I personally invite you to see Sullivan for yourself first through the words and photos of this bulletin and then on a personal tour of our beautiful campus. Sullivan Junior College of Business has much to offer the alert, ambitious person who believes that a rewarding career is a worthwhile goal.

The Sullivan campus and the many educational and extracurricular activities available will make your college experience both profitable and enjoyable. We are particularly proud of our innovative "5 Program" which offers you a "career first" curriculum and gives you the option of accepting employment at the end of one year or continuing on toward your Associate Degree with no lost time or investment.

Complete information about this exciting concept as well as a wealth of other information is contained in this bulletin. But nothing can take the place of a firsthand look. So...this is your personal invitation to see the beautiful Sullivan campus for yourself!

Sincerely,

A.R. Sullivan
President

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Volume XXIII 1988-90
Sullivan Junior College of Business

"a history of success dating from 1864"

Sullivan Junior College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Science degree.

The Commission on Colleges of the Southern Association of Colleges and Schools is a Regional Accrediting Agency charged with the responsibility of accrediting institutions of higher education in eleven Southern States.

Sullivan College is accredited as a Junior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools.

The Accrediting Commission of AICS has been designated by the Secretary of Education as a national, institutional accrediting agency for postsecondary and collegiate institutions pursuant to Public Law 82-500 and subsequent legislation, including the Higher Education Act of 1965 as amended.

Sullivan College is licensed by the Kentucky State Board for Proprietary Education under legislative authority of KRS 165.

Sullivan College is Accredited by the Indiana Commission on Postsecondary Proprietary Education.
Living and Learning at Sullivan

Thinking about college? Trying to find just the right one that fits your personal needs and goals? Choosing the right college is a big decision, and you need the answers to lots of questions before you decide. To help you with that decision, we share with you, through pictures and detailed information, a factual view of student life, programs of study, and the atmosphere for learning and growing at Sullivan College.

First, some photos of people and happenings at Sullivan... our students at work and play.

The next few pages will tell you about student life and the many personal services that make Sullivan a special place for many students. Then, we have presented the answers to many of the most frequently asked questions we encounter during admissions interviews, and frankly, we have added a few that aren't asked but we feel you should know about...
Through the use of this format, we hope you will sense the opportunity available for you at Sullivan. **We are a special school**, one that has definite goals and purpose, and we hope that you like what you read and see in this bulletin enough to feel comfortable, challenged, and happy with Sullivan as your college choice. A recent Accreditation Evaluation Committee noted in their report that our career bulletin truly presented a factual and accurate picture of the college. We were complimented by this commendation and hope our efforts to tell you about our people and the college assist you in your quest for the right college to meet your needs.

If you like what you see and read, then mail the attached card today for additional information or to arrange for a personal tour of our campus. **We look forward to meeting you!**
At Sullivan, our philosophy is that education should involve the total person.

Sullivan offers all the advantages of a streamlined academic program geared to the needs of a student eager to begin a career. Yet there is also a well-rounded non-classroom program that is not only fun but fulfilling...from sports to social life. Sullivan opens many doors for the student eager to make the most of his opportunities. Friendships made under these conditions can and often do endure for a lifetime.

All participation is voluntary and satisfactory grades are a prerequisite. However, the axiom seems to hold true that active, involved students particularly those who seek a leadership role usually excel in the classroom also.

### Student Life and Services:

The student body of the College is governed by its own **Board of Directors**, with elected representatives. The Board carries considerable responsibility administering social activities, and student programs and expenditures. A position on the Board is highly coveted, with feverish election activity underway each fall and spring.

The school *newspaper*, The **Sullivan Herald**, provides a stimulus to journalistic talents carrying stories and pictures of school sports events and social affairs, and features graduates who’ve made it.

Published at regular intervals during the year, the Herald with 5,000 copies per issue and nationwide readership, is recognized as one of the top college newspapers in the country. The Herald holds membership in the Associated Collegiate Press Association.

The college also prints a weekly **Newsletter** for students which provides information on activities, policies, organizations, and features a section which answers questions and comments from the student **Suggestion Box**, a Sullivan student service tradition. At Sullivan, student communication is important.
SOCIAL LIFE
Sullivan students have a good time together! After all, the only essential ingredient for a party is people, and the Sullivan social calendar provides lots of opportunities for people to get together and have a good time from informal coke breaks between classes, to planned school-wide dances, to the high social drama of the crowning of the Homecoming Queen when both students and alumni turn out in great numbers. And, of course, a great favorite is the annual ride on the Ohio River on the Belle of Louisville, an excursion in the grand riverboat tradition with picnic-style food and lots of music, dancing, and laughter!

With the new Ski Resorts recently built near Louisville, large numbers of Sullivan students are learning to Snow Ski. Special group trips from the campus, with ski lessons included, have added a new fun dimension to the college activity calendar.

This activity, added to the students who travel to away basketball games of our national championship basketball team, makes for an exciting and action filled fall and winter.

ORIENTATION DAYS
The transition to college life, especially when it involves leaving the familiar surroundings of home, can be a vital time in a person's life, setting the stage for success or failure in a college career. At Sullivan, orientation is a one-to two-day happening, a busy time, filled with placement testing, final scheduling and informational sessions. It's an exciting time, filled with tension-erasing laughter, with anxiety dissipated by friendly helpfulness. Everyone is learning — and promptly forgetting — names and room numbers. But it all seems to come out all right in time for the beginning of classes for freshmen and returning upper-classmen.
SPORTS

There is a sport for almost everyone at Sullivan, both men's and women's. The "Executives" represent Sullivan wearing green and white. Anyone can try out, and students are encouraged to compete for several different sports, both collegiate and intramural.

But it's Collegiate Basketball that really brings the Sullivan crowd to its feet. Sullivan College is a member of both the National Junior College Athletic Association (N.J.C.A.A.) and the National Little College Athletic Association (N.L.C.A.A.) and has won an unprecedented four N.L.C.A.A. national basketball championships.

In National Tournament play, the Executives, competing against both two and four year college teams, defeated three four-year college teams from across the U.S.A. to win the fourth title.

The "Executives" have won more than 50 trophies and awards and have had fourteen basketball players named N.L.C.A.A. All-Americans, more than twice as many as any other little college team.

Over 98% of Sullivan Junior College basketball players have received a degree or diploma since 1978. Over twenty have received grants-in-aid to four year colleges or universities to compete in intercollegiate athletics. Sullivan players have continued their academic and athletic careers at four-year institutions such as Austin Peay, West Texas State, Carson-Newman, Cumberland, and the University of Tennessee-Martin.

With a winning record over the past 22 years of over 74% of their games, our Execs have a record unmatched by any other Junior College in the United States.

Grants-in-aid are available to qualified players. Those interested are urged to contact the Athletic Director at the earliest possible date.
There are co-ed bowling teams for intramural participation both summer and winter leagues. Competition ends with a bowling banquet when trophies are presented.

Collegiate Bowling is a major sport at Sullivan. Both the men's and women's bowling teams won the N.L.C.A.A. National Bowling Championship. The 1985 titles mark the sixth for the women and seventh in the last eight years for the men, who have finished second the other two years.

Twelve Sullivan bowlers have been designated as N.L.C.A.A. All-Americans, a proud addition to an outstanding heritage at Sullivan College. Competitive tryouts are held each fall.

Cheerleading, too, at Sullivan has its role in a winning sports program. High school participation is not a prerequisite. Only a successful tryout is needed, but selection is a distinct honor and competition held each fall is keen.

An outstanding Cheerleading Squad is a long time tradition at Sullivan College. The Cheerleading Squad normally travels with the Basketball Team as it travels throughout the Eastern and Southern United States. Cheerleading, too, is a winning tradition at Sullivan College.

The college sponsors a Co-Ed Softball team each year. The Executives play in city-wide competition each spring and summer and this friendly group sports activity is a highlight of the year for many men and women students.

The Women’s Drill Team has grown and improved yearly at Sullivan because of increased interest from students.

Competitive tryouts are held in the fall. The team performs at many college athletic and student events during the year.

This, too, is an exciting opportunity for participation in Sullivan College life.
Top Training Means Top Placement:

A Lifetime Service at Sullivan

All Sullivan graduates receive:

1. The assistance of a fully-staffed Graduate Employment Services Office.
2. Local and national employment assistance at no additional charge.
3. Lifetime review privileges.
4. An employment service that has averaged over 96% graduate employment the past nine years.

From the time a student enrolls at Sullivan, the primary emphasis is upon employability and his ultimate success in the business world. The success of our graduates is the only standard that really matters. After all, that's the primary reason any student selects a specialized college of business.

At Sullivan, the student enjoys every advantage — small classes, modern equipment, and a quality faculty teaching a curriculum that is relevant to contemporary business needs. Yet we consider that only half of our job. Therefore, much effort is directed toward helping the graduate get — and keep — that all important "first" job.

A major part of Sullivan College is the Graduate Employment Service Office, under the able direction of a highly qualified Graduate Employment Services Staff. Because of Sullivan's limited enrollment, it is possible to get to know each student personally and, upon graduation, match abilities, interests and personality to the job most likely to bring success and fulfillment.

In both private and group counseling sessions, the Graduate Employment Services Staff carefully prepares the student nearing graduation for the first job interview. Much of the anxiety of that first encounter can be dispelled with a briefing, helpful hints and a review of the techniques of interviewing.

In personal one-to-one sessions, each student has the opportunity to project special preferences, abilities or needs. There can then follow a suitable
matching of opening to applicant. Initial interviews are scheduled by the Graduate Employment Services Office and the process is underway.

Only when our graduate is successfully placed is our job complete... but not finished! Sometimes, for various reasons, the first position does not work out or the opportunity may be limited or even, at some future time, the graduate may leave and later re-enter the job market. Or locating a position in a distant city may become desirable, as when a husband, wife, or other relative is transferred. Then the true value of Sullivan's Lifetime Employment Policy becomes obvious. When you need help finding a job, locally or nationwide, once, twice, or for a lifetime--this service is yours as a Sullivan graduate without any additional cost!

Another valuable asset to the graduate is the right to return to Sullivan at any time--and as many times as desired--to review any course taken previously, without any additional charge. To those who have left the job market for any reason and wish to review, who have changed jobs or assignments or who simply want to up-date and brush-up, this can be a stimulating and helpful experience!

This right belongs to every Sullivan graduate at no extra charge. We call it the Lifetime Review Privilege!

It must be emphasized that an integral part of the value of Lifetime Employment Assistance and Lifetime Review Privilege is the outstanding reputation of Sullivan College as a leader in business education. Coupled with our familiarity with the local and regional job environment and our careful guidance and counseling, these services truly take on a priceless dimension.

A favorite course at Sullivan is a series of sessions on techniques which graduates can use to find and secure their first job. This quarter-long course concentrates on resume preparation, networking, personal appearance, and interviewing techniques. While the Graduate Employment Services Office stands ready to help all graduates, this unique course helps Sullivan students develop abilities which will allow them to help themselves upon graduation and throughout their professional career.
Career opportunities in business are increasing every day and the modern office is a nerve center for dozens of technical and advanced specialties from computer programming to administrative management. Small wonder that the average young person trying to prepare for a rewarding career is confused by the myriad opportunities confronting him.

Pre-admission counseling is offered to each student interested in learning more about the programs at Sullivan College. By appointment, a counselor is available to provide personal career counseling without charge or obligation.

After entry, a counselor is available at all times to assist with school or personal problems. There are many advantages to be found in a small college and Sullivan, through small classes, individual guidance and personal attention, strives to develop a stronger, more mature graduate.

An exciting concept for communication and sharing is the Sullivan freshman advisor programs. Each new student in his early months at Sullivan is assigned a faculty or administrator advisor. In small groups or in one-to-one sessions, problems, ideas, and simple sharing are accomplished helping our freshmen adjust more quickly and easily to college life at Sullivan. It really works for you!
To many, both students and families, the area of most concern about entering college life is that of "where and how will the student actually live?" Natural questions come thick and fast when, as for most, this is a first-time experience, a real venture into self-reliance, responsibility and adulthood.

**Apartments** - Sullivan Junior College provides spacious apartments for its men and women students, located just a short distance from the college campus. Each apartment has two bedrooms, two full baths, a large living room and dining room, and an equipped eat-in kitchen with dishwasher, range, microwave oven, disposal, and frost-free refrigerator. The entire apartment is air conditioned and has its own patio or balcony. Each of the units is completely furnished with new, modern furniture. In addition, the apartment facilities have a beautiful swimming pool. The college provides daily transportation to and from the College campus, and there is parking at the apartments for students who need to bring their own cars. Apartments are assigned on a first-come, first-serve basis, and students are urged to apply early. Upon completion of the College application, housing applications can be obtained from the Sullivan Admissions Office.
12 ways you can afford to attend Sullivan College

1. If you can afford quarterly or other payments from family or personal resources...
2. If you need aid, no matter what your family financial situation, in many cases subsidized government and other loan programs may be available to you.
3. If you are from a low-income, financially-needy family and are willing to work and study at the same time...
4. If your family has less than $20,000 annual income or is very large...
5. If you qualify for vocational rehabilitation...
6. If you are a child of a deceased veteran...
7. If you are a veteran of military service...
8. If you can qualify for an athletic grant-in-aid...
9. If you are of American Indian descent...
10. If one of your parents qualified for railroad retirement payments...
11. If you are a Kentucky resident and can demonstrate financial need...
12. If you can qualify for a competitive scholarship...

...then Sullivan College may be able to help you attend college this year.

Here's how:

It is our firm belief at Sullivan that, while not everyone may be financially able to cope with the ever-increasing cost of many four-year colleges and universities, every aspirant to higher learning can afford to attend Sullivan!

From this positive stance, we approach financing for college with the expectation that there is a way if the student really wants it. No investment in the future can pay higher dividends that the right kind of training at the outset of a career.

For this reason, Sullivan retains competent professional Student Financial Aid officers who are fully informed on all government aid programs, private loan plans, scholarships, and grants-in-aid. These officers are up-to-date on all educational programs for veterans and national, state and local vocational rehabilitation programs, social security benefits, and other programs which the average student may overlook. The Student Financial Aid Office, through wide experience, can offer advice, counsel the student and help achieve financial help where it might not have been thought possible. The essential ingredients are the desire to gain career skills, the willingness to cooperate, and a positive attitude. The student who needs financial assistance is urged to contact the College as early as possible.

Here are some of the financial aid programs and alternatives available to Sullivan students:

Federal and State Aid Programs

Students attending Sullivan have access to all available Federal and State Student Financial Aid Programs. As directed by the U.S. Department of Education, federal funds are allotted to the lowest income families first, but funds are also available for middle and some upper-income families. Applications should be made through the Student Financial Aid Office.

Pell Grants (formerly BEOG) provide federal funds to all eligible students from lower and middle income families. Applications are available through high school counselors.
or Sullivan College. Eligibility and need are determined by the Pell Grants Division of the U.S. Dept. of Education. Repayment is not required.

**SEO Grant**

Supplemental Educational Opportunity Grants are made available to students with exceptional financial need. Repayment is not required.

**State Student Incentive Grants**

SSIG State Student Incentive Grants are for qualified Kentucky students with proven need. Amounts are determined by the Kentucky Higher Education Assistance Authority Grant Program and SSIG eligibility is in line with Pell Grant eligibility. Repayment is not required.

**Kentucky and Indiana Guaranteed Student Loan Programs**

provide loans up to $2,625 per year with repayment beginning six months after graduation. Need for these loans must be established.

**Perkins Loans (formerly National Direct Student Loan)** are made available through the college in amounts up to $3,000 with repayment beginning six months after graduation. A need must be established for this loan also.

**CWSP College Work-Study Program** provides part-time jobs to students from middle and lower income families. This program is federally funded through the U.S. Congress.

**Athletic Grants-In-Aid.** A limited number of grants are awarded yearly to outstanding basketball players who are chosen in annual tryouts held by Sullivan. If you are interested in being considered for a grant, have your high school coach write a letter of recommendation as early as possible prior to your high school graduation. Send it to the Sullivan Athletic Director.

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**Part-Time Jobs.** The Sullivan Placement Office is able to assist a limited number of students in obtaining part-time, after-school positions in firms near the college. Students are encouraged to wait until after entry to contact the office so the student has time to determine the number of hours needed for study.

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**Sullivan Scholarships.** Scholarships are available to selected high school seniors based on their seventh semester high school class ranks, grade point averages, aptitude-achievement test scores, and career essays. These awards are for $300 per quarter and are renewable for up to a total of four quarters as long as the student maintains at least a 3.0 GPA while a Sullivan student. Additional information is available by calling the college Dean at 502-456-6504.

**Veterans Benefits.** Sullivan College is approved under the new G.I. Bill of Rights. Students are enrolled on a credit hour basis and tuition charges are based on a quarter hour charge basis. Veterans should contact the college for an appointment for counseling well in advance of the desired date of entry. Current monthly educational benefits for qualifying veterans pursuing degree programs are:

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**Rehabilitation Programs.**

Sullivan College serves clients of both Kentucky and Indiana Departments of Vocational Rehabilitation. A student who has a substantial handicap to employment may be eligible for financial assistance while training. The amount available depends on the individual circumstances of each person.

**"PLUS" and CEF Loans.**

Students not qualifying for adequate amounts of other financial aid may apply for the Parent’s Loan for Undergraduate Students (PLUS) or for Career Education Funds (CEF); both of these are loan funds available to higher income families. Contact Sullivan’s Director of Financial Aid for details.

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**QUARTERLY OR OTHER PAYMENT PLANS.** Although many students pay their tuition in full at entry, Sullivan has quarterly and other tuition payment plans available for students who may need to use income from a part-time job or from family or personal resources to "pay-as-you-go". A plan tailored to meet your needs can be arranged. We want to help you attend Sullivan! Check with a Sullivan Admissions Officer for full details on tuition payment schedules.
Answers to your most frequently asked questions about Sullivan College:

For you to get the most benefit from your college experience, you have lots of “need to know” questions. Sometimes the answers are obvious, but the questions are hard to express. That's why at Sullivan we have an "open door policy" for easy, two-way communication among students, faculty, and administration. We want you to feel, "at Sullivan, there is a program and an attitude that really meets my needs."

So if you have questions about Sullivan College, its programs and opportunities, here are some answers to frequently asked questions which should really help you!

"Is Louisville, Kentucky a good location for a top-rated college of business?"

YES! Louisville and Sullivan College both have what it takes. Louisville is a major city, contrasting the modern with the traditional, a colorful history yet with a progressive business climate, a stable job market and highly-diversified economy, from age-old river traffic to aero-space and medical science research. Most of the country’s major corporations are active here, and many were started here. Louisville is a financial center, an insurance center, a transportation hub, and a convention capital with lots to do for livelihood, entertainment, and personal enrichment. Louisville is a city of churches, contrasting oddly with the distilling, tobacco, and racehorse activity. Louisville's many cathedrals and churches are well attended, and Louisvillians act out their faith. Two major seminaries are located in the city.

All this helps make Louisville a great place for you to study, to work, to grow!

"How did Sullivan College get its start?"

In early 1962, two men, a father and son named Sullivan, recognized the need for an institution devoted to the highest standards and ideals in preparing people for successful careers in modern business.

Since that time an educational institution has developed which is regarded as one of the outstanding colleges of business in the United States. Filled to capacity even in the first year, Sullivan College continues to grow in stature and reputation. More than 90 different awards and honors have been won by faculty, staff, student organizations, and teams representing Sullivan. In 1973, Bryant & Stratton Business College, whose history dates from 1864, merged with Sullivan giving Sullivan a history of over 123 years of service to the people of Kentuckiana. More recently, Sullivan has expanded to include campuses at Ft. Knox and Lexington, Kentucky.

Yes... Sullivan has a proud heritage of service and the record continues into the decade of the eighties.
"Where is Sullivan located?"

We are located in a multi-million dollar campus complex at the corner of the Watterson Expressway and Bardstown Road in the heart of suburban Jefferson County, Kentucky, called Sullivan Centre. The college educational facilities include special labs, classrooms, computer center, cafeteria, library and other support areas all centrally air-conditioned for student comfort. The campus itself is beautifully landscaped and provides a pleasant atmosphere for learning. Other campuses are located in Lexington and Ft. Knox, Kentucky.

"What equipment and facilities do you offer?"

All classrooms are centrally air-conditioned and equipped with a wide variety of training equipment, including over 100 electric typewriters, 36 electronic typewriters, and a 6-channel, 100 station typing laboratory and 50 IBM compatible PC's. A SABRE computerized travel reservations system is maintained for Travel and Airlines students, as well as an ultra-modern word processing lab with IBM and WANG equipment. In addition, the college provides a library, bookstore, computer center (with an IBM System 38 computer), and a full service cafeteria on the campus, and several comfortable and convenient patios. All classrooms, halls and other facilities are beautifully decorated and feature wall-to-wall carpeting.

"Does the College provide financial aid for eligible students?"

YES! Sullivan College has a number of institutionally-sponsored aid programs for students. In addition, the College is an eligible institution for many federal and state financial aid programs. Please refer to page 12 for additional information. If you want to attend Sullivan, financial aid can almost always be worked out.

"Does the College help graduates find positions?"

YES! A tremendously active and successful Employment Office is maintained by the College. For the past nine years in a row our graduates have attained an outstanding average of 96% plus employment success, with many, many programs 100% employment perfect. This record of success is unmatched. Hundreds of calls are received each quarter requesting Sullivan graduates. Please refer to pages 8-9 for additional information.

"When and how long can graduates use the College employment service?"

One of the unique features of Sullivan College is the lifetime employment assistance available for graduates of the College. Not only will the College help you at graduation, but will assist you at any time during your lifetime that you need assistance in finding a new position. This service is available to all graduates without additional charge whenever needed, once, twice, for a lifetime of security!
"Is Sullivan accredited and what does it really mean to me?"

Yes, Sullivan Junior College of Business is accredited! Accreditation is a much used word with important meaning to you as a student. Sullivan is accredited to award Associate Degrees by the Commission on Colleges of the Southern Association of Colleges and Schools which accredits colleges and universities in eleven Southern states. Sullivan was the first Junior College of Business in the South to have attained this level of Accreditation. In addition, Sullivan College is accredited as a Junior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools, a nationally recognized institutional accrediting body which accredits schools predominantly organized for education in the field of business.

These accreditation agencies in their respective fields insure that Sullivan College meets certain standards of quality and that the educational standards at the institution have met these very rigid and challenging standards.

For students desiring to pursue advanced education, accreditation can assist you in having more of your credits more easily transferred to the receiving institution.

"Tell me about your library services."

The College maintains a specialized library of business and general education texts for your use. An up-to-date periodical section is also provided along with the latest in audio visual aids, individual and group study desks, microfiche equipment, and ample seating. The library is under the supervision of a certified librarian and library staff and is open during both day and evening hours.

"Can I work part time while I attend Sullivan?"

Yes, however, please remember that classwork comes first. If a part-time position interferes with class work, you should reduce the daily workload of hours. If you need to obtain a part-time job while attending Sullivan, check with the College’s Employment Office Director after entering your classes. The Employment Office receives many requests for part-time help and will be happy to assist you.

"Does Sullivan provide access for handicapped students?"

The Sullivan Campus is uniquely equipped for serving disabled students. Special parking facilities, ramped entrances, elevator services, and especially equipped restrooms all assist the College in meeting this important student need.

"If I take a computer course, will I actually get to work with a computer?"

Sullivan students have an IBM System/38 located right here at the College for daily “hands-on” use in computer and data processing study. Computer majors also receive training on IBM Personal Computers. In addition, Travel Majors have the American Airlines SABRE computerized reservation system.
"What days do I attend school?"

Sullivan offers a unique approach to career preparation. You attend classes from Monday through Thursday. Fridays provide an optional "plus day" in that faculty members are available for personal conferences or to give you more individual assistance as needed. All facilities and equipment are available on Fridays for your individual study and practice. If Friday assistance is not required, then your 3-day weekends give you more time for personal and/or academic development, or for a "work experience" opportunity. The four-quarter year at Sullivan College is designed to prepare you quickly and thoroughly for an exciting career position in the business world.

"How soon do I get to take courses in my area of Career Specialization?"

Right away! We have what we call a "career-first curriculum"; that means you begin taking classes in your area of interest right away, not a year or two later as is the case in many colleges. Our students love it! We think you will too! And remember with this option you will be ready to accept a position in a year or less!

"How do we know what is happening on campus?"

A weekly newsletter is published to supplement several conveniently located student bulletin boards. We want you to be aware, and knowledgeable of what is "happening" on campus.

"What is expected of me regarding class attendance?"

Sullivan Junior College assumes that when you register for a course, you accept responsibility for full participation in all class activities. You are therefore expected to attend classes regularly. Decisions regarding excused absences will be made by the instructor. The responsibility for work missed because of absence rests primarily with you. Instructors will assist you where possible to help you make up work due to excused absences.

"What are your admission requirements?"

To attend Sullivan Junior College as a regular student, you must have earned the minimum of a high school diploma or its equivalent (such as the GED - General Educational Development Test). For admission to a degree program, a student is required to demonstrate the appropriate aptitude for their anticipated area of study. This aptitude may be accomplished through one of the following means:

1. Successful completion of a business aptitude test appropriate to their area of study. These tests are administered at the College and are free of charge.
2. For some degree programs, a student may submit his or her ACT or SAT test scores in place of the business aptitude test. Contact the Admissions Office for specific details on these degree programs.

It is the policy of Sullivan College to counsel individually with each person seeking admission. When possible, this interview is to take place at the college, but interviews may held in your home or high school when requested.

If you are transferring from another college or university, you must provide Sullivan College with a transcript of courses completed at these institutions. If you are a high school student, you must provide a transcript from your high school.
"What social life and activities are there for Sullivan students?"

A wide variety of social, sport, academic and other activities are available for you at Sullivan. Please refer to pages 4-11 for additional information. Yes, there is much, much more to the Sullivan experience than classrooms alone!

"Do you have vacations? When do classes stop and start?"

For specific dates, please refer to the College calendar at the end of this section. The College is in session four quarters (11 weeks each) during the year; thus, there are ample vacations and other breaks for you. Students have almost eight weeks of vacation during a twelve month period. An academic year is three quarters or nine months.

"Who will be my classmates?"

The student body is composed of recent high school graduates, college transfer students, veterans, adults and international students from several countries. Students from twelve states, and over 50 different counties in Kentucky and Southern Indiana are currently represented. Meet new friends and share ideas with a great group of career-oriented people at Sullivan College.

"Do you give credits or advanced placement for skills attained in courses I have previously taken?"

Sullivan recognizes that time and talent may be wasted if you are not placed in classes at a level which challenges your present abilities and skills. The College has designed a series of by-pass and Advanced Placement tests which are given at the beginning of each quarter during orientation. You are then placed in skill oriented classes or assigned work at the level of your demonstrated ability. In subjects where by-pass examinations are offered, a score of 90% or above on the by-pass test will earn you an "A" in that subject area and give you the credits earned; electives are offered when possible to replace the "by-passed" courses.
"What if I attended another college prior to entering Sullivan? Will my credits transfer to Sullivan?"

Sullivan Junior College will accept credit from other accredited post secondary institutions. Credit will be approved only for those courses which are equivalent to courses offered at Sullivan Junior College. Only courses in which a student has earned a grade of "C" or above will be considered for transfer. The College Registrar has the responsibility for determining coursework which will transfer into a program of study at the College. In order to have credit approved for transfer, the student must submit an official transcript and statement of academic policy from the previous institution.

The transfer student must complete a minimum of 24 quarter hours of academic credit or 30% of the total associate degree course of study (whichever is greater) in attendance at Sullivan to qualify for graduation from the College.

"What if I decide to attend another college after leaving Sullivan?"

Based on Sullivan's national reputation and the college's accreditation from both the Southern Association of Colleges and Schools and the Association of Independent Colleges and Schools, many colleges and universities accept credits earned at Sullivan College. The college will be happy to assist you if you decide to pursue an advanced degree after graduation from Sullivan. The Dean of the college is available to review your plans with you and assist you with your transfer.

"What about sororities and fraternities?"

Sullivan Junior College has a variety of fraternal and social organizations to choose from. Membership in the Kappa Phi chapter of Alpha Iota International Honorary Business Sorority is based on scholastic and leadership standards. Phi Beta Lambda, the College continuation of Future Business Leaders of America, is designed to enable students to become involved in activities which better prepare them for the world of business. The Sullivan Student Board of Directors also offers students the opportunity to exercise leadership abilities in the area of student activities.

"What standards of personal conduct do you expect from students?"

As a student, you are expected to maintain the high standards of conduct that are a tradition at Sullivan. We promote the exercise of class attendance, patriotism, hard work, and honesty. The college reserves the right to place a student on probation or suspension and to exclude him from the campus and all functions for the following reasons:
1. Excessive class absences.
2. Unethical, immoral, or unpatriotic conduct which would bring discredit to the individual, the college, or to other students.
3. Unprofessional conduct found to be offensive or detrimental to the student, the College, or to other students.
4. Illegal activities of any type.
5. Other standards as contained in the official Student Handbook of the College which is considered a part of this catalog.

"Do out-of-state students pay higher tuition?"

There is no additional charge for out-of-state students. All students entering Sullivan at the same time and in the same programs of study pay exactly the same tuition for the period selected.
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;What shorthand system should secretaries learn?&quot;</td>
<td>As a secretarial student at Sullivan College, you may study Gregg Shorthand or Speedwriting ABC Shorthand. If you have had one year or more of Gregg, we encourage you to continue with that system. If you are a beginner, you have your choice of either system. While both systems have the same graduation requirements, one may suit your abilities or interests better than the other.</td>
</tr>
<tr>
<td>&quot;Are students involved in community service projects?&quot;</td>
<td>Each year many different organizations at Sullivan work together to be of service to the people of the Kentuckiana area. Some of the major projects undertaken are: WHAS Crusade for Children Drive, Annual Christmas Fund Drive for Needy Families, the American Red Cross Blood Campaign, and others. Hundreds of Sullivan students have collected tens of thousands of dollars and given thousands of hours of time in service to this community. The students and College have been recognized many times for these outstanding contributions.</td>
</tr>
<tr>
<td>&quot;Do you accept married students?&quot;</td>
<td>Yes! All students, single, married, men or women are accepted at Sullivan without consideration of their marital status, race, creed, religious preference or handicap. The College is a co-educational institution serving the entire community and has a number of students from many different states, foreign countries and different age groups.</td>
</tr>
<tr>
<td>&quot;Does Sullivan recognize above-average academic accomplishments?&quot;</td>
<td>Yes! At the end of each quarter, the Dean's List, a listing of all full-time students who have achieved a 3.5 grade point average or better for the quarter, is published. The list designates all full-time students who have achieved &quot;High Honors&quot; or &quot;Honors&quot; for the quarter. At graduation qualifying students are also honored with Cum Laude, Magna Cum Laude, or Summa Cum Laude.</td>
</tr>
<tr>
<td>&quot;As a Sullivan student, how can I make my feelings known to the administration?&quot;</td>
<td>A tradition at Sullivan is the &quot;Suggestion Box.&quot; It is conveniently located in the College cafeteria and is regularly monitored by the Dean and Director. Any student who wants to ask a question, register a complaint, or make a suggestion for improving the College program can use the Suggestion Box. The Dean of the College answers the inquiries. The answers are not always what some students want to hear, but they're always open and straight forward. The comments don't have to be signed, and they're always confidential. Some terrific ideas for making Sullivan a great place to work and learn came right out of that little box!</td>
</tr>
<tr>
<td>&quot;Where do students relax?&quot;</td>
<td>Sullivan is located on a beautiful campus and provides students with an enclosed atrium courtyard, a large outdoor patio, a well-equipped game room, and a full-service cafeteria, along with several quiet study areas for those moments of relaxation we all need.</td>
</tr>
</tbody>
</table>
"What recognition do you give for outstanding achievement?"

The administration and faculty of Sullivan believe that achievement and success should be recognized. The college has established awards for these accomplishments.

**FOUNDER’S CUP FOR DISTINGUISHED SERVICE**
Graduates who have distinguished themselves through outstanding service to the community, the college, and to their fellow students are eligible for this award.

**PRESIDENT’S AWARD FOR ACADEMIC ACHIEVEMENT**
Awarded to graduates who maintain a 3.7 cumulative grade point average while in attendance at Sullivan. Awards are presented at graduation ceremony. GPA is calculated including credits transferred from other colleges.

**DISTINGUISHED ALUMNI AWARD** - The college recognizes outstanding professional achievements by past graduates with this award.

**DISTINGUISHED CITIZEN’S AWARD** - At special times, the college recognizes outstanding community leaders who have made major contributions in business, educational, civic, or governmental affairs.

"Tell me more about Fridays; they sound interesting."

Fridays are reserved for extra assistance to accelerate in all course areas. Instructors are available from 8 to 11:30 in the mornings to work with you. Friday attendance is normally at your option unless your progress in one or more areas is considered below normal; then, the faculty can require Friday attendance. But either way, Fridays at Sullivan enhance your college education in many ways.

"Where do we eat?"

The Sullivan Centre Campus of Sullivan Junior College contains a large food center which serves three meals a day. In addition, there are a number of restaurants within walking distance of the campus if you want more variety in your food choices. If you choose to "brown bag it," areas are provided in the food service center for your convenience. All students have 55 minutes for lunch.
"How is Sullivan College regarded in the community?"

Through a merger in 1973 with Bryant and Stratton Business College, a Louisville college since 1864, Sullivan has a heritage that goes back well over a century and the college continues to grow!

Sullivan was the first college of business in Kentucky to receive authorization to award the Associate Degree in Specialized Business and still has more graduates of this program than any other college in the state. With its full Accreditation as a Junior College, the College was also the first in Kentucky to be authorized to award the standard Associate of Science (A.S.) Degree.

The administration of the College is recognized nationally as well as throughout the Commonwealth. President A.R. Sullivan was formerly Chairman of the Board of the Association of Independent Colleges and Schools (AICS) and has also served at the national level as Chairman of the Accrediting Commission of the Association of Independent Colleges and Schools; he is presently a member of the Kentucky State Board for Proprietary Education as appointed by the Governor.

Executive Vice President, Dr. Stephen Copacock, is Chairman of an AICS Committee on Academic Affairs; he is a past President of the Kentucky Association of Career Colleges and Schools (KACCS) and has spoken at numerous state and national educational conventions.

The college is a private, tax-paying corporation, owned by a Kentucky corporation, Education Unlimited. A.R. Sullivan, Pres., G. Stephen Copacock, Exec. Vice Pres., Patricia Sullivan, Secretary. Other Board Directors are T.O. Hall, Robert Metry, and David Kimbel.

"What are the requirements for graduation?"

If you are a candidate for graduation from your first-year specialization, you must attain an overall cumulative grade point average of 2.0 to qualify for a diploma. Candidates for Associate of Science degrees must attain an overall cumulative grade point average of 2.0 (C average). The Associate Degree requires a minimum of 66 credit hours for completion. Each additional degree requires at least 20 additional quarter hours of credit.

"Does Sullivan have evening classes?"

Yes, Sullivan College offers most programs found in this bulletin in its evening division. Students enrolling for day program are not normally scheduled for classes later than 2:40 p.m. A separate evening Continuing Education folder is available for those who find evening classes better suited to their needs or schedule. All full-time Sullivan faculty teach one class quarterly in the evening and are supported by outstanding professionals from business and industry who add their expertise in specialized areas.

"How much is the tuition?"

Current tuition charges and current faculty are listed in Catalog Supplement "A" which is considered a part of this catalog. If for some reason the supplement is missing from this catalog, please use the form in the back of the catalog to write and ask for a copy.
"Does the College have a student dress code?"

YES. The College follows a unique student dress policy set up by the Student Board of Directors. You are asked to use common sense in dress. Casual dress is allowed every day in the week except Wednesday. Every Wednesday you dress as if you are going to work in a typical downtown office. On this day, students are able to learn and practice acceptable dress standards in a business office. Details regarding appropriate dress are found in the Student Handbook.

"If I plan to drive to school, where do I park ... if I need a ride, can you help?"

There is reserved parking for approximately 400 cars on, or adjacent to, the main college campus. You purchase a student parking permit. If you need a ride to Sullivan or want riders, we will help you meet this need. Many students ride together in car pools which are encouraged at entry in an effort to help conserve parking space. The college is located on a main bus line providing services from all parts of the Kentuckiana area.

"How will I be graded?"

Calculated in GPA
A - 4 (95-100)  F - 0
B - 3 (87-94)  W - 0
C - 2 (80-86)  I - 0
D - 1 (70-79)
(WF if student withdraws after first seven weeks)
Not calculated in GPA:
AU - Audit (no credit)
S - Satisfactory (work in progress)

U - Unsatisfactory - (work in progress)
No credit (work in progress)
WF - withdrawal failing or after first seven weeks, 0 quality points per credit hour.
I - incomplete, 0 quality points per credit hour.
W - withdraw during first seven weeks of classes. Not calculated in grade average.

"What is a quarter hour of credit?"

A quarter hour of credit is defined as approximately one net clock hour in class per week for a quarter (11 weeks). A net clock hour is defined as 50 minutes.

"Do I get a grade report?"

Official reports of your academic progress are sent to you or your parents, or others designated to receive grades at the end of each quarter.

"What happens if I fail a course or have low grades?"

You will be placed on academic probation for any quarter of attendance in which you fail to maintain satisfactory academic progress as stated in the Student Handbook. If you are on academic probation and fail to achieve a grade point average consistent with satisfactory progress as listed in the Student Handbook, you may be academically suspended from the College. A student who has been academically suspended may petition for readmission to the College at the end of one quarter’s suspension.

"When can I visit?"

The college is open for you to visit daily from 8:00 a.m. to 4:30 p.m. and on Saturday mornings from 8:30 to 12 noon. You are welcome at any time. Special arrangements can be made for evening tours if you request. Call (502) 456-6504 or send in the attached reply card today to schedule a tour and/or interview.
EDUCATIONAL OBJECTIVES AND PHILOSOPHY

The Sullivan philosophy of education is based on the conviction that the individual is important. Just as the future of our society depends upon effective individuals, highly trained and motivated to meet its needs, our individual futures depend upon sound, thorough training in business skills, plus an introduction to today's economic, cultural and business environment. Since its inception, the college has endeavored to provide each student with the guidance and education necessary for success in the American free enterprise system.

It is toward the actualization of this philosophy that the administration of Sullivan College has steadfastly adhered to these principles:

- Engage a faculty and staff well-grounded academically and in business experience, dedicated to teaching their students how to succeed in the world of business.

- Assist in the development of the total person by improving traits which embody proper human relations, poise and self-respect, to the end that individual happiness and self-fulfillment may be attained.

- Provide and maintain up-to-date equipment, facilities and curricula, so as to create the most advantageous environment for learning.

- Continually evaluate and appraise every facet of the college's program to ensure relevance to the needs and demands of the business community, to ensure effectiveness in preparing the student for success in business, and to ensure compatibility with the College's standards of quality and these principles.

ACADEMIC CALENDAR

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<tr>
<td></td>
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<td>Spring Quarter:</td>
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<td>May 30</td>
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<td>July 4</td>
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<td>Holiday-Labor Day</td>
<td>Sep. 5</td>
<td>Sep. 4</td>
<td>Sep. 3</td>
<td>Sep. 2</td>
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<td>Fall Quarter:</td>
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<td></td>
<td>Nov. 24-27</td>
<td>Nov. 23-26</td>
<td>Nov. 22-25</td>
<td>Nov. 21-24</td>
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</table>
ACADEMIC PROGRAMS

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- The Professional Executive Secretary/27
- The Legal-Diplomatic Secretary/28
- The Administrative Assistant/29
- The Executive Secretarial Finishing Program/30
- The Data-Processing Secretary/30
- The Private Secretary/33
- The Office Specialist Program/33
- The Word Processing Professional/34
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- Legal Secretarial Degree Major/36
- Medical Secretarial Degree Major/36
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- The Business Accounting and Management Program/40
- The Administrative Management Program/41
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- Professional Accounting and Business Administration Degree Major/44
- Business Management Degree Major/45
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THE INSTITUTE FOR PARALEGAL STUDIES

- Paralegal Studies Degree Major/48
- Paralegal Diploma Program/48

THE NATIONAL CENTER FOR HOSPITALITY STUDIES

- Culinary Arts/50
- Hotel Restaurant Management/51
- Travel and Tourism/52
Medical facts and terminology are the language of business to the Medical Secretary. This program prepares the student to assume the role of "Medical Administrative Assistant" to her professional employer. It provides familiarity with the functions and methods of a medical office practice and a working vocabulary of medical terms, as well as fundamental secretarial skills. All medically-related courses are taught by a Registered Nurse. The field of employment potential ranges beyond doctor's offices and patient contact to encompass insurance companies, lawyers, hospitals, and clinics as well as manufacturers and distributors of medicines. There are also infinite benefits to the future mother and homemaker.

**CURRICULUM:**

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NSM 214</td>
<td>Human Anatomy &amp; Phy.</td>
<td>4</td>
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<tr>
<td>MSS 114</td>
<td>Medical Terminology</td>
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<td>MSS 122</td>
<td>Medical Office Procedures</td>
<td>2</td>
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<td>MSS 232</td>
<td>Medical Ethics</td>
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<td>MSS 212</td>
<td>Medical Dict. &amp; Trans.</td>
<td>2</td>
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<td>MSS 222</td>
<td>Medical Orientation</td>
<td>2</td>
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<td>SBS 214</td>
<td>Intro. to Psychology</td>
<td>4</td>
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<tr>
<td>SEC 104</td>
<td>Secretarial Proc. &amp; Admin.</td>
<td>4</td>
</tr>
<tr>
<td>SEC 122</td>
<td>Machine Transcrip.</td>
<td>2</td>
</tr>
<tr>
<td>SEC 134</td>
<td>Records Mgt. &amp; Control</td>
<td>4</td>
</tr>
<tr>
<td>SEC 154</td>
<td>Beginning Gregg Shorthand</td>
<td>4</td>
</tr>
<tr>
<td>SEC 174</td>
<td>Inter. Gregg Shorthand</td>
<td>4</td>
</tr>
<tr>
<td>SEC 162</td>
<td>Dict. &amp; Tran. - 60 wpm</td>
<td>2</td>
</tr>
<tr>
<td>SEC 172</td>
<td>Dict. &amp; Tran. - 80 wpm</td>
<td>2</td>
</tr>
<tr>
<td>SEC 182</td>
<td>Dict. &amp; Tran. - 100 wpm</td>
<td>2</td>
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<td>ENG 114</td>
<td>Developmental Reading</td>
<td>4</td>
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<tr>
<td>ENG 154</td>
<td>Comm. Skills I</td>
<td>1/4</td>
</tr>
<tr>
<td>ENG 164</td>
<td>Comm. Skills II</td>
<td>1/4</td>
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<tr>
<td>ENG 174</td>
<td>Comm. Skills III</td>
<td>1/4</td>
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<td>Typing</td>
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<td>TYP 134</td>
<td>Intermediate Typewriting</td>
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<td>TYP 144</td>
<td>Production Typewriting</td>
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<td>TYP 214</td>
<td>Adv. Prod. Typewriting</td>
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<tr>
<td>TYP 142</td>
<td>Speed Cont. Tech. - 40 wpm</td>
<td>2</td>
</tr>
<tr>
<td>TYP 152</td>
<td>Speed Cont. Tech. - 50 wpm</td>
<td>2</td>
</tr>
<tr>
<td>TYP 162</td>
<td>Speed Cont. Tech. - 65 wpm</td>
<td>2</td>
</tr>
</tbody>
</table>

*Typing and shorthand levels will be determined by test at entry if student has had prior training with advance placement given according to demonstrated ability.

**Two of the three courses required. Pre-test will determine placement.
The Professional-Executive Secretary program trains for leadership, develops executive abilities as well as personal and technical qualifications for carrying out responsibilities. As "first aide to a top executive" the secretary often acts for the employer in decision making, planning office work and in contacting the public. The executive secretary is responsible for correspondence, often with minimal supervision, and often directing the work of others.

The more comprehensive the training and the greater the ability to discharge responsibility, the more the job will provide in freedom from routine duties and increased income and prestige.

**CURRICULUM:**

78 Credit Hours
Length: 12-14 months

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>SEC 104</td>
<td>Secretarial Proc. &amp; Admin.</td>
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<td>SEC 134</td>
<td>Records Mgmt. &amp; Control</td>
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<td>SEC 224</td>
<td>Adv. Secretarial Seminar</td>
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<td>SEC 122</td>
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<td>or TYP 124 Typewriting</td>
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<td>TYP 142</td>
<td>Speed Cont. Tech. - 40 wpm</td>
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<td>TYP 152</td>
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<td>TYP 161</td>
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<td>TYP 272</td>
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<td>ENG 154</td>
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<td>ENG 164</td>
<td>Comm. Skills II/4**</td>
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<td>ENG 174</td>
<td>Comm. Skills III/4**</td>
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<td>SEC 144 or 154</td>
<td>Shorthand Theory/4</td>
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<tr>
<td>SEC 164 or 174</td>
<td>Inter. Shorthand Theory/4</td>
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<tr>
<td>SEC 162</td>
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<td>SEC 212</td>
<td>Dict. &amp; Trans. - 120 wpm</td>
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<td>Business Org. &amp; Mgt.</td>
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<td>MGT 124</td>
<td>Principles of Business Law</td>
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<td>MTH 114</td>
<td>Mathematics of Business</td>
</tr>
<tr>
<td>ACC 104</td>
<td>Intro. to Accounting</td>
</tr>
</tbody>
</table>

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**Two of the three courses required. Pre-test will determine placement.
THE LEGAL SECRETARY

The legal field offers many exciting career opportunities. The development of a sound vocabulary, familiarity with legal routine and phraseology and an introduction to procedures and documents common to the legal environment — all these are presented in the Legal Secretary program. Students gain the competence required for satisfying positions in the offices of practicing attorneys; judges; district attorneys; federal and government officials; municipal and state legal departments; and public or private corporations.

CURRICULUM:

76 Credit Hours
Length: 12-14 months

<table>
<thead>
<tr>
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**Two of the three courses required.
Pre-test will determine placement.
Many presidents and executives of large firms as well as governmental officials utilize the talents and skills of Administrative Assistants. What better way to prepare for eventual top level success than to be present when major business decisions are being made.

Part of the "apprentice executive's" duties include traveling with the executive, taking accurate notes in shorthand, composing and dictating correspondence, plus relieving the "boss" of many every day routine tasks of the office.

Positions as Administrative Assistant usually provide good to excellent entry salaries.

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**CURRICULUM:**

74 Credit Hours
Length: 12 months

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MGT114</td>
<td>Business Org. &amp; Mgt./4</td>
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<td>CSC104</td>
<td>Information Processing/4</td>
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<td>Mathematics of Business/4</td>
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<td>ACC104</td>
<td>Intro. to Accounting/4</td>
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<td>ENG114</td>
<td>Developmental Reading/4</td>
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<td>ENG154</td>
<td>Comm. Skills I/4&quot;**</td>
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<td>ENG164</td>
<td>Comm. Skills II/4&quot;**</td>
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<tr>
<td>ENG174</td>
<td>Comm. Skills III/4&quot;**</td>
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<td>SEC104</td>
<td>Secretarial Proc. &amp; Admin./4</td>
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<tr>
<td>SEC122</td>
<td>Machine Transcription/2</td>
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<tr>
<td>SEC224</td>
<td>Adv. Sec'y Tech. Seminar/4</td>
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<tr>
<td>SEC134</td>
<td>Records Mgt. &amp; Control/4</td>
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<td>TYP114</td>
<td>Typing 1/4 OR</td>
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<td>TYP134</td>
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<td>Speed Cont. Tech. - 50 wpm/2</td>
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<td>TYP161</td>
<td>Speed Cont. Tech. - 60 wpm/1</td>
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<td>TYP162</td>
<td>Speed Cont. Tech. - 65 wpm/1</td>
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<tr>
<td>SEC144</td>
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<td>SEC164</td>
<td>or 174 Inter. Shorthand Theory/4</td>
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<td>SEC162</td>
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<td>SEC172</td>
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</tr>
<tr>
<td>SEC182</td>
<td>Dict. &amp; Trans. - 100 wpm/2</td>
</tr>
</tbody>
</table>

*Typing and shorthand levels will be determined by test at entry. If student has had prior training with advance placement given according to demonstrated ability.

**Two of the three courses required. Pre-test will determine placement.
THE EXECUTIVE SECRETARIAL FINISHING PROGRAM

Sometimes an above-average high school graduate wishes to advance her secretarial skills and knowledge beyond the level she has previously attained in a two-year high school business program. Sullivan College offers an accelerated program where intense emphasis is placed on a high level in all secretarial skills.

Students entering this program must have grade averages of "B" or better in two years of Shorthand and two years of Typing in high school and must have completed an introductory class in Office Practices and Procedures or participated in a co-op program. Save 3 to 5 months and 25% tuition in this accelerated program.

CURRICULUM:
62 Credit Hours
Length: 9 months

CSC 104 Information Processing/4
SEC 104 Secretarial Proc. & Admin./4
SEC 122 Machine Transcription/2
SEC 134 Records Mgt. & Control/4
SEC 144 or 154 Shorthand Theory/4
SEC 164 or 174 Inter. Shorthand
164 Theory/4
SEC 162 Dict. & Trans. - 60 wpm/2
SEC 172 Dict. & Trans. - 80 wpm/2
SEC 182 Dict. & Trans. - 100 wpm/2
ENG 114 Developmental Reading/4
ENG 154 Comm. Skills I/4**
ENG 164 Comm. Skills II/4**
ENG 174 Comm. Skills III/4**
TYP 114 or 124 Typewriting/4 OR
TYP 134 Intermediate Typewriting/4
TYP 144 Production Typewriting/4
TYP 214 Adv. Prod. Typewriting/4
TYP 142 Speed Cont. Tech. - 40 wpm/2
TYP 152 Speed Cont. Tech. - 50 wpm/2
TYP 161 Speed Cont. Tech. - 60 wpm/1
TYP 162 Speed Cont. Tech. - 65 wpm/1

SEC 104 Secretarial Proc. & Admin./4
SEC 122 Machine Transcription/2
SEC 134 Records Mgt. & Control/4
SEC 224 Adv. Sec'y Tech. Seminar/4
SEC 174 Inter. Gregg Shorthand/4
SEC 162 Dict. & Trans. - 60 wpm/2
SEC 172 Dict. & Trans. - 80 wpm/2
SEC 182 Dict. & Trans. - 100 wpm/2
SEC 212 Dict. & Trans. - 120 wpm/2
ACC 104 Intro. to Accounting/4
ENG 114 Developmental Reading/4
ENG 154 Comm. Skills I/4**
ENG 164 Comm. Skills II/4**
ENG 174 Comm. Skills III/4**
TYP 134 Intermediate Typewriting/4
TYP 144 Production Typewriting/4
TYP 214 Adv. Prod. Typewriting/4
TYP 142 Speed Cont. Tech. - 40 wpm/2
TYP 152 Speed Cont. Tech. - 50 wpm/2
TYP 161 Speed Cont. Tech. - 60 wpm/1
TYP 162 Speed Cont. Tech. - 65 wpm/1

*Typing and shorthand levels will be determined by test at entry if student has had prior training with advance placement given according to demonstrated ability.
**Two of the three courses required.
Pre-test will determine placement.

THE DATA PROCESSING SECRETARY

No other field has mushroomed in applications and diversity as much as data processing. New applications are developed almost daily in financial institutions, insurance companies, hospitals, industry, the military, merchandising and marketing, as well as in research and private business.

Data processing has spawned its own requirements in technical terminology and procedural knowledge. Sullivan College has pioneered in the Kentuckiana area in the training of qualified personnel to meet the great need for technically trained secretaries in this specialized field.

CURRICULUM:
58 Credit Hours
Length: 9-10 months

CSC 104 Information Processing/4
SEC 104 Secretarial Proc. & Admin./4
SEC 122 Machine Transcription/2
SEC 134 Records Mgt. & Control/4
SEC 144 or 154 Shorthand Theory/4
SEC 164 or 174 Inter. Shorthand
164 Theory/4
SEC 162 Dict. & Trans. - 60 wpm/2
SEC 172 Dict. & Trans. - 80 wpm/2
SEC 182 Dict. & Trans. - 100 wpm/2
ENG 114 Developmental Reading/4
ENG 154 Comm. Skills I/4**
ENG 164 Comm. Skills II/4**
ENG 174 Comm. Skills III/4**
TYP 114 or 124 Typewriting/4 OR
TYP 134 Intermediate Typewriting/4
TYP 144 Production Typewriting/4
TYP 214 Adv. Prod. Typewriting/4
TYP 142 Speed Cont. Tech. - 40 wpm/2
TYP 152 Speed Cont. Tech. - 50 wpm/2
TYP 161 Speed Cont. Tech. - 60 wpm/1
TYP 162 Speed Cont. Tech. - 65 wpm/1

*Typing and shorthand levels will be determined by test at entry if student has had prior training with advance placement given according to demonstrated ability.
**Two of the three courses required.
Pre-test will determine placement.
What I like about Sullivan is its small size. The faculty is the college's greatest asset. I've really been impressed with their honest interest in their students, both personally and academically, and the administrators are as easy to get to know as the students are.

Jeanne Zuercher
Secretarial Science Major

I came to Sullivan because of its reputation and I've continued to be impressed. The faculty is fantastic; they are sincere, they care, and they understand. In one word I say Sullivan is GREAT!

Sharon Wilson
Medical Secretarial Major
THE PRIVATE SECRETARY

Most business and professional employers recognize the value of a well-trained secretary, one with training well beyond clerical or typing work. Such a position requires essentials of typing, office procedures, shorthand and other skills, but a secretary must also show poise, tact, interest, initiative and a willingness to work. The Sullivan Private Secretary program equips the graduate to function productively, from a “one-person” office to the largest corporation.

CURRICULUM:
58 Credit Hours
Length: 9-10 months

THE OFFICE SPECIALIST PROGRAM

"Where can I locate a 'Girl Friday' for my office?" The calls come in almost every day for well-trained office workers at a level above clerical responsibilities, but not requiring the shorthand capacity of many secretarial positions. The graduate of this course meets the need, as receptionist, typist or bookkeeper, secretarial machine transcriber or handling many varied office activities with speed and skill. Opportunities are many and growing each year.

CURRICULUM:
52 Credit Hours
Length: 9 months

SEC 104  Secretarial Proc. & Admin./4
SEC 122  Machine Transcription/2
SEC 134  Records Mgt. & Control/4
SEC 144 or 154  Shorthand Theory/4
SEC 164 or 174  Inter. Shorthand
164 Theory/4
SEC 162  Dict. & Trans. - 60 wpm/2
SEC 172  Dict. & Trans. - 80 wpm/2
SEC 182  Dict. & Trans. - 100 wpm/2
SEC 224  Adv. Sec'y Tech. Seminar/2

ENG 114  Developmental Reading/4
ENG 154  Comm. Skills I/4**
ENG 164  Comm. Skills II/4**
ENG 174  Comm. Skills III/4**

TYP 114 or 124  Typewriting/4 OR
TYP 134  Intermediate Typewriting/4
TYP 144  Production Typewriting/4
TYP 214  Adv. Prod. Typewriting/4
TYP 142  Speed Cont. Tech. - 40 wpm/2
TYP 152  Speed Cont. Tech. - 50 wpm/2
TYP 161  Speed Cont. Tech. - 60 wpm/1
TYP 162  Speed Cont. Tech. - 65 wpm/1

"Typing and shorthand levels will be determined by test at entry if student has had prior training, with advance placement given according to demonstrated ability.

**Two of the three courses required.
Pre-test will determine placement.

SEC 134  Records Mgt. & Control/4
SEC 104  Secretarial Proc. & Admin./4
SEC 132A  Mach. and Adv. Mach. Trans./4
SEC 224  Adv. Sec'y Tech. Seminar/4

CSC 104  Information Processing/4

TYP 114 or 124  Typewriting/4 OR
TYP 134  Intermediate Typewriting/4
TYP 144  Production Typewriting/4
TYP 214  Adv. Prod. Typewriting/4
TYP 142  Speed Cont. Tech. - 40 wpm/2
TYP 152  Speed Cont. Tech. - 50 wpm/2
TYP 161  Speed Cont. Tech. - 60 wpm/1
TYP 162  Speed Cont. Tech. - 65 wpm/1

ENG 114  Developmental Reading/4
ENG 154  Comm. Skills I/4**
ENG 164  Comm. Skills II/4**
ENG 174  Comm. Skills III/4**

"Typing and shorthand levels will be determined by test at entry if student has had prior training, with advance placement given according to demonstrated ability.

**Two of the three courses required.
Pre-test will determine placement.
THE WORD PROCESSING PROFESSIONAL

An exciting new career field has developed in the past few years with the tremendous expansion of Word Processing equipment and technology. With this expansion, the opportunities for specially trained and qualified Corresponding Specialists familiar with Word Processing techniques has mushroomed. The need for specialists with this training will continue to grow rapidly in the years to come and those with this ability will be secure in their future opportunities for success and growth.

CURRICULUM:
78 Credit Hours
Length: 12 months

CSC 104 Information Processing/4
WPR 144 Word Processing Tech. 1/4
WPR 154 Word Processing Tech. 2/4
WPR 164 Word Processing Tech. 3/4
SEC 122 Machine Transcription/2
MGT 114 Business Org. & Mgt./4
MTH 114 Mathematics of Business/4
SEC 104 Secretarial Proc. & Admin./4
SEC 134 Records Mgt. & Control/4
SEC 224 Adv. Sec'y Tech. Seminar/2
TYP 114 or 124 Typing/4 OR
TYP 134 Intermediate Typing/4
TYP 144 Production Typing/4
TYP 214 Adv. Prod. Typing/4
TYP 142 Speed Cont. Tech. - 40 wpm/2
TYP 152 Speed Cont. Tech. - 50 wpm/2
TYP 161 Speed Cont. Tech. - 60 wpm/1
TYP 162 Speed Cont. Tech. - 65 wpm/1
ENG 114 Developmental Reading/4
ENG 154 Comm. Skills I/4**
ENG 164 Comm. Skills II/4**
ENG 174 Comm. Skills III/4**
HFA 144 Speech Development/4

*Typing level will be determined by test at entry if student has had prior training with advance placement given according to demonstrated ability.
**Two of the three courses required.
Pre-test will determine placement.

You really work at Sullivan, but that's fine with me. Just like on the job, you get out of something what you put into it!
Geoffrey Carter
Computer Science Major

Being from Indiana, I could have chosen a college closer to home, but Sullivan was my choice because of its excellent reputation!
Dana Bodiner
Legal-Diplomatic Secretary Major
Choose From Four Associate Degree Majors in Secretarial Administration:

- Professional Secretarial Major
- Medical Secretarial Major
- Legal Secretarial Major
- Administrative Office Specialist Major

Yes, with the addition of General Education and advance courses you can qualify for an Associate of Science Degree in a few short months after completing your one year career specialization program. Or you have the option of following this curriculum from the start and mixing courses without a first year goal.

At Sullivan, your degree options broaden your opportunities in the Medical Secretarial, Administrative Secretarial, Legal Secretarial, or Professional Secretarial fields and increase your chances for promotion and advancement within these four growing and challenging fields.

Sullivan College has chosen these four degree options based on many years of experience in analyzing career opportunities. Students with Associate degrees from Sullivan have added possibilities for initial employment and rapid advancement.

If you truly want the professional recognition that graduation from one of these four secretarial degree majors will bring, then choose one of these outstanding Degree programs!
The Associate of Science Degree (A.S.)

THREE SECRETARIAL ADMINISTRATION MAJORS:

- Professional-Secretarial
- Medical-Secretarial
- Legal-Secretarial

CURRICULUM:
108 Credit Hours
Length: 18 months

Core Requirements:
58 Credit Hours

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<th>Credit Hours</th>
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<td>TYP 214</td>
<td>Adv. Prod. Typewriting/4</td>
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<td>Speed/Cont. Tech. - 50 wpm/2</td>
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<td>TYP 161</td>
<td>Speed/Cont. Tech. - 60 wpm/1</td>
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<td>TYP 162</td>
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<td>SEC 134</td>
<td>Records Mgt. &amp; Control/4</td>
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<td>Secretarial Proc. &amp; Admin./4</td>
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<td>SEC 144</td>
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<td>SEC 154</td>
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<td>SEC 164</td>
<td>or 174 Inter. Shorthand/4</td>
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<tr>
<td>SEC 182</td>
<td>Dict. &amp; Trans. - 60 wpm/2</td>
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<td>SEC 182</td>
<td>Dict. &amp; Trans. - 80 wpm/2</td>
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<td>ENG 114</td>
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<td>ENG 154</td>
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<td>Comm. Skills III/4***</td>
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General Studies: 24 Credit Hours
(Students must choose 2 courses from each of the three areas of General Studies.)

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<td>HFA 224</td>
<td>Introduction to Philosophy/4</td>
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<td>HFA 234</td>
<td>Introduction to Literature/4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HFA 244</td>
<td>Introduction to Religion/4</td>
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<tr>
<td>HFA 254</td>
<td>Survey of the Arts/4</td>
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<th>Natural Science/Mathematics</th>
<th>Course</th>
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<td>Intro to Anatomy and Physiology/4</td>
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<tr>
<td>NSM 224</td>
<td>Intro to Astronomy/4</td>
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<td>NSM 234</td>
<td>Geology/4</td>
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<td>NSM 244</td>
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<td>North American Geography/4</td>
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<td>NSM 264</td>
<td>Geography of the Southern Hemisphere/4</td>
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<tr>
<td>NSM 274</td>
<td>Eur-Asian Geography/4</td>
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Social/Behavioral Sciences
SBS 214 Introduction to Psychology/4
SBS 224 Introduction to Sociology/4
SBS 234 Sociology of the Family/4
SBS 244 Principles of Economics/4
SBS 254 History of the American Free Enterprise System/4

* Professional-Executive Option
26 Credit Hours

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<td>Business Org. &amp; Mgt./4</td>
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<td>SEC 132</td>
<td>Advanced Machine Trans./2</td>
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<td>ACC 104</td>
<td>Intro. to Accounting/4</td>
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<td>CSC 104</td>
<td>Information Processing/4</td>
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* Medical Secretary Option
26 Credit Hours

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<tbody>
<tr>
<td>NSM 214</td>
<td>Human Anatomy &amp; Phy./4</td>
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<td>MSS 114</td>
<td>Medical Terminology/4</td>
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<td>MSS 122</td>
<td>Medical Office Procedures/2</td>
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<td>MSS 232</td>
<td>Medical Ethics/2</td>
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<td>MSS 212</td>
<td>Medical Dict. &amp; Trans./2</td>
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<td>MSS 222</td>
<td>Medical Orientation/2</td>
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<td>ACC 104</td>
<td>Intro. to Accounting/4</td>
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<td>SBS 214</td>
<td>Intro to Psychology/4</td>
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* Legal-Diplomatic Option
26 Credit Hours

<table>
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<td>Legal Office Procedures/4</td>
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<td>LSS 212</td>
<td>Legal Dict. &amp; Trans./2</td>
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<td>LSS 222</td>
<td>Legal Orientation/2</td>
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<td>LSS 132</td>
<td>Legal-Diplomatic Forms/2</td>
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<td>MGT 124</td>
<td>Principles of Business Law/4</td>
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<td>ACC 104</td>
<td>Intro. to Accounting/4</td>
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*Legal-Diplomatic students choose from one of three 20 credit hour options.

***Two of the three courses required.
Pre-test will determine placement.
The Administrative Office Specialist Degree program has been developed to prepare graduates for responsible, specialized office administrative positions beyond that of the normal office specialist position. This program is designed to prepare you for positions which demand highly skilled office management and supervisory abilities.

Graduates of this Associate of Science Degree program are better able to move from office assistant positions to administrative and executive responsibilities for which they have the desire to compete.

**CURRICULUM:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>108</td>
<td>Major and Core Requirements:</td>
<td>72 Credit Hours</td>
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- **SEC 132A** Machine & Advanced Machine Transcription/4
- **SEC 134** Records Mgt. & Control/4
- **SEC 104** Secretarial Proc. & Admin./4
- **SEC 224** Adv. Secretarial Tech./4
- **ENG 114** Developmental Reading/4
- **ENG 154** Comm. Skills I/4**
- **ENG 164** Comm. Skills II/4**
- **ENG 174** Comm. Skills III/4**
- **TYP 114** Beginning Typing OR
- **TYP 124** Basic Typing OR
- **TYP 134** Intermediate Typing OR
- **TYP 144** Production Typing OR
- **TYP 214** Adv. Prod. Typing OR
- **TYP 142** Speed/Cont. Tech. - 40 wpm/2
- **TYP 152** Speed/Cont. Tech. - 50 wpm/2
- **TYP 161** Speed/Cont. Tech. - 60 wpm/1
- **TYP 162** Speed/Cont. Tech. - 65 wpm/1
- **TYP 272** Speed/Cont. Tech. - 70 wpm/2
- **MTH 114** Mathematics of Business/4
- **MGT 114** Business Org. & Mgt./4
- **MGT 244** Office Management/4
- **MGT 234** Personnel Management/4
- **ACC 104** Intro. to Accounting/4
- **CSC 164** Information Processing/4

**General Studies: 24 Credit Hours**

(Students must choose 2 courses from each of the three areas of General Studies.)

- **HFA 214** Speech Development/4
- **HFA 224** Introduction to Philosophy/4
- **HFA 234** Introduction to Literature/4
- **HFA 244** Introduction to Religion/4
- **HFA 254** Survey of the Arts/4

- **NSM 214** Introduction to Anatomy and Physiology/4
- **NSM 224** Introduction to Astronomy/4
- **NSM 234** Geology/4
- **NSM 244** Statistics/4
- **NSM 254** North American Geography/4
- **NSM 264** Geography of the Southern Hemisphere/4
- **NSM 274** Eur-Asian Geography/4

- **SBS 214** Introduction to Psychology/4
- **SBS 224** Introduction to Sociology/4
- **SBS 234** Sociology of the Family/4
- **SBS 244** Principles of Economics/4
- **SBS 254** History of the American Free Enterprise System/4

*Electives: 12 Credit Hours

**Two of the three courses required. Pre-test will determine placement.*
THE BUSINESS COMPUTER PROGRAMMER

If it can be truly said that the computer is the slave of modern business, the computer programmer is its master. As the person who writes the instructions the computer must follow to fulfill its task, the programmer has a challenging well-paid and varied job.

There are over 600,000 programmers now at work with the demand growing daily, as the role of the computer expands and diversifies.

Sullivan College was the first college in Kentucky to offer Computer Programming and Systems courses and continues with an outstanding and expanding program of study.

An IBM System/38 Computer with 3000 K storage, multiprogramming environment, and CRT Display Stations is provided for student use right in the classroom. Programming students spend many hours operating and programming this computer during their regular school hours.

Qualifying advanced students participate in a three month "work experience" during their last quarter of training. Sullivan students are placed with participating companies in their data processing departments for actual computer experience prior to graduation. This "plus" feature gives Sullivan programmers a wonderful bonus.

CURRICULUM:

78 Credit Hours
Length: 12 months

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 104</td>
<td>Information Processing/4</td>
<td>4</td>
</tr>
<tr>
<td>CSC 124</td>
<td>ANSI-COBOL Programming/4</td>
<td>4</td>
</tr>
<tr>
<td>CSC 134</td>
<td>RPG II Programming/4</td>
<td>4</td>
</tr>
<tr>
<td>CSC 164</td>
<td>Lotus/4</td>
<td>4</td>
</tr>
<tr>
<td>CSC 234</td>
<td>Adv. ANSI-COBOL Programming/4</td>
<td>4</td>
</tr>
<tr>
<td>CSC 254</td>
<td>Data File Management/4</td>
<td>4</td>
</tr>
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<td>CSC 274</td>
<td>Adv. RPG II Programming/4</td>
<td>4</td>
</tr>
<tr>
<td>MTH 114</td>
<td>Mathematics of Business/4</td>
<td>4</td>
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<tr>
<td>MGT 124</td>
<td>Principles of Business Law/4</td>
<td>4</td>
</tr>
<tr>
<td>SBS 244</td>
<td>Principles of Economics/4</td>
<td>4</td>
</tr>
<tr>
<td>MGT 114</td>
<td>Business Org. &amp; Mgt./4</td>
<td>4</td>
</tr>
<tr>
<td>MGT 204</td>
<td>Professional Development/4</td>
<td>4</td>
</tr>
<tr>
<td>ACC 116</td>
<td>Principles of Accounting I/6</td>
<td>4</td>
</tr>
<tr>
<td>ACC 126</td>
<td>Principles of Accounting II/6</td>
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</tr>
<tr>
<td>ENG 114</td>
<td>Developmental Reading/4</td>
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<tr>
<td>ENG 154</td>
<td>Comm. Skills I/4*</td>
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<tr>
<td>ENG 164</td>
<td>Comm. Skills II/4</td>
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<tr>
<td>ENG 174</td>
<td>Comm. Skills III/4</td>
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</tr>
<tr>
<td>TYP 102</td>
<td>Intro. to Keyboarding/2</td>
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</tr>
</tbody>
</table>

*Two of these three courses required. Pre-test will determine placement.
THE ADMINISTRATIVE ACCOUNTANT

This one academic year Career Specialization Program prepares the graduate for an entry position as a Junior Accountant or Accounting Technician. Many excellent opportunities await the graduate of this intensive program. The program provides an in-depth study of accounting theory and principles followed by application in practice. In addition, the student receives a varied exposure to various business disciplines all designed to prepare the graduate for the first important position in the field of accounting. This program is an excellent choice for those who need a short but thorough program in accounting.

CURRICULUM:

62 Credit Hours
Length: 9 months

ACC 116 Principles of Accounting I/6
ACC 126 Principles of Accounting II/6
ACC 124 Microcomputer Applications/4
ACC 144 Fed. Income Tax Acc'/7g/4
ACC 234 Cost Accounting/4

MTH 114 Mathematics of Business/4
MGT 204 Professional Development/4
MGT 124 Principles of Business Law/4
MGT 114 Business Org. & Mgt/4

CSC 104 Information Processing/4
CSC 164 Lotus/4

ENG 114 Developmental Reading/4
ENG 154 Comm. Skills I/4
ENG 164 Comm. Skills II/4
ENG 174 Comm. Skills III/4
TYP 102 Intro. to Keyboarding/2

*Two of the three courses required.
Pr-req: will determine placement

Thanks to Sullivan, I'm well established in the travel industry.
Marty Stethan
Travel and Airline Major

My friends who have attended Sullivan got jobs soon after they graduated, and that's very important to me!
Mary Allen
Accounting and Management Major
This course in Accounting and Management is carefully designed to ready the student for a productive career in accounting or as a manager or owner of his own business. With this broad classroom background in business and accounting procedures, the graduate may succeed in varied endeavors.

Management and accounting are today's key factors in business success. Whether merchant or corporation executive, the need exists for people who can understand "what makes business 'go'". People are needed who know how to organize and get things done within a business structure. This program is designed to prepare men and women to fill that need.

CURRICULUM:
78 Credit Hours
Length: 12 months

ACC 116 Principles of Accounting I/6
ACC 126 Principles of Accounting II/6
MGT 114 Business Org. & Mgt./4
MGT 124 Principles of Business Law/4
MGT 204 Professional Development/4
ACC 134 Intermediate Accounting I/4
ACC 144 Fed. Income Tax Acc'ng/4
ACC 214 Intermediate Accounting II/4
ACC 234 Cost Accounting/4
ACC 244 Auditing Prob. & Tech./4
ACC 124 Microcomputer Applications/4

CSC 104 Information Processing/4
CSC 164 Lotus/4
MTH 114 Mathematics of Business/4
SBS 244 Principles of Economics/4
ENG 114 Developmental Reading/4
ENG 154 Comm. Skills I/4
ENG 164 Comm. Skills II/4
ENG 174 Comm. Skills III/4
TYP 102 Intro. to Keyboarding/2

*Two of the three courses required. Pre-test will determine placement.
Administrative Management

Businesses are continually looking for persons who have the knowledge and skills to manage. While nothing can take the place of experience, it takes the basic skills of management to even get the opportunity to show what you can do. This program is designed to enable you to learn accounting, computers, Federal tax, and office management. Equipped with these essentials, you are ready to launch your career as a manager or manager trainee.

Curriculum:
62 Credit Hours
Length: 9 months

ACC 116 Principles of Accounting I/4
ACC 126 Principles of Accounting II/6
ACC 144 Fed. Income Tax Acc'g/4
ACC 124 Microcomputer Applications/4

CSC 104 Information Processing/4
CSC 164 Lotus/4

ENG 114 Developmental Reading/4
ENG 154 Comm. Skills I/4*
ENG 164 Comm. Skills II/4*
ENG 174 Comm. Skills III/4*

MGT 204 Professional Development/4
MGT 114 Business Org. & Mgt./4
MGT 124 Principles of Business Law/4
MGT 244 Office Management/4

MTH 114 Mathematics of Business/4

TYP 102 Intro. to Keyboarding/2

*Two of the three courses required.
Pre-test will determine placement.

Marketing Management

This program is designed to prepare students for exciting careers in Marketing and Sales Management. From sales techniques to marketing research, students are given the knowledge and skills to perform effectively in this most essential aspect of the American Free-Enterprise system.

Curriculum:
82 Credit Hours
Length: 12 months

ACC 116 Principles of Accounting I/4
ACC 126 Principles of Accounting II/6
ACC 124 Microcomputer Applications/4

CSC 104 Information Processing/4
CSC 164 Lotus/4

SBS 244 Economics/4

ENG 114 Developmental Reading/4
ENG 154 Comm. Skills I/4*
ENG 164 Comm. Skills II/4*
ENG 174 Comm. Skills III/4*

MKT 214 Salesmanship/4
MKT 224 Sales Management/4
MKT 234 Marketing/4

MKT 244 Prin. of Advertising/4
MKT 254 Prin. of Retailing/4
MKT 264 Marketing Research/4

MTH 114 Mathematics of Business/4

TYP 102 Intro. to Keyboarding/2

*Two of the three courses required.
Pre-test will determine placement.
The management of a business usually makes the difference in profit or loss, in success or failure. Managers need to know business law, Federal tax, the stock market, personnel management, computers, and basic accounting to succeed. This twelve month intensive program does just that. It prepares aspiring managers with the basics to make the kind of business decisions to help make business grow and prosper. Positions as managers provide challenging responsibilities and good salaries.

CURRICULUM:
82 Credit Hours
Length: 12 months

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<th>Course Code</th>
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<td>TYP 102</td>
<td>Intro. to Keyboarding/2</td>
</tr>
</tbody>
</table>

*Two of the three courses required. Pre-test will determine placement.
COMPUTER SCIENCE MAJOR:

The phenomenal growth of computer technology gives continued emphasis to the need for versatile and well-trained operators, programmers, and managers. The Associate Degree Program in Computer Science at Sullivan utilizes modern computer equipment and develops basic and advanced data processing skills to provide the technical know-how for career advancement in this exciting and well-paid career. The general education courses plus accounting and general business requirements of the Degree Program provide graduates with a balanced education to meet the exacting requirements of modern computer centers. Theoretical and practical applications meet in classroom lecture and hands-on experience. A "work experience" in functioning computer facilities in the community adds further strength to this outstanding program.

CURRICULUM:

110 Credit Hours
Length: 18 months

<table>
<thead>
<tr>
<th>Major and Core Requirements: 90 Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CSC 104 Information Processing/4</td>
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<tr>
<td>CSC 124 ANSI-COBOL Programming/4</td>
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<tr>
<td>CSC 134 RPG II - Programming/4</td>
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<td>CSC 164 Lotus/4</td>
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<td>CSC 234 Adv. ANSI-COBOL Prog./4</td>
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<td>CSC 254 Data File Management/4</td>
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<tr>
<td>CSC 274 Advanced RPG II Prog./4</td>
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<tr>
<td>CSC 268 Computer Work Exp./3 OR</td>
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<tr>
<td>Two courses to replace</td>
</tr>
<tr>
<td>ACC 116 Principles of Accounting I/6</td>
</tr>
<tr>
<td>ACC 124 Microcomputer Applications/4</td>
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<tr>
<td>ACC 126 Principles of Accounting II/6</td>
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<td>SBS 244 Economics/4</td>
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<td>MTH 114 Mathematics of Business/4</td>
</tr>
<tr>
<td>General Studies: 24 Credit Hours</td>
</tr>
<tr>
<td><em>(Students must choose 2 courses from each of the three areas of General Studies.)</em></td>
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<table>
<thead>
<tr>
<th>Humanities/Fine Arts</th>
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<tr>
<td>HFA 214 Speech: Development/4</td>
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<tr>
<td>HFA 224 Introduction to Philosophy/4</td>
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<tr>
<td>HFA 234 Introduction to Literature/4</td>
</tr>
<tr>
<td>HFA 244 Introduction to Religion/4</td>
</tr>
<tr>
<td>HFA 254 Survey of the Arts/4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Natural Science/Mathematics</th>
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</thead>
<tbody>
<tr>
<td>NSM 214 Introduction to Anatomy and Physiology/4</td>
</tr>
<tr>
<td>NSM 224 Introduction to Astronomy/4</td>
</tr>
<tr>
<td>NSM 234 Geology/4</td>
</tr>
<tr>
<td>NSM 244 Statistics/4</td>
</tr>
<tr>
<td>NSM 254 North American Geography/4</td>
</tr>
<tr>
<td>NSM 264 Geography of the Southern Hemisphere/4</td>
</tr>
<tr>
<td>NSM 274 Eur-Asian Geography/4</td>
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<table>
<thead>
<tr>
<th>Social/Behavioral Sciences</th>
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<tbody>
<tr>
<td>SBS 214 Introduction to Psychology/4</td>
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<td>SBS 244 Principles of Economics/4</td>
</tr>
<tr>
<td>SBS 254 History of the American Free Enterprise System/4</td>
</tr>
</tbody>
</table>

***Two of the three courses required. Pre-test will determine placement.
PROFESSIONAL ACCOUNTING & BUSINESS ADMINISTRATION MAJOR:

For many years, the need for qualified accountants has been number one in national demand. Sullivan's two-year Associate Degree Program in Professional Accounting and Business Administration builds heavily upon solid accounting principles courses, auditing, and tax, and relates their application to all phases of business. The relationship of accounting, data processing, and management combines with general education and specialized business courses to equip the graduate to function effectively in highly specialized or general accounting and management positions in their community. The organizational and leadership abilities of students are developed to equip them for the variety of responsibilities which provide opportunities for career growth and success.

**CURRICULUM:**
110 Credit Hours  
Length: 18 months

<table>
<thead>
<tr>
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</tr>
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<td>Information Processing/4</td>
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<tr>
<td>CSC 164</td>
<td>Lotus/4</td>
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</table>

**General Studies: 24 Credit Hours**  
(Students must choose 2 courses from each of the three areas of General Studies.)

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>HFA 214</td>
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<tr>
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<td>Survey of the Arts/4</td>
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</tr>
</tbody>
</table>

**Electives: 3 Credit Hours**
Those who aspire to grow within a business organization will find the Sullivan College Business Management Degree Program designed especially for them. Both aspiring managers and those with some managerial experience will profit from the emphasis on personnel, office administration, corporate management, finance, and law which comprise the major thrusts of this discipline.

Specialized business courses and general education offerings combine to give well-rounded ability for the modern business manager. In the elective offerings, the students may add to their specific individual goals in their business management careers.

CURRICULUM:

110 Credit Hours
Length: 18 months

Major and Core Requirements:
82 Credit Hours

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**Two of these three courses are required.
Pre-test will determine placement.

General Studies: 24 Credit Hours
(Students must choose 2 courses from each of the three areas of General Studies.)

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<td>NSM 234</td>
<td>Geology/4</td>
</tr>
<tr>
<td>NSM 244</td>
<td>Statistics/4</td>
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<tr>
<td>NSM 254</td>
<td>North American Geography/4</td>
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<tr>
<td>NSM 264</td>
<td>Geography of the Southern Hemisphere/4</td>
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<tr>
<td>NSM 274</td>
<td>Euro-Asian Geography/4</td>
</tr>
<tr>
<td>SBS 214</td>
<td>Introduction to Psychology/4</td>
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<tr>
<td>SBS 224</td>
<td>Introduction to Sociology/4</td>
</tr>
<tr>
<td>SBS 234</td>
<td>Sociology of the Family/4</td>
</tr>
<tr>
<td>SBS 244</td>
<td>Principles of Economics/4</td>
</tr>
<tr>
<td>SBS 254</td>
<td>History of the American Free Enterprise System/4</td>
</tr>
</tbody>
</table>

*Electives: 8 Credit Hours
The Associate of Science Degree (A.S.)

MARKETING AND SALES MANAGEMENT MAJOR:

The Marketing and Sales Management Degree Program seeks to meet the growing need for professional sales, sales management, and marketing personnel who are much in demand in business today. The art of selling, advertising, marketing, law, and finance combine with general education and basic courses to provide solid preparation for success and advancement in this strategic business field. The constant need for capable trainees in this field offers Sullivan graduates the opportunity to advance rapidly in any position where creative ability is involved.

CURRICULUM: 110 Credit Hours Length: 18 months

Major and Core Requirements: 82 Credit Hours

- MKT 214 Salesmanship/4
- MKT 224 Sales Management/4
- MKT 324 Marketing/4
- MKT 244 Principles of Advertising/4
- MKT 254 Principles of Retailing/4
- MKT 264 Marketing Research/4
- CSC 104 Information Processing/4
- CSC 164 Lotus/4
- MGT 114 Business Org. & Mgt./4
- MGT 124 Principles of Business Law/4
- MGT 204 Professional Development/4
- SBS 244 Principles of Economics/4
- MTH 114 Mathematics of Business/4
- ACC 116 Principles of Accounting I/6
- ACC 124 Microcomputer Applications/4
- ACC 126 Principles of Accounting II/6
- TYP 102 Intro. to Keyboarding/2
- ENG 114 Developmental Reading/4
- ENG 154 Comm. Skills I/4**
- ENG 164 Comm. Skills II/4**
- ENG 174 Comm. Skills III/4**

**Two of the three courses required. Pre-test will determine placement.

General Studies: 24 Credit Hours
(Students must choose 2 courses from each of the three areas of General Studies.)

- HFA 214 Speech Development/4
- HFA 224 Introduction to Philosophy/4
- HFA 234 Introduction to Literature/4
- HFA 244 Introduction to Religion/4
- HFA 254 Survey of the Arts/4

- NSM 214 Introduction to Anatomy and Physiology/4
- NSM 224 Introduction to Astronomy/4
- NSM 234 Geology/4
- NSM 244 Statistics/4
- NSM 254 North American Geography/4
- NSM 264 Geography of the Southern Hemisphere/4
- NSM 274 Eur-Asian Geography/4

- SBS 214 Introduction to Psychology/4
- SBS 224 Introduction to Sociology/4
- SBS 234 Sociology of the Family/4
- SBS 244 Principles of Economics/4
- SBS 254 History of the American Free Enterprise System/4

*Electives: 8 Credit Hours
This degree major has been developed in response to a definite and growing need for qualified personnel in the field of Information Processing Management. The tremendous growth in Word Processing departments and centers has created a need for personnel trained in office management, secretarial administration, and the related technical skills required to manage a Word- Processing staff and center. Sullivan offers students of this program the opportunity to enter an expanding and dynamic field at graduation. Opportunities are many, and the potential for advancement and growth are almost unlimited.

**THE INFORMATION PROCESSING MANAGER MAJOR:**

**CURRICULUM:**

114 Credit Hours
Length: 18 months

**Major and Core Requirements:**

94 Credit Hours

- **WPR 144** Word Processing Tech. 1/4
- **WPR 154** Word Processing Tech. 2/4
- **WPR 164** Word Processing Tech. 3/4
- **WPR 244** Word Processing Tech. 4/4
- **WPR 224** Information Proc. Center Mgt. & Control


- **MGT 244** Office Management
- **MGT 114** Business Org. & Mgt.

SEC 104 Secretarial Proc. & Admin.

- **SEC 134** Records Mgt. & Control
- **SEC 224** Adv. Sec. Tech. Seminar

MTH 114 Mathematics of Business

- **CSC 104** Information Processing
- **CSC 164** Lotus
- **ACC 104** Introduction to Accounting

**TYP 114** or **124 Typewriting/4** OR

- **TYP 134** Intermediate Typewriting
- **TYP 144** Production Typewriting
- **TYP 214** Adv. Prod. Typewriting
- **TYP 142** Speed Cont. Tech. - 40 wpm/2
- **TYP 152** Speed Cont. Tech. - 50 wpm/2
- **TYP 161** Speed Cont. Tech. - 60 wpm/1
- **TYP 162** Speed Cont. Tech. - 65 wpm/1

**General Studies:** 20 Credit Hours
(Students must choose 2 courses from each of the three areas of General Studies.)

- **HFA 224** Introduction to Philosophy
- **HFA 234** Introduction to Literature
- **HFA 244** Introduction to Religion
- **HFA 254** Survey of the Arts

- **NSM 214** Introduction to Anatomy and Physiology
- **NSM 224** Introduction to Astronomy
- **NSM 234** Geology
- **NSM 244** Statistics
- **NSM 254** North American Geography
- **NSM 264** Geography of the Southern Hemisphere
- **NSM 274** Eur-Asian Geography

- **SBS 214** Introduction to Psychology
- **SBS 224** Introduction to Sociology
- **SBS 234** Sociology of the Family
- **SBS 244** Principles of Economics
- **SBS 254** History of the American Free Enterprise System

**Developmental Reading/4**
**Comm. Skills I/4**
**Comm. Skills II/4**
**Comm. Skills III/4**
**Speech Development/4**

**Humanities/Fine Arts**

- **HFA 224** Introduction to Philosophy
- **HFA 234** Introduction to Literature
- **HFA 244** Introduction to Religion
- **HFA 254** Survey of the Arts

**Natural Science/Mathematics**

- **NSM 214** Introduction to Anatomy and Physiology
- **NSM 224** Introduction to Astronomy
- **NSM 234** Geology
- **NSM 244** Statistics
- **NSM 254** North American Geography
- **NSM 264** Geography of the Southern Hemisphere
- **NSM 274** Eur-Asian Geography

**Social/Behavioral Sciences**

- **SBS 214** Introduction to Psychology
- **SBS 224** Introduction to Sociology
- **SBS 234** Sociology of the Family
- **SBS 244** Principles of Economics
- **SBS 254** History of the American Free Enterprise System

*Typing level will be determined by test at entry if student has had prior training; with advanced placement given according to demonstrated ability.

**Two of the three courses required.**

Pre-test will determine placement.
The legal profession offers alert and assertive persons with numerous opportunities to excel in this challenging and exciting career.

Graduates of The Institute for Paralegal Studies can look forward to working with one or more attorneys doing legal research, interviewing, and any one of the many functions critical to the proper operation of law offices.

Paralegals work in all phases of the legal profession...attorneys offices, with judges and in governmental agencies. Lawyers recognize the valuable contribution to the paralegal, who, working with the attorney, can increase the effectiveness and productivity of the profession.

This program is for the person with some college or some experience in a law office who wants to assume even more responsibilities than the legal secretary. For a challenging and rewarding position, it could be that a career as a paralegal is what you are looking for!

CURRICULUM:
110 Credit Hours
Length: 18 months

Major and Core Requirements*:
50 Credit Hours
PLS 114 Introduction to Law and the Legal System/4
PLS 134 Legal Research, Reports/4
PLS 144 Legal Writing/4
PLS 154 Tort Law/4
PLS 164 Commercial Law/4
PLS 174 Corporation Law/4
PLS 214 Estate Planning and Administration/4
PLS 224 Litigation/4
PLS 234 Real Estate Law/4
PLS 244 Domestic Relations, Family Law/4
PLS 254 Administrative Law/4
PLS 264 Senior Seminar/4
PLS 272 Paralegal Externship Experience or Research Project/2

Business Program Electives
24 Credit Hours**
*These courses must be taken from the following departments: Accounting, Secretarial, Finance, Marketing, Typing, Legal or Medical Secretarial, or Computer Science.

Humanities/Fine Arts
HFA 214 Speech Development/4
HFA 224 Introduction to Philosophy/4
HFA 234 Introduction to Literature/4
HFA 244 Introduction to Religion/4
HFA 254 Survey of the Arts/4

Natural Science/Mathematics
NSM 214 Introduction to Anatomy and Physiology/4
NSM 224 Introduction to Astronomy/4
NSM 234 Geology/4
NSM 244 Statistics/4
NSM 254 North American Geography/4
NSM 264 Geography of the Southern Hemisphere/4
NSM 274 Eur-Asian Geography/4

Social/Behavioral Sciences
SBS 214 Introduction to Psychology/4
SBS 224 Introduction to Sociology/4
SBS 234 Sociology of the Family/4
SBS 244 Principles of Economics/4
SBS 254 History of the American Free Enterprise System/4

General Studies: 24 Credit Hours
(Students must choose 2 courses from each of the three areas of General Studies.)

Elective in Business or General Education
12 Credit Hours***
***These classes may be selected from any courses offered by Sullivan College which are not needed to meet one of the major requirements.

*Students who complete the 50 Credit Hours in the major are eligible for graduation with a Diploma in Paralegal Studies.
Length: 9 Months.
Choose from three Associate Degree Majors in Hospitality

- Culinary Arts
- Hotel & Restaurant Management
- Travel & Tourism

The Hospitality industry has something for everyone. This exciting field offers lucrative career opportunities with hundreds of thousands of new job openings each year. It's a wide-open area with a multi-billion dollar sales volume which is rapidly increasing as more and more people travel for business and for pleasure, and eat and sleep away from home.

Men and women of all ages are entering the Hospitality workforce with its promise of advancement. There are career options for administrative and management positions, plus service professionals who deal directly with the public in Restaurants, Private Clubs, Hospitals, Travel Agencies, Hotels and Motels, Educational Institutions, Catering, Airlines, Convention Planning, Cruise Lines, and the Food Brokerage business.

The National Center for Hospitality Studies at Sullivan College is preparing men and women for careers in the Hospitality field by offering three 18-month programs. Students can earn an Associate of Science Degree in Culinary Arts, Hotel & Restaurant Management, and Travel and Tourism. Read on to learn more about these three outstanding programs taught by an internationally-acclaimed faculty with impressive, state-of-the-art equipment.

The National Center for Hospitality Studies
AT SULLIVAN COLLEGE

The National Center for Hospitality Studies 49
With more and more restaurants opening and each offering more diversified menus, the need for highly-qualified food specialists is growing dramatically. Statistics show there are currently four-to-five job openings for every qualified candidate in this field. Starting salaries for Chefs range from $15,000 to $25,000 a year. Executive Chefs are earning between $35,000 and $50,000!

The Culinary Arts program at the National Center provides a solid foundation in food preparation, purchasing, inventory, sanitation, and creative methods of cooking. Successful graduates combine these essential basics with a personal creative flair.

**CURRICULUM:**

102 Credit Hours
Length: 18 months

<table>
<thead>
<tr>
<th>Major and Core Requirements:</th>
<th>General Studies: 24 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>78 Credit Hours</td>
<td>(Students must choose 2 courses from each of the three areas of General Studies.)</td>
</tr>
<tr>
<td>CAM104 Culinary Theory and Skills/4</td>
<td>Humanities/Fine Arts</td>
</tr>
<tr>
<td>CAM114 Culinary Preparation of Regional Cuisine/4</td>
<td>HFA 214 Speech Development/4</td>
</tr>
<tr>
<td>CAM124 Purchasing and Cost Containment/4</td>
<td>HFA 224 Introduction to Philosophy/4</td>
</tr>
<tr>
<td>CAM134 Food Service Sanitation/4</td>
<td>HFA 234 Introduction to Literature/4</td>
</tr>
<tr>
<td>CAM142 Basic Nutrition/2</td>
<td>HFA 244 Introduction to Religion/4</td>
</tr>
<tr>
<td>CAM154 Culinary Theory and Preparation in Bakery and Cold Pantry/4</td>
<td>HFA 254 Survey of the Arts/4</td>
</tr>
<tr>
<td>CAM192 Menu Creation and Design/2</td>
<td>Natural Science/Mathematics</td>
</tr>
<tr>
<td>CAM206 Culinary Arts Practicum/5</td>
<td>NSM 214 Introduction to Anatomy and Physiology/4</td>
</tr>
<tr>
<td>CAM214 Culinary Preparation of International and Cuisine Americana/4</td>
<td>NSM 224 Introduction to Astronomy/4</td>
</tr>
<tr>
<td>CAM244 Culinary Principles and Practices of Buffet and Catering/4</td>
<td>NSM 234 Geology/4</td>
</tr>
<tr>
<td>CAM252 Culinary Arts in Dining Services/2</td>
<td>NSM 244 Statistics/4</td>
</tr>
<tr>
<td>CAM284 Food and Beverage Control/4</td>
<td>NSM 254 North American Geography/4</td>
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<tr>
<td>HRM114 Maintenance, Engineering and Layout/4</td>
<td>NSM 264 Geography of the Southern Hemisphere/4</td>
</tr>
<tr>
<td>HRM164 Hospitality Management and Supervision/4</td>
<td>NSM 274 Eur-Asian Geography/4</td>
</tr>
<tr>
<td>HRM292 Legal Aspects of Hospitality Operations/2</td>
<td>Social/Behavioral Sciences</td>
</tr>
<tr>
<td>MTH 114 Mathematics of Business/4</td>
<td>SSB 214 Introduction to Psychology/4</td>
</tr>
<tr>
<td>ACC 104 Intro to Accounting/4</td>
<td>SSB 224 Introduction to Sociology/4</td>
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<td>CSC 104 Information Processing/4</td>
<td>SBS 234 Sociology of the Family/4</td>
</tr>
<tr>
<td>ENG 114 Developmental Reading Skills/4</td>
<td>NSM 244 Principles of Economics/4</td>
</tr>
<tr>
<td>ENG 154 Comm. Skills I/4*</td>
<td>NSM 254 History of the American Free Enterprise System/4</td>
</tr>
<tr>
<td>ENG 164 Comm. Skills II/4*</td>
<td>*Two of the three courses required. Pre-test will determine placement.</td>
</tr>
<tr>
<td>ENG 174 Comm. Skills III/4*</td>
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</tr>
</tbody>
</table>

*50 The National Center for Hospitality Studies*
HOTEL & RESTAURANT MANAGEMENT

Opportunities for management careers in America's hotels and restaurants increase every year as people spend more and more time away from home. In the hotel and motel industry alone, over 100,000 new jobs are being created each year. Nationally, there are over eight million jobs in the food service industry. In fact, it's the largest retail employer in the United States.

At Sullivan College's National Center for Hospitality Studies, students participate in an 18-month program that prepares them for management careers with hotels and restaurants, small and large. Students take both business and general education courses, and have the opportunity to gain hands-on experience off-campus in some of the area's finest hotels, motels and restaurants.

CURRICULUM:

112 Credit Hours
Length: 18 months

Major and Core Requirements:
88 Credit Hours

HRM104 Introduction to Hospitality Management/4
HRM114 Maintenance, Engineering and Layout/4
HRM144 Housekeeping Management/4
HRM154 Front Office Management/4
HRM164 Hospitality Management and Supervision/4
HRM204 Marketing of Hospitality/4
HRM206 Hotel/Restaurant Management Practicum/6
HRM222 Tourism Principles/2
HRM252 Legal Aspects of Hospitality Operations/2
CAM104 Culinary Theory and Skills/4
CAM114 Culinary Preparation of Regional Cuisine/4
CAM124 Purchasing and Cost Containment/4
CAM134 Food Service Sanitation/4
CAM252 Culinary Arts in Dining Services/2
CAM264 Food and Beverage Control/4
ACC116 Principles of Accounting I/6
ACC126 Principles of Accounting II/6
MTH114 Mathematics of Business/4
CSC104 Information Processing/4
ENG114 Developmental Reading Skills/4
ENG154 Comm. Skills I/4*
ENG164 Comm. Skills II/4*
ENG174 Comm. Skills III/4*

General Studies: 24 Credit Hours
(Students must choose 2 courses from each of the three areas of General Studies.)

Humanities/Fine Arts
HFA214 Speech Development/4
HFA224 Introduction to Philosophy/4
HFA234 Introduction to Literature/4
HFA244 Introduction to Religion/4
HFA254 Survey of the Arts/4

Natural Science/Mathematics
NSM214 Introduction to Anatomy and Physiology/4
NSM224 Introduction to Astronomy/4
NSM234 Geology/4
NSM244 Statistics/4
NSM254 North American Geography/4
NSM264 Geography of the Southern Hemisphere/4
NSM274 Eur-Asian Geography/4

Social/Behavioral Sciences
SSB214 Introduction to Psychology/4
SSB224 Introduction to Sociology/4
SSB234 Sociology of the Family/4
NSM244 Principles of Economics/4
NSM254 History of the American Free Enterprise System/4

*Electives: 8 Credit Hours

*Two of the three courses required. Pre-test will determine placement.
The Travel and Tourism industry offers jet-age opportunities to young men and women as reservationists, travel agency managers, tour planners, tour wholesalers, and more.

Fringe benefits often include generous vacations, free trip passes, and travel opportunities at reduced fares.

Sullivan's Travel and Tourism program is unique in that it combines training in the Travel industry with business skills, thus qualifying graduates for more than one area of employment. All Travel students at the National Center select a second area of concentration. The four programs offered to the Travel Major are: Accounting, Data Processing, Marketing/Management, and Travel Receptionist. Having a "double major" greatly enhances the potential and the capabilities of the National Center's Travel graduates.

### CURRICULUM:

**110-114 Credit Hours**  
**Length: 18 months**

**Major and Core Requirements:**
- 64 Credit Hours
- **NSM 254** North American Geography/4
- **NSM 264** Geography of Southern Hemisphere/4
- **NSM 274** Euro-Asian Geography/4
- **NTA 144** Airline Procedures/4
- **NTA 154** Travel Reference Skills/4
- **NTA 244** Tour Sales/4
- **NTA 254** Travel Agency Management/4
- **NTA 264** Comp. Travel Reservations/4
- **NTA 274** Senior Travel Seminar/4
- **CSC 104** Information Processing/4
- **ENG 114** Developmental Reading Skills/4
- **ENG 154** Communication Skills I/4
- **ENG 164** Communication Skills II/4*
- **ENG 174** Communication Skills III/4*
- **MGT 114** Business Org. & Mgt./4
- **MKT 214** Salesmanship/4
- **MTH 114** Mathematics of Business/4

Four General Education Classes (16 Credits)
- 2 from Humanities/Fine Arts
  - **HFA 214** Speech Development/4
  - **HFA 224** Introduction to Philosophy/4
  - **HFA 234** Introduction to Literature/4
  - **HFA 244** Introduction to Religion/4
  - **HFA 254** Survey of the Arts/4
- 2 from Social/Behavioral Science
  - **SSB 214** Introduction to Psychology/4
  - **SSB 224** Introduction to Sociology/4
  - **SSB 234** Sociology of the Family/4
  - **NSM244** Principles of Economics/4
  - **NSM254** History of the American Free Enterprise System/4

**SPECIALIZATION OPTIONS** (Choose one of four)

**Accounting Option**
- Total Hours-114 34 Credit Hours
- **ACC 116** Principles of Acct'g I/6
- **ACC 126** Principles of Acct'g II/6

**Computer Option**
- **CSC 124** ANSI-COBOL Programming/4
- **CSC 234** Adv. ANSI-COBOL Prog./4
- **CSC 134** PEG II Programming/4
- **CSC 274** Adv. RPG II Programming/4
- **CSC 254** Data File Management/4
- **ACC 104** Introduction to Accounting/4
- **MG 204** Professional Development/4

**Marketing/Management Option**
- **MG 204** Professional Development/4
- **Business Elective/4**

- **TYP 102** Introduction to Keyboarding/2
- **ACC 134** Intermediate Accounting I/4
- **ACC 214** Intermediate Accounting II/4
- **ACC 234** Cost Accounting/4 OR
- **ACC 244** Auditing Problems and Tech./4
- **ACC 124** Microcomputer Applications/4
- **MGT 204** Professional Development/4

**Travel Receptionist Option**
- **Total Hours-112** 32 Credit Hours
- **SEC 104** Secretarial Proc. & Admin./4
- **SEC 122** Machine Transcription/2
- **SEC 134** Records Mgt. & Control/4
- **SEC 224** Adv. Sec. Tech. Seminar/4
- **TYP 114** Beginning Typewriting/4 OR
- **TYP 124** Basic Typewriting/4 OR
- **TYP 134** Intermediate Typewriting/4
- **TYP 142** Speed/Control Tech. 40 wpm/2
- **TYP 152** Speed/Control Tech. 50 wpm/2
- **TYP 161** Speed/Control Tech. 60 wpm/1
- **TYP 162** Speed/Control Tech. 65 wpm/1
- **ACC 104** Introduction to Accounting/4
- **MG 244** Office Management/4

*Two of the three courses required Pre-test will determine placement.*
ACCOUNTING:

ACC104 INTRODUCTION TO ACCOUNTING (4 credits) An introductory course for non-accounting majors to prepare them to handle basic accounting for a personal service enterprise. A practice set covering the accounting terms and procedures is covered thoroughly.

ACC116 and 126 PRINCIPLES OF ACCOUNTING I and II (6 credits each) An introduction to fundamental accounting principles and procedures. This course covers the accounting equation, income statement, balance sheet, trial balance, procedures of journalizing and posting, end-of-period adjustments, and worksheet accounting. In addition, there is an introduction to accounting systems and controls. ACC116 requires a practical test.

ACC124 MICROCOMPUTER ACCOUNTING APPLICATIONS (4 credits) This course is designed to introduce accounting majors to the procedures necessary to install and operate a modular accounting software package on a microcomputer. Prerequisites: Principles of Accounting I and Information Processing.

ACC134 INTERMEDIATE ACCOUNTING I and ACC144 INTERMEDIATE ACCOUNTING II (4 credits each) A presentation of the objectives of accounting and the principles and concepts that have evolved to meet those objectives. A study of recent research by professional and academic groups into the theory of recording assets, liabilities, and owner's equity along with the preparation and analysis of financial statements. Prerequisite ACC116.

ACC144 FEDERAL INCOME TAX ACCOUNTING (4 credits) This course provides the student with a basic understanding of the structure of federal tax laws and their administration. The techniques of tax research are developed. Prerequisite ACC116.

ACC124 COST ACCOUNTING (4 credits) The principles and techniques of job order, process, and standard cost accounting are presented. Cost control and data development for managerial decisions are also studied. Prerequisite ACC124.

ACC204 AUDITING PROBLEMS AND TECHNIQUES (4 credits) A thorough introduction to auditing theory. Emphasis is placed on auditing techniques; a detailed analysis is given to balance sheet audits, cash audits, continuous audits, and special investigations. Specific attention is given to the auditor's working paper, his report and certificate, his responsibility for them, and his duty in testifying in court in connection with them. Prerequisite ACC134.

SECRETARIAL ADMINISTRATION:

SEC104 SECRETARIAL PROCEDURES ADMINISTRATION (4 credits) This course is designed to assist in understanding the responsibilities and opportunities of a secretarial position. Emphasis is placed on personal qualities necessary for success and the self evaluation process.

SEC122 MACHINE TRANSCRIPTION (2 credits) Designed to fill the need for transcription specialists in offices which use dictation equipment exclusively or in conjunction with live shorthand. The practice includes various types of models of transcription machines and includes various types of letters, manuscripts, reports, and similar work. Prerequisite TYP114 or 124 or 134.

NOTE: SEC 122A is a combination of SEC122 and 132 worth 4 credits.

SEC134 RECORDS MANAGEMENT AND CONTROL (4 credits) A thorough course which prepares the student to manage or organize a record system. Various methods and techniques are discussed through problem solving and reviewing case studies.
in medical phrasing. An understanding of the relationship between medical terms and their synonyms in common everyday usage and the ability to detect the meaning of unfamiliar medical words by analysis of their etymological components is an important component of this subject.

**MS3212 MEDICAL OFFICE PROCEDURES (2 credits)**
This course is designed to acquaint the student with specialized medical office routines such as care of the office, cleanliness, lighting, sterilization, decorations, personal appearance, courtesy and cheerfulness, the use of the appointment book, making appointments, receiving patients, medical telephone techniques, and basic medical assistant techniques. Prerequisite MS3114.

**MS3212 MEDICAL DICTATION AND TRANSCRIPTION (2 credits)**
This course provides the advanced shorthand student with practice in the dictation connected with a doctor’s medical practice whether in a private office or hospital. This includes technical reports such as pathology, autopsy, laboratory, etc., as well as case histories, discharge summaries and follow-up letters to colleagues. Prerequisites MS3114 and EBC 172.

**MS3222 MEDICAL ORIENTATION (2 credits)**
A series of lectures by members of the medical profession, supplemented with field trips to hospitals, clinics, physical offices, and suppliers of medical equipment and supplies.

**MS3322 MEDICAL ETHICS (2 credits)**
Teaches the medical assistant, as a part of the healing arts, how to conduct herself and abide by the modern code of medical ethics.

**COMPUTER SCIENCE:**

**CSC104 INFORMATION PROCESSING (4 credits)**
This course is designed to provide insight into the total concept of information processing and office automation. Course is divided into two parts: Word Processing and Data Processing.

**CSC122 ANSI-COBOL PROGRAMMING (4 credits)**
Designed to serve as an introductory course in computer programming using the "problem-oriented" approach. Emphasis is placed on exposure to the most frequently used characteristics of the language in writing a wide variety of COBOL programs for the solution of typical applications. Prerequisites CSC102 and CSC122, or CSC114.

**CSC134 RPG II PROGRAMMING (4 credits)**
The student will learn to write, debug and test programs written in RPG II, an advanced computer language. Basic programs are written for payroll, inventory, account receivable, etc., and other programs and tables are generated. Prerequisite CSC104 and CSC122, or CSC114.

**CSC154 DBASE III (4 credits)**
This course will introduce the student to the techniques and procedures necessary to write a program in Basic or DBASE III. The student will be able to create files and screens to allow data entry into the file. The student will be able to produce reports from the files created in this course. Prerequisite: Information Processing.

**CSC164 LOTUS (4 credits)**
The course will introduce the student to the use of Lotus 1-2-3 to solve the problems of a wide variety of business today. The student will be able to use Lotus to solve practical applications.

**CSC230 Advanced ANSIC-COBOL PROGRAMMING (4 credits)**
This course covers the following concepts and operations: magnetic tape sequential processing, sequential file updating, DATSO sequential processing (including sequential retrieval), random retrieval and updating, loading overlays, and introduction to virtual storage, and the use of the Report Writer feature of ANSIC-COBOL. Prerequisite CSC142.

**CSC254 DISK OPERATING SYSTEMS AND DESIGN (4 credits)**
Introduces the student to disk file processing, stressing skills needed to perform file maintenance, select the appropriate file organization and access method and perform various types of programming. Prerequisite CSC134.

**CSC298 COMPUTER WORK EXPERIENCE (5 credits)**
Arts and programming majors receive work experience in an actual industry data processing installation. Under the supervision of an experienced supervisor, the student completes assigned tasks in an authentic work environment and are evaluated on their ability to perform. V.A. students must select an elective. Prerequisites: CSC124, CSC134.

**CSC274 ADVANCED RPG II PROGRAMMING (4 credits)**
This course covers the use of RPG II utilizing on-line techniques. The student will learn how to utilize RPG II with the Work Station Utility for design work station screens and turn programs into MRT and NFB programs. Also taught will be advanced techniques in DFT and JEU. Prerequisite CSC134.

**ENGLISH:**

**ENG114 DEVELOPMENTAL READING (4 credits)**
Focuses on the nationally recognized Programs for Achievement in Reading study course. The course analyzes reading comprehension and skills and includes training in word recognition, vocabulary growth, critical reading, study habits, improvement of listening skills, pronunciation and word analysis skills and improvements in the capacity to work under pressure.

**ENG154 COMMUNICATION SKILLS I (4 credits)**
A basic introductory course in communication focusing on syntax and grammatical correctness of sentences, simple noun phrases, and proper use of adjectives and adverbs. Prerequisite ENG14-1.

**ENG154 COMMUNICATION SKILLS II (4 credits)**
An intermediate course in communication skills with special emphasis placed on the development of the paragraph. Special attention is given to writing and punctuating compound sentences and the use of commas within sentences. Prerequisite ENG154.

**ENG174 COMMUNICATION SKILLS III (4 credits)**
An advanced course in communication skills focusing on short essays, with special attention to introductions and conclusions. Prerequisite ENG154.

**BUSINESS ADMINISTRATION:**

**MTH114 MATHEMATICS OF BUSINESS (4 credits)**
A mathematical review course for the accountant, bookkeeper, secretary, or office worker covering fractions, percentages, ratios, averages, gross profit, sales, commercial discounts, simple interest, bank discounts, partial payments and rate progressions.

**FIN214 INVESTMENTS (4 credits)**
Study of securities markets. Analysis is made of various categories of corporate stocks, bonds, preferred stocks, and other investments, taxes which affect investment policy, and administering the personal portfolio. Prerequisite MGT114.

**FIN224 FINANCIAL MANAGEMENT (4 credits)**
This course is designed to bring together in manageable form the concepts presented in the disciplines of accounting, marketing, economics, and management. Prerequisites ECO214 and MGT114.

**MGT114 BUSINESS ORGANIZATION AND MANAGEMENT (4 credits)**
Practical treatment of many fields of business activity—retailing, wholesaling, manufacturing, and service. It explains the opportunities for financial success for the adequately trained, independent entrepreneur. Management functions, accounting, marketing, and finance are carefully developed.

**MGT204 PROFESSIONAL DEVELOPMENT (4 credits)**
This course is designed to assist students in how to obtain employment and how to become effective employees. The student will gain skill in interviewing techniques, resume writing, networking, and communication. Emphasis is also placed on values, goals, and business ethics which will assist the student in succeeding in the business world.
MG124 PRINCIPLES OF BUSINESS LAW (4 credits)
A survey of the nature and function of law with emphasis on its application in the field of business, including a scan of the legal framework of agency, partnership, and corporate relationships.

MG224 ADVANCED BUSINESS LAW (4 credits)
A study and examination of the areas of bailments, sales, credit instruments in recurring title or possession, negotiable instruments and insurance. Prerequisite MGT124.

MG224 PERSONNEL MANAGEMENT (4 credits)
Presents an examination of the principles of personnel management as they apply to a modern industrial society. Specific topics discussed include the selection, recruitment, training, and promotion of personnel, wage-incentive plans, absenteeism and psychological counseling.

MG224 OFFICE MANAGEMENT (4 credits)
Teaches the interrelationship of office functions, services, facilities, office communications, problem-solving, evaluation criteria for business machines and data systems, and successful human relations in office administration. Prerequisite MGT124.

MG224 SMALL BUSINESS MANAGEMENT (4 credits)
Study of the challenges involved in starting and operating a successful small business such as location, determining how to borrow money, budgeting, credit, controlling inventory, and turnover and purchasing.

MG224 SALES MANAGEMENT (4 credits)
Analysis of the sales function in modern business including the techniques necessary for the successful selling of both tangible and intangible products.

MG224 SALES MANAGEMENT (4 credits)
Fundamental principles of sales management, includes analysis, goals, incentives, compensation, and promotional campaigns. Prerequisite MGT224.

MG224 MARKETING (4 credits)
Covers all business activities necessary to match products and services to the needs of potential customers. Includes purchasing, distribution, consumer analysis, sales promotion and advertising, pricing policies and transportation. Prerequisite MGT124.

MG224 PRINCIPLES OF ADVERTISING (4 credits)
An introductory course covering advertising theory and practice in relation to principles of marketing and general business management. Includes matters as preparation of copy, follow-up systems, research checking, selection of media, along with current advertising and slogans. Prerequisites MGT114 and MKT224.

MG224 PRINCIPLES OF RETAILING (4 credits)
Special emphasis on the practices of buying, selling, and advertising in store layout, organization, and customer relations.

MG224 MARKETING RESEARCH (4 credits)
A study of research in marketing, the research process, marketing decision-making, with emphasis on collection, analysis, and evaluation of data to assist in solving marketing problems. A report project is required. Prerequisite MKT224.

MG224 RETAIL STORE OPERATIONS & MANAGEMENT (4 credits)
The selection of store locations and development of internal systems for security, receiving, and markdown. Students learn overall structure of retail stores, retail math, retailing and case studies.

MG224 PURCHASING AND INVENTORY CONTROL (4 credits)
An investigation of procedures for the purchase and control of materials necessary for production. Students develop systems necessary for statistical control of purchasing. Lecture and lab.

GENERAL STUDIES:

HFA214 SPEECH DEVELOPMENT (4 credits)
The major emphasis of this course is on developing the art of public speaking through demonstration and practice.

HFA224 INTRODUCTION TO LITERATURE (4 credits)
There will be an overview of the historical, social, literary, and cultural forces that have shaped our present-day literature, with emphasis on the works included in the syllabus and discussed each week. There may be some oral reading of assigned works, or at least portions of certain works.

HFA224 INTRODUCTION TO PHILOSOPHY (4 credits)
This course will define the field of philosophy and will examine its many sub-categories. The course will acquaint the student with the thought of the major western and some eastern philosophers with particular attention to the personalities of the proponents.

HFA224 INTRODUCTION TO RELIGION (4 credits)
We will examine the religious nature of human life in its historical context. The early manifestations of religious nature will be seen in the religious ideas and structures created in the major religions. The focus of the course will be primarily on the western religious traditions, though some of the major eastern religions will be surveyed.

HFA224 SURVEY OF THE ARTS (4 credits)
This course will examine the arts of music (in various forms), theater, and the various visual arts (painting, sculpture, architecture) by defining them, looking at their historical, social, and cultural evolution, the principal ideas and figures important to each, and their interaction. In addition, this course will address the business side of the arts which have become so important to each community.

NSM214 INTRODUCTION TO ANATOMY AND PHYSIOLOGY (4 credits)
This course examines the basic systems of the body and the functions of each.

NSM214 INTRODUCTION TO GEOLOGY (4 credits)
An introduction to geologic principles and processes, the course will investigate the history of the earth and its life forms.

NSM214 INTRODUCTION TO STATISTICS (4 credits)
This course is designed to introduce the student to the basic principles of statistics and data analysis.

NSM214 NORTH AMERICAN GEOGRAPHY (4 credits)
This course examines the geography of the United States, Canada, Mexico, and the islands of the Caribbean Sea. Major cities, rivers, and other natural features are discussed.

NSM214 GEOGRAPHY OF THE SOUTHERN HEMISPHERE (4 credits)
The geography of South America, Africa, Australia, and the islands of the South Pacific is examined. Differences in climate and culture are discussed as well as prominent geographic features.

NSM214 EUROPEAN GEOGRAPHY (4 credits)
This course will introduce the student to the geography of Europe and the Middle East.

SBS214 INTRODUCTION TO PSYCHOLOGY (4 credits)
This course will examine the basic psychological terms and concepts with an emphasis toward the practical and personal applications of psychology. The course will cover the development of psychology and its role in human society, as well as the role of psychology in everyday life.

SBS214 INTRODUCTION TO SOCIOLOGY (4 credits)
This course will examine the basic sociological terms and concepts with an emphasis toward the practical and personal applications of sociology. The course will cover the development of sociology and its role in human society, as well as the role of sociology in everyday life.
WORD PROCESSING:

WPR114 WORD PROCESSING TECHNIQUES 1 (4 credits)
A study of the applied use of word processing procedures and equipment. The total work flow of office communications will be covered from input (author origination and revision) through output (hard copy printout and storage). Using information processing equipment, emphasis is placed on the satisfactorily production of office documents on one system. Prerequisite WPR114.

WPR115 WORD PROCESSING TECHNIQUES 2 (4 credits)
A study of the applied use of word processing procedures and equipment. The total work flow of office communications will be covered from input (author origination and revision) through output (hard copy printout and storage). Using information processing equipment, emphasis is placed on the satisfactorily production of office documents on one system. Prerequisite WPR114.

WPR164 WORD PROCESSING TECHNIQUES 3 (4 credits)
An advanced course in word processing techniques, incorporating additional applications of word processing and familiar with a variety of word processing software. Prerequisite WPR114.

PARALEGAL STUDIES:

PLS114 INTRODUCTION TO LAW AND THE LEGAL SYSTEM (4 credits)
A general introduction to the legal system and the American legal system, course on the American legal system, course on the American legal system, course on the American legal system, course on the American legal system, course on the American legal system, course on the American legal system, course on the American legal system, course on the American legal system.
CAM64 Culinary Theory and Skills (4 credits)
Students will spend class time in orientation to tools, equipment, recipe reading, measurements, knife skills, and be able to demonstrate safety and sanitation. Students will break-down and operate equipment. The rest of the nine weeks, students will spend time on learning and using the following: kitchen knives, practical 'sign-on' and safety, and food handling procedures.

CAM114 Culinary Preparation in Regional Cuisine (4 credits)
Discussion of the history of foods from the 18th century to present day in global cuisine. History of International cuisine and American Cuisine. Students will be taught the basics of breakfast, lunch, and dinner preparation using international cuisine styles in each meal. Students will work in stations in classrooms.

CAM124 Food Purchasing and Cost Containment (4 credits)
This course is designed to acquaint the student with techniques of wholesale food purchasing. It includes principles and practices of unit costing basic calculation as well as specifications for all food purchases.

CAM544 Applied Food Service Sanitation (4 credits)
Sanitary practices are emphasized to meet the requirements for state and national sanitary standards in all areas of food service.

CAM442 Basic Nutrition and Meal Planning (2 credits)
Basic nutrition guidelines and the application of menu planning for individuals and group feeding.

CAM691 Culinary Theory and Preparation in Bakery and Garde Manager (4 credits)
Students will spend five weeks in each section by rotating a.m. and p.m. labs. Bakery preparation will expose students to the preparation of yeasts, sweet pastries, cakes, pies, etc., and decoration. Garde manager will concentrate on organization of buffet, catering events, preparation of simple compound, marinated, and specialty salads; preparation of cold dressings, sandwiches, soups, shellfish, and appetizers. Students will be exposed to arranging foods for show.

CAM164 Hospitality Management and Supervision (4 credits)
Introduction to management principles, supervisory techniques, and organization within a commercial food service.

CAM192 Menu Design and Layout (2 credits)
The student learns that menu management goes well beyond designing and planning a menu. They learn the intricacies of all aspects of producing a menu.

CAM214 Culinary Preparation of International and Cuisine Americana (4 credits)
Instruction in planning and preparing food in classical cuisines. Includes a segment in International and American Cuisine. lab fee.

CAM244 Culinary Principles and Practices of Buffet and Catering (4 credits)
Direct application of principles involved in simple to elaborate buffets and off-campus catering endeavors. lab fee.

CAM325 Culinary Arts in Dining Services (2 credits)
This course is designed as a practical guide for those who want to serve food properly in eating establishments. It is addressed to potential and actual waiters and waitresses as well as managers and supervisors.

HOSPITALITY MANAGEMENT

HRM101 Intro to Hospitality Management (4 credits)
Traces the growth and development of the dining industry from early times to modern high-rise and commercial hotels and highway motels. It also reviews the organization of hotel operations and covers the opportunities and future trends in the industry.

HRM322 Tourism Principles of Development (2 credits)
Defines the concept of tourism as it relates to human understanding, nationally as well as internationally. Defines Tourism as an economic tool in the development of distressed areas. It explains the nature of the individual as to travel, motivations, etc.
TRAVEL and AIRLINES:

NTA146 AIRLINE PROCEDURES (4 credits) This course covers the steps involved in handling an airline reservation - beginning with the selection of the flight from the Official Airline Guide, through the figuring of the fare, to the actual issuance of the ticket.

NTA156 TRAVEL REFERENCE SKILLS (4 credits) This course includes operating instructions and use of the OAG Travel Planner and Hotel-Hostel Guide; the use of the Worldwide Cruise and Shipline Guide; and the use of the Worldwide Tour Guide. Students work with materials from travel agencies and the text and reference materials included in the travel learning kit to actually plan an international tour to include air transportation, ground transportation, accommodations, sightseeing, shopping, meals, and all other aspects of an international tour. In this course students write to travel agencies and travel departments of foreign countries for information to be used in preparing an international tour. Students may work individually or in groups on this project. International business travel and independent travel abroad are also discussed.

NTA224 TOURISM (4 credits) A comprehensive course designed to explain the dynamics of worldwide tourism. The course deals with travel as it relates to food services, lodging, the airlines, the carriers, the communities seeking to attract the tourist, and the many other businesses that offer services directly or indirectly to the visitor.

REFUND POLICY

Tuition charges for all day division, first-year programs will be made on a course specialization program basis only. If you have paid your tuition in full for your entire first-year specialization and have to withdraw during that period, your tuition will be refunded according to the following pro-rata formula based on the total first year course tuition fee:

1. Withdrawal during first week of classes ............ 90% refund
   Withdrawal during the next 3 weeks ............ 50% refund
   Withdrawal during the first 25% of the course ............ 55% refund
   Withdrawal during the second 25% of the course ............ 30% refund
   Withdrawal during the last 50% of the course ............ No refund

2. For a program longer than one year in length, 100% of the stated course price attributable to the period beyond the first year will be refunded when the student withdraws during the prior period.

3. All veterans, second-year, and evening division students are enrolled on a credit hour basis each quarter with a 75% obligation for the first three weeks of the quarterly and 100% obligation thereafter.

4. Application and other fees are not refundable.
# Administration and Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>A.R. Sullivan</td>
<td>President and Founder</td>
</tr>
<tr>
<td>G. Stephen Coppock</td>
<td>Executive Vice President</td>
</tr>
<tr>
<td>David Higley</td>
<td>Vice President and Director</td>
</tr>
<tr>
<td>Jim Klein</td>
<td>Evening Division Director</td>
</tr>
<tr>
<td>Sandy Hayden</td>
<td>Student Life Coordinator</td>
</tr>
<tr>
<td>Byron J. Wunderlich</td>
<td>Registrar</td>
</tr>
<tr>
<td>Lisa Brooks</td>
<td>Assistant to the Registrar</td>
</tr>
<tr>
<td>Elaine Larson</td>
<td>Director of Financial Aid</td>
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<tr>
<td>Karen Sheridan</td>
<td>Assistant Financial Aid Officer</td>
</tr>
<tr>
<td>Cheryl Caddell-Shippey</td>
<td>Assistant Financial Aid Officer</td>
</tr>
<tr>
<td>Angela Marr</td>
<td>Financial Aid Secretary</td>
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<tr>
<td>Jeannette Thornsbury</td>
<td>Financial Aid Liaison</td>
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<tr>
<td>Kim Robertson</td>
<td>Director, Graduate Employment Services</td>
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<tr>
<td>Jo Frye</td>
<td>Employment Officer</td>
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<tr>
<td>Andy Azzam</td>
<td>Employment Officer</td>
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<tr>
<td>Carol Everhart</td>
<td>Employment Officer</td>
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<tr>
<td>Debbie Boyles</td>
<td>Employment Services Secretary</td>
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<tr>
<td>Maxine Devore</td>
<td>College Librarian</td>
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<tr>
<td>Ellenor Frelick</td>
<td>Athletic Director/Basketball Coach</td>
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<tr>
<td>David Skinner</td>
<td>Admissions-Evening</td>
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<tr>
<td>James Bond</td>
<td>Admissions-Evening</td>
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<tr>
<td>Rick Bryant</td>
<td>Assistant Director of Admissions</td>
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<tr>
<td>James Nolen</td>
<td>Assistant Director of Admissions</td>
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<tr>
<td>M.C. (Stoney) Brown</td>
<td>Assistant Director of Admissions</td>
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<tr>
<td>Jim Crick</td>
<td>Assistant Director of Admissions</td>
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<tr>
<td>Michael Stell</td>
<td>Assistant Director of Admissions</td>
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<td>Rick Littlefield</td>
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<tr>
<td>Donna Helm</td>
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<td>Pat Longworth</td>
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<tr>
<td>Steve Renauer</td>
<td>Assistant Director of Admissions</td>
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<tr>
<td>Nix Graas</td>
<td>Vice President for Finance</td>
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<tr>
<td>Theresa Zinser</td>
<td>Staff Accountant</td>
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<tr>
<td>Linda Holman</td>
<td>Staff Accountant</td>
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<tr>
<td>Tony Graziano</td>
<td>Manager-Computer Services</td>
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<tr>
<td>Connie Clark</td>
<td>Programmer</td>
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<tr>
<td>Patricia Sullivan</td>
<td>Director Sullivan Centre</td>
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<tr>
<td>Mark Adcock</td>
<td>Building Maintenance Manager</td>
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<tr>
<td>Chester and Margaret Hendricks</td>
<td>Residence Counselors</td>
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<tr>
<td>Ann Ellison</td>
<td>Bookstore Manager</td>
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<tr>
<td>Charla Adcock</td>
<td>Executive Secretary to President</td>
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<tr>
<td>Eleanor Morrison</td>
<td>Admissions Secretary</td>
</tr>
<tr>
<td>Becky Keinsley</td>
<td>Administrative Assistant-Dean's Office</td>
</tr>
<tr>
<td>Giovanna Mitchell</td>
<td>Secretary to Vice President/Director</td>
</tr>
<tr>
<td>Jennette Patterson</td>
<td>Word Processing Secretary</td>
</tr>
<tr>
<td>Nancy Field</td>
<td>Executive Receptionist</td>
</tr>
<tr>
<td>Ginny Skaggs</td>
<td>Evening Receptionist</td>
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</tbody>
</table>

**Sullivan Junior College of Business - Board of Directors**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>T.O. Hall</td>
<td>A.R. Sullivan</td>
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<tr>
<td>Robert Metry</td>
<td>Patricia Sullivan</td>
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<tr>
<td>David Kimbel</td>
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*Note: Faculty listed in Supplement A.*
A 'not so final' word:

We hope the information and pictures in this bulletin have answered your questions about Sullivan Junior College and at the same time aroused your curiosity about Sullivan. Pictures and words in a bulletin cannot fully describe the beautiful Sullivan Campus or the atmosphere for learning and success that is the very heart of the Sullivan success story!

If you like what you have read and seen and want to learn more about us, fill out and mail the attached card today, and we will see that you receive additional information to help you in your decision.

We're easy to find...COME SEE US SOON!

Sincerely,

David P. Higley
Vice-President/Director
1. FOUR-DAY SCHOOL WEEK
A unique approach to career preparation—attend classes from Monday to Thursday.

Fridays provide an optional "plus".

2. FRIDAY — THE "PLUS" DAY
Fridays provide an optional "plus" for both student and faculty. All facilities and equipment are available for individual study and practice, and faculty members are ready to schedule personal conferences and give special assistance. If extra study is not needed the long 3-day weekend is extra time for personal and/or academic development or for a "work experience" opportunity.

3. "CAREER-FIRST" CURRICULUM
"Job-readiness" is the key! Sullivan students concentrate exclusively in areas of business education during a one-year (9-12 months) diploma program. Then, if a student decides to go further, advanced and general education courses are taken last, in the final few months of a degree program. Just the opposite of most college programs.

4. A DIPLOMA IN ONE + A DEGREE IN TWO
The option is yours again: accept your Sullivan Career Diploma at the end of a year and go directly to work in your career specialty or extend your program toward an Associate of Science Degree in Business. You may choose to continue in day classes or accept employment to "earn and learn", as you complete your studies in our evening division. Increased attention is given to general education in these final few months.

5. LIFETIME REVIEW PRIVILEGES AND LIFETIME EMPLOYMENT SERVICES
And the biggest of the five! Sullivan graduates have the privilege to review any course taken at any time in the future without additional charge and the services of the Sullivan Graduate Employment Services Office for advancement or in locating new jobs, once, twice, for a lifetime. All at no additional cost!

Mail this card today:

The admissions staff of Sullivan College looks forward to meeting you and helping you with your college plans.