizations.

MGT 321. The Legal Environment of Business (3) S—Odd Years, A2

An introduction to the legal, practical and ethical environments in which business and managers operate. Topics include select areas of common law affecting business, constitutional law, administrative agencies and a survey of the law of employment, consumer protection, securities, antitrust, and labor.

MGT 435. Business Ethics and Social Responsibility (3) F—Even, A1

Prerequisite: Senior standing.

Development of ethical paradigms which underlie contemporary value systems. Extensive use of cases highlighting value choices and resulting consequences.

MGT 445. Business Policy (3) F—Even, A2

Prerequisite: ACC 212; ECF 211, 212; MGT 318, MKT 328 and senior standing.

Capstone course which introduces the concepts of strategic management. Extensive use of case analysis.

MKT 328. Principles of Marketing (3) S—Odd, A1

Prerequisite: ECF 212.

Exploration of the role of marketing in a free enterprise system through the development, implementation, control and evaluation of marketing strategies. Emphasis is placed upon marketing models and concepts utilized in management decision making.

Courses in the Accounting Major:**ACC 311. Cost Accounting (3) S—Odd Years, A1**

Prerequisite: ACC 212.

A study of methods of accounting for materials, labor and factory overhead in job order and process cost systems.

ACC 312. Managerial Accounting (3) S—Odd Years, A2

Prerequisite: ACC 212.

Uses of accounting information in management decision making. Topics include budgeting, standard costing and analyses of costs and profits.

ACC 313. Intermediate Accounting I (3) S—Odd Years, A1

Prerequisite: ACC 212.

Intensive review of the accounting process and financial statements with emphasis on the asset section of the balance sheet.

ACC 314. Intermediate Accounting II (3) S—Odd Years, A2

Prerequisite: ACC 313.

Corporation formation and changes in the equity structure after formation. Topics include long-term investments, bonds, earnings per share, and income recognition.

ACC 315. Federal Income Tax Accounting I (3) F—Odd Years, A1

Prerequisite: ACC 212.

A study of the Internal Revenue Code as it affects individual income tax returns.

ACC 319. Federal Income Tax Accounting II (3) F—Odd Years, A2

Prerequisite: ACC 315.

A study of the Internal Revenue Code as it affects partnerships, corporations and fiduciaries.

ACC 350. Accounting Information Systems (3) S—Even Years, A1

Prerequisite: ACC 212.

Principles and problems of accounting system design and implementation. Organization for accounting control, internal control procedures, and internal reports. Attention given to computerized accounting systems and to traditional information flows.

ACC 413. Auditing I (3) F—Even Years, A1

Prerequisites: ACC 313, and 314 or 460.

An examination of ethics in accounting practice, internal control auditing standards and procedures and audit programs for various accounts.

ACC 414. Auditing II (3) F—Even Years, A2

Prerequisite: ACC 413.

An advanced course in auditing, applying concepts and techniques mastered in ACC 413. Special attention is given to variations of the audit report, statistical sampling and current topics in the profession.

ACC 450. Governmental and Not-for-Profit Accounting (3) W—Even Years

Prerequisite: ACC 313.

Operation of the accounting structure and financial reporting for governmental and not-for-profit entities to include colleges and universities, medical care facilities and social service agencies.

ACC 460. Intermediate Accounting III (3) S—Even Years, A2

Prerequisite: ACC 313.

A study of the Financial Accounting Standards Board pronouncements for general accounting use. Emphasis given to the interpretation of pronouncements and applications in problem solving.

ACC 470. Advanced Accounting (3) June—Even Years

Prerequisite: ACC 313.

A comprehensive study of partnerships and consolidated entities.

ECF 415. Personal Financial Management (3) F—Odd Years, A2

An introduction to personal finance from a Christian perspective. Principle topics include taxes, investing, insurance, buying your first home, vehicles, credit and debt, and budgeting.

MGT 324. Commercial Law (3) F—Odd Years, A1

A survey of the basic principles of law important for an understanding of business transactions and business entity creation and operation. Topics include an in-depth review of contract laws and selected uniform commercial code provisions, business associations, and bankruptcy.

Adult Studies Program

Bachelor of Science in Nursing with Major in Nursing, RN to BSN Track

booster within the past 10 years, an acceptable Hepatitis B titer and Rubella immunization. Documentation of a negative screen for tuberculosis (skin test or chest x-ray) within the past 12 months is required. This data should be submitted on the form supplied by School of Nursing.

III. General Core Curriculum modifications

A. Composition/Speech

1. ENG 111 and 112—6 hours

2. Speech: met through clinical's oral communication components

B. MAT 114 is specified as the Math requirement

C. Upper level (300/400 level) Electives—6 hours

D. Science

1. Natural Science—8 hours (A&P, Microbiology, Chemistry, etc.)

2. BIO 300—3 hours

IV. Prerequisite Course Requirements: incorporated into General Core

V. Major Requirements, 30 hours plus 37 basic nursing education hours

A. Basic Nursing Education—37 hours held in escrow until successful completion of NUR 333

B. NUR 310, 320, 330, 333, 410, 420, 430, 440—23 hours

MAT 114. Introduction to Statistics and Probability (3) J: F—Odd Years, A2; G: Su I-Day & Evening

Prerequisite: MAT 100 or equivalent.

Descriptive statistics with introduction to inferential statistics. Topics include organization of data into frequency distribution tables and histograms, measure of central tendency, measures of dispersion (standard deviation), basic mathematics probability, continuous distributions through the normal distribution, introduction to sampling theory and hypothesis testing.

Course Descriptions of Courses in the Nursing Major

() Hours Credit, F-Fall, W-Winter Term, S-Spring, Ju-June, Jl-July, III–August, E-Even year, O-Odd year

NUR 310. Health Assessment (3) F-Day, F-O-Evening, J: Ju-Day; G: S–Day & Evening

Prerequisite: Admission to the School of Nursing or by permission of the faculty.

The use of the nursing model in developing skills and knowledge related to history taking, assessing the health status of an apparently healthy individual and recognizing deviations from the normal. Communication technique is further developed by emphasis on interviewing skills. Emphasis will be on functional health patterns throughout the life span.

NUR 320. Theoretical Bases for Nursing Practice (1) J: W & S-Day, W-O-Evening, Ju-Evening; G: F–Day & Evening

Prerequisite: Admission to the School of Nursing.

An examination of the scientific knowledge base of nursing including an introduction to nursing theories as a basis for nursing practice.

NUR 330. Introduction to Research in Nursing (3) J: F-Day, F-O-Evening, Ju-To Be Arranged; G: F–Day & Evening

Prerequisite: MAT 114, Admission to the School of Nursing.

The role of the professional nurse in critiquing and utilizing nursing research literature. Critical thinking skills and the steps of scientific inquiry are applied to develop a research project.

NUR 333. Concepts of Professional Nursing (4)

The focus of this course is to acclimate the returning RN student to the professional nursing concepts found in wholistic nursing as derived from theory or research and include critical thinking and communication. This course also provides an emphasis on elements of professional writing, portfolio development and life-long learning.

NUR 350. Philosophical and Ethical Foundations in Health Care (3) J: To Be Arranged; G: W–Day & Evening

A study of the foundations of philosophy and ethics with emphasis on developing the student's ability to perform philosophical inquiry and generate philosophical arguments related to ethical issues and concerns in health care.

NUR 355. Spiritual Care in Nursing (3) On Demand

An examination of Christian values as a basis for providing spiritual care to clients and exploration of the role of the professional nurse in providing spiritual care. Resources will include the Bible, nursing literature, clergy, the community and personal spiritual resources.

**NUR 410. Pharmacotherapeutics in Nursing Practice (3) J: S-Day, S-O-Evening, JI-To
Be Arranged; G: F-Day & Evening**
The biochemical and psychological effects of drugs on the holistic person in a

The McAfee School of Business Administration offers the Leadership for Adult Undergraduate Cohorts, a degree completion program designed to meet the needs of working adults. The program allows admitted students to complete the Bachelor of Science in Organizational Leadership, BSOL, degree in 18 months provided all other requirements have been met. The program is for adults with two or more years of college credit and at least two years of relevant work experience. Each student will be a member of a cohort group that will remain together for the 14 courses of the BSOL major, delivered through instructional modules. The BSOL degree is designed to enable adult students to become more effective managers and leaders. The mission of the

C. Books/Materials	\$1,050
D. Graduation Fee	\$50
E. Change of Group Fee	\$15
F. Tuition	\$8,800

X. Calendar

The academic calendars for the cohort groups do not parallel those shown in the main body of the Catalogue; the student will follow those calendars only if needing core curriculum or elective courses. Calendars are specific to each cohort group. Classes begin on a continuous basis for the 18-month period with time off as noted on the calendars. Due to the accelerated nature of the cohort program, you are required to spend four hours per week outside of class in group study at a site approved by the university. To obtain the calendar for a specific cohort group, please contact the Office.

Bachelor of Science in Organizational Leadership Courses:

350. Personal and Managerial Finance (2)

Financial planning and management techniques, procedures, laws and assessment tools principally relating to one's personal finances but with significant overlap with corporate financial matters. Topics include personal accounting and budgeting, time value of money, credit and housing decisions, insurance products, investment vehicles, and retirement and estate planning.

355. Quality Management (3)

The concepts of Total Quality as they relate to the manufacturing and service environment. The uniqueness of quality is analyzed in relation to a systematic management es asir.\$15

aimed at understanding control techniques, including standard costing, and capital and operational budgeting, used by firms to assess and improve efficiency in the firm's operations and use of its assets.

418. Management of Communication & Information Systems (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.

421. Principles of Marketing (3)

An integrated analysis of the role of marketing within an organization. An examination will be made of the factors affecting consumer behavior, the development of marketing strategies, and the cognition of marketing variables.

425. Issues in Ethics (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.

432. Organizational Behavior (3)

A study of organizational theory and application. The managerial functions of planning, controlling, staffing, directing and motivating are explored in the contexts of both individual and group behavior.

435. Human Resource Management (3)

The development of policies and techniques necessary to ensure effective management within complex organizations. Civil Service regulations, unions in the public and private sectors, and organizational training and development will be examined.

450. Negotiation and Conflict Resolution (3)

Using simulation, case studies and field work assignments, this course focuses on the development of the communication and management skills essential for successfully resolving conflict situations involving both labor and management practices and the structural dysfunctions of organizations.

448 Strategic Planning (3)

Students will develop or improve skills in the critical areas of applied organizational research and managing the planning process with a focus on strategic and operational planning.

455. Seminar in Business (3)

This capstone course in business administration is designed to integrate the content of the core courses into an applied management framework. Elements of this course include decision-making in a wide variety of areas on advanced level case analyses. Substantial reading of various managerial perspectives and applications of those perspectives to the student's work setting is required.

Adult Studies Program

The R. G. Lee Centers: Associate of Divinity Degree

Office: Church Services
Director: Paul Veazey
Phone: 731-661-5160

RGL 317. Minor Prophets (3)

A study of the minor prophets.

RGL 300. The Life of Christ (3)

A study of the life of Christ as recorded in the Synoptic Gospels.

RGL 301. Pauline Epistles (3)

An exegetical study of selected Pauline epistles.

RGL 302. Hebrews, General Epistles, Revelation (3)

An exegetical study of Hebrews, Revelation, and selected General Epistles.

RGL 303. Contemporary Life and Practice (3)

Contemporary issues as they relate to practical and ethical issues from a Christian perspective. Topics include vocation, time and resource management, marriage relationships, conflict resolution, evangelism, church involvement, Christian world view, devotional life, and practical ethics.

RGL 304 . Christian Doctrine (3)

Major theological doctrines of Christianity such as the Trinity, revelation, God, creation, sin, the fall of man, Christology, the Atonement, the Holy Spirit, the church, the Christian life, and eschatology.

RGL 305. Pastoral Ministries (3)

A course designed to deal with the practical work of the pastor.

RGL 306. Introduction to Christian Evangelism (3)

The Biblical and doctrinal basis for evangelistic preaching, planning, and programming.

RGL 307. Church Ministry with Preschool and Children (3)

Curriculum for preschoolers and children and focusing on issues relating to children and their parents.

RGL 308. Church Ministry with Youth (3)

Youth ministry within the local church focusing on church organizations, practical aspects of youth ministry, meeting the needs of youth, and the unique role of the minister with youth.

RGL 309. Church Ministry with Adults (3)

Adult ministry as it deals with adult curriculum and the church's responsibility to minister with families and marriages.

RGL 310. Youth Ministry Issues (3)

Issues facing youth as they deal with the developmental nature of youth and the issues affecting youth and their families.

RGL 311. Survey of Missions (3)

A survey of missions and mission outreach with a particular focus on Southern Baptist missions.

RGL 415. Poetry & Wisdom Literature of the Old Testament (3)

An intensive study of Hebrew poetry and wisdom literature. (Job, Psalms, Proverbs, Ecclesiastes).

RGL 416. Major Prophets (3)

The origin and development of Hebrew prophecy; an exegetical study of some of the major prophetic books of the Old Testament.

RGL 423. The Johannine Literature (3)

An intensive study of the Gospel of John and the Johannine Epistles.

RGL 454. Southern Baptist Life (3)

A survey of the history, structure and activities of the Southern Baptist Convention.

RGL 481. Christian Ministries Internship (3)

Applied church ministry. Students will spend 3 weeks in the classroom followed by a minimum of 115 hours in a church or Christian related organization.

RGL 320-378

A study of the book(s) indicated below with attention to its exposition, historical setting, and meaning for Christians today, as well as an emphasis on how to teach the book in a local church.

RGL 320. Genesis (3)

RGL 321. Exodus (3)

RGL 322. Leviticus (3)

RGL 323. Numbers (3)

RGL 324. Deuteronomy (3)

RGL 325. Joshua (3)

RGL 326. Judges (3)

RGL 327. Ruth (3)

RGL 328. I Samuel (3)

RGL 329. II Samuel (3)

RGL 330. I Kings (3)

RGL 331. II Kings (3)

RGL 332. I Chronicles (3)

RGL 333. II Chronicles (3)

RGL 334. Ezra (3)

RGL 335. Nehemiah (3)

RGL 336. Esther (3)

RGL 337. Job (3)

RGL 338. Psalms (3)

RGL 339. Proverbs (3)

RGL 340. Ecclesiastes (3)

RGL 341. Song of Songs (3)

RGL 342. Isaiah (3)

RGL 343. Jeremiah (3)

RGL 344. Lamentations (3)

RGL 345. Ezekiel (3)

RGL 346. Daniel (3)

RGL 347. Hosea (3)

RGL 348. Joel (3)

RGL 349. Amos (3)

RGL 350. Obadiah (3)

RGL 351. Jonah (3)

RGL 352. Micah (3)

RGL 353. Nahum (3)

RGL 354. Habakkuk (3)

RGL 355. Zephaniah (3)

RGL 356. Haggai (3)

RGL 357. Zechariah (3)

RGL 358. Malachi (3)

RGL 359. Matthew (3)

RGL 360. Mark (3)

RGL 361. Luke (3)

RGL 362. John (3)

RGL 363. Acts (3)

RGL 364. Romans (3)

RGL 365. I Corinthians (3)

RGL 366. II Corinthians (3)

RGL 367. Galatians (3)

RGL 368. Ephesians (3)

RGL 369. Philippians (3)

RGL 370. Colossians (3)

RGL 371. I Thessalonians (3)

RGL 372. II Thessalonians (3)

RGL 373. The Pastoral Epistles: I, II

Timothy, Titus, Philemon (3)

RGL 374. Hebrews (3)

RGL 375. James and Jude (3)

RGL 376. I, II Peter (3)

RGL 377. John I, II, III (3)

RGL 378. Revelation (3)

Adult Studies Program

The R. G. Lee Centers: Diploma in Christian Ministry