

Provisional Students

dence. Credit will be awarded to veterans for training received in the military service in accordance with recommendations of the American Council on Education (ACE). Specific policies for each program may be found in the Admissions section of this *Catalogue*.

Financial Policies

Tuition and payment plans are program-specific. For additional information, see the program director/coordinator of your program. Union University reserves the right to change the tuition and fees without notice. Student Service fees for students in non-traditional programs are \$20 per semester (Fall, Spring) and \$10 per term (January, June, July). Certain courses in special programs will carry an additional fee. For a listing of fees for materials, laboratory, nursing clinicals, music and private lessons, and testing, see the Financial Information section of this *Catalogue*. Evening courses taken through cross registration at another college will be billed at the rate appropriate for day or evening. Audited courses are billed at a rate of \$110 per semester hour plus any course-specific fees.

University refund policies are printed in the Financial Information section of the *Catalogue*. Questions regarding program specific financial policies should be directed to the program director/coordinator.

Financial Aid

To graduate with a bachelors degree, students must demonstrate proficiency in the use of the English language. Before earning 45 semester hours, all students take an English Proficiency Examination administered by the Director of Testing. Students transferring 45 or more hours must take the examination during their first semester. Check with your program director/coordinator or the Director of Testing for additional information.

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

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

E-Mail: smyatt@uu.edu

ADULT STUDIES

- VIII. Tennessee CPA minimum qualifications to sit for the exam—see *Catalogue* 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:

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

Prerequisite: ACC 211.

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

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.

Prerequisite: Senior standing.

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

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.

ADULT STUDIES

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:

Prerequisite: ACC 212.

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

Prerequisite: ACC 212.

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

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Prerequisite: ACC 212.

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

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.

Prerequisite: ACC 212.

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

Prerequisite: ACC 315.

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

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.

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.

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.

The Union University School of Nursing offers its program leading to the Bachelor of Science in Nursing (Basic BSN track and RN to BSN track). The RN to BSN track for Registered Nurses is offered on both the Jackson and Germantown Campuses. The program is approved by the Tennessee Board of Nursing and accredited by the Commission on Collegiate Nursing Education. CCNE may be contacted at One Dupont Circle, NW Suite 530, Washington, DC 20036-1120 or 202-887-6791.

The School of Nursing encourages the educational mobility of registered nurses holding the associate degree or diploma in nursing. All registered nurse students take NUR 333 upon entering the B.S.N. program. Upon successful completion of NUR 333, the student is awarded 37 hours of Nursing credit.

The University shares articulation agreements with area colleges (Jackson State Community College, Dyersburg State Community College, Northeast Mississippi Community College, Northwest Mississippi Community College, Southwest Tennessee Community College, University of Memphis) for the purpose of accommodating the learning needs of students while minimizing the repetition of non-nursing learning experiences.

RN to BSN students are strongly encouraged to hold membership in the Tennessee Nurses Association (TNA).

- I. Program Specific Policies: current RN licensure
- II. Program Admission, in addition to University admission requirements
 - A. Make special application to the RN-BSN Program, form supplied in the School of Nursing Office
 - B. Provide evidence of graduation from a state-approved school of nursing
 - C. Verify licensure or eligibility to apply for licensure as a Registered Nurse in Tennessee
 - D. Demonstrate professional liability insurance coverage. Students may elect to purchase malpractice insurance through the school.
 - E. Maintain current CPR for Health Care Provider certification throughout the nursing program of study.
 - F. Fully complete a University Health History Form and a Physical Examination Form signed by a practitioner qualifying the applicant for nursing education. Provide documentation of current immunizations, including tetanus 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 in clinicals' 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. Basic⁰⁰ Nursing Education—37 hours held in escrow until successful completion of NUR 333
 - B. NUR 310, 320, 330, 333, 410, 420, 430, 440—24 hours
 - C. NUR Upper Level Electives—6 hours

- VI. Renewal of Tennessee Nursing Licensure (non-degree student)—see the department chair for details.
- VII. Assessment of Major
Nursing majors are required to take National League of Nursing (NLN), or other standardized nursing tests throughout the program of study. During NUR 440 a

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.

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.

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.

Focuses on in-depth, scientifically accurate information for all dimensions of wellness and helps students identify realistic options for a healthy lifestyle and emphasizes the importance of making healthier choices. The course assesses and utilizes the tools for

- I. BSOL Program Admission Requirements
 - A. Official transcripts documenting completion of at least 60 semester hours of acceptable coursework including 21 hours applicable to the General Core Curriculum.
 - B. ENG 111.
 - C. At least 24 years of age
 - D. Documentation of at least two years of relevant work experience.
 - E. Minimum cumulative grade point average of 2.0 on the 4.0 scale.
- II. Program Specific Policies
 - A. Pre-BSOL Program admission allows students who have not met Program Admission Requirements to take General Core and General Electives by meeting only University Admission requirements. Courses will be offered in the evenings in an accelerated format.
 - B. 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. A maximum of 15 hours may be awarded toward the BSOL through CPL. Check with the CPL Director for application and full details.
 - C. Union University participates in several credit by examination programs following the guidelines of the American Council on Education. A maximum of 32 semester hours of credit by examination, including the maximum 15 CPL hours, may be applied toward the BSOL degree. See the Admissions section of the Catalogue for additional information.
 - D. BSOL students are exempted from the requirement that the last 12 hours must be completed in residence.
- III. General Core Curriculum Modifications—MAT 111 (College Algebra) or a higher level Math is required.
- IV. Specific Core Curriculum Requirements—none
- V. BSOL, Major Requirements—40 hours, in the order in which the courses are scheduled in the cohort: BSOL 401, 355, 402, 425, 432, 365, 350, 421, 415, 418, 435, 450, 448, 455
- VI. Minor Requirements—none
- VII. Assessment of Majors

Students will be tested to determine if program learning outcomes have been met. The ability to analyze data, solve problems, think critically, and communicate effectively in oral and written form will be evaluated in BSOL 418 & 455.
- VIII. Student Organizations and Student Awards, see the McAfee School of Business Administration section of the *Catalogue*.
- IX. Program Specific Financial Information

A. Enrollment Deposit	\$100
B. Credit for Prior Learning, per course	75
C. Books/Materials	\$1,050
D. Graduation Fee	\$50
E. Tuition	\$10,000
- X. Calendar

The academic calendars for the *LAUNCH* cohort groups do not parallel those shown in the *Catalogue*; the *LAUNCH* student will follow those calendars only if needing core curriculum or elective courses. *LAUNCH* calendars, specific to each cohort group are available for the 18 months with time off as noted on the calendars. Due to the accelerated nature of the cohort program, students must spend 4 hours/week outside of class in group study at a site approved by the university.

Bachelor of Science in Organizational Leadership Courses:

Financial planning and management techniques, procedures, laws and assessment tools principally relating to one's personal finances but with significant overlap with corpo-

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.

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.

ADULT STUDIES

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.

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.

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.

230 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.

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Lower-level group studies which do not appear in the regular departmental offerings.

6

Upper-level group studies which do not appear in the regular departmental offerings.

6

The origin, purposes, officers and curriculum of the organizations of the local church.

6

A study of the basic techniques of sermon preparation and delivery.

An intensive study in the first five books of the Old Testament.

A study of the minor prophets.

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

An exegetical study of selected Pauline epistles.

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

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.

232 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.

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

6

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

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

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.

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

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

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

6

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

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

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

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.

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)

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