A NOTE FROM THE PRESIDENT

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

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

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

Sincerely,

A.R. Sullivan
President

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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 is a nationally
recognized institutional accrediting agency by the
United States Office of Education under the
provisions of Public Law 82-550 and subsequent
legislation which requires the evaluation of such
agencies and issuance of an official list by that
office.

Sullivan College is licensed by the Kentucky State Board for
Proprietary Education under legislative authority of KRS 155.

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. It is our hope that you will 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:**

**STUDENT AFFAIRS**

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

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

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

The college also prints a weekly Newsletter for students which provides information on activities, policies, organizations, and features a section which answers questions and comments from the student Suggestion Box, a Sullivan student service tradition. At Sullivan, student communication is important.
SOCIAL LIFE

Sullivan students have a good time together! After all, the only essential ingredient for a party is people, and the Sullivan social calendar provides lots of opportunities for people to get together and have a good time from informal coke breaks between classes, to planned school-wide dances, to the high social drama of the crowning of the Homecoming Queen when both students and alumni turn out in great numbers. And, of course, a great favorite is the annual ride on the Ohio River on the Belle of Louisville, an excursion in the grand riverboat tradition with picnic-style food and lots of music, dancing, and laughter!

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

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

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 opportunity 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 vital time in a person's life, setting the stage for success or failure in a college career. At Sullivan, orientation is a one-to-two day happening, a busy time, filled with placement testing, final scheduling and informational sessions.

It's an exciting time, filled with tension-erasing laughter, with anxiety dissipated by friendly helpfulness. Everyone is learning--and promptly forgetting--names and room numbers. But it all seems to come out all right in time for the big Orientation Days Frolic for freshmen and returning upper-classmen.
SPORTS

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

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

The "Executives" have won more than 40 trophies and awards and have had eleven basketball players named N.L.C.A.A. All-Americans, more than twice as many as any other 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 15 years of over 74% of their games, our Execs have a record unmatched by any other Junior College in the United States.

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

Collegiate Bowling is a major sport at Sullivan. In 1980 the women's collegiate bowling team won the N.L.C.A.A. National Bowling Championships joining our national champion men's team who have won three national bowling championships over the past five years, finishing second the two years they didn't win the national title.

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

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

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

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

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

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

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

A Lifetime Service at Sullivan

All Sullivan graduates receive:
1. The assistance of a fully-staffed Placement Office.
2. Local and national placement at no additional charge.
3. Lifetime review privileges.
4. A placement service that has averaged over 98% graduate employment the past three 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 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 wish 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.

Favorite courses at Sullivan are 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 the transforming experience that carries over into a fuller, more satisfying life for the Sullivan graduate in every sense.

The classes are especially designed and tailored to the needs of Sullivan students and the programs they select. The classes are a genuine asset in making a good impression during employment interviews and for advancement in a competitive business environment. As important as these classes are, most students readily admit they're fun, too!
GUIDANCE COUNSELING AND ADVISOR GROUPS

Career opportunities in business are increasing every day and the modern office is a nerve center for dozens of technical and advanced specialties ranging 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 over lunch, or in one-to-one sessions, problems, ideas, and simple sharing are accomplished helping our freshman 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 three 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.
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, rich or poor, in most 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 $7,500 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 are willing to work part-time after school...
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 Health, Education and Welfare, federal funds are allotted to the lowest income families first, but funds are also available for middle and upper-middle income families. Applications should be made through the Student Financial Aid Office.

BEOG Basic Educational Opportunity Grants 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 Basic Grants Division of the U.S. Office 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 residents, providing grants to students with proven need. Amounts are determined by the Kentucky Higher Education Assistance Authority Grant Program and are usually in line with BEOG eligibility. Repayment is not required.

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

**NDSL Funds for National Direct Student Loans** are made available through the school in amounts up to $2,500 with repayment beginning nine 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 consideration 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 Work Scholarships.** A number of grants are made each year to selected deserving students in exchange for performance of specified school-related duties and hours of work in and around the college. If you need a job to earn part of your college expenses, contact a Sullivan Admissions Officer for full information. Early applicants usually receive preference.

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

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

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

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

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

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

"How did Sullivan College get its start?"

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

Since that time an educational institution has developed which is regarded as one of the outstanding colleges of business in the United States. Filled to capacity even in the first year, Sullivan College continues 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 into Sullivan giving Sullivan a history of over 116 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 6-channel, 100 station typing laboratory. A well-equipped medical office facility is maintained for medical secretarial students. 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 three years in a row our graduates have attained an **outstanding 98% 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 is the first and only 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 your credits more easily transferred to the receiving institution.

"Can I hold a part time job 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.

"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.

"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 specially 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/34, located right here at the College for daily "hands-on" use in computer and data processing study.
“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 "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.

“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 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.
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 wherever 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.

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.

Sullivan College has been selected as one of only fifty colleges in the nation to host a chapter of Phi Theta Pi International Honorary Business Fraternity. Members are selected on the basis of scholarship and leadership. Membership in Kappa Phi Chapter of Alpha Iota International Honorary Business Sorority is also based on scholastic and leadership standards. Recently, a chapter of Phi Beta Lambda, the national college level FBLA business organization, was organized at Sullivan to enable additional student involvement in the world of business.

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.

There is no additional charge for out-of-state students. All students entering Sullivan at the same time 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 coeducational 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 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, air 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.

"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.

OUTSTANDING STUDENT AWARDS - Presented to the man and woman students who demonstrate the best overall "scholastic-achievement-leadership" level among their fellow students each year.

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.
"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 Vice Chairman of the Kentucky State Board for Proprietary Education as appointed by the Governor, and is immediate past president of the Kentucky Association of Career Colleges and Schools. Executive Vice President H.V. Weber is a member of 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.

"What are the requirements for graduation?"

You are responsible for meeting the requirements of your program as outlined in this College Bulletin at the time of your first registration or at the time of graduation as determined at the discretion of the College.

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).

"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 are listed in Catalog Supplement "A" "Financial Information," 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?"**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>excellent work, 4 quality points per credit hour.</td>
</tr>
<tr>
<td>B</td>
<td>good work, 3 quality points per credit hour.</td>
</tr>
<tr>
<td>C</td>
<td>average work, 2 quality points per credit hour.</td>
</tr>
<tr>
<td>D</td>
<td>below average work, 1 quality point per credit hour.</td>
</tr>
<tr>
<td>F</td>
<td>failing work, 0 quality points per credit hour.</td>
</tr>
</tbody>
</table>

WF - 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 1.6 at the end of a quarter, you will be placed on Academic Probation but you will be allowed to remain in school. You are required to receive above that average for the next quarter in order to remain in school. If you are on Academic Probation and fail to attain a 1.6 overall grade average by the end of the next quarter, you will be placed on Academic Suspension. At the end of one quarter on Academic Suspension, you may petition for readmission to the College.

You will be allowed to repeat up to nine courses or a total of 36 quarter hours during your Associate Degree Program at Sullivan.

**"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></th>
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</thead>
<tbody>
<tr>
<td>Holiday-Washington's B'day</td>
<td>Jan. 2-Mar. 18</td>
<td>Jan. 5-Mar. 19</td>
<td>Jan. 4-Mar. 18</td>
</tr>
<tr>
<td>Winter/Spring Vacation</td>
<td>February 18</td>
<td>February 16</td>
<td>February 15</td>
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<td>March 19-30</td>
<td>March 20-29</td>
<td>March 19-28</td>
</tr>
<tr>
<td>Spring Quarter:</td>
<td></td>
<td></td>
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<tr>
<td>Holiday-Memorial Day</td>
<td>Mar. 31-June 12</td>
<td>Mar. 30-Jun. 11</td>
<td>Mar. 29-Jun. 10</td>
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<tr>
<td>Spring/Summer Vacation</td>
<td>May 26</td>
<td>May 25</td>
<td>May 31</td>
</tr>
<tr>
<td></td>
<td>June 13-25</td>
<td>June 12-24</td>
<td>June 11-23</td>
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<tr>
<td>Summer Quarter:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Holiday-Fourth of July</td>
<td>June 26-Sept. 11</td>
<td>June 25-Sept. 10</td>
<td>June 24-Sept. 9</td>
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<tr>
<td>Holiday-Labor Day</td>
<td>July 4</td>
<td>July 6</td>
<td>July 5</td>
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<tr>
<td></td>
<td>Sept. 1</td>
<td>Sept. 7</td>
<td>Sept. 6</td>
</tr>
<tr>
<td>Summer/Fall Vacation</td>
<td>Sept. 12-24</td>
<td>Sept. 11-23</td>
<td>Sept. 10-22</td>
</tr>
<tr>
<td>Fall Quarter:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holiday-Veterans Day</td>
<td>Sept. 25-Dec. 18</td>
<td>Sept. 24-Dec. 17</td>
<td>Sept. 23-Dec. 16</td>
</tr>
<tr>
<td>Fall/Winter Vacation</td>
<td>October 27</td>
<td>October 26</td>
<td>November 11</td>
</tr>
<tr>
<td></td>
<td>November 26-30</td>
<td>November 25-29</td>
<td>November 25-29</td>
</tr>
</tbody>
</table>
ACADEMIC PROGRAMS

Sullivan College offers students the option of choosing a one-year career specialization (9 or 12 months) as part of the Associate Degree in Business program. 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. In either case our "career first" college curriculum has quickly prepared you for a super business career in a year with no lost time or investment.

If our "Career-In-A-Year" and a "Degree in Two" options interest you, check out our nine different degree majors outlined at Sullivan; you have a choice that pays dividends in a year!

THE SCHOOL OF SECRETARIAL ADMINISTRATION

The Medical Secretary-Assistant/26
The Professional Executive Secretary/27
The Legal-Diplomatic Secretary/28
The Administrative Assistant/29
The Executive Secretarial Finishing Program/30
The Data-Processing Secretary/30
The Private Secretary/33
The Office Specialist Program/34
The Word Processing Secretary Program/34
Professional-Executive Secretary Degree Major/36
Medical Secretary Degree Major/36
Legal-Diplomatic Secretary Degree Major/36
Administrative Office Specialist Degree Major/37

THE SCHOOL OF BUSINESS ADMINISTRATION

The Business Accounting and Management Program/38
The Business Computer Programmer/39
The Administrative Accountant/40
Business Management Degree Major/41
Professional Accounting & Business Administration Degree Major/42
Computer Science Degree Major/43
Marketing and Sales Management Degree Major/44
Travel and Airlines Degree Major/45
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 doctors' 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>
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<tbody>
<tr>
<td>MSS134</td>
<td>Human Anatomy &amp; Phy./4</td>
</tr>
<tr>
<td>MSS114</td>
<td>Medical Terminology/4</td>
</tr>
<tr>
<td>MSS122</td>
<td>Medical Office Procedures/2</td>
</tr>
<tr>
<td>MSS232</td>
<td>Medical Ethics/2</td>
</tr>
<tr>
<td>MSS212</td>
<td>Medical Dict. &amp; Trans./2</td>
</tr>
<tr>
<td>MSS222</td>
<td>Medical Orientation/2</td>
</tr>
<tr>
<td>ACC104M</td>
<td>Prin. of Medical Acc/4</td>
</tr>
<tr>
<td>PSY 214</td>
<td>Intro. to Psychology/4</td>
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<tr>
<td>SEC 124</td>
<td>Secretarial Admin./4</td>
</tr>
<tr>
<td>SEC 112</td>
<td>Personal Development/2</td>
</tr>
<tr>
<td>SEC 122</td>
<td>Machine Transcription/2</td>
</tr>
<tr>
<td>SEC 144 or 154</td>
<td>Shorthand Theory*/4</td>
</tr>
<tr>
<td>SEC 164 or 174</td>
<td>Inter. Shorthand Theory*/4</td>
</tr>
<tr>
<td>SEC 162</td>
<td>Dict. &amp; Trans. - 60 wpm/2</td>
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<tr>
<td>SEC 172</td>
<td>Dict. &amp; Trans. - 60 wpm/2</td>
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<tr>
<td>SEC 182</td>
<td>Dict. &amp; Trans. - 100 wpm/2</td>
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<tr>
<td>ENG124</td>
<td>Comm. Skills - Usage/4</td>
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<tr>
<td>ENG134</td>
<td>Comm. Skills - Corres./4</td>
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<tr>
<td>ENG112</td>
<td>Comm. Skills - Word Study/2</td>
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<td>TYP 114 or 124</td>
<td>Typewriting*/4               OR</td>
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<tr>
<td>TYP 134</td>
<td>Intermediate Typewriting/4</td>
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<tr>
<td>TYP 144</td>
<td>Production Typewriting/4</td>
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<tr>
<td>TYP 214</td>
<td>Adv. Prod. Typewriting/4</td>
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<tr>
<td>TYP 142</td>
<td>Speed Cont. Tech. - 40 wpm/2</td>
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<tr>
<td>TYP 152</td>
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<tr>
<td>TYP 162</td>
<td>Speed Cont. Tech. - 65 wpm/2</td>
</tr>
</tbody>
</table>

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

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

**CURRICULUM:**

**78 Credit Hours**

**Length 12-14 Months**

- 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. - 70 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 Principles of Secretarial Acc/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 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>LSS 114</td>
<td>Legal Terminology</td>
<td>4</td>
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<tr>
<td>LSS 124</td>
<td>Legal Office Procedures</td>
<td>4</td>
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<tr>
<td>LSS 222</td>
<td>Legal Orientation</td>
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<tr>
<td>LSS 212</td>
<td>Legal Dict. &amp; Trans.</td>
<td>2</td>
</tr>
<tr>
<td>LSS 132</td>
<td>Legal-Diplomatic Forms</td>
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<tr>
<td>MGT 124</td>
<td>Principles of Business Law</td>
<td>4</td>
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<tr>
<td>MGT 224</td>
<td>Adv. Business Law</td>
<td>4</td>
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<tr>
<td>ACC 104L</td>
<td>Prin. of Legal Acc'tg.</td>
<td>4</td>
</tr>
<tr>
<td>SEC 124</td>
<td>Secretarial Admin.</td>
<td>4</td>
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<tr>
<td>SEC 112</td>
<td>Personal Development</td>
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<tr>
<td>SEC 122</td>
<td>Machine Transcription</td>
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<tr>
<td>ENG 124</td>
<td>Comm. Skills - Usage</td>
<td>4</td>
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<td>ENG 134</td>
<td>Comm. Skills - Correspondence</td>
<td>4</td>
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<tr>
<td>ENG 112</td>
<td>Comm. Skills - Word Study</td>
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<tr>
<td>SEC 144 or 154</td>
<td>Shorthand Theory/4</td>
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<tr>
<td>SEC 164 or 174</td>
<td>Inter. Shorthand Theory/4</td>
<td>4</td>
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<tr>
<td>SEC 162</td>
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<tr>
<td>SEC 172</td>
<td>Dict. &amp; Trans. - 70 wpm/2</td>
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<td>SEC 182</td>
<td>Dict. &amp; Trans. - 80 wpm/2</td>
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<tr>
<td>TYP 114 or 124</td>
<td>Typewriting/4</td>
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<td>TYP 134</td>
<td>Intermediate Typewriting/4</td>
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<tr>
<td>TYP 144</td>
<td>Production Typewriting</td>
<td>4</td>
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<tr>
<td>TYP 214</td>
<td>Adv. Prod. Typewriting</td>
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<tr>
<td>TYP 142</td>
<td>Speed Cont. Tech. - 40 wpm/2</td>
<td>2</td>
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<td>2</td>
</tr>
<tr>
<td>TYP 162</td>
<td>Speed Cont. Tech. - 65 wpm/2</td>
<td>2</td>
</tr>
</tbody>
</table>

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Many presidents and executives of large firms as well as government 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.

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**CURRICULUM:**

78 Credit Hours
Length 12 Months

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>MGT114</td>
<td>Business Org. and Mgt./4</td>
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<td>MGT124</td>
<td>Principles of Business Law/4</td>
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<tr>
<td>MGT224</td>
<td>Advanced Business Law/4</td>
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<tr>
<td>CSC114</td>
<td>Fundamentals of Data Processing</td>
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<td>MTH114</td>
<td>Mathematics of Business/4</td>
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<td>Developmental Reading Skills/4</td>
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<td>Comm. Skills - Usage/4</td>
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<td>ENG134</td>
<td>Comm. Skills - Comms./4</td>
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<tr>
<td>SEC114</td>
<td>Secretarial Procedures/4</td>
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<tr>
<td>SEC124</td>
<td>Secretarial Admin./4</td>
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<td>SEC122</td>
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<tr>
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<tr>
<td>TYP 114</td>
<td>or 124 Typewriting/4 OR</td>
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<tr>
<td>TYP 134</td>
<td>Intermediate Typewriting/4</td>
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<tr>
<td>TYP 144</td>
<td>Production Typewriting/4</td>
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<tr>
<td>TYP 214</td>
<td>Adv. Prod. Typewriting/4</td>
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<tr>
<td>TYP 142</td>
<td>Speed Cont. Tech. - 40 wpm/2</td>
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<td>TYP 152</td>
<td>Speed Cont. Tech. - 50 wpm/2</td>
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<tr>
<td>TYP 182</td>
<td>Speed Cont. Tech. - 65 wpm/2</td>
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<tr>
<td>SEC 144</td>
<td>or 154 Shorthand Theory/4</td>
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<tr>
<td>SEC 154</td>
<td>or 174 Inter. Shorthand Theory/4</td>
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<tr>
<td>SEC 162</td>
<td>Dict. &amp; Trans. - 60 wpm/2</td>
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<td>SEC 172</td>
<td>Dict. &amp; Trans. - 80 wpm/2</td>
</tr>
<tr>
<td>SEC 182</td>
<td>Dict. &amp; Trans. - 100 wpm/2</td>
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*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:
60 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/1/4
SEC 162  Dict. & Trans. - 60 wpm/2
SEC 172  Dict. & Trans. - 60 wpm/2
SEC 182  Dict. & Trans. - 100 wpm/2
SEC 212  Dict. & Trans. - 120 wpm/2
ACC 104  Prin. of Secretarial Acc’tg./4
MTH 114  Mathematics of Business/4
ENG 124  Comm. Skills - Usage/4
ENG 134  Comm. Skills - Corres./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 152  Speed Cont. Tech. - 50 wpm/2
TYP 182  Speed Cont. Tech. - 60 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

CURRICULUM:
62 Credit Hours
Length 9-10 Months

CSC 112  Computer Office Proc./2
CSC 222  Computer Operation/2
SEC 114  Secretarial Procedures/4
SEC 124  Secretarial Admin./4
SEC 112  Personal Development/2
SEC 122  Machine Transcription/2
MTH 114  Mathematics of Business/4
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
ENG 124  Comm. Skills - Usage/4
ENG 134  Comm. Skills - Corres./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 152  Speed Cont. Tech. - 50 wpm/2
TYP 182  Speed Cont. Tech. - 60 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.

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

Data processing has spawned its own requirements in technical terminology and procedural knowledge. Sullivan College has pioneered in the Kentuckiana area in the training of qualified personnel to meet the great need for technically trained secretaries in this specialized field.
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:
62 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.

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:
62 Credit Hours
Length 9 Months

SEC 134 Records Mgt. & Control/4
SEC 114 Secretarial Procedures/4
SEC 124 Secretarial Admin./4
SEC 112 Personal Development/2
SEC 122 Machine Transcription/2
CSC 112 Computer Office Proc./2
CSC 122 Computer Operations/2

TYP 114 or 124 Typewriting*4 OR
TYP 134 Inter. 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

MGT114 Business Org. and Mgt./4
MTH114 Mathematics of Business/4
ACC104 Prin. of Secretarial Acctg./4
ENG124 Comm. Skills - Usage/4
ENG134 Comm. Skills - Corres./4
ENG112 Comm. Skills - Word Study/2

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

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 Secretaries familiar with Word Processing techniques has mushroomed. The need for secretaries 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:
64 Credit Hours
Length 9 Months

WPR114 Word Processing Theory/4
WPR124 Word Processing Techniques/4
WPR132 Adv. Word Processing Tech./2
SEC 122 Machine Transcription/2
SEC 132 Adv. Machine Transcription/2
CSC112 Computer Office Procedures/2
CSC122 Computer Operations/2
MTH114 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 Typing/4 OR
TYP 134 Intermediate Typing/4
TYP 144 Production Typing/4
TYP 214 Adv. Prod. Typing/4
TYP 142 Speed Cont. Tech. - 40 wpm/2
TYP 152 Speed Cont. Tech. - 50 wpm/2
TYP 182 Speed Cont. Tech. - 65 wpm/2
ENG124 Comm. Skills - Usage/4
ENG134 Comm. Skills - CORRESP./4
ENG112 Comm. Skills - Word Study/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.

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 Bodnar
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

Core Requirements:
58 Credit Hours

- SEC 122 Machine Transcription/2
- 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
- SEC 112 Personal Development/2
- SEC 124 Secretarial Administration/4
- SEC 144 Speedwriting Sh. Theory OR
- SEC 154 Gregg Shorthand Theory/4
- SEC 164 or 174 Intermediate Shorthand/4
- SEC 162 Dict. & Trans. - 60 wpm/2
- SEC 172 Dict. & Trans. - 80 wpm/2
- SEC 182 Dict. & Trans. - 100 wpm/2
- TYP 142 Speed/Cont. Tech. - 40 wpm/2
- TYP 152 Speed/Cont. Tech. - 50 wpm/2
- TYP 162 Speed/Cont. Tech. - 65 wpm/2
- MTH 114 Mathematics of Business/4
- MGT 124 Principles of Business Law/4
- ENG 124 Comm. Skills-Usage/4
- ENG 112 Comm. Skills-Word Study/2

General Studies: 26 Credit Hours
(Choose Any 6 Courses)

- ECO 214 Principles of Economics/4
- HST 214 Hist. Art.; Free Ent. System/4
- HUM 214 Logic/4
- HUM 234 Introduction of 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

Professional-Executive Option
22 Credit Hours

- SEC 212 Dict. & Trans. - 120 wpm/2
- SEC 224 Adv. Secretarial Tech./4
- MGT 114 Bus. Organization & Mgt./4
- SEC 134 Records Mgt. & Control/4
- TYP 272 Speed/Cont. Tech. - 70 wpm/2
- MGT 122 Executive Development/2
- ACC 104 Prin. of Secretarial Acc'/4

Medical Secretary Option
22 Credit Hours

- MSS 134 Human Anatomy & Phys./4
- MSS 114 Medical Terminology/4
- MSS 122 Medical Office Procedures/2
- MSS 232 Medical Ethics/2
- MSS 212 Medical Dict. & Trans./2
- MSS 222 Medical Orientation/2
- ACC 104M Prin. of Medical Acc'/4

Legal-Diplomatic Option
22 Credit Hours

- LSS 114 Legal Terminology/4
- LSS 124 Legal Office Procedures/4
- LSS 212 Legal Dict. & Trans./2
- LSS 222 Legal Orientation/2
- LSS 132 Legal-Diplomatic Forms/2
- MGT 224 Advanced Business Law/4
- ACC 104L Prin. of Legal Acc'/4

Elective: 4 Credit Hours
(Choose One Course)

- SEC 114 Secretarial Procedures/4
- CSC 114 Data Processing Fund./4

* Secretarial Administration Degree students choose from one of three 22 credit hour options.
The Associate of Science Degree (A.S.)

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

<table>
<thead>
<tr>
<th>Major and Core Requirements</th>
<th>General Studies: 24 Credit Hours (Choose Any 6 Courses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC 122 Machine Transcription/2</td>
<td>ECO 214 Principles of Economics/4</td>
</tr>
<tr>
<td>SEC 134 Records Mgt. &amp; Control/4</td>
<td>HUM 214 Logic/4</td>
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<tr>
<td>SEC 114 Secretarial Procedures/4</td>
<td>HUM 234 Introduction to Philosophy/4</td>
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<tr>
<td>SEC 124 Secretarial Administration/4</td>
<td>ENG 144 Speech Development/4</td>
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<tr>
<td>SEC 112 Personal Development/2</td>
<td>ENG 214 English Composition/4</td>
</tr>
<tr>
<td>SEC 224 Adv. Secretarial Tech./4</td>
<td>ENG 234 Mass Media Communications/4</td>
</tr>
</tbody>
</table>

**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.

ACCT 104 Princ. of Secretarial Accounting/4
CSC 112 Computer Office Prog. 2
CSC 122 Computer Operations/2
The 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/4
ACC126 Principles of Accounting II/4
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'tg./4
ACC214 Intermediate Accounting II/4
ACC234 Cost Accounting/4
ACC244 Auditing Prob. and Tech./4
CSC114 Fundamentals of Data Proc'g./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
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/34 Computer with 128 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

CSC114 Fundamentals of Data Proc'g/4
CSC124 ANSI-COBOL Programming/4
CSC134 RPG II Programming/4
CSC234 Adv. COBOL Programming/4
CSC254 Disk Operating Systems and Design (DOS)/4
CSC268 Computer Work Experience/8
MTH114 Mathematics of Business/4
MG124 Principles of Business Law/4
MG124 Advanced Business Law/4
MG114 Business Org. and Mgt./4
MG122 Executive Development/2

ACC116 Principles of Accounting I/6
ACC126 Principles of Accounting II/6
ACC144 Fed. Income Tax Acctg./4
ENG114 Developmental Reading Skills/4
ENG124 Comm. Skills Usage/4
ENG144 Speech Development/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
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 that 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.

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!
Jim 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

CURRICULUM:

58 Credit Hours
Length: 9 months

ACC 116 Principles of Accounting I/6
ACC 126 Principles of Accounting II/6
ACC 134 Intermediate Accounting I/4
ACC 144 Fed. Income Tax Acc'Tg./4
MTH 114 Mathematics of Business/4
MGT 122 Executive Development/2
MGT 124 Principles of Business Law/4
MGT 114 Business Org. and Mgt./4
CSC 114 Fundamentals of Data Proc'g/4
CSC 124 ANSI-COBOL Programming/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.
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: 18 Months

<table>
<thead>
<tr>
<th>Major and Core Requirements: 76 Credit Hours</th>
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<tr>
<td>MGT114 Business Organization &amp; Mgt. 4</td>
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<tr>
<td>MGT122 Executive Development 2</td>
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<tr>
<td>MGT124 Principles of Business Law 4</td>
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<tr>
<td>MGT224 Advanced Business Law 4</td>
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<tr>
<td>MGT234 Personnel Management 4</td>
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<tr>
<td>MGT244 Office Management 4</td>
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<tr>
<td>MGT254 Small Business Management 4</td>
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<tr>
<td>MTH114 Mathematics of Business 4</td>
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<td>FIN214 Investments 4</td>
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<td>FIN254 Credit and Collection 4</td>
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<td>ACC116 Principles of Accounting I/II 6</td>
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<td>ACC122 Payroll Applications 2</td>
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<tr>
<td>ACC126 Principles of Accounting II 6</td>
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<td>ACC144 Fed. Income Tax Accounting 4</td>
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<td>CSC114 Fund. of Data Processing 4</td>
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<tr>
<td>CSC124 ANSI-COBOL Programming 4</td>
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<td>ENG114 Developmental Reading Skills 4</td>
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<td>ENG124 Communication Skills-Usage 4</td>
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<td>TYP114 or 124 Typewriting 4</td>
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<th>General Studies: 24 Credit Hours (Choose Any 6 Courses)</th>
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<tr>
<td>ECO214 Principles of Economics 4</td>
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<tr>
<td>HST214 Hist. Am. Free Ent. System 4</td>
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<td>HUM214 Logic 4</td>
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<td>HUM234 Introduction to Philosophy 4</td>
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<td>ENG234 Mass Media Communication 4</td>
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<td>SOC224 Human Relations 4</td>
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<td>SOC234 The Family 4</td>
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<td>SOC244 Ecology 4</td>
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<tr>
<td>SOC254 Personal Finance 4</td>
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<td>PSY214 Introduction to Psychology 4</td>
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*Electives: 8 Credit Hours (Choose Any 4 Courses)*

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<tr>
<th>MKT214 Salesmanship 4</th>
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<tr>
<td>MKT224 Sales Management 4</td>
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<tr>
<td>MKT234 Marketing 4</td>
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<tr>
<td>CSC134 RPG II Programming 4</td>
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<tr>
<td>CSC234 Adv. ANSI-COBOL Prog. 4</td>
</tr>
<tr>
<td>ACC134 Intermediate Accounting I/II 4</td>
</tr>
</tbody>
</table>

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

- ACC 116 Principles of Accounting I/6
- ACC 122 Payroll Applications/2
- ACC 126 Principles of Accounting II/6
- ACC 134 Intermediate Accounting I/4
- ACC 144 Federal Income Tax Accounting/4
- ACC 214 Intermediate Accounting II/4
- ACC 234 Cost Accounting/4
- ACC 244 Auditing Problems and Tech/4
- MGT 114 Business Organization & Mgt/4
- MGT 122 Executive Development/2
- MGT 124 Principles of Business Law/4
- MGT 224 Advanced Business Law/4
- MGT 234 Personnel Management/4
- MTH 114 Mathematics of Business/4
- TYP 114 or 124 Typing/4
- ENGL 114 Developmental Reading Skills/4
- ENGL 124 Communication Skills-Usage/4
- CSC 114 Fundamentals of Data Processing/4
- CSC 124 ANSI-COSORL Programming/4

General Studies: 24 Credit Hours
(Choose Any 6 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 144 Speech Development/4
- ENG 214 English Composition/4
- ENG 234 Mass Media Communication/4
- SOC 224 Human Relations/4
- SOC 224 The Family/4
- SOC 244 Ecology/4
- SOC 254 Personal Finance/4
- PSY 214 Introduction to Psychology/4

*Electives: 6 Credit Hours
(Choose Any 2 Courses)

- FIN 234 Financial Statement Analysis/4
- FIN 254 Credit and Collection/4
- MKT 214 Salesmanship/4
- MKT 244 Principles of Advertising/4
- MGT 244 Office Management/4
- CSC 214 Basic Assembler Programming/4

*This is a suggested list of electives only. Electives may be any subject not required in your 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 provides graduates with a balanced education to meet the exacting requirements of modern computer centers. Theoretical and practical applications meet in classroom lecture and hands-on experience. A "work experience" in functioning computer facilities in the community adds further strength to this outstanding program.

**CURRICULUM:**

**Major and Core Requirements:**

80 Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CSC 114</td>
<td>Fund. of Data Processing</td>
<td>4</td>
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<tr>
<td>CSC 124</td>
<td>ANSI-COBOL Programming</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>
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<tr>
<td>CSC 254</td>
<td>Disk Operating Systems (DOS)</td>
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<td>CSC 260</td>
<td>Computer Work Experience</td>
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<tr>
<td>CSC 274</td>
<td>Advanced RPG II Programming</td>
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<tr>
<td>ACC 118</td>
<td>Principles of Accounting I/II</td>
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<tr>
<td>ACC 122</td>
<td>Payroll Applications</td>
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<td>ACC 126</td>
<td>Principles of Accounting I/II</td>
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<td>ACC 144</td>
<td>Fed. Income Tax Accounting</td>
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<td>TYP 114</td>
<td>Typing</td>
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<tr>
<td>TYP 124</td>
<td>Typing</td>
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</tr>
<tr>
<td>ENG 114</td>
<td>Developmental Reading Skills</td>
<td>4</td>
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<tr>
<td>ENG 124</td>
<td>Communication Skills-Usage</td>
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<tr>
<td>MGT 114</td>
<td>Business Organization &amp; Mgt.</td>
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<tr>
<td>MGT 122</td>
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<tr>
<td>MGT 124</td>
<td>Principles of Business Law</td>
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<tr>
<td>MGT 224</td>
<td>Advanced Business Law</td>
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<tr>
<td>MTH 114</td>
<td>Mathematics of Business</td>
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**General Studies:** 24 Credit Hours

(Choose Any 6 Courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ECO 214</td>
<td>Principles of Economics</td>
</tr>
<tr>
<td>HST 214</td>
<td>Hist. Am. Free Ent. System</td>
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<tr>
<td>HUM 214</td>
<td>Logic</td>
</tr>
<tr>
<td>HUM 224</td>
<td>Introduction to Philosophy</td>
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<tr>
<td>ENG 144</td>
<td>Speech Development</td>
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<tr>
<td>ENG 214</td>
<td>English Composition</td>
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<tr>
<td>ENG 234</td>
<td>Mass Media Communication</td>
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<tr>
<td>SOC 224</td>
<td>Human Relations</td>
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<td>SOC 234</td>
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<td>SOC 254</td>
<td>Personal Finance</td>
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<tr>
<td>PSY 214</td>
<td>Introduction to Psychology</td>
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**Electives:** 4 Credit Hours

(Choose One Course)

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CSC 224</td>
<td>FORTRAN Programming</td>
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<tr>
<td>ACC 134</td>
<td>Intermediate Accounting</td>
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<td>ACC 234</td>
<td>Cost Accounting</td>
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<tr>
<td>MGT 224</td>
<td>Advanced Business Law</td>
</tr>
<tr>
<td>MGT 234</td>
<td>Personnel Management</td>
</tr>
<tr>
<td>MGT 244</td>
<td>Office Management</td>
</tr>
</tbody>
</table>

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

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**CURRICULUM:**

108 Credit Hours

Length: 18 Months

<table>
<thead>
<tr>
<th>Major and Core Requirements:</th>
<th>General Studies: 24 Credit Hours (Choose Any 6 Courses)</th>
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<tbody>
<tr>
<td>78 Credit Hours</td>
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<tr>
<td>MKT 214 Salesmanship/4</td>
<td>ECO 214 Principles of Economics/4</td>
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<tr>
<td>MKT 224 Sales Management/4</td>
<td>HST 214 Hist. Am. Free Ent. System/4</td>
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<tr>
<td>MKT 234 Marketing/4</td>
<td>HUM 214 Logic/4</td>
</tr>
<tr>
<td>MKT 244 Principles of Advertising/4</td>
<td>HUM 223 Introduction to Philosophy/4</td>
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<td>MKT 254 Principles of Retailing/4</td>
<td>ENG 144 Speech Development/4</td>
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<tr>
<td>CSC 114 Fund. of Data Processing/4</td>
<td>ENG 214 English Composition/4</td>
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<tr>
<td>CSC 124 ANSI-COBOL Programming/4</td>
<td>ENG 234 Mass Media Communication/4</td>
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<tr>
<td>MGT 114 Business Organization &amp; Mgt./4</td>
<td>SOC 224 Human Relations/4</td>
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<td>MGT 122 Executive Development/2</td>
<td>SOC 234 The Family/4</td>
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<td>MGT 124 Principles of Business Law/4</td>
<td>SOC 244 Ecology/4</td>
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<td>SOC 254 Personal Finance/4</td>
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<tr>
<td>MTH 114 Mathematics of Business/4</td>
<td>PSY 214 Introduction to Psychology/4</td>
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<tr>
<td>ACC 116 Principles of Accounting I/6</td>
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<tr>
<td>ACC 122 Payroll Applications/2</td>
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<tr>
<td>ACC 126 Principles of Accounting II/6</td>
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<tr>
<td>ACC 144 Fed. Income Tax Accounting/4</td>
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<tr>
<td>TYP 114 or 124 Typewriting/4</td>
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<tr>
<td>ENG 114 Developmental Reading Skills/4</td>
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<tr>
<td>ENG 124 Communication Skills-Usage/4</td>
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</table>

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

- MKT 274 Marketing Research/4
- MGT 234 Personnel Management/4
- MGT 244 Office Management/4
- MGT 254 Small Business Management/4
- FIN 254 Credit and Collections/4
- CSC 134 RPG II Programming/4
- ACC 134 Intermediate Accounting I/4

*This is a suggested list of electives only. Electives may be any subject not required in your major.*
The Travel and Airline Industries offer jet-age opportunities to young men and women as flight attendants, secretaries, reservationists, receptionists, travel agency managers, accountants, and agents.

Fringe benefits include generous vacations, free trip passes, and travel opportunities at reduced fares. Sullivan's Travel and Airlines Careers course in unique in that it combines transportation training with business skills thus qualifying a graduate for more than one area of employment. All students take the major core curriculum and select one of the four options in marketing, management, travel, receptionist, accounting, or computer science. These courses provide the graduate with a broad range of skills necessary for employment in business or the travel industry.

**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>
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<tbody>
<tr>
<td>NTA 114</td>
<td>Introduction to Travel Services/4</td>
<td></td>
</tr>
<tr>
<td>NTA 124</td>
<td>Ticketing and Tariffs/4</td>
<td></td>
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<tr>
<td>NTA 134</td>
<td>Reservations/4</td>
<td></td>
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<tr>
<td>NTA 214</td>
<td>International Travel/4</td>
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<td>NTA 224</td>
<td>Tourism/4</td>
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<td>NTA 234</td>
<td>Travel Agency Management/4</td>
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<tr>
<td>CSC 114</td>
<td>Data Processing Fundamentals/4</td>
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<tr>
<td>CSC 214</td>
<td>CRT Operations/4</td>
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<tr>
<td>HST 224</td>
<td>World Geography/4</td>
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<tr>
<td>ACC 116</td>
<td>Principles of Accounting I/6</td>
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<tr>
<td>MGT 112</td>
<td>Executive Development/2 OR</td>
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<tr>
<td>SEC 122</td>
<td>Personal Development/2</td>
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<tr>
<td>MGT 114</td>
<td>Business Organization and Management/4</td>
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<tr>
<td>MTH 114</td>
<td>Mathematics of Business/4</td>
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<tr>
<td>TYP 114</td>
<td>Beginning Typewriting/4 OR</td>
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<tr>
<td>TYP 124</td>
<td>Basic Typewriting/4 OR</td>
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<td>TYP 134</td>
<td>Intermediate Typewriting/4</td>
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<tr>
<td>ENG 144</td>
<td>Speech Development/4</td>
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<td>MGT 124</td>
<td>Principles of Business Law/4</td>
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<td>ENG 114</td>
<td>Developmental Reading Skills/4</td>
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**General Studies:** 16 Cr. Hrs.
(Choose Any 4 Courses)

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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>ECO 214</td>
<td>Principles of Economics/4</td>
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<tr>
<td>HST 214</td>
<td>History of the American Free Enterprise System/4</td>
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<tr>
<td>HUM 214</td>
<td>Logic/4</td>
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<tr>
<td>HUM 234</td>
<td>Introduction to Philosophy/4</td>
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<tr>
<td>ENG 214</td>
<td>English Composition/4</td>
<td></td>
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<tr>
<td>ENG 234</td>
<td>Mass Media Communications/4</td>
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<tr>
<td>SOC 224</td>
<td>Human Relations/4</td>
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<td>Personal Finance/4</td>
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<td>PHY 214</td>
<td>Introduction to Psychology/4</td>
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<td>LAN 214</td>
<td>Conversational French/4</td>
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<tr>
<td>LAN 224</td>
<td>Conversational Spanish/4</td>
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**Marketing Management Option**

24 Credit Hours

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<tr>
<td>MKT 214</td>
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<td>MKT 234</td>
<td>Marketing/4</td>
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<td>MKT 244</td>
<td>Principles of Advertising/4</td>
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<tr>
<td>MGT 244</td>
<td>Office Management/4</td>
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<tr>
<td>MGT 254</td>
<td>Personnel Management/4</td>
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**Travel Reception Option**

24 Credit Hours

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<tbody>
<tr>
<td>TYP 112</td>
<td>Speed/Control Tech. 40 wpm/2</td>
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<tr>
<td>TYP 152</td>
<td>Speed/Control Tech. 50 wpm/2</td>
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<tr>
<td>TYP 162</td>
<td>Speed/Control Tech. 65 wpm/2</td>
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<tr>
<td>SEC 122</td>
<td>Machine Transcription/2</td>
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<tr>
<td>ENG 124</td>
<td>Communication Skills - Usage/4</td>
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<tr>
<td>ENG 134</td>
<td>Communication Skills - Correspondence/4</td>
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<tr>
<td>SEC 134</td>
<td>Records Management and Control/4</td>
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<tr>
<td>SEC 114</td>
<td>Secretarial Procedures/4</td>
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**Accounting Option**

24 Credit Hours

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<tr>
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<td>Principles of Accounting II/6</td>
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<tr>
<td>ACC 122</td>
<td>Payroll Applications/2</td>
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<td>ACC 144</td>
<td>Federal Income Tax Accounting/4</td>
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<td>ACC 134</td>
<td>Intermediate Accounting I/4</td>
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<tr>
<td>ACC 214</td>
<td>Intermediate Accounting II/4</td>
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<tr>
<td>ACC 234</td>
<td>Cost Accounting/4</td>
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**Computer Option**

24 Credit Hours

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<tr>
<td>CSC 124</td>
<td>ANSI COBOL Programming/4</td>
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<tr>
<td>CSC 134</td>
<td>RPG II Programming/4</td>
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<td>CSC 214</td>
<td>Advanced ANSI COBOL Programming/4</td>
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<tr>
<td>CSC 254</td>
<td>Disk Operating Systems/4</td>
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</tr>
<tr>
<td>CSC 274</td>
<td>Advanced RPG II Programming/4</td>
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</table>
ACCOUNTING:

ACC 104 PRINCIPLES OF SECRETARIAL ACCOUNTING (4 credits) An introductory course for secretarial students to prepare them to handle basic accounting for a personal service enterprise. A practice set covering the accounting terms and procedures are covered thoroughly.

ACC104L PRINCIPLES OF LEGAL ACCOUNTING (4 credits) Same as ACC104. Requires legal practice set.

ACC104M PRINCIPLES OF MEDICAL ACCOUNTING (4 credits) Same as ACC104. Requires medical practice set.

ACC116 and 126 PRINCIPLES OF ACCOUNTING I and II (6 credits each) An introduction to fundamental accounting principles and procedures. This course covers the accounting equation, income statement, balance sheet, trial balance, procedures of journalizing and posting, end-of-period adjustments, and worksheet accounting. In addition, there is an introduction to accounting systems and controls. ACC126 requires a practice set.

ACC122 PAYROLL APPLICATIONS (2 credits) The student is instructed in the various taxes that are imposed on and measured by the earnings of employees. General knowledge of social security laws is covered in questions and problems. Practical application of the principles of payroll record-keeping as required in the average business office is a major point of emphasis. Prerequisite ACC116.

ACC134 INTERMEDIATE ACCOUNTING I and ACC214 INTERMEDIATE ACCOUNTING II (4 credits each) A presentation of the objectives of accounting and the principles and concepts that have evolved to meet these objectives. A study of recent research by professional and academic groups into the theory of recording assets, liabilities, and owner's equity along with the preparation and analysis of financial statements. Prerequisite ACC126.

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

ACC224 ADVANCED FEDERAL INCOME TAX ACCOUNTING (4 credits) A continuation of the structure of taxes. Instruction in specialized partnership and corporate income tax returns. Prerequisite ACC144.

ACC234 COST ACCOUNTING (4 credits) The principles and techniques of job order, process, and standard cost accounting are presented. Cost control and data development for managerial decisions are also studied. Prerequisite ACC126.

ACC224 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 also given to the auditor's working papers, his report and certificate, his responsibility for them, and his duty in testifying in court in connection with them. Prerequisite ACC134.

SECRETARIAL ADMINISTRATION:

SEC112 PERSONAL DEVELOPMENT (2 credits) The improvement of appearance, confidence 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 correctly walk, 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 details with which a secretary must be familiar, such as handling mail, use of reference books, reception of callers, making of appointments, preparation of reports, organization of work, the care of office supplies, arrangement of the office, filing, obtaining and organizing facts, planning of itineraries, etc. Much work is required on the part of the student to instill the sense of responsibility with which the business executive demands.
SEC122 MACHINE TRANSCRIPTION (2 credits) Designed to fill the need for transcription specialists in offices which use dictation equipment exclusively or in conjunction with line shorthand. The practice includes various types and models of transcription machines and includes various types of letters, manuscripts, reports and similar work. Prerequisite: TYP114 or 124 or 134.

SEC132 ADVANCED MACHINE TRANSCRIPTION (2 credits) A continuation of SEC122 designed for office specialists and word processing majors with emphasis on more difficult and varied transcription and specialized applications. Prerequisite: SEC122.

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.

SEC144 SHORTHAND THEORY (Speedwriting) or SEC154 SHORTHAND THEORY (Gregg) (4 credits) Introduction to the basic principles of either Gregg or Speedwriting shorthand through chalkboard demonstrations, drill on word lists, and practice in reading shorthand material. Emphasis is placed on good shorthand techniques and legibility and mastery of the basic vocabulary. Credit is given when the student passes a comprehensive theory test and demonstrates the ability to write simple, unfamiliar material at varying speeds.

SEC164 INTERMEDIATE SHORTHAND THEORY (Speedwriting) or SEC174 INTERMEDIATE SHORTHAND THEORY (Gregg) (4 credits) Designed to solidify the student's knowledge of shorthand theory and increase their shorthand vocabulary. Includes building an automatic vocabulary of brief forms and special forms, writing practice on familiar material and introduction to new dictation material. The student is introduced to typing transcription of dictated material. Prerequisite: SEC144 or 154.

SEC164 REVIEW GREGG SHORTHAND (4 credits) Designed for the student with one or two years of shorthand background but who still needs reinforcement of basic skills. A fast review of theory and dictation techniques is covered and advancement into dictation follows as soon as the student indicates sufficient ability.

SEC162, 172, 182 DICTATION AND TRANSCRIPTION (60, 80, 100 WPM) (2 credits each) Business letters from technical fields, editorials, reports and articles selected from various fields of business. Emphasis is placed upon mastery of a diversified vocabulary. Typing transcription practice is continued with frequent drills and tests designed to increase transcription speed. Speed range 60-100 wpm. Prerequisites: SEC164, 174 or 184.

SEC212 PROFESSIONAL DICTATION AND TRANSCRIPTION (120 WPM) (2 credits) Speed building, building of phrasing skill and the widening of vocabulary range. The material used for dictation is longer and more difficult. Emphasis is placed upon increasing the ability to take and transcribe unfamiliar material for sustained periods of time at high speeds. Speed range 100-120 wpm. Prerequisite: SEC182.

SEC222-232 HIGH SPEED DICTATION (140-160 WPM) (2 credits each) Dictation is given at a high rate of speed to develop skill in handling congressional, legal, and straight heavy dictation. Speed range 140-150 wpm. Prerequisite: SEC212.

SEC224 ADVANCED SECRETARIAL TECHNIQUES SEMINAR (4 credits) A seminar-type class where outside lecturers contribute actual experiences and problems. Designed to equip the student to handle varied and unusual situations with authority and maturity. Prerequisite: SEC124.

LS114 LEGAL TERMINOLOGY (4 credits) Emphasis is placed on the spelling, pronunciation, and use of the special vocabulary commonly used in legal situations. The legal terms and their place in legal reports and documents, actual court procedures, legal correspondence, testimony and case reports are studied for understanding legal terminology in context.

LS124 LEGAL OFFICE PROCEDURES (4 credits) Practice is given in procedures and functions of a legal secretary. It includes a broad program to familiarize the legal secretary with her duties and responsibilities both to her job and her employer. The course also covers the findings of cases and references so that the student learns to be a legal assistant as well as a competent secretary. Prerequisite: LS114.
LSS122 LEGAL-DIPLOMATIC FORMS (2 credits) Presents the various documents regularly encountered in legal work, such as contracts, agreements, wills, deeds, leases, incorporation papers, probate procedures as well as court pleadings. Prerequisite LSS124.

MSS212 LEGAL-DIPLOMATIC DICTATION AND TRANSCRIPTION (2 credits) Designed to acquaint the student with the pronunciation, definition, spelling, and shorthand outlines of words most commonly used in legal and diplomatic dictation. The student learns to take dictation in this field quickly and at varying speeds. Prerequisites LSS114 and SEC172.

LSS222 LEGAL ORIENTATION (2 credits) A series of lectures by members of the legal, government, and diplomatic corps, supplemented by field trips to courts and various governmental agencies. Prerequisite LSS124.

MSS114 MEDICAL TERMINOLOGY (4 credits) Designed to give the beginning student a thorough inspection of the medical secretarial career through a study of the medical language that doctors use. The student acquires the ability to pronounce, spell and define medical words as well as follow directions given in medical phraseology. An understanding of the relationship between medical terms and their synonyms in common usage and the ability to detect the meaning of unfamiliar medical words by analysis of their elements are important components of this subject. Prerequisite MSS114.

MSS122 MEDICAL OFFICE PROCEDURES (2 credits) This course is designed to acquaint the student with specialized medical office routines such as care of the office, cleanliness, lighting, ventilation, decorations, personal appearance, courtesy and cheerfulness, the use of the appointment book, making appointments, receiving patients, medical telephone techniques, and basic medical assistant techniques. Prerequisite MSS114.

MSS134 HUMAN ANATOMY AND PHYSIOLOGY (4 credits) A series of lectures and outside work planned to give the student the knowledge of the structure and function of the human body necessary for intelligent comprehension of written medical material, and for additional vocabulary building.

MSS212 MEDICAL DICTATION AND TRANSCRIPTION (2 credits) This course provides the advanced shorthand student with practice in taking the dictation connected with a doctor's medical practice whether in a private office or hospital. This includes technical reports such as pathology, autopsy, laboratory, etc. as well as case histories, discharge summaries, and follow-up letters to colleagues. Prerequisites MSS114 and SEC172.

MSS222 MEDICAL ORIENTATION (2 credits) A series of lectures by members of the medical profession, supplemented with field trips to hospitals, clinics, physician's offices, and suppliers of medical equipment and supplies.

MSS232 MEDICAL ETHICS (2 credits) Teaches the medical assistant, as a partner in the healing arts, how to conduct herself and abide by the modern code of medical ethics.

TRAVEL and AIRLINES:

NTA114 INTRODUCTION TO TRAVEL SERVICES (4 credits) A survey course designed to familiarize the student with the variety of careers in the travel industry. All modes of travel, including cruise, rail, airline, motor coach sightseeing, car rental, and purchase plans, are stressed in addition to a discussion of hotels and resorts around the world.

HST224 WORLD GEOGRAPHY (4 credits) A worldwide geography review of the globe as it relates to recreational geography. Emphasis is placed on the world's geography as it relates to travel, tourism and worldwide recreation.

NTA124 TICKETING AND TARIFFS (4 credits) This course covers domestic and international airline schedules; airline passenger tariffs, rules and procedures; and setting up itineraries. The issuance of airline tickets for domestic and international travel is also covered. Prerequisites NTA114, HST224, NTA134.

NTA134 RESERVATIONS (4 credits) This course covers the operating instructions and the use of the North American and Worldwide Editions of the Official Airline Guide. This course is designed to increase the student's knowledge of procedures for preparing
travel departments of foreign countries for information to be used in preparing an international tour. Students may work individually or in groups on this project. International business travel and independent travel abroad also discussed. Prerequisite NTA134

NTA224 TOURISM (4 credits) A comprehensive course designed to explore the dynamics of worldwide tourism. The course deals with tourism as it relates to food services, lodging, the carriers, the communities seeking to attract the tourist, and the many other businesses that offer services directly or indirectly to the visitor. Prerequisite NTA134

NTA234 TRAVEL AGENCY MANAGEMENT (4 credits) A study of travel agency management requirements. Orientation to regulatory agencies, reporting and administrative forms, sales agreements, and agency appointment procedures. The relationship of the travel agency with airline and steamship companies, railroads, wholesalers, tour operators, and operators. Methods of charter and group travel promotion. Prerequisites NTA124, 134, 214, 224

CSC284 CRT OPERATIONS (4 credits) A practical course in the use of computer technology in surveying airline schedules, and resort hotel/motel location and reservations. Students receive hands-on practical experience in the use of the Cathode Ray Tube (CRT) terminals. Prerequisites CSC114, NTA124, 134

COMPUTER SCIENCE:

CSC112 COMPUTER OFFICE PROCEDURES (2 credits) Designed for office personnel who will work with data processing staff in a computerized environment. It explains terminology and the processes of data processing as applied to record handling and control.

CSC114 DATA PROCESSING FUNDAMENTALS (4 credits) Designed to give the student a basic understanding of the various data processing systems for business applications such as order writing, billing, accounts receivable, inventory accounting, and sales analysis. Students also receive a thorough introduction to the "BASIC" programming language.

CSC122 COMPUTER OPERATIONS (2 credits) A continuation of CSC112, this course teaches those office personnel who work with data processing staff the basic fundamental operating principles of a computer, and CRT Terminal. Prerequisite CSC112.

CSC124 ANSI-COBOL PROGRAMMING (4 credits) Designed to serve as an introductory course in computer programming using the "problem-oriented" approach. Emphasis is placed on exposure to the most frequently used characteristics of the language in writing a wide variety of COBOL programs for the solution of typical applications. Prerequisites CSC112 and CSC122, or CSC114.

CSC134 RPG II PROGRAMMING (4 credits) The student will learn to write, debug and test programs written in RPG II, an advanced computer language. Basic programs are written for payroll, inventory exception reports, sales analysis, multi-file programs and table lookup. Prerequisite CSC112 and CSC122, or CSC114.

CSC234 ADVANCED ANSI-COBOL PROGRAMMING (4 credits) Covers the following concepts and operations: Magnetic tape sequential processing, sequential file updating, DASD sequential processing (including sequential retrieval), random retrieval and updating, loading overlays, and introduction to virtual storage, and the use of the Report Writer feature of ANSI-COBOL. Prerequisite CSC124.

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

CSC269 COMPUTER WORK EXPERIENCE (8 credits) Advanced programming majors receive work experience in an actual industry data processing installation. Under the supervision of an experienced supervisor, the student complete assigned tasks in an authentic work environment and are evaluated on their ability to perform. V.A. students must select an elective. Prerequisites CSC124, CSC134

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

ENGLISH:

ENG112 COMMUNICATION SKILLS-WORD STUDY (2 credits) Designed to increase the fluency and command of the English language. It includes drills in spelling, pronunciation, syllabication, definitions, synonyms, antonyms, and vocabulary. Extra emphasis is placed on the more frequently used words.

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

ENG124 COMMUNICATION SKILLS-USAGE (4 credits) Parts of speech and other areas in the field of grammar. Accurate and appropriate grammatical usage designed to give the student both an insight into the structural patterns of language and a method for handling them.

ENG134 COMMUNICATION SKILLS-CORRESPONDENCE (4 credits) Elementary principles of composition and communication. Preparation of mechanically correct, properly punctuated and effectively written material. Systematic application of written and oral communication. Prerequisite ENG124.

BUSINESS ADMINISTRATION:

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

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

FIN224 MONEY AND BANKING (4 credits) Covers the basic area of money and banking with special reference to gross national product. Problems such as inflation, deflation, interest payments, international balance of payments, and the national debt are considered. Prerequisites ECO214 and ACC116.

FIN225 CREDIT AND COLLECTION (4 credits) Consists of a study of the nature and role of credit, management of the credit union, investigation and analysis of credit risks, management of the collection function, and credit and collection control. A comprehensive and well-rounded study of credit and collections is the immediate course aim. The practical aspects of related areas are emphasized. Prerequisite ACC116.

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

MGT122 EXECUTIVE DEVELOPMENT (2 credits) Designed to increase knowledge of business etiquette, personal habits and business procedures. It is designed to enable the student to better cope with procedures and everyday problems of a junior executive.

MGT124 PRINCIPLES OF BUSINESS LAW (4 credits) A survey of the nature and functions of law with emphasis on its application in the field of contracts, including a scan of the legal framework of agency, partnership and corporate relationships.

MGT224 ADVANCED BUSINESS LAW (4 credits) A study and examination of the areas of bailments, sales, credit instruments in recurring title or
functions such as purchasing, distribution, consumer analysis, sales promotion and advertising, pricing policies and transcription. Prerequisite MGT114.

MKT244 PRINCIPLES OF ADVERTISING (4 credits) An introductory course covering advertising theory and practice in relation to principles of marketing and general business management. Includes such matters as preparation of copy, follow-up systems, result checking, selection of media, along with current advertisements and slogans. Prerequisites MGT114 and MKT234.

MKT254 PRINCIPLES OF RETAILING (4 credits) Special emphasis on the practices of buying, selling, and advertising. Instruction in store layout, organization and customer relations.

ENG144 SPEECH DEVELOPMENT (4 credits) The student in this course develops the arts of conversation and public speaking through practice and demonstration. Upon the completion of this course, the student will have a better understanding of communication as a social achievement in symbolic behavior.

HUM234 INTRODUCTION TO PHILOSOPHY (4 credits) Approach to philosophy through cultural movements, tracing ideas as embodied in artistic, literary and scientific works. Emphasizes meaning of existence, universe, knowledge and values.

PSY214 INTRODUCTION TO PSYCHOLOGY (4 credits) The study of human behavior with special reference to perception, learning, memory, thinking, emotional life and individual differences in intelligence, aptitude and personality. Emphasis is placed upon...
the scientific nature of psychological investigations. Research methods are discussed and results are related to daily life and everyday problems.

SOC224 HUMAN RELATIONS (4 credits) A discussion of the methods and findings of the behavioral sciences on the persisting human problems of administering modern organizations. Emphasis is placed on the problems of integrating the efforts of individuals and groups into effective and productive work.

SOC234 THE FAMILY (4 credits) The family is studied as the primary social institution in historical and contemporary American society. Special emphasis is given to the relationship of the family, sex education, and local and social factors affecting marital adjustment.

SOC244 ECOLOGY (4 credits) An introduction to environmental science that includes the human involvement in population trends, successional levels and intricate relationships of organisms with their dynamic environments and the effective technology.

SOC254 PERSONAL FINANCE (4 credits) This course is designed to cover family economics, including the range of financial decisions in family budgeting, insurance purchasing, along with family investments, and debt incurred.

LAN214 CONVERSATIONAL SPANISH (4 credits) A study of the Spanish language through speaking. Emphasis is placed on common vocabulary used in native Spanish lands as to provide the student with an ability to communicate with foreign Spanish-speaking travelers. Berlitz foreign language methods are used to enhance learning.

LAN224 CONVERSATIONAL FRENCH (4 credits) A study of the French language through speaking. Emphasis is placed on common vocabulary used in native French lands as to provide the student with an ability to communicate with foreign French-speaking travelers. Berlitz foreign language methods are used to enhance learning.

TYPEWRITING:

TYP114 BEGINNING TYPEWRITING or TYP124 BASIC TYPEWRITING (4 credits each) Introduction to basic theory, typewriting techniques, and machine manipulation. Emphasis is placed on the development of correct techniques and self-confidence.

TYP134 INTERMEDIATE TYPEWRITING (4 credits) A course designed for those who know basic typewriting theory. Emphasis is placed on the arrangement of business letters and forms, carbon copies, correction and erasures, tabulation and statistical matter, rough drafts, manuscripts, and reports. Prerequisite TYP114 or TYP124 or Advanced Placement Testing.

TYP144 PRODUCTION TYPEWRITING (4 credits) Designed to prepare students to produce with efficiency acceptable typewritten work such as special business forms, stationery, legal forms, carbons, stencils, labels, binders, and envelopes. Prerequisites TYP 114 or TYP124 or TYP134.

TYP142 SPEED/CONTROL TECHNOLOGY (40 WPM) (2 credits) Timed writings and drills are given to improve techniques, increase typing rates, decrease errors and sharpen proofreading abilities.

TYP152 SPEED/CONTROL TECHNOLOGY (50 WPM) (2 credits) Timed writings and drills are given to improve techniques, increase typing rates, decrease errors and sharpen proofreading abilities.

TYP162 SPEED/CONTROL TECHNOLOGY (65 WPM) (2 credits) Sustained timed writings of a 5 minutes duration. Emphasis on minimum of waste motion and copying rate.

TYP272 SPEED/CONTROL TECHNOLOGY (70 WPM) (2 credits) Includes skill building material for the advanced typist. Sustained timed writings at 5 minutes duration at 70 wpm. The difficulty of copy is controlled and measured.

TYP282 SPEED/CONTROL TECHNOLOGY (80 WPM) and TYP292 SPEED/CONTROL TECHNOLOGY (90 WPM) (2 credits each) Special emphasis is placed on speed building techniques with the use of cassettes and improvement drills to promote speeds of 80-90 wpm for the advanced typist.

TYP214 ADVANCED PRODUCTION TYPEWRITING (4 credits) A continuation of TYP144. Emphasis is placed on manuscripts, reports typing, billing and statements, legal and business papers, documents, correspondence and secretarial assignments. Prerequisite TYP144.

WORD PROCESSING:

WPR114 WORD PROCESSING THEORY (4 credits) A study of modern word processing/administrative support concepts in the organization, and control of office functions. Special emphasis is given to the secretary's dual role as an administrative assistant or a correspondence secretary. Such understanding of the concept of word processing and administrative support principles are necessary for the secretarial student for entry into and success in newly developed positions in the field of word processing.

WPR124 WORD PROCESSING TECHNIQUES (4 credits) A study of the applied use of word processing procedures and equipment in a simulated word processing office environment. The total work flow of office communications will be covered from input (author origination and revision) through output (hard copy printout of storage). Using automated typewriting equipment, emphasis is placed on the satisfactory production of office documents including letters, forms of reports from machine transcription, handwritten and typewritten copy. Prerequisite 114.

WPR132 ADVANCED WORD PROCESSING TECHNIQUES (2 credits) An advanced course in word processing techniques, incorporating additional applications of word processing, and familiarity with a wide variety of word processing equipment and software. Prerequisite 124.

NOTICE: Sullivan College 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 fee:

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 ....... No refund

2. For a program longer than one year in length, 100% of the stated course price attributable to the period beyond the first year will be refunded when the student withdraws during the prior period.
3. All veterans, second-year, and evening division students are enrolled on a credit hour basis each quarter with NO refund after entrance into that quarter.
4. Application and other fees are not refundable.

MEMBERSHIPS AND AFFILIATIONS

We think that as school administrators, faculty, and citizens we should be involved in the affairs of our professional and civic community. Our officers, faculty, and staff members hold membership in the following organizations:

- National Business Education Association
- Association of Independent Colleges and Schools
- National Vocational Guidance Association
- Administrative Management Society
- American Vocational Society
- Phi Theta Kappa National Honorary Society
- Southern Business Education Association
- Data Processing Management Association
- Southeastern Business College Association
- National Education Association
- National Rehabilitation Association
- American Institute of Management
- American Personnel & Guidance Association
- American Association of Collegiate Registrars and Admissions Officers
- National Junior College Athletic Association
- Optimist International
- Southern Association of Student Financial Aid Administrators
- American Institute of Certified Public Accountants
- American Marketing Association
- Public Relations Society of America
- Louisville Advertising Club
- American Records Management Association
- Kentucky Bar Association
- American Institute of Banking
- American Accounting Association
- National Association of Math Teachers
- Indiana State Teachers Association
- American Society of Personnel Administration
- National Little College Athletic Association
- Kentucky Association of Student Financial Aid Administrators
- Kiwanis International
- National Association of Legal Secretaries
- Kentucky Business Education Association
- Kentucky Education Association
- Society for the Advancement of Management
- Kentucky Association of Independent Business Colleges
- Kentucky Association of Legal Secretaries
- Pi Sigma Epsilon-National Honorary Society
- Kentucky Junior College Athlete Conference
- Small Systems Users Group
- Kentucky Association of Collegiate Registrars and Admissions Officers
- National Private Education Research Council
- Kentucky Association of Career Colleges and Schools
ADMINISTRATION AND STAFF

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G. Stephen Coppock — Vice President and Director
J. J. Volz — Vice President-Director of Admissions
David Higley — Dean
Kenneth Miller — Associate Dean-Evening Division
Byron J. Wunderlich — Registrar
Kathy Egan — Director of Student Services
Suzie Cook — Assistant Financial Aid Officer
Jo Frye — Placement Director
Jim Klein — Veterans Coordinator
Ellenor Frellick — College Librarian
David Skinner — Athletic Director/Basketball Coach
David Marcum — Admissions Director-Evening
Marion C. Brown — Assistant Director of Admissions
James Nolen — Assistant Director of Admissions
Carl Knifley — Assistant Director of Admissions
Steve Causey — Assistant Director of Admissions
Ed Byrd — Controller/Chief Business Officer
Rose Szita — Senior Staff Accountant
Ingrid Schmitt — Staff Accountant
Edna Varble — Staff Accountant
Jean Hemburger — Staff Accountant
Tony Graziano — Manager-Computer Services
Judy Wimper — Programmer
Judy Muudd — Lead Computer Operator
Jane Spalding — Data Entry Specialist
Patricia Sullivan — Director Sullivan Centre
Tony Thornton — Building Maintenance Manager
Mike Fowler — Grounds Superintendent
Phil Columbia — Food Services Director
Debbie and M. C. Brown — Residence Counselors
Tulia Nord — Bookstore Manager
Charla Adcock — Executive Secretary to President
Lesley Voedisch — Senior Secretary
Giovanna Mitchell — Admissions Secretary
Pat Rush — Word Processing Secretary
Yvonne Billings — Financial Aid Assistant
Eleanor Morrison — Evening Division Secretary
Nancy Martin — Executive Receptionist
Debby Leonard — Evening Receptionist
Donna Hite — Special Projects Secretary

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Robert Metry — Patricia L. Sullivan

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M.A.—Miami University

Wilma Anthony*  
Secretarial Administration
B.S.—Western Kentucky University

Paul Berrill, Jr.*
General Education
B.S.—Eastern Kentucky University
M.A.—Webster College

Paul Berrill, Sr.*
Accounting
B.A.—McKendree College
B.S.—Bellarmine College
M.A.—Webster College

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M.Ed.—Indiana University

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B.A.—St. Pius X

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Certificate in Vocational Business
Education—State Department of Education

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M.B.A.—University of Louisville

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B.S.C.—Bellarmine College

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University of Louisville
IBM Technical Training Schools

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M.B.A.—University of Louisville

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B.S.C.—University of Louisville

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General Education
B.A.—Marett University
M.A.—Southern Seminary
Ed.D.—Southern Seminary

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English
B.S.—Whitworth University
M.Ed.—Mississippi College

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B.A.—University of Louisville

Alan G. Jolly*
Marketing
A.B.—Colgate University

Diana Kannapel
Secretarial Administration
B.A.—Anderson College

Martha J. Kapp
Medical Specialization
R.N.—St. Joseph Infirmary

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Accounting
B.A.—University of Louisville
C.P.A.—Certified Public Accountant

Maurice McCormick*
General Education
B.S.—University of Louisville
M.S.—Spalding College
Ed.D.—Head University

T. J. McGlothlin*
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B.S.—Cassius Newman College
M.B.A.—University of Louisville

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M.A.—Western Kentucky University

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J.D.—University of Louisville

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M.B.A.—Bellarmine College

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Secretarial Administration
B.S.—Eastern Kentucky University

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B.A.—Union College

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M.S.S.W.—University of Louisville

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B.S.—University of Louisville
M.S.—Indiana University

Mary Snedeker
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B.Ed.—Eastern Illinois State University
M.A.T.—University of Louisville

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M.A.—University of Kentucky

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B.A.—University of Kentucky
M.A.T.—University of Louisville

Edythe Welsh
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A.B.—Asbury College
M.A.—Northwestern University

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M.S.—University of Kentucky

George Winfree
English
B.A.—University of Kentucky
M.A.—University of Kentucky

Edwina Yates
Secretarial Administration
B.S.—Murray State University

* Adjunct Faculty
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,

G. Stephen Coppock Ed.D.
Vice-President

The Sullivan Centre Campus
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 specialty or extend your program toward an Associate of Science Degree in Business. You may choose to continue in day classes or accept employment to "earn and learn", as you complete your studies in our evening division. Increased attention is given to general education in these final few months.

5. LIFETIME REVIEW PRIVILEGES AND LIFETIME 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.