Sullivan Junior College of Business
"a history of success dating from 1864"

Sullivan College is fully accredited by the Southern Association of Colleges and Schools-Commission on Colleges.

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 fully 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 185. Sullivan College is Accredited by the Indiana Commission on Postsecondary Proprietary Education.
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. Informal breaks between classes, all-school-wide dances, the high school 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, 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 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.

CAREER AWARENESS PROGRAMS

Several times each year, the College sponsors Career Awareness programs for the entire student body. These sessions, highlighted by outstanding professionals, sharing career opportunities and information about each career field taught at Sullivan, are exciting opportunities to learn more about your chosen field.

ORIENTATION DAYS

The transition to college life, especially when it involves leaving the familiar surroundings of home, can be a year full of a person's life settling the stage for success or failure in a college career. At Sullivan, orientation is a one-time, day happening, a busy time filled with placement testing, final scheduling, and informational sessions. It's an exciting time, filled with camaraderie, laughter, with anxiety dispelled by friendly niceness. Everyone is welcoming and friendly, forgetting names and room numbers. But it all seems to come out all right in time for the big Orientation Days Friday for freshmen and returning upper-classmen.
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, the most recent in 1980.

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 40 trophies and awards and have had thirteen basketball players named N.L.C.A.A. All-Americans, more than twice as many as any other little college team.

With the National Championship in 1980 the team received national recognition. Locally, the Mayor and County Judge both declared it "Sullivan Executives' week in the county. The team rode in the Kentucky Derby Festival parade before hundreds of thousands of people and several magazines did features on our National Champions.

With a winning record over the past 17 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.
Top Training Means Top Placement:

A Lifetime Service at Sullivan

All Sullivan graduates receive:
1. The assistance of a fully-staffed Placement Office.
2. Local and national placement at no additional charge.
3. Lifetime review privileges.
4. A placement service that has averaged over 90% graduate employment the past five 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 Placement Office, under the able direction of a highly qualified Placement Director. 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 Placement Director 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 Placement 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 Placement 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 Placement 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 dress, grooming, styling, interview techniques, and other important areas of personal presentation. New poise and self-confidence often come from a transforming experience that carries over into a fuller, more satisfying life for the Sullivan graduate in every sense.

The class is especially designed and tailored to the needs of Sullivan students and the programs they select. The class is a genuine asset in making a good impression during employment interviews and for advancement in a competitive environment. As important as this class is, most students readily admit it's fun, too!
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!
WHERE WILL YOU LIVE IN LOUISVILLE?

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.

For those students who come from a distant location, there are two plans provided.

Luxury Apartments - Sullivan Junior College provides luxurious apartments for its 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, stove, 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 and clubhouse. 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.

Apartments for Men - Arrangements have been made for furnished two-bedroom apartments for men students attending the college. These are also within a short distance of the college campus and provide a wonderful atmosphere for living away from home. Men students desiring housing accommodations should make early application to the College since all apartments are reserved on a first-come, first-serve basis.

Home Residence Plan - For students who wish to earn part of their expenses, a helpful alternative to apartment life is the home residence plan. Babysitting or other light household duties still leave ample time for classes and study in exchange for room and board in a carefully selected, continuously supervised environment.

Again, early application is important.
14 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 $15,000 annual income or is very large...
5. If you qualify for vocational rehabilitation...
6. If you or your parents are now receiving social security benefits...
7. If you are a child of a deceased veteran...
8. If you are a veteran of military service...
9. If you can qualify for an athletic grant-in-aid...
10. If you are of American Indian descent...
11. If one of your parents qualified for railroad retirement payments...
12. If you are a Kentucky resident and can demonstrate financial need...
13. If you can qualify for a competitive scholarship...
14. If your local bank refuses to give you a student loan...

...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 than the right kind of training at the outset of a career.

For this reason, Sullivan retains a competent Student Financial Aid Officer who is fully informed on all government aid programs, private loan plans, scholarships, and grants-in-aid. This officer is 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 willingness 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 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.

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

**SSIG A State Student Incentive Grant Program** operated by the state of Kentucky for Kentucky students, providing grants to students with proven need. Awards are determined by the Kentucky Higher Education Assistance Authority Grant Program and are usually in line with Pell Grant eligibility. Repayment is not required.

**Kentucky and Indiana Loan Programs** provide loans up to $2,500 per year with repayment beginning six months after graduation.

**NDSL Funds for National Direct Student Loans** are made available through the school in amounts up to $3,000 with repayment beginning six months after graduation.

**CWSP The 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 or recommendation as early as possible prior to your high school graduation. Send it to the Sullivan Athletic Director.

**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.

**Sullivan College K.A.C.C.S. Scholarships.** Sullivan College offers two, one-year, full tuition scholarships through the Kentucky Association of Career Colleges and Schools. These awards are based on intense competition between high school seniors in the state of Kentucky. Information about these scholarships is available from Kentucky high school counselors.

**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:

<table>
<thead>
<tr>
<th></th>
<th>Full Time</th>
<th>Three Quarter</th>
<th>Half-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Dependent</td>
<td>$342</td>
<td>$257</td>
<td>$171</td>
</tr>
<tr>
<td>One Dependent</td>
<td>$407</td>
<td>$306</td>
<td>$204</td>
</tr>
<tr>
<td>Two Dependent</td>
<td>$464</td>
<td>$348</td>
<td>$232</td>
</tr>
<tr>
<td>Each Add’l Dependent</td>
<td>$29</td>
<td>$22</td>
<td>$15</td>
</tr>
</tbody>
</table>

**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 119 years of service to the people of Kentuckiana.

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.

"What equipment and facilities do you offer?" All classrooms are centrally air-conditioned and equipped with a wide variety of training equipment, including over 140 electric typewriters, a 40-station, multi-channel shorthand laboratory, and a 8-channel, 100 station typing laboratory. A well-equipped computerized travel reservations center is maintained for Travel and Airlines students, as well as an ultra-modern word processing lab with IBM, WANG, and LANIER equipment. In addition, the college provides a library, bookstore, computer center (with a new IBM 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 placement center is maintained by the college. For the past five years in a row our graduates have attained an outstanding average of 90% 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 placement service?" One of the unique features of Sullivan College is the lifetime placement 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 fully accredited 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 fully 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 minimum 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 Placement Director after entering your classes. The Placement 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 one of IBM's newest Computer Systems, an IBM System/38, located right here at the College for daily "hands-on" use in computer and data processing study. In addition, Travel Majors have a Honeywell Based "Mars Plus" Reservations Computer tied into Major Airlines' Reservations Centers.
“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 where possible to help you make up work due to excused absences.

“What are your admission requirements?”

To attend Sullivan College as a regular student you must have earned a high school diploma or its equivalent (such as the GED-General Educational Development Test).

If you are applying for a degree program, you are required to take a business aptitude test prior to acceptance. These tests may be arranged to meet your schedule. There is no charge for these tests.

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 be held in your home or high school when requested.

If you are transferring from another college or university, you must provide Sullivan College prior to entry with a transcript of courses completed. If you are a high school student, you must provide a transcript from your high school.

Please contact the College immediately for additional information if you are considering making application to attend Sullivan.
“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 attend another college prior to entering Sullivan? Will my credits transfer to Sullivan?"

Each year more and more students from four-year or community and junior colleges transfer to Sullivan to complete their career education. Appropriate credit is given whenever possible for college-level courses similar in content and equal to the standards at Sullivan. Students may submit a transcript and a statement of academic policy from the previous institution. Students must have earned a grade of "C" or above to receive credit. A transfer student must complete a minimum of 24 quarter hours of academic credit or 30% of the required quarter hours in his course of study (whichever is greater) in attendance at Sullivan to qualify for graduation from Sullivan.

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

Based on Sullivan's national reputation and the college's full 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.
"What shorthand system should secretaries learn?" 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.

"Are students involved in community service projects?" 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.

"Do you accept married students?" 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.

"Does Sullivan recognize above-average academic accomplishments?" 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 "High Honors" or "Honors" for the quarter. At graduation qualifying students are also honored with Cum Laude, Magna Cum Laude, or Summa Cum Laude.

"As a Sullivan student, how can I make my feelings known to the administration?" A tradition at Sullivan is the "Suggestion Box." 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!

"Where do students relax?" 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.
"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.

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 over a century and the college continues to grow. Sullivan was the first college of business in Kentucky authorized 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. President A.R. Sullivan has served at the national level as Chairman of the Accrediting Commission of the Association of Independent Colleges and Schools; is presently Chairman of the Kentucky State Board for Proprietary Education appointed by the Governor, and is a past president of the Kentucky Association of Career Colleges and Schools. Executive Vice President H. V. Weber is an officer on the national board of directors of the Association of Independent Colleges and Schools and Vice President and Director Dr. G. Stephen Coppock is serving on the Kentucky Council on Higher Education's committee on transferability of credit.

The college is a private, tax-paying corporation, owned by a Kentucky corporation, Education Unlimited. A. R. Sullivan, Pres., H. V. Weber, Exec. Vice Prs., Patricia Sullivan, Secretary. Other Board Directors are T. C. Hall and Robert Metry.

"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 1.8 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 108 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 classes 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 with the energy crisis. The college is located on a main bus line providing services from all parts of the Kentuckiana area.

"How will I be graded?"

A - excellent work, 4 quality points per credit hour.
B - good work, 3 quality points per credit hour.
C - average work, 2 quality points per credit hour.
D - below average work, 1 quality point per credit hour.
F - failing work, 0 quality points per credit hour.

WP - withdrawal passing, 0 quality points per credit hour.
WF - withdrawal failing, 0 quality points per credit hour.
I - incomplete, 0 quality points per credit hour.
W - withdrawal during first month 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?"

If your grade point average falls below a 1.6 at the end of a quarter, you will placed on academic probation for the next quarter of attendance. 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 a clear understanding of 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.

- Develop 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

<table>
<thead>
<tr>
<th>Winter Quarter:</th>
<th>1983</th>
<th>1984</th>
<th>1985</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday-Washington's B-day</td>
<td>Jan. 3-Mar. 17</td>
<td>Jan. 3-Mar. 15</td>
<td>Jan. 2-Mar. 14</td>
</tr>
<tr>
<td>Winter/Spring Vacation</td>
<td>February 21</td>
<td>February 20</td>
<td>February 18</td>
</tr>
<tr>
<td>March 13-27</td>
<td>March 16-25</td>
<td>March 15-24</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Quarter:</th>
<th>1983</th>
<th>1984</th>
<th>1985</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring/Summer Vacation</td>
<td>May 30</td>
<td>May 28</td>
<td>May 27</td>
</tr>
<tr>
<td>June 10-22</td>
<td>June 8-20</td>
<td>June 7-19</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Quarter:</th>
<th>1983</th>
<th>1984</th>
<th>1985</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday-Fourth of July</td>
<td>June 23*-Sept. 8</td>
<td>June 20*-Sept. 5</td>
<td>June 20*-Sept. 5</td>
</tr>
<tr>
<td>Holiday-Labor Day</td>
<td>July 4</td>
<td>July 4</td>
<td>July 4</td>
</tr>
<tr>
<td>Summer/Fall Vacation</td>
<td>Sept. 5</td>
<td>Sept. 3</td>
<td>Sept. 2</td>
</tr>
<tr>
<td>Sept. 9-21</td>
<td>Sept. 7-19</td>
<td>Sept. 6-18</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Quarter:</th>
<th>1983</th>
<th>1984</th>
<th>1985</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday-Thanksgiving</td>
<td>November 11</td>
<td>November 12</td>
<td>November 11</td>
</tr>
<tr>
<td>Fall/Winter Vacation</td>
<td>November 23-27</td>
<td>November 21-25</td>
<td>November 27-Dec. 1</td>
</tr>
</tbody>
</table>

*This date is the beginning of new student orientation; actual classes begin the following Monday for all students.
ACADEMIC PROGRAMS

THE SCHOOL OF SECRETARIAL ADMINISTRATION
Sullivan College offers students the option of choosing a one-year career specialization (9 or 12 months) as part of most Associate Degree programs. The option is yours at the end of that 9 to 12-month program of accepting a diploma and starting your career or of continuing additional quarters for your degree.

If our "Career-In-A-Year" and a "Degree In Two" options interest you, check out our eleven different degree majors outlined.

The Medical Secretary-Assistant
The Professional Executive Secretary
The Legal-Diplomatic Secretary
The Administrative Assistant
The Executive Secretarial Finishing Program
The Data-Processing Secretary
The Private Secretary
The Office Specialist Program
The Word Processing Professional
Professional-Executive Secretary Degree Major
Legal-Diplomatic Secretary Degree Major
Medical Secretary Degree Major
Administrative Office Specialist Degree Major

THE SCHOOL OF BUSINESS ADMINISTRATION
The Business Accounting and Management Program
The Business Computer Programmer
The Business Administration Program
The Administrative Accountant
The Administrative Management Program
Business Management Degree Major
Professional Accounting & Business Administration Degree Major
Computer Science Degree Major
Marketing and Sales Management Degree Major
The Information Processing Manager Degree Major
Travel and Airlines Degree Major

THE INSTITUTE FOR PARALEGAL STUDIES
Paralegal Studies Degree Major
Paralegal Diploma Program
Medical facts and terminology are the language of business to the Medical Secretary-Assistant. 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 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:
74 Credit Hours
Length 12-14 Months

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSS134</td>
<td>Human Anatomy &amp; Phy.</td>
<td>4</td>
</tr>
<tr>
<td>MSS114</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MSS222</td>
<td>Medical Office Procedures</td>
<td>2</td>
</tr>
<tr>
<td>MSS232</td>
<td>Medical Ethics</td>
<td>2</td>
</tr>
<tr>
<td>MSS212</td>
<td>Medical Dict. &amp; Trans.</td>
<td>2</td>
</tr>
<tr>
<td>MSS222</td>
<td>Medical Orientation</td>
<td>2</td>
</tr>
<tr>
<td>ACC104</td>
<td>Intro. to Accounting</td>
<td>4</td>
</tr>
<tr>
<td>PSY214</td>
<td>Intro. to Psychology</td>
<td>4</td>
</tr>
<tr>
<td>SEC124</td>
<td>Secretarial Admin.</td>
<td>4</td>
</tr>
<tr>
<td>SEC112</td>
<td>Personal Development</td>
<td>2</td>
</tr>
<tr>
<td>SEC122</td>
<td>Machine Transcription</td>
<td>2</td>
</tr>
<tr>
<td>SEC144 or 154</td>
<td>Shorthand Theory* /4</td>
<td></td>
</tr>
<tr>
<td>SEC164 or 174</td>
<td>Inter. Shorthand Theory* /4</td>
<td></td>
</tr>
<tr>
<td>SEC162</td>
<td>Dict. &amp; Trans. - 60 wpm/2</td>
<td></td>
</tr>
<tr>
<td>SEC172</td>
<td>Dict. &amp; Trans. - 80 wpm/2</td>
<td></td>
</tr>
<tr>
<td>SEC182</td>
<td>Dict. &amp; Trans. - 100 wpm/2</td>
<td></td>
</tr>
<tr>
<td>ENG124</td>
<td>Comm. Skills - Usage</td>
<td>4</td>
</tr>
<tr>
<td>ENG134</td>
<td>Comm. Skills - Correspondence</td>
<td>4</td>
</tr>
<tr>
<td>ENG112</td>
<td>Comm. Skills - Word Study</td>
<td>2</td>
</tr>
<tr>
<td>TYP114 or 124</td>
<td>Typewriting* /4</td>
<td></td>
</tr>
<tr>
<td>TYP134</td>
<td>Intermediate Typewriting</td>
<td>4</td>
</tr>
<tr>
<td>TYP144</td>
<td>Production Typewriting</td>
<td>4</td>
</tr>
<tr>
<td>TYP214</td>
<td>Adv. Prod. Typewriting</td>
<td>4</td>
</tr>
<tr>
<td>TYP142</td>
<td>Speed Cont. Tech. - 40 wpm/2</td>
<td></td>
</tr>
<tr>
<td>TYP152</td>
<td>Speed Cont. Tech. - 50 wpm/2</td>
<td></td>
</tr>
<tr>
<td>TYP152</td>
<td>Speed Cont. Tech. - 65 wpm/2</td>
<td></td>
</tr>
</tbody>
</table>

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

76 Credit Hours
Length 12-14 Months

SEC 112 Personal Development/2
SEC 114 Secretarial Procedures/4
SEC 124 Secretarial Admin/4
SEC 224 Adv. Secretarial Seminar/4
SEC 122 Machine Transcription/2

TYP 114 or 124 Typewriting*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 162 Speed Cont. Tech. - 65 wpm/2
TYP 272 Speed Cont. Tech. - 75 wpm/2

ENG 124 Comm. Skills - Usage/4
ENG 134 Comm. Skills - Corres./4
ENG 112 Comm. Skills - Word Study/2

SEC 144 or 154 Shorthand Theory*4
SEC 164 or 174 Inter. Shorthand Theory*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

MGT 114 Business Org. & Mgt.4
MGT 124 Principles of Business Law/4
MTH 114 Mathematics of Business/4
ACC 104 Introduction to Accounting/4

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

---

The School of Secretarial Administration 27,
THE LEGAL-DIPLOMATIC SECRETARY

The legal field offers many exciting career opportunities. The development of a sound legal vocabulary, familiarity with legal routine and phraseology and an introduction to procedures and documents common to the legal and diplomatic environment - all these are presented in the Legal-Diplomatic Secretary program.

Students gain the competence required for satisfying positions in the offices of practicing attorneys, judges, district attorneys, federal and governmental officials, municipal and state legal departments, public or private corporations and foreign embassies.

---

CURRICULUM:

76 Credit Hours
Length 12-14 Months

LSS 114 Legal Terminology/4
LSS 124 Legal Office Procedures/4
LSS 222 Legal Orientation/2
LSS 212 Legal Dict. & Trans./2
LSS 132 Legal-Diplomatic Forms/2
MGT124 Principles of Business Law/4
MGT224 Adv. Business Law/4
ACC104 Intro. to Accounting/4

SEC 124 Secretarial Admin./4
SEC 112 Personal Development/2
SEC 122 Machine Transcription/2
ENG124 Comm. Skills - Usage/4
ENG134 Comm. Skills - Corres./4
ENG112 Comm. Skills - Word Study/2

SEC 144 or 154 Shorthand Theory/4
SEC 164 or 174 Inter. Shorthand Theory/4
SEC 162 Dict. & Trans. - 60 wpm/2
SEC 172 Dict. & Trans. - 60 wpm/2
SEC 182 Dict. & Trans. - 100 wpm/2

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 162 Speed Cont. Tech. - 65 wpm/2

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

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 everyday routine tasks of the office.

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

CURRICULUM:

78 Credit Hours
Length 12 Months

MG114 Business Org. and Mgt 4
MG124 Principles of Business Law 4
MG224 Advanced Business Law 4

CSC 114 Fundamentals of Data Proc'g. 4
MTH 114 Mathematics of Business 4
ACC 104 Introduction to Accounting 4

ENG 114 Developmental Reading Skills 4
ENG 124 Comm. Skills - Usage 4
ENG 134 Comm. Skills - Corres. 4

SEC 114 Secretarial Procedures 4
SEC 124 Secretarial Admin. 4
SEC 122 Machine Transcription 2

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 162 Speed Cont. Tech. - 65 wpm 2

SEC 144 or 154 Shorthand Theory 4
SEC 164 or 174 Inter. Shorthand Theory 4
SEC 162 Dict. & Trans. - 60 wpm 2
SEC 172 Dict. & Trans. - 70 wpm 2
SEC 182 Dict. & Trans. - 100 wpm 2

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

SEC 124 Secretarial Administration/4
SEC 224 Adv. Secretarial Seminar/4
SEC 112 Personal Development/2
SEC 122 Machine Transcription/2
SEC 184 Review Gregg Shorthand/4
SEC 162 Dict. & Trans. - 80 wpm/2
SEC 172 Dict. & Trans. - 90 wpm/2
SEC 182 Dict. & Trans. - 100 wpm/2
SEC 212 Dict. & Trans. - 120 wpm/2
ACC 104 Intro. to Accounting/4
MTH 114 Mathematics of Business/4
ENG 124 Comm. Skills - Usage/4
ENG 134 Comm. Skills - Correspondence/4
ENG 112 Comm. Skills - Word Study/2
TYP 144 Production Typewriting/4
TYP 134 Intermediate Typewriting/4
TYP 214 Adv. Prod. Typewriting/4
TYP 142 Speed Cont. Tech. - 40 wpm/2
TYP 154 Speed Cont. Tech. - 50 wpm/2
TYP 162 Speed Cont. Tech. - 65 wpm/2
TYP 272 Speed Cont. Tech. - 70 wpm/2

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

THE DATA PROCESSING SECRETARY

CSC 112 Computer Office Proc./2
CSC 122 Computer Operation/2
SEC 114 Secretarial Procedures/4
SEC 124 Secretarial Admin./4
SEC 112 Personal Development/2
SEC 122 Machine Transcription/2
SEC 144 or 154 Shorthand Theory/4
SEC 164 or 174 Inter. Shorthand Theory/4
SEC 182 Dict. & Trans. - 60 wpm/2
SEC 172 Dict. & Trans. - 80 wpm/2
SEC 182 Dict. & Trans. - 100 wpm/2
ENG 124 Comm. Skills - Usage/4
ENG 134 Comm. Skills - Correspondence/4
ENG 112 Comm. Skills - Word Study/2
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 162 Speed Cont. Tech. - 65 wpm/2

CURRICULUM:
58 Credit Hours
Length 9-10 Months

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 businesses.

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.

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

CURRICULUM:
58 Credit Hours
Length 9-10 Months

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.

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

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

"Typing shell will be determined by test at entrance if student has had prior training with advance placement given according to demonstrated ability.

The School of Secretarial Administration 33
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:
66 Credit Hours
Length 9 Months

WPR 114 Word Processing Theory/4
WPR 124 Word Processing Techniques/4
WPR 134 Word Processing Tech. II/4
SEC 122 Machine Transcription/2
SEC 132 Adv. Machine Transcription/2

CSC 114 Data Proc. Fund./4
MTH 114 Mathematics of Business/4
SEC 114 Secretarial Procedures/4
SEC 124 Secretarial Admin./4
SEC 134 Records Mgt. & Control/4
SEC 112 Personal Development/2

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 162 Speed Cont. Tech. - 65 wpm/2

ENG 124 Comm. Skills - Usage/4
ENG 134 Comm. Skills - Corres./4
ENG 112 Comm. Skills - Word Study/2

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

---

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 Bodner
Legal-Diplomatic Secretary Major
Choose From Four Associate Degree Majors In Secretarial Administration:

- Professional-Executive Major
- Medical Secretary Major
- Legal-Diplomatic 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, Administrative, Legal, 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!
THREE SECRETARIAL ADMINISTRATION MAJORS:

- Professional-Executive
- Medical Secretary
- Legal-Diplomatic

CURRICULUM:
108 Credit Hours
Length: 18 Months

<table>
<thead>
<tr>
<th>Core Requirements: 58 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC 122 Machine Transcription/2</td>
</tr>
<tr>
<td>TYP 114 Beginning Typewriting OR</td>
</tr>
<tr>
<td>TYP 124 Basic Typewriting OR</td>
</tr>
<tr>
<td>TYP 134 Intermediate Typewriting/4</td>
</tr>
<tr>
<td>TYP 144 Production Typewriting/4</td>
</tr>
<tr>
<td>TYP 214 Adv. Prod. Typewriting/4</td>
</tr>
<tr>
<td>SEC 112 Personal Development/2</td>
</tr>
<tr>
<td>SEC 124 Secretarial Administration/4</td>
</tr>
<tr>
<td>SEC 144 Speedwriting Sh. Theory OR</td>
</tr>
<tr>
<td>SEC 154 Gregg Shorthand Theory/4</td>
</tr>
<tr>
<td>SEC 164 or 174 Intermediate Shorthand/4</td>
</tr>
<tr>
<td>SEC 182 Dict. &amp; Trans. - 60 wpm/2</td>
</tr>
<tr>
<td>SEC 172 Dict. &amp; Trans. - 80 wpm/2</td>
</tr>
<tr>
<td>SEC 192 Dict. &amp; Trans. - 100 wpm/2</td>
</tr>
<tr>
<td>TYP 142 Speed/Cont. Tech. - 40 wpm/2</td>
</tr>
<tr>
<td>TYP 152 Speed/Cont. Tech. - 50 wpm/2</td>
</tr>
<tr>
<td>TYP 162 Speed/Cont. Tech. - 65 wpm/2</td>
</tr>
<tr>
<td>MTH 114 Mathematics of Business/4</td>
</tr>
<tr>
<td>MGT 124 Principles of Business Law/4</td>
</tr>
<tr>
<td>ENG 124 Comm. Skills-Usage/4</td>
</tr>
<tr>
<td>ENG 134 Comm. Skills-Corres./4</td>
</tr>
<tr>
<td>ENG 112 Comm. Skills-Word Study/2</td>
</tr>
<tr>
<td>General Studies: 24 Credit Hours</td>
</tr>
<tr>
<td>(Choose Any 6 Courses)</td>
</tr>
<tr>
<td>ECO 214 Principles of Economics/4</td>
</tr>
<tr>
<td>HST 214 Hist. Am. Free Ent. System/4</td>
</tr>
<tr>
<td>HUM 214 Logic/4</td>
</tr>
<tr>
<td>HUM 234 Introduction to Philosophy/4</td>
</tr>
<tr>
<td>ENG 144 Speech Development/4</td>
</tr>
<tr>
<td>ENG 214 English Composition/4</td>
</tr>
<tr>
<td>ENG 234 Mass Media Communications/4</td>
</tr>
<tr>
<td>SOC 224 Human Relations/4</td>
</tr>
<tr>
<td>SOC 234 The Family/4</td>
</tr>
<tr>
<td>SOC 244 Ecology/4</td>
</tr>
<tr>
<td>SOC 254 Personal Finance/4</td>
</tr>
<tr>
<td>PSY 214 Introduction to Psychology/4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional-Executive Option 22 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC 212 Dict. &amp; Trans. - 120 wpm/2</td>
</tr>
<tr>
<td>SEC 224 Adv. Secretarial Tech./4</td>
</tr>
<tr>
<td>MGT 114 Bus. Organization &amp; Mgt./4</td>
</tr>
<tr>
<td>SEC 134 Records Mgr. &amp; Control/4</td>
</tr>
<tr>
<td>TYP 272 Speed/Cont. Tech. - 70 wpm/2</td>
</tr>
<tr>
<td>SEC 132 Advanced Mach. Trans./2</td>
</tr>
<tr>
<td>ACC 104 Intro. to Accounting/4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medical Secretary Option 22 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSS 134 Human Anatomy &amp; Phy./4</td>
</tr>
<tr>
<td>MSS 114 Medical Terminology/4</td>
</tr>
<tr>
<td>MSS 122 Medical Office Procedures/2</td>
</tr>
<tr>
<td>MSS 232 Medical Ethics/2</td>
</tr>
<tr>
<td>MSS 212 Medical Dict. &amp; Trans./2</td>
</tr>
<tr>
<td>MSS 222 Medical Orientation/2</td>
</tr>
<tr>
<td>SEC 132 Adv. Mach. Trans./2</td>
</tr>
<tr>
<td>ACC 104 Intro. to Accounting/4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legal-Diplomatic Option 22 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSS 114 Legal Terminology/4</td>
</tr>
<tr>
<td>LSS 124 Legal Office Procedures/4</td>
</tr>
<tr>
<td>LSS 212 Legal Dict. &amp; Trans./2</td>
</tr>
<tr>
<td>LSS 222 Legal Orientation/2</td>
</tr>
<tr>
<td>LSS 132 Legal-Diplomatic Forms/2</td>
</tr>
<tr>
<td>MGT 224 Advanced Business Law/4</td>
</tr>
<tr>
<td>ACC 104 Intro. to Accounting/4</td>
</tr>
</tbody>
</table>

**Elective: 4 Credit Hours**
(Choose One Course)

*Secretarial Administration Degree students choose from one of three 22 credit hour options.

**This is a suggested list of electives only. Electives may be any subject not required in your major.
THE ADMINISTRATIVE OFFICE SPECIALIST MAJOR:

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:
108 Credit Hours
Length: 18 Months

Major and Core Requirements
80 Credit Hours

SEC 122 Machine Transcription/2
SEC 132 Advanced Machine Trans./2
SEC 134 Records Mgt. & Control/4
SEC 114 Secretarial Procedures/4
SEC 124 Secretarial Administration/4
SEC 112 Personal Development/2
SEC 224 Adv. Secretarial Tech./4

ENG 124 Comm. Skills-Usage/4
ENG 134 Comm. Skills-Corr./4
ENG 112 Comm. Skills-Word Study/2
ENG 114 Developmental Reading Skills/4

TYP 114 Beginning Typewriting OR
TYP 124 Basic Typewriting 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 162 Speed/Cont. Tech. - 65 wpm/2
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 164 Intro. to Accounting/4
CSC 112 Computer Office Proc./2
CSC 122 Computer Operations/2

General Studies: 24 Credit Hours
(Choose Any 6 Courses)

EOC 214 Principles of Economics/4
HST 214 Hist. Am. Free Ent. Systems/4
HUM 214 Logic/4
HUM 334 Introduction to Philosophy/4
ENG 144 Speech Development/4
ENG 214 English Composition/4
ENG 234 Mass Media Communications/4
SOC 224 Human Relations/4
SOC 234 The Family/4
SOC 244 Ecology/4
SOC 254 Personal Finance/4
PSY 214 Introduction to Psychology/4

*Electives: 4 Credit Hours
(Choose Total of 4 Credits)

MGT 122 Executive Development/2
MGT 254 Small Business Management/4
MGT 124 Principles of Business Law/4
ACC 122 Payroll Applications/2

*This is a suggested list of electives only.
Electives may be any subject not required in your major.
THE BUSINESS ACCOUNTING AND MANAGEMENT PROGRAM

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

ACC116 Principles of Accounting I/6
ACC126 Principles of Accounting II/6
MGT114 Business Org. & Mgt./4
MGT122 Executive Development/2
MGT124 Principles of Business Law/4
MGT224 Advanced Business Law/4
ACC134 Intermediate Accounting I/4
ACC144 Fed. Income Tax Acc'y./4
ACC214 Intermediate Accounting II/4
ACC234 Cost Accounting/4
ACC244 Auditing Prob. and Tech./4
CSC114 Fundamentals of Data Proc'/4
CSC124 ANSI-COBOL Programming/4
MTH114 Mathematics of Business/4
ECO214 Principles of Economics/4
ENG114 Devel. Reading Skills/4
ENG144 Speech Development/4
ENG124 Comm. Skills/Usage/4
TYP114 or 124 Typewriting'/4

"Typing level will be determined by test at entry if student has had prior training, with advance placement given according to demonstrated ability."
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 2000 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

CSC 114 Fundamentals of Data Proc'g/4
CSC 124 ANSI-COBOL Programming/4
CSC 134 RPG II Programming/4
CSC 234 Adv. COBOL Programming/4
CSC 254 Disk Operating Systems and Design (DOS)/4
CSC 268 Computer Work Experience/8

MTH 114 Mathematics of Business/4
MGT 124 Principles of Business Law/4
ECO 214 Principles of Economics/4
MGT 114 Business Org. and Mgt./4
MGT 122 Executive Development/2

ACC 116 Principles of Accounting I/6
ACC 126 Principles of Accounting II/6
ACC 144 Fed. Income Tax Acc'Tg./4

ENG 114 Developmental Reading Skills/4
ENG 124 Comm. Skills-Usage/4
ENG 144 Speech Development/4
TYP 114 or 124 Typewriting */4

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

ACC 116 Prin. of Accounting I/6
ACC 126 Prin. of Accounting II/6
ACC 144 Federal Income Tax Accounting/4
CSC 114 Data Processing Fundamentals/4
CSC 124 ANSI COBOL Programming OR
CSC 134 RPG II Programming/4
ECO 214 Economics/4
ENG 114 Developmental Reading Skills/4
ENG 124 Comm. Skills/Usage/4
ENG 144 Speech Development/4
FIN 254 Credit and Collection/4
FIN 214 Investments/4

MGT 122 Executive Development/2
MGT 114 Business Organization & Mgt./4
MGT 124 Prin. of Business Law/4
MGT 244 Office Management/4
MGT 244 Advanced Business Law/4
MGT 234 Personnel Management/4
MGT 254 Small Business Management/4
MTH 114 Mathematics of Business/4

TYP 114 Beginning Typing OR
TYP 124 Basic Typing/4

*Typing level will be determined by test at entry if student has had prior training, with advance placement given according to demonstrated ability.
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:
60 Credit Hours
Length: 9 months

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 116</td>
<td>Principles of Accounting I/6</td>
</tr>
<tr>
<td>ACC 126</td>
<td>Principles of Accounting II/6</td>
</tr>
<tr>
<td>ACC 122</td>
<td>Payroll Applications/2</td>
</tr>
<tr>
<td>ACC 144</td>
<td>Fed. Income Tax Accounting/4</td>
</tr>
<tr>
<td>ACC 234</td>
<td>Cost Accounting/4</td>
</tr>
<tr>
<td>MTH 114</td>
<td>Mathematics of Business/4</td>
</tr>
<tr>
<td>MGT 122</td>
<td>Executive Development/2</td>
</tr>
<tr>
<td>MGT 124</td>
<td>Principles of Business Law/4</td>
</tr>
<tr>
<td>MGT 114</td>
<td>Business Org. and Mgt./4</td>
</tr>
<tr>
<td>CSC 114</td>
<td>Fundamentals of Data Processing/4</td>
</tr>
<tr>
<td>CSC 124</td>
<td>ANSI-COBOL Programming/4</td>
</tr>
<tr>
<td>ENG 114</td>
<td>Developmental Reading Skills/4</td>
</tr>
<tr>
<td>ENG 124</td>
<td>Comm. Skills-Usage/4</td>
</tr>
<tr>
<td>ENG 144</td>
<td>Speech Development/4</td>
</tr>
<tr>
<td>TYP 114 or</td>
<td>Typing/4</td>
</tr>
<tr>
<td>TYP 124</td>
<td>Typing/4</td>
</tr>
</tbody>
</table>

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

I attended a four-year college before coming to Sullivan. I feel that I've learned more at Sullivan than I had in my previous education put together!

Jenn Tanselle
Accounting and Management 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
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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 116</td>
<td>Principles of Accounting I/II</td>
<td>4</td>
</tr>
<tr>
<td>ACC 126</td>
<td>Principles of Accounting II/II</td>
<td>4</td>
</tr>
<tr>
<td>ACC 144</td>
<td>Federal Income Tax Accounting/Introduction</td>
<td>4</td>
</tr>
<tr>
<td>CSC 114</td>
<td>Data Processing Fundamentals/Introduction</td>
<td>4</td>
</tr>
<tr>
<td>CSC 124</td>
<td>ANSI COBOL Programming OR</td>
<td>4</td>
</tr>
<tr>
<td>CSC 134</td>
<td>RPG II Programming/Introduction</td>
<td>4</td>
</tr>
<tr>
<td>ENG 114</td>
<td>Developmental Reading Skills/Introduction</td>
<td>4</td>
</tr>
<tr>
<td>ENG 124</td>
<td>Communication Skills/Usage/Introduction</td>
<td>4</td>
</tr>
<tr>
<td>ENG 144</td>
<td>Speech Development/Introduction</td>
<td>4</td>
</tr>
<tr>
<td>FIN 254</td>
<td>Credit and Collection/Introduction</td>
<td>4</td>
</tr>
<tr>
<td>MGT 122</td>
<td>Executive Development/Introduction</td>
<td>2</td>
</tr>
<tr>
<td>MGT 114</td>
<td>Business Organization &amp; Mgt/Introduction</td>
<td>4</td>
</tr>
<tr>
<td>MGT 124</td>
<td>Principles of Business Law/Introduction</td>
<td>4</td>
</tr>
<tr>
<td>MGT 244</td>
<td>Office Management/Introduction</td>
<td>4</td>
</tr>
<tr>
<td>MTH 114</td>
<td>Mathematics of Business/Introduction</td>
<td>4</td>
</tr>
<tr>
<td>TYP 114</td>
<td>Beginning Typewriting OR/Introduction</td>
<td>4</td>
</tr>
<tr>
<td>TYP 124</td>
<td>Basic Typewriting/Introduction</td>
<td>4</td>
</tr>
</tbody>
</table>

*Typing level will be determined by test at entry if student has had prior training. Without advance placement given according to demonstrated ability.*
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:

108 Credit Hours
Length: 15 Months

**Major and Core Requirements:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 114</td>
<td>Business Organization &amp; Mgt.</td>
<td>4</td>
</tr>
<tr>
<td>MGT 122</td>
<td>Executive Development</td>
<td>2</td>
</tr>
<tr>
<td>MGT 124</td>
<td>Principles of Business Law</td>
<td>4</td>
</tr>
<tr>
<td>ECO 214</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>MGT 224</td>
<td>Personnel Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 244</td>
<td>Office Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 254</td>
<td>Small Business Management</td>
<td>4</td>
</tr>
<tr>
<td>MTH 114</td>
<td>Mathematics of Business</td>
<td>4</td>
</tr>
<tr>
<td>FIN 214</td>
<td>Investments</td>
<td>4</td>
</tr>
<tr>
<td>FIN 254</td>
<td>Credit and Collection</td>
<td>4</td>
</tr>
<tr>
<td>ACC 116</td>
<td>Principles of Accounting I</td>
<td>6</td>
</tr>
<tr>
<td>ACC 122</td>
<td>Payroll Applications</td>
<td>2</td>
</tr>
<tr>
<td>ACC 126</td>
<td>Principles of Accounting II</td>
<td>6</td>
</tr>
<tr>
<td>ACC 144</td>
<td>Fed. Income Tax Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CSC 114</td>
<td>Fund. of Data Processing</td>
<td>4</td>
</tr>
<tr>
<td>CSC 124</td>
<td>ANSI-COBOL Programming</td>
<td>4</td>
</tr>
<tr>
<td>ENG 114</td>
<td>Developmental Reading Skills</td>
<td>4</td>
</tr>
<tr>
<td>ENG 124</td>
<td>Communication Skills-Usage</td>
<td>4</td>
</tr>
<tr>
<td>TYP 114 or 124</td>
<td>Typewriting</td>
<td>4</td>
</tr>
</tbody>
</table>

**General Studies:** 24 Credit Hours

(Choose Any 6 Courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HST 214</td>
<td>Hist. Am. Free Ent. System</td>
<td>4</td>
</tr>
<tr>
<td>HUM 214</td>
<td>Logic</td>
<td>4</td>
</tr>
<tr>
<td>HUM 224</td>
<td>Introduction to Philosophy</td>
<td>4</td>
</tr>
<tr>
<td>ENG 144</td>
<td>Speech Development</td>
<td>4</td>
</tr>
<tr>
<td>ENG 214</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>ENG 224</td>
<td>Mass Media Communication</td>
<td>4</td>
</tr>
<tr>
<td>SOC 224</td>
<td>Human Relations</td>
<td>4</td>
</tr>
<tr>
<td>SOC 234</td>
<td>The Family</td>
<td>4</td>
</tr>
<tr>
<td>SOC 244</td>
<td>Ecology</td>
<td>4</td>
</tr>
<tr>
<td>SOC 254</td>
<td>Personal Finance</td>
<td>4</td>
</tr>
<tr>
<td>PSY 214</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
</tbody>
</table>

*Electives: 8 Credit Hours

(Choose Any 2 Courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 214</td>
<td>Salesmanship</td>
<td>4</td>
</tr>
<tr>
<td>MKT 224</td>
<td>Sales Management</td>
<td>4</td>
</tr>
<tr>
<td>MKT 234</td>
<td>Marketing</td>
<td>4</td>
</tr>
<tr>
<td>CSC 134</td>
<td>RPG II Programming</td>
<td>4</td>
</tr>
<tr>
<td>CSC 234</td>
<td>Adv. ANSI-COBOL Programming</td>
<td>4</td>
</tr>
<tr>
<td>ACC 134</td>
<td>Intermediate Accounting I</td>
<td>4</td>
</tr>
</tbody>
</table>

*This is a suggested list of electives only. Electives may be any subject not required in your major.
The
Associate of Science
Degree (A.S.)

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:

108 Credit Hours
Length: 18 Months

Major and Core Requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 116</td>
<td>Principles of Accounting I/II</td>
<td>3/3</td>
</tr>
<tr>
<td>ACC 122</td>
<td>Payroll Applications/2</td>
<td>3</td>
</tr>
<tr>
<td>ACC 125</td>
<td>Principles of Accounting II/II</td>
<td>3/3</td>
</tr>
<tr>
<td>ACC 134</td>
<td>Intermediate Accounting I/II</td>
<td>3/3</td>
</tr>
<tr>
<td>ACC 144</td>
<td>Fed. Income Tax Accounting/II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 214</td>
<td>Intermediate Accounting II/II</td>
<td>3/3</td>
</tr>
<tr>
<td>ACC 234</td>
<td>Cost Accounting/II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 244</td>
<td>Auditing Problems and Tech/II</td>
<td>3</td>
</tr>
<tr>
<td>MGT 114</td>
<td>Business Organization &amp; Mgt./</td>
<td>3</td>
</tr>
<tr>
<td>MGT 122</td>
<td>Executive Development/II</td>
<td>3</td>
</tr>
<tr>
<td>MGT 124</td>
<td>Principles of Business Law/</td>
<td>3</td>
</tr>
<tr>
<td>ECO 214</td>
<td>Principles of Economics/</td>
<td>3</td>
</tr>
<tr>
<td>MGT 234</td>
<td>Personnel Management/</td>
<td>3</td>
</tr>
<tr>
<td>MTH 114</td>
<td>Mathematics of Business/</td>
<td>3</td>
</tr>
<tr>
<td>TYP 114/124</td>
<td>Typewriting/</td>
<td>3/3</td>
</tr>
<tr>
<td>ENG 114</td>
<td>Developmental Reading Skills/</td>
<td>3</td>
</tr>
<tr>
<td>ENG 124</td>
<td>Communication Skills-Usage/</td>
<td>3</td>
</tr>
<tr>
<td>CSC 114</td>
<td>Fund. of Data Processing/</td>
<td>3</td>
</tr>
<tr>
<td>CSC 124</td>
<td>ANSI-COBOL Programming/</td>
<td>3</td>
</tr>
</tbody>
</table>

General Studies: 24 Credit Hours
(Choose Any 6 Courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HST 214</td>
<td>Hist. Am. Free Ent. System/</td>
<td>3</td>
</tr>
<tr>
<td>HUM 214</td>
<td>Logic/</td>
<td>3</td>
</tr>
<tr>
<td>HUM 224</td>
<td>Introduction to Philosophy/</td>
<td>3</td>
</tr>
<tr>
<td>ENG 144</td>
<td>Speech Development/</td>
<td>3</td>
</tr>
<tr>
<td>ENG 214</td>
<td>English Composition/</td>
<td>3</td>
</tr>
<tr>
<td>ENG 234</td>
<td>Mass Media Communication/</td>
<td>3</td>
</tr>
<tr>
<td>SOC 224</td>
<td>Human Relations/</td>
<td>3</td>
</tr>
<tr>
<td>SOC 234</td>
<td>The Family/</td>
<td>3</td>
</tr>
<tr>
<td>SOC 244</td>
<td>Ecology/</td>
<td>3</td>
</tr>
<tr>
<td>SOC 254</td>
<td>Personal Finance/</td>
<td>3</td>
</tr>
<tr>
<td>PSY 214</td>
<td>Introduction to Psychology/</td>
<td>3</td>
</tr>
</tbody>
</table>

*Electives: 8 Credit Hours
(Choose Any 2 Courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 254</td>
<td>Credit and Collection/</td>
<td>3</td>
</tr>
<tr>
<td>MKT 214</td>
<td>Salesmanship/</td>
<td>3</td>
</tr>
<tr>
<td>MKT 244</td>
<td>Principles of Advertising/</td>
<td>3</td>
</tr>
<tr>
<td>MGT 244</td>
<td>Office Management/</td>
<td>3</td>
</tr>
</tbody>
</table>

*This is a suggested list of electives only. Electives may be any subject not required in your major.
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.

<table>
<thead>
<tr>
<th>CURRICULUM:</th>
<th>Major and Core Requirements: 80 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>108 Credit Hours</td>
<td>Length: 18 Months</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 114</td>
<td>Fund. of Data Processing/4</td>
</tr>
<tr>
<td>CSC 124</td>
<td>ANSI-COBOL Programming/4</td>
</tr>
<tr>
<td>CSC 134</td>
<td>RPG II - Programming/4</td>
</tr>
<tr>
<td>CSC 234</td>
<td>Adv. ANSI-COBOL Prog./4</td>
</tr>
<tr>
<td>CSC 254</td>
<td>Disk Operating Systems (DOS)/4</td>
</tr>
<tr>
<td>CSC 268</td>
<td>Computer Work Experience/B</td>
</tr>
<tr>
<td>CSC 274</td>
<td>Advanced RPG II Programming/4</td>
</tr>
<tr>
<td>ACC 116</td>
<td>Principles of Accounting I/6</td>
</tr>
<tr>
<td>ACC 122</td>
<td>Payroll Applications/2</td>
</tr>
<tr>
<td>ACC 126</td>
<td>Principles of Accounting II/6</td>
</tr>
<tr>
<td>ACC 144</td>
<td>Fed. Income Tax Accounting/4</td>
</tr>
<tr>
<td>TYP 114 or 124</td>
<td>Typewriting/4</td>
</tr>
<tr>
<td>ENG 114</td>
<td>Developmental Reading Skills/4</td>
</tr>
<tr>
<td>ENG 124</td>
<td>Communication Skills-Usage/4</td>
</tr>
<tr>
<td>MGT 114</td>
<td>Business Organization &amp; Mgt./4</td>
</tr>
<tr>
<td>MGT 122</td>
<td>Executive Development/2</td>
</tr>
<tr>
<td>MGT 124</td>
<td>Principles of Business Law/4</td>
</tr>
<tr>
<td>ECO 214</td>
<td>Principles of Economics/4</td>
</tr>
<tr>
<td>MTH 114</td>
<td>Mathematics of Business/4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Studies: 24 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HST 214</td>
</tr>
<tr>
<td>HUM 214</td>
</tr>
<tr>
<td>HUM 234</td>
</tr>
<tr>
<td>ENG 144</td>
</tr>
<tr>
<td>ENG 214</td>
</tr>
<tr>
<td>ENG 234</td>
</tr>
<tr>
<td>SOC 224</td>
</tr>
<tr>
<td>SOC 234</td>
</tr>
<tr>
<td>SOC 244</td>
</tr>
<tr>
<td>SOC 254</td>
</tr>
<tr>
<td>PSY 214</td>
</tr>
</tbody>
</table>

*Electives: 4 Credit Hours |
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 134</td>
</tr>
<tr>
<td>ACC 234</td>
</tr>
<tr>
<td>MGT 224</td>
</tr>
<tr>
<td>MGT 234</td>
</tr>
<tr>
<td>MGT 244</td>
</tr>
</tbody>
</table>

*This is a suggested list of electives only. Electives may be any subject not required in your major.
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 business 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:**

108 Credit Hours  
Length: 18 Months

<table>
<thead>
<tr>
<th>Major and Core Requirements:</th>
<th>76 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 214 Salesmanship/4</td>
<td></td>
</tr>
<tr>
<td>MKT 224 Sales Management/4</td>
<td></td>
</tr>
<tr>
<td>MKT 234 Marketing/4</td>
<td></td>
</tr>
<tr>
<td>MKT 244 Principles of Advertising/4</td>
<td></td>
</tr>
<tr>
<td>MKT 254 Principles of Retailing/4</td>
<td></td>
</tr>
<tr>
<td>CSC 114 Fund. of Data Processing/4</td>
<td></td>
</tr>
<tr>
<td>CSC 124 ANSI-COBOL Programming/4</td>
<td></td>
</tr>
<tr>
<td>MGT 114 Business Organization &amp; Mgt./4</td>
<td></td>
</tr>
<tr>
<td>MGT 122 Executive Development/2</td>
<td></td>
</tr>
<tr>
<td>MGT 124 Principles of Business Law/4</td>
<td></td>
</tr>
<tr>
<td>ECO 214 Principles of Economics/4</td>
<td></td>
</tr>
<tr>
<td>MTH 114 Mathematics of Business/4</td>
<td></td>
</tr>
<tr>
<td>ACC 116 Principles of Accounting I/6</td>
<td></td>
</tr>
<tr>
<td>ACC 122 Payroll Applications/2</td>
<td></td>
</tr>
<tr>
<td>ACC 126 Principles of Accounting II/6</td>
<td></td>
</tr>
<tr>
<td>ACC 144 Fed. Income Tax Accounting/4</td>
<td></td>
</tr>
<tr>
<td>TYP 114 or 124 Typewriting/4</td>
<td></td>
</tr>
<tr>
<td>ENG 114 Developmental Reading Skills/4</td>
<td></td>
</tr>
<tr>
<td>ENG 124 Communication Skills Usage/4</td>
<td></td>
</tr>
</tbody>
</table>

**General Studies: 24 Credit Hours**
(Choose Any 6 Courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HST 214</td>
<td>Hist. Am. Free Ent. System/4</td>
</tr>
<tr>
<td>HUM 214</td>
<td>Logic/4</td>
</tr>
<tr>
<td>HUM 234</td>
<td>Introduction to Philosophy/4</td>
</tr>
<tr>
<td>ENG 144</td>
<td>Speech Development/4</td>
</tr>
<tr>
<td>ENG 214</td>
<td>English Composition/4</td>
</tr>
<tr>
<td>ENG 234</td>
<td>Mass Media Communication/4</td>
</tr>
<tr>
<td>SOC 224</td>
<td>Human Relations/4</td>
</tr>
<tr>
<td>SOC 234</td>
<td>The Family/4</td>
</tr>
<tr>
<td>SOC 244</td>
<td>Ecology/4</td>
</tr>
<tr>
<td>SOC 254</td>
<td>Personal Finance/4</td>
</tr>
<tr>
<td>PSY 214</td>
<td>Introduction to Psychology/4</td>
</tr>
</tbody>
</table>

*Electives: 8 Credit Hours  
(Choose Any 2 Courses)*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 274</td>
<td>Marketing Research/4</td>
</tr>
<tr>
<td>MGT 224</td>
<td>Personnel Management/4</td>
</tr>
<tr>
<td>MGT 244</td>
<td>Office Management/4</td>
</tr>
<tr>
<td>MGT 254</td>
<td>Small Business Management/4</td>
</tr>
<tr>
<td>FIN 254</td>
<td>Credit and Collection/4</td>
</tr>
<tr>
<td>CSC 134</td>
<td>RPG II Programming/4</td>
</tr>
<tr>
<td>ACC 134</td>
<td>Intermediate Accounting I/4</td>
</tr>
</tbody>
</table>

*This is a suggested list of electives only. Electives may be any subject not required in your major.
The Associate of Science Degree (A.S.)

THE INFORMATION PROCESSING MANAGER MAJOR:

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.

CURRICULUM:

112 Credit Hours
Length: 18 Months

Major and Core Requirements:
96 Credit Hours

WPR 114 Word Processing Theory/4
WPR 124 Word Processing Techniques/4
WPR 134 Word Processing Tech. II/4
WPR 214 Word Proc. Tech. III/4
WPR 224 Information Proc. Center Mgt. & Control/4
SEC 122 Machine Transcription/2
SEC 132 Advoc. Machine Transcription/2
MGT 244 Office Management/4
MGT 114 Business Org. & Mgt./4
SEC 112 Personal Development/2
SEC 114 Secretarial Procedures/4
SEC 124 Secretarial Admin./4
SEC 134 Records Mgt. & Control/4
MTH 114 Mathematics of Business/4
CSC 114 Data Proc. Fund./4
ACC 104 Principles of Secretarial Acc'/y./4
ACC 122 Payroll Accounting/2
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. - 40wpm/2
TYP 152 Speed Cont. Tech. - 50wpm/2
TYP 152 Speed Cont. Tech. - 65wpm/2
ENG 124 Comm. Skills - Usage/4
ENG 134 Comm. Skills - Corres./4
ENG 112 Comm. Skills - Word Study/2
ENG 144 Speech/4
ENG 214 English Composition/4

General Studies: 18 Credit Hours
(Choose Any 4 Courses)
ECO 214 Principles of Economics/4
HST 214 Hist. Am. Free Ent. System/4
HUM 214 Logic/4
HUM 234 Introduction to Philosophy/4
ENG 234 Mass Media Communications/4
SOC 224 Human Relations/4
SOC 234 The Family/4
SOC 244 Ecology/4
SOC 254 Personal Finance/4
PSY 214 Introduction to Psychology/4
The Travel and Airline industries offer jet-age opportunities to young men and women as reservationists, receptionists, travel agency managers, accountants, and agents.

Fringe benefits often include generous vacations, free trip passes, and travel opportunities at reduced fares. Sullivan's Travel and Airlines Careers course is unique in that it combines transportation training with business skills thus qualifying a graduate for more than one area of employment. All students take both the travel major and one of the four options in marketing management, travel receptionist, accounting, or computer science. All Travel Majors work "hands-on" with the unique Mars Plus computerized reservation system, the most modern and efficient teaching computer available.

### CURRICULUM:

110 Credit Hours
Length: 18 Months

#### Major and Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTA 114</td>
<td>Introduction to Travel Services</td>
<td>4</td>
</tr>
<tr>
<td>NTA 124</td>
<td>Ticketing and Tariffs</td>
<td>4</td>
</tr>
<tr>
<td>NTA 134</td>
<td>Reservations</td>
<td>4</td>
</tr>
<tr>
<td>NTA 214</td>
<td>International Travel</td>
<td>4</td>
</tr>
<tr>
<td>NTA 224</td>
<td>Tourism</td>
<td>4</td>
</tr>
<tr>
<td>NTA 234</td>
<td>Travel Agency Management</td>
<td>4</td>
</tr>
<tr>
<td>CSC 114</td>
<td>Data Processing Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>NTA 288</td>
<td>Computer Travel Reservations</td>
<td>6</td>
</tr>
<tr>
<td>HST 224</td>
<td>Geography of the Western Hemisphere</td>
<td>4</td>
</tr>
<tr>
<td>HST 234</td>
<td>World Geography</td>
<td>4</td>
</tr>
<tr>
<td>ACC 104</td>
<td>Intro. to Accounting</td>
<td>4</td>
</tr>
<tr>
<td>MGT 112</td>
<td>Executive Development/2 OR 122 Personal Development</td>
<td>4 OR 2</td>
</tr>
<tr>
<td>MGT 114</td>
<td>Business Organization and Management</td>
<td>4</td>
</tr>
<tr>
<td>MTH 114</td>
<td>Mathematics of Business</td>
<td>4</td>
</tr>
<tr>
<td>TYP 114</td>
<td>Beginning Typewriting/4 OR 124 Basic Typewriting/4</td>
<td>4 OR 4</td>
</tr>
<tr>
<td>TYP 134</td>
<td>Intermediate Typewriting/4</td>
<td>4</td>
</tr>
<tr>
<td>ENG 144</td>
<td>Speech Development</td>
<td>4</td>
</tr>
<tr>
<td>MGT 124</td>
<td>Principles of Business Law/4</td>
<td>4</td>
</tr>
<tr>
<td>ENG 114</td>
<td>Developmental Reading Skills/4</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Marketing and Management Option

20 Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 214</td>
<td>Salesmanship/4</td>
<td>4</td>
</tr>
<tr>
<td>MKT 234</td>
<td>Marketing/4</td>
<td>4</td>
</tr>
<tr>
<td>MKT 244</td>
<td>Principles of Advertising/4</td>
<td>4</td>
</tr>
<tr>
<td>MKT 254</td>
<td>Principles of Retailing/4</td>
<td>4</td>
</tr>
<tr>
<td>MGT 244</td>
<td>Office Management/4</td>
<td>4</td>
</tr>
<tr>
<td>MGT 234</td>
<td>Personnel Management/4</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Travel Receptionist Option

20 Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYP 142</td>
<td>Speed/Control Tech.</td>
<td>40 wpm/2</td>
</tr>
<tr>
<td>TYP 152</td>
<td>Speed/Control Tech.</td>
<td>50 wpm/2</td>
</tr>
<tr>
<td>TYP 162</td>
<td>Speed/Control Tech.</td>
<td>65 wpm/2</td>
</tr>
<tr>
<td>SEC 122</td>
<td>Machine Transcription/2</td>
<td>4</td>
</tr>
<tr>
<td>ENG 134</td>
<td>Communication Skills-Usage</td>
<td>4</td>
</tr>
<tr>
<td>ENG 134</td>
<td>Communication Skills-Correspondence/4</td>
<td>4</td>
</tr>
<tr>
<td>SEC 134</td>
<td>Records Management and Control/4</td>
<td>4</td>
</tr>
<tr>
<td>SEC 114</td>
<td>Secretarial Procedures/4</td>
<td>4 OR 2</td>
</tr>
<tr>
<td>SEC 124</td>
<td>Secretarial Administration/4</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Accounting Option

20 Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 126</td>
<td>Principles of Accounting II/6</td>
<td>4</td>
</tr>
<tr>
<td>ACC 122</td>
<td>Payroll Applications/2</td>
<td>2</td>
</tr>
<tr>
<td>ACC 144</td>
<td>Federal Income Tax Accounting/4</td>
<td>4</td>
</tr>
<tr>
<td>ACC 134</td>
<td>Intermediate Accounting/4</td>
<td>4</td>
</tr>
<tr>
<td>ACC 214</td>
<td>Intermediate Accounting II/4</td>
<td>4 OR 2</td>
</tr>
<tr>
<td>ACC 234</td>
<td>Cost Accounting/4</td>
<td>4</td>
</tr>
<tr>
<td>ACC 244</td>
<td>Auditing Problem and Tech./4</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Computer Option

20 Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<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 234</td>
<td>Advanced ANSI COBOL</td>
<td>4</td>
</tr>
<tr>
<td>CSC 244</td>
<td>Programming/4</td>
<td>4 OR 2</td>
</tr>
<tr>
<td>CSC 254</td>
<td>Disk Operating Systems/4</td>
<td>4</td>
</tr>
<tr>
<td>CSC 274</td>
<td>Advanced RPG II Programming/4</td>
<td>4</td>
</tr>
</tbody>
</table>
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 of 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:**

112 Credit Hours
Length: 18 Months

**Major Requirements**

50 Credit Hours

- PLS 114 Introduction to Law and the Legal System/4
- PLS 134 Legal Research, Reports, & Writing I/4
- PLS 144 Legal Research, Reports, & Writing II/4
- PLS 154 Legal Interpersonal Communications: Theory & Technique/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**

**Elective in Business or General Education**

10 Credit Hours***

These classes may be selected from any courses offered by Sullivan College which are not needed to meet one of the following requirements.

---

**General Studies 24 Credit Hours (Choose any 5 Courses)**

- HST 214 Hist. Am. Free Ent. System/4
- HUM 214 Logic/4
- HUM 254 Introduction to Philosophy/4
- ENG 144 Speech Development/4
- ENG 214 English Composition/4
- ENG 234 Mass Media Communication/4
- SOC 224 Human Relations/4
- SOC 234 The Family/4
- SOC 244 Ecology/4
- SOC 254 Personal Finance/4
- PSY 214 Introduction to Psychology/4

---

*Students who complete the 50 Credit Hours in the major are eligible for graduation with a Diploma in Paralegal Studies. Length: 6 Months.*
Course Descriptions:

Culinary Management Studies are offered at the Fort Knox extension. More information is available in a separate bulletin.

ACCOUNTING:

ACC101 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 practical set covering the accounting principles and procedures is covered thoroughly.

ACC116 and 126 PRINCIPLES OF ACCOUNTING I AND II (3 credits each) An introduction to fundamentals: accounting principles and procedures. This course covers the accounting equation, income statement, balance sheet, trial balance, ratios, balance procedures, preparation of financial statements, and income tax. In addition, there is a review of accounting systems and concepts. ACC126 requires a practical set.

ACC122 PAYROLL APPLICATIONS (2 credits) The student is instructed in the various taxes that are imposed on individuals and businesses by the state, federal, and local governments. General knowledge of social security laws and individual income taxes is covered by a problem set. Practical application of the principles of payroll accounting as required in the average business office is a major point of emphasis. Prerequisite ACC116.

ACC134 INTERMEDIATE ACCOUNTING I (4 credits) A study of the objectives of accounting and the principles and concepts that have evolved for the determination of these objectives. This course will cover the financial statements of business enterprises. 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 principles and techniques of tax research are developed. Prerequisite ACC116.

ACC234 COST ACCOUNTING (4 credits) The basic principles and techniques of cost accounting are presented. Cost control and cost-profit relationship are emphasized. Prerequisite ACC126.

ACC244 AUDITING PROBLEMS AND TECHNIQUES (4 credits) A thorough introduction to auditing theory. Emphasis is placed on auditing techniques. A detailed treatment is given to balance sheet audits, cash audits, continuous audits, and special investigations. Special attention is given to the auditor's working papers. Auditing standards and techniques are studied. Prerequisite ACC126.

SECRETARIAL ADMINISTRATION:

SEC112 PERSONAL DEVELOPMENT (2 credits) The imporance of appearance, posture and personality is the basic objective of this course. It includes proper care and make-up insights for the hair, skin, nails, and teeth, along with figure control and improvement as well as how to walk correctly, sit and stand.

SEC114 SECRETARIAL PROCEDURES and SEC124 SECRETARIAL ADMINISTRATION (4 credits each) An analysis is made of the broad scope of secretarial responsibilities; the student is given thorough exposure to the many fields within which a secretary may work: the care of office supplies, arrangement of the office, filing, obtaining and organizing facts, planning letters, etc. Much work is centered on the part of the student to instill the sense of responsibility which a business executive demands.

SEC122 MACHINE TRANSCRIPTION (2 credits) A course designed to teach the principles of transcription to office personnel. The course concentrates on keyboarding techniques and the recognition and transcription of shorthand material. Emphasis is placed on word processing and the use of word processing equipment.

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.

SEC154 SHORTHAND THEOREY (3 credits) A study of shorthand principles for skilled typists. Credit is given when the student achieves a comprehensive theory test and demonstrates the ability to write simple, unfamiliar material at varying speeds.

SEC164 INTERMEDIATE SHORTHAND (4 credits) Designed for students who have one or two years of shorthand background or who still require relief from basic skills. A fast review of shorthand theory and instruction in shorthand principles, including building an automatic vocabulary of prefixes, suffixes, and special forms, written practice on familiar material and introduction to new dictation material. The student is introduced to typewriting transcription of dictation material. Prerequisite SEC154 or SEC164.

SEC164 REVIEW GREGG SHORTHAND (4 credits) Designed for the student who needs to review material previously learned. The student will review material previously studied in shorthand theory and practice transcription of material at varying speeds.

SEC172, 173 DICTIONARY AND TRANSCRIPTION (120 WPM) (2 credits each) Business letters from technical fields, eccellents, reports, and articles selected from various fields of business. Emphasis is placed upon mastery of a diversified vocabulary.Typewriting transcription practice is continued with frequent drills and tests designed to increase transcription speed. Speed range 60-120 wpm. Prerequisites SEC164, 174 or 184.

SEC121 PROFESSIONAL DICTIONARY AND TRANSCRIPTION (120 WPM) (2 credits) Speed building, including spelling and dictation. The student will be able to transcribe at a rate of 120 wpm. Emphasis is placed on transcribing legal material by dictation.

SEC121 ADVANCED SECRETARIAL TECHNIQUES SEMINAR (4 credits) A seminar conducted by outside lecturers which stresses the development of skills and techniques necessary for the advancement of secretaries. Emphasis is placed on the development of communication skills and the ability to handle problems such as underlining, summarizing, and understanding legal terminology and legal precedent.
LS5194 LEGAL OFFICE PROCEDURES (4 credits)
Practice is given in procedures and functions of a legal secretary. It includes a brief program to familiarize the legal secretary with her duties and responsibilities both in her job and her employer. The course also covers the handling of telephone calls and appointments and provides a background in legal secretarial procedures as well as court practice. Prerequisite: LS5114.

LS5122 LEGAL DIPLOMATIC FORMS (2 credits)
Provides the student with written and printed materials, legal and diplomatic, encountered in legal work, such as, agreements, wills, deeds, leases, incorporation papers, probate procedures as well as court proceedings. Prerequisite: LS5124.

LS5212 LEGAL-DIPLOMATIC DICTATION AND TRANSCRIPTION (2 credits)
Designed to acquaint the student with pronunciations, spelling and shorthand techniques. It stresses the importance of correct diction in legal and diplomatic dictation. The student learns to take dictation in the quick and at varying speeds. Prerequisites: LS5114 and SP5119.

LS5222 LEGAL ORIENTATION (2 credits)
A series of lectures and field trips to courts and various governmental agencies. Prerequisite: LS5124.

MS5114 MEDICAL TERMINOLOGY (4 credits)
Designed to give the student a knowledge of the medical terminology terms ranging from the common to the specialized in the fields of medicine, surgery, obstetrics, radiology, etc. It is a course in understanding the relationships between medical terms and their corresponding medical procedures and tests. Prerequisite: Medical Terminology.

MS5134 HUMAN ANATOMY AND PHYSIOLOGY (4 credits)
A series of lectures and laboratory work which gives the student an understanding of the human body and its functions. It covers the basic principles of medical terminology and the interpretation of medical records. It is a course in understanding the relationships between medical terms and their corresponding medical procedures and tests. Prerequisite: Medical Terminology.

MS5212 MEDICAL DICTATION AND TRANSCRIPTION (2 credits)
This course provides the student with the knowledge of medical terminology terms ranging from the common to the specialized in the fields of medicine, surgery, obstetrics, radiology, etc. It is a course in understanding the relationships between medical terms and their corresponding medical procedures and tests. Prerequisite: Medical Terminology.

MS5214 MEDICAL ORIENTATION (2 credits)
A series of lectures and laboratory work which gives the student an understanding of the human body and its functions. It covers the basic principles of medical terminology and the interpretation of medical records. It is a course in understanding the relationships between medical terms and their corresponding medical procedures and tests. Prerequisite: Medical Terminology.

MS5222 MEDICAL ETHICS (2 credits)
Teaches the medical student to think critically and ethically, to understand the ethical implications of medical care, and to communicate effectively in the medical setting. Prerequisite: Medical Terminology.

TRAVEL and AIRLINES:

NTA124 INTRODUCTION TO TRAVEL SERVICES (4 credits)
A survey course designed to familiarize the student with the various aspects of travel and the airline industry. It includes the study of travel agencies, airlines, motorcoach companies, and the role of the travel agent. Prerequisite: Consent of the instructor.

HST224 GEOGRAPHY OF THE WESTERN HEMISPHERE (4 credits)
A study of the geography of the Western Hemisphere, including the United States, Canada, Mexico, Central and South America. Special emphasis is given to the United States, Canada, and Mexico. Prerequisite: Consent of the instructor.

HST225 WORLD GEOGRAPHY (4 credits)
A study of the geography of the world, with an emphasis on the major countries and regions. Prerequisite: Consent of the instructor.

NTA124 RESERVATIONS (4 credits)
A course designed to give the student an understanding of the reservation process and the various methods used in the industry. It covers the various reservation systems, including computerized and manual systems. Prerequisite: Consent of the instructor.

NTA124 TICKETING AND TARIFFS (4 credits)
A course designed to give the student an understanding of the ticketing and tariff systems used in the airline industry. It covers the various ticketing systems, including computerized and manual systems. Prerequisite: Consent of the instructor.

NTA124 INTERNATIONAL TRAVEL (4 credits)
A course designed to give the student an understanding of the international travel industry, including the various modes of travel, such as air, rail, motorcoach, and sea. It covers the various international travel agencies and the various travel services available. Prerequisite: Consent of the instructor.

NTA124 TOURISM (4 credits)
A course designed to give the student an understanding of the tourism industry, including the various modes of travel, such as air, rail, motorcoach, and sea. It covers the various international travel agencies and the various travel services available. Prerequisite: Consent of the instructor.

NTA124 TRAVEL AGENCY MANAGEMENT (4 credits)
A course designed to give the student an understanding of the travel agency management, including the various modes of travel, such as air, rail, motorcoach, and sea. It covers the various international travel agencies and the various travel services available. Prerequisite: Consent of the instructor.

NTA124 COMPUTER TRAVEL RESERVATIONS (4 credits)
A course designed to give the student an understanding of the various computerized reservation systems used in the airline industry. It covers the various reservation systems, including computerized and manual systems. Prerequisite: Consent of the instructor.
ENGLISH:

ENG112 COMMUNICATION SKILLS-WORD STUDY (3 credits) Designed to increase the fluency and accuracy of the English Language. It includes drills in spelling, pronunciation, phonology, and syntax. It also places emphasis on the meanings and uses of English words. Prerequisite: ENG114.

ENG114 DEVELOPMENTAL READING SKILLS (4 credits) Introduces the student to the principles of reading comprehension and the importance of reading skills. The course includes practice in reading, vocabulary building, and the interpretation of written text. Prerequisite: ENG112.

ENG124 DISK OPERATING SYSTEMS AND DESIGN (4 credits) This course covers the principles of disk operating systems and design. It includes an introduction to the field of computer science, including the use of disk operating systems and the role of the computer in modern society. Prerequisite: ENG114.

CSC124 ADVANCED C/C++ PROGRAMMING (4 credits) Covers the following topics: data structures, object-oriented programming, and the use of C++ for software development. Prerequisite: CSC123.

CSC224 COMPUTER WORK EXPERIENCE (6 credits) Provides an opportunity for students to gain practical experience in a computing environment. Students will be assigned tasks and projects to help them develop their programming skills. Prerequisite: CSC124.

BUSINESS ADMINISTRATION:

MTH114 MATHEMATICS OF BUSINESS (4 credits) A survey of the mathematical concepts used in business, including the use of statistical methods to analyze data. Prerequisite: ENG112.

MTH224 INVESTMENTS (3 credits) An introduction to the principles of investments, including the types of investments, the risks associated with each, and the methods used to evaluate them. Prerequisite: MTH114.

FIN264 MONEY AND BANKING (4 credits) An introduction to the principles of money and banking, including the role of banks in the economy, the creation of money, and the principles of monetary policy. Prerequisite: MTH224.

FIN265 CREDIT AND COLLECTION (4 credits) Focuses on the principles of credit management and the techniques used in the collection of accounts receivable. Prerequisite: MTH224.

MGT114 BUSINESS ORGANIZATION AND MANAGEMENT (4 credits) An introduction to the principles of business organization and management, including the roles of managers and the functions of management. Prerequisite: ENG114.

MGT224 PERSONNEL MANAGEMENT (3 credits) An introduction to the principles of personnel management, including the selection, training, and development of employees. Prerequisite: MGT114.

MGT225 SMALL BUSINESS MANAGEMENT (3 credits) A study of the principles and practices of small business management, including the role of the entrepreneur and the challenges of small business ownership. Prerequisite: MGT114.

MGT226 SALES MANAGEMENT (4 credits) An introduction to the principles of sales management, including the role of the salesperson and the techniques used in sales training. Prerequisite: MGT225.

MKT234 MARKETING RESEARCH (4 credits) A study of the principles and practices of marketing research, including the methods used to collect and analyze data. Prerequisite: MGT226.

MKT235 PRINCIPLES OF ADVERTISING (4 credits) An introduction to the principles of advertising, including the role of the advertising agency and the techniques used in advertising planning. Prerequisite: MGT226.

MKT236 PRINCIPLES OF RETAILING (4 credits) An introduction to the principles of retailing, including the role of the retailer and the techniques used in retail management. Prerequisite: MGT226.

MKT237 MARKETING RESEARCH (4 credits) A study of the principles and practices of marketing research, including the methods used to collect and analyze data. Prerequisite: MGT226.

MGT114 BUSINESS ORGANIZATION AND MANAGEMENT (4 credits) An introduction to the principles of business organization and management, including the roles of managers and the functions of management. Prerequisite: ENG114.

MGT224 PERSONNEL MANAGEMENT (3 credits) An introduction to the principles of personnel management, including the selection, training, and development of employees. Prerequisite: MGT114.

MGT225 SMALL BUSINESS MANAGEMENT (3 credits) A study of the principles and practices of small business management, including the role of the entrepreneur and the challenges of small business ownership. Prerequisite: MGT114.

MKT234 MARKETING RESEARCH (4 credits) A study of the principles and practices of marketing research, including the methods used to collect and analyze data. Prerequisite: MGT226.

MKT235 PRINCIPLES OF ADVERTISING (4 credits) An introduction to the principles of advertising, including the role of the advertising agency and the techniques used in advertising planning. Prerequisite: MGT226.

MKT236 PRINCIPLES OF RETAILING (4 credits) An introduction to the principles of retailing, including the role of the retailer and the techniques used in retail management. Prerequisite: MGT226.

MKT237 MARKETING RESEARCH (4 credits) A study of the principles and practices of marketing research, including the methods used to collect and analyze data. Prerequisite: MGT226.

GENERAL STUDIES:

ENG114 SPEECH DEVELOPMENT (4 credits) The student in this course develops the skills necessary for effective speaking and listening. Prerequisite: ENG112.
PARALEGAL STUDIES

PLS114 INTRODUCTION TO LAW AND THE LEGAL SYSTEM A general perspective of the legal system and exposure to the operating structures and terminology of law. Introductory duties of the paralegal as they relate to the structure of the legal system; administrative agencies, private bar firms, and public sector legal proceedings. Significant consideration is given to legal skills for the paralegal professional.

PLS134 LEGAL RESEARCH, REPORTS AND WRITING I Students gain a working familiarity with major books in the law library. The course includes a practical study in writing and interpreting statutes, case law and administrative regulations. It also gives the student experience in using depositions, pleadings, A.R. encyclopedias and hornbooks.

PLS144 LEGAL RESEARCH, REPORTS AND WRITING II Concentration is given to writing skills, legal terminology and legal research. Emphasis is placed upon writing tasks involved in inter-office memos, and upon preparing legal research, briefs, pleadings, contracts, wills and agreements. Prerequisites: PLS114, 134 or equivalent professional experience.

PLS154 LEGAL INTERPERSONAL COMMUNICATIONS Theory & Techniques: This course is designed for students seeking communication skills. The student will receive training in interpersonal communication, in interview techniques and in methods of interviewing. The student will learn how to plan interviews, use interview checklists and take effective notes. Prerequisite: PLS114.

PLS164 COMMERCIAL LAW This course introduces the student to the Uniform Commercial Code and the application of the UCC to secured transactions and commercial paper. In addition, the student will understand general business and commercial transactions and the basic principles of the contract law. Prerequisites: PLS114, 134, and 154.

PLS174 CORPORATION LAW The students are given a basic understanding of various forms of business entities. The course includes the study of corporate organization and administration. The student will study articles of incorporation, minutes by day, and partnership agreements. Prerequisites: PLS114, 134, and 154.

PLS184 ESTATE PLANNING AND ADMINISTRATION This course is to provide the basic legal concepts of the more common forms of wills, trusts, and intestacy. It includes a study of the fundamental principles of taxation applicable to each, as well as the organization and administration of the decedent's estate. The course also includes an analysis of estate administration and the federal estate and gift tax laws. Prerequisites: PLS114, 134, 144.

PLS224 LITIGATION An introduction to the process of civil and criminal litigation. Includes case law, principles of pre-trial procedures which include, e.g., discovery, motions, interrogatories, bill of plaintiffs and trial evidence. Additional subjects are survey of courts and their jurisdiction, investigation of facts, settlement of lawsuits, judgments and appeal considerations. Emphasis on drafting legal documents in each of these areas. Prerequisites: PLS114, 134, 144.

PLS234 REAL ESTATE LAW (CONTRACTS, DEEDS, MORTGAGES AND TITLES) This course is to provide students with the knowledge of the law of real property in order to perform duties in the legal office. Upon completion of this course, the successful student will be able to prepare purchase and sales agreements, options, and deeds. The student will also be able to prepare and file documents and understand the closing process. Emphasis is placed upon the preparation of deeds, mortgage contracts and the preparation of closing documents. Prerequisites: PLS114, 134, 144.

PLS244 DOMESTIC RELATIONS/FAMILY LAW This course is designed to teach the student to handle client interviews and to draft necessary legal pleadings relative to the general practice of law in relationship to the family unit. The student should have taken a course in legal research. The student will learn to draft and file legal documents relative to family law and to understand the courts and the role of the paralegal in the family law area. Prerequisites: PLS114, 134, 144.

PLS254 ADMINISTRATIVE LAW This course is to provide the student with an understanding of the legal framework of administrative law with the growth of public administration. Emphasis is placed on administrative procedures and the role of the administrative justice in public administration. Emphasis is placed on administrative justice and the role of the administrative judge. The student should have taken a course in administrative law and public administration. Prerequisites: PLS114, 134, 144.

PLS264 SENIOR SEMINAR This course is designed to introduce the student to various areas of law not covered by the specialty courses. Emphasis is placed upon the development of research skills. Topics will include: research and preparation of a seminar paper. Prerequisite: PLS114, 134, 144.

PLS272 PARALEGAL EXTERNSHIP EXPERIENCE OR RESEARCH PROJECT The main objective of this course is to provide the student with an opportunity to gain practical experience with the supervision of an experienced paralegal or other legal professional. The student may participate in a research project or an externship experience. Prerequisite: PLS264.

NOTE: All students must complete a minimum of 120 hours of supervised work experience in order to graduate. Students should contact the Program Director at least three months before graduation to begin the externship or research project.

Suffolk University retains the right to revise programs of study, hours of classes, the school calendar and/or any other material listed in this publication without prior notice.

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 fees:
1. Withdrawal during first week of classes 90% refund
2. Withdrawal during the next 3 weeks 80% refund
3. Withdrawal during the first 25% of the course 55% refund
4. Withdrawal during the second 25% of the course 30% refund
5. Withdrawal during the last 50% of the course 10% refund

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 enrolled on a credit hour basis each quarter with a 75% obligation for the first three weeks of the quarter and 100% obligation thereafter.
4. Application and other fees are not refundable.
Sullivan Junior College of Business - Board of Directors

T.O. Hall
Robert Metry
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

The Sullivan Centre Campus
of
Sullivan Junior College
Watterson Expressway at Bardstown Road
Louisville, Kentucky 40205
502-456-6504
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 speciality 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 PLACEMENT 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 Placement 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.