

# Adult Studies

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## 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 central service for admissions, registration, academic counseling and a variety of other services. By concentrating these services in one office, Union University hopes to provide better, 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 as well as a degree completion program in management, the *LAUNCH* Program, leading to the Bachelor of Science in Organizational Leadership degree. The School

### **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 “non-matriculated, non-transferable.”

The provisionally admitted student will be bound by all general academic require-

## Financial Policies

Tuition and payment plans are program-specific; 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/semester (Fall, Spring) and \$10/term (January, June, July). Certain courses 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*. Courses taken through Cross-Campus Agreement will be billed at the Union program-specific rate. Audited courses are billed at \$110/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 or FACTS Coordinator.

## Financial Aid

Students enrolled in non-traditional programs may apply for financial assistance to attend Union University. Acceptance to the program is required. The student must file an institutional application for financial assistance and the Free Application for Federal Student Aid (FAFSA). Undergraduate students will be awarded Pell Grant based upon eligibility and may apply for Stafford Loans. Check with your program director/coordinator for forms and details.

## Employee Reimbursement

Union University offers financial arrangements for students employed by companies with tuition reimbursement programs. Forms and instructions are available through your program director/coordinator and forms must be submitted each semester/term to qualify.

## Academic Policies

Academic policies of the university are considered in force throughout the Adult Studies programs unless specifically noted otherwise within the program description. Program-specific policies and evaluations of course credit toward graduation are not automatically transferrable between programs; reevaluation is required with a change of program.

The General Core Curriculum requirements for Union University degrees are outlined in the "Academic Program" section of this *Catalogue*. These requirements are to be followed to the fullest extent possible for students lacking general education credits. Course descriptions of core curriculum and prerequisites courses are found in their respective academic departments of the *Catalogue*. The pattern outlined below may be followed as a guide for accepting transfer credits and for completing general education credits when substitutions for the General Core Curriculum are necessary.

- A. Composition/Speech, 9 hours:
  - ENG 111 & 112 (Composition I & II) ..... 6 hours
  - COM 112 or 235 (previously earned credits in Oral Communication, Speech or Business Communication will apply) ..... 3 hours
- B. Humanities, 9 hours:
  - ENG 201 or 202 (previously earned credits in literature will apply) ..... 3 hours
  - Humanities Electives (previously earned credits in Literature, English, Ethics, Humanities, Philosophy, Language, Music, Art, Theatre, Christian Studies will apply) ..... 6 hours
- C. BIO 100 & PHY 111 (previously earned credits in Biology, Chemistry, Physics, Physical Science, Earth Science, Astronomy, Environmental Science, Geology will apply) ..... 8 hours

- D. Social Science, 9 hours:  
 HIS 101 or 102 (previously earned credits in History will apply) ..... 3 hours  
 Social Science (previously earned credits in History, Economics,  
 Political Science, Sociology, Psychology, Geography,  
 Anthropology will apply) ..... 6 hours
- E. CHR 111 & 112 (previously earned credits in Bible, Religion  
 will apply) ..... 6 hours
- F. Mathematics (MAT 111 or higher) ..... 3 hours
- G. Computer Science (CSC, Programming, Data Processing,  
 Microcomputing, Computer Applications will apply) ..... 2 hours

To graduate with a bachelors degree, students must demonstrate proficiency in the use of the English language; however, this requirement is waived through graduation August 2005 while under research.

### **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

E-Mail: [smyatt@uu.edu](mailto:smyatt@uu.edu)

FAX: 731-661-5101

Germantown Office: UU/Germantown Campus

Contact: Scott Lawyer, Assistant Professor of Management

Phone: 901-759-0024 (sl) (Contc [(E-Mail):-997.6(smyatt@uu.edu)537.e

**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/

**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 thne c, A2

**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**

214 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**

Jackson Office: School of Nursing, Jackson Campus

Phone: 731-661-5200

FAX: 731-661-5504

Contact: Administrative Assistant

Germantown Office: UU/Germantown Campus

Contact: Lindy Hannah, Coordinator of Nursing Programs  
and Assistant Registrar

Phone: 901-759-0029

EMail: lhannah@uu.edu

FAX: 901-759-1197

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

- VIII. Student Organizations and Student Awards, see the School of Nursing section of the *Catalogue* for details.
- IX. Financial Information
  - A. \$275 per semester hour for all nursing and non-nursing courses in addition to any applicable course fees.

## Readmission to the BSN Program

Readmission to the Accelerated BSN Program is not allowed. Students who are unsuccessful with the accelerated program may apply to enter the Basic BSN Program that moves at the more traditional pace.

## Uniforms

Students must purchase appropriate uniforms. The School of Nursing will provide necessary forms for ordering the uniforms.

## Insurance

Students will be charged for the school's group policy liability insurance when participating in a nursing course that requires clinical experience.

## Course Descriptions of Prerequisite Courses

( ) Hours Credit

### **BIO 300. Pathophysiology (3)**

Prerequisite: BIO 211, 221, 222.

This course will build on foundations established in previous science and nursing courses to facilitate further comprehension of the various states of altered health observed within the health care arena. Topics include stress, shock, altered acid-base balance, altered fluid and electrolyte balance, neoplasia, hypertension, immunodeficiency, genetic disorders, altered cardiac rhythms, renal failure and uremia.

### **MAT 114. Introduction to Statistics and Probability (3)**

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, standard deviation, basic probability, continuous distributions through the normal distribution, introduction to sampling theory and hypothesis testing.

## Course Descriptions of Courses in the Nursing Major

( ) Hours Credit

### **NUR 303. Introduction to Professional Nursing (3)**

Prerequisite: Admission to the 2nd Bachelors/Accelerated BSN Track

The philosophy of nursing and the four main concepts of person, environment, health and nursing; the basic concepts in health promotion and health maintenance are emphasized as are the concepts related to wholistic care of individuals and families in the community.

### **NUR 304. Accelerated Skills Practicum (2)**

A practical hands-on experience designed to teach the nursing skills necessary for nursing practice in the cnD -0.ls Prao7.1(oba8mp2)Tj 6 T forlloty

**NUR 310. Health Assessment (3)**

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 330. Introduction to Research in Nursing (3)**

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

The role of the professional nurse in critiquing and utilizing nursing research literature.



- I. BSOL Program Admission Requirements
  - A. Official transcripts documenting completion of at least 60 semester hours of acceptable credit including 21 hours applicable to the General Core.
  - 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 Electives by meeting only University Admission requirements. Courses will be offered in the evenings in an accelerated format.

## **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 process that improves customer satisfaction. The principles of quality management are

**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



**Adult Studies Program**

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



**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**

Study of the book(s) indicated with attention to its exposition, historical setting, the meaning for Christians today, and 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. I, II, III John (3)  
 RGL 378. Revelation (3)

## **Adult Studies Program**

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

Office: Church Services  
Director: Charles A. Fowler  
Phone: 731-661-5160  
Email: [jmoore@uu.edu](mailto:jmoore@uu.edu)  
FAX: 731-661-5495  
Contact: Joanna Moore