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**Orlando Lobaina** (2019). Dean, School of Adult and Professional Studies. B.A., Appalachian Bible College; M.A., Ed.S., and Ed.D., Liberty 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** (2017). Chair, Adult and Professional Studies–Germantown and Associate Professor of Organizational Leadership. B.A., University of South Florida, M.B.A., Upper Iowa University, Ed.D., Walden University.

**Debra Tolladay** (2017). Program Director and Assistant Professor, School of Adult and Professional Studies–Hendersonville. B.S., University of Illinois; M.B.A., University of St. Francis.

**Beth Madison** (2007) Associate Professor of Science. B.S., University of Tennessee; M.S., University of Kentucky; Ph.D., Kansas State University.

**Pam Jaynes** (2019). Administrative Assistant to the Dean and Program Coordinator–Jackson.

**Hannah Borstad** (2019). Program Coordinator–Germantown. B.A., Carson-Newman University.

**Robin Navel** (1999). Instructional Design and Online Programs Specialist & Support, Adult and Professional Studies. B.S.E., M.Ed., and Ed.S., University of Memphis.

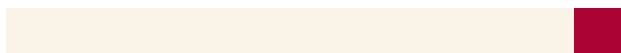
**Luanne Powell** (1984-87; 1999). Director for Marketing and Enrollment, B.A. and M.B.A., Union University.

**Cindy Shirley** (1998). Director of Prior Learning and Testing. B.S. and M.A., Trevecca Nazarene University.

**Kristina Williams** (2015). Coordinator of Marketing and Enrollment, Adult Professional Studies

The School serves undergraduate non-traditional adult students in degree-completion programs, undergraduate and 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)





**215. Learning from Great Leaders (3)**

What makes a great leader? What is your own leadership potential and how can you increase it? Great leaders possess several key leadership skills. In this course, students will discover insights from recognized historical leaders, examine key leadership theories, styles and qualities, and increase their leadership awareness and potential.

**230. Personal Budgeting and Planning (3)**

The goal of Personal Budgeting and Financial Planning is to explore the major concepts of financial planning and give the student a framework and basic tools to help reach their personal life financial objectives. This course will expose the student to a number of personal financial topics which can lead the student to more in-depth exploration and financial planning

**250. Teams and Virtual Teams (3)**

This course helps the team leader or supervisor design and assemble a winning team to achieve the goals of the organization. Lessons include vital information such as design and purpose of teams in real life scenarios, the psychological aspect of the team membership and team building, shaping realistic goals and assessing resources to develop your team, the current challenges of virtual offices and teams, and team building and leadership development skills to motivate and inspire your team to achieve maximum success.

**270. Professionalism and Leadership (3)**

This course provides students with an understanding of the role that etiquette and professionalism play in helping civil people respond and interact appropriately with each other. It provides students with the knowledge and skills needed to project a professional image and to communicate and interact professionally in today's business or social environment.

**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 only.

**312. Criminology (3)**

A study of theories and research in relation to the causes of crime, punishment and treatment of crime.

**323. Medical Legal Concepts (3)**

Overview of legal issues confronting health care administrators, designed to examine laws, rules, regulations, statutes and legal liabilities faced on a day-to-day basis.

**325. Medical Ethics (3)**

Theories, principles and relevant case studies giving application of Christian ethical principles to values clarification and decision-making in the medical field.

**330. Engineering Economy (3)**

Presents basic principles of economic analysis related specifically to the realm of engineering and construction; covers methods of developing engineering alternatives to capital investment projects using economic and financial principles.

**336. Leadership and Change for Church Leaders (3)**

Study of change and its impact on a church culture. The development and implementation of cultural needs assessment and the process of building cultural bridges to meet the changing needs of church communities will be discussed.

**341. Health Care Finance (3)**

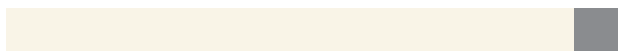
Introduction to fundamental financial concepts and skills necessary to success as managers in an increasingly competitive health care environment.

**351. Introduction to Criminal Justice (3)**

Introductory study to criminal justice system, including the structure, process and function of the police, court system and its subsystems, and the processing of offenders.

**355. Quality Management in Organizations (3)**

The concepts of Total Quality as they relate to leadership and organizations. The uniqueness of quality is analyzed in relation to a systematic process that improves customer satisfaction. The principles of quality standards are integrated with the phases of a continuous improvement process.

**356. Quality Improvement in Health Care Settings (3)**

**401. Leadership Assessment and Development (3)**

Group interaction skills and the management of individual and professional priorities. Includes behavioral style analysis, communication processes within groups, versatility in dealing with supervisors and subordinates, goal setting, setting priorities and time management.

**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.

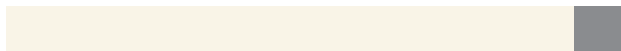
**412. Database Management (3)**

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



**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.

