

# DEPARTMENT OF CONTINUING STUDIES

## COLLEGE OF EDUCATION AND HUMAN STUDIES

### Faculty

Beverly Absher (2004). Associate Vice President for Auxiliary Operations and Chair, and Professor, Department of Continuing Studies. B.S. and M.B.A., University of North Alabama; Ed.D., rp6SBA7sBfT

Beth Madison



## Degree Requirements

- I. General Education Requirements
  - A. General Core and transfer policies specific to Adult Studies Programs are detailed in the "Adult Studies" section of the catalogue.
  - B. Must include MAT 107 or higher
- II. BSOL Major Requirements—40 hours
  - A. BSOL Core: BSOL 401,402, 413, 418, 435, 448, and 451—20 hours
  - B. Concentration, select one:
    1. Organizational Management: BSOL 355, 410, 415, 421, 425, 432, 455—20 hours
    2. Health Management: BSOL 323, 325, 341, 356, 421, 432, 456—20 hours
    3. Church Leadership: BSOL 336, 415, 420, 428, 432, 443, 457 —20 hours
    4. Project and Logistics Management: BSOL 330, 415, 425, 430, 433, 438, 458—20 hours
    5. Criminal Justice Administration: BSOL 312, 351, 375, 415, 425, 440, and 459 – 20 hours
    6. Information Technology: BSOL 405, 410, 411, 412, 415, 455, 470—20 hours
- III. Electives to meet 128 minimum hours
- IV. Minor: No minor is required but may be met according to requirements stated by the department awarding the minor.

## Academic Calendars

The academic calendars for the BSOL cohorts do not parallel those shown in the catalogue. The BSOL students will follow the traditional calendars if needing General Core or elective courses. BSOL calendars, specific to each cohort, are available for the 18-month program as it begins. Due to the accelerated nature of the cohort program, 4 hours/week in group study outside class is recommended. The major/cohort calendars of this program are available at [www.uu.edu/bsol/](http://www.uu.edu/bsol/)

## 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 and the capstone course for each concentration (BSOL 455, 456, 457, 458, 459).

## Credit by Testing

CLEP and DANTES credit by testing may be applicable to the student's program as detailed in the Advanced Placement section of the catalogue. CLEP and DANTES attempts can be made no later than six weeks prior to graduation. This deadline also applies to exams taken at other institutions that are to be applied toward graduation from Union. Registration for testing is limited; therefore, students are encouraged to make plans and register for testing as early in their program of study as possible.

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## Course Offerings in Organizational Leadership (BSOL)

275. Prior Learning Assessment Theory and Practice (3)  
Prior Learning Assessment Theory and Practice is a course designed to help students articulate, compile, and document college-level prior learning that was acquired from non-classroom experiences such as work, professional training, military careers, volunteering, and personal life. This course will help students to identify areas of learning they may want to have evaluated for college-level equivalency. The course will also guide students through the preparation and compilation of all components required for the evaluation of a portfolio or prior learning through LearningCounts.org. Students will learn critical reflection skills to rethink the value of their learning and its implications for future learning. Adult learning theory, models, and concepts will be discussed and applied to case studies. This course is only offered online and is for Continuing Studies students tudih leaerc.TJ ET EMC /Span <</MCID 16317 ork,

### 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

430. Project and Logistics Management (3)  
Fundamental principles of project management including customers, planning, scheduling, cost estimation, human resources, communications systems, risk management and change management. Current challenges, strategies and innovations of project 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 (2)  
Teaches method improvement, work measurement and work design as they are applied to manufacturing and service industries to increase productivity and improve worker health and safety. Topics will include Pareto analysis, fish diagram, Gantt chart, process chart, worker machine relationship, lean manufacturing, plant layout, motion analysis, NIOSH, OSHA, and time study.
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.
438. Environmental Management (3)  
Rules and regulations as they apply to the workplace among them Resource Conservation and Recovery Act, Clear Air Act, Clean Water Act, Safe Drinking Water Act, Comprehensive Environmental Response, Compensation and Liability Act, Emergency Planning and Right to Know Act. Requirements for compliance will be discussed.
440. Criminal Investigation (3)  
Analysis of methods of investigation of felony crimes. Techniques of crime scene analysis, interrogation and other investigative techniques are emphasized.
443. Issues in Christian Ethics (3)  
Examination of the moral dimensions of Christian ministry and moral issues facing ministers daily. Attention is given to the minister's personal, professional and collegial relationships and moral responsibilities.
448. Organizational Research and Planning (3)  
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.
451. Interpersonal 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.
455. Current Issues in Organizational Management (3)  
This capstone course in organizational management 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.
456. Current Issues in Health Management (3)  
Comprehensive course to allow synthesis and application of concepts to a variety of health care topics related to organization and administration in health services.
457. Current Issues in Church Leadership (3)  
Capstone course providing opportunities to synthesize and apply elements from a variety of related topics to the organization and administration of the local church, in particular to globalization.
458. Current Issues in Project Management (3)  
This comprehensive capstone course provides opportunities to synthesize and apply elements from a variety of related topics to project management. Elements of this course include decision-making in a wide variety of areas on advanced level case analyses. Substantial reading of various leadership and managerial perspectives and applications of those perspectives to the student's work setting is required.
459. Current Issues in Criminal Justice (3)  
Capstone course providing opportunities to synthesize and apply elements from a variety of topics to management within criminal justice.
470. Information Technology Project Seminar (3)  
Prerequisites: BSOL 401, 405, 410, 411, 412, 418  
The Information Technology Projects course allows students to describe a problem that can be solved using information technology and then suggest and implement an approach for the solution. The project should employ broadly available technology, and usually involve either the construction or evaluation of a substantial software artifact, with the principles of software project management being used to guide its development and documentation.

195-6-7. Special Studies (1-4) On Demand

295-6-7. Special Studies (1-4) On Demand

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

395-6-7. Special Studies (1-4) On Demand

Upper-level group studies which do not appear in the

regular departmental offerings.