Sullivan Junior College of Business
Louisville, Kentucky

CAREER BULLETIN 78

"We measure our success by your success."
A NOTE FROM THE PRESIDENT

We want you to see Sullivan for yourself. We make that statement because Sullivan Junior College of Business has so much to offer the alert, ambitious person who believes that a rewarding career is a worthwhile goal.

Sullivan has just moved to a beautiful new suburban campus with the finest of educational and training facilities, and we proudly invite you to visit and see yourself the wonderful atmosphere for learning our students enjoy.

We are particularly proud of our innovative “5 Program” which offers you an “upside down” curriculum allowing our students the option of accepting employment at the end of one year or continuing on toward an Associate Degree with no lost time or investment.

Complete information about this exciting new idea in education as well as a wealth of other information is contained in this bulletin. We’ve tried to present a clear, factual view of student life, courses, and the atmosphere for learning at Sullivan College.

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,

[Signature]

A. R. Sullivan
President
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Sullivan College is...
Nationally 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 designated as a nationally recognized 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."
Licensed by the Kentucky State Board for Proprietary Education under KRS. 165.
Candidate for Accreditation Commission on Colleges of the Southern Association of Colleges and Schools.
THIS IS WHERE IT HAPPENS!

Here we go for a great future! This is the place and now is the time for people who want to gain a foothold in tomorrow to “take hold and take off!” There’s more to see and more to do and more opportunity to participate today than ever before for people with skills and motivation.

Why dawdle in classrooms for years over topics with little more than academic interest? Sullivan College has the streamlined curriculum—career-oriented—to make your time at Sullivan some of the most valuable days of your life.
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 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, 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 3,000 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 Sullivan College yearbook, called the "Executive," is produced by a student staff chosen on the basis of prior experience and expressed interest. Though the project calls for a lot of hard work, it highlights the events of an exciting year of programs and activities and the Executive staff considers its job an honor with built-in satisfaction.
SPORTS

Sullivan sports teams have winning ways. The enthusiastic support of the students and the wide participation and involvement of students, faculty and administration is everywhere in evidence.

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

The college sponsors both men's and women's softball teams each year. The "Executives" play in city and statewide competition each spring and summer and yearly add trophies to our bulging trophy case.

There are co-ed bowling teams for intramural participation in summer and winter. Free lessons are available at the lanes. Competition ends with a bowling banquet where the trophies are presented.

Collegiate Bowling, competing with other colleges is a major sport at Sullivan. Our team holds competitive tryouts and has done extremely well against local and state colleges and universities. In 1976, Sullivan finished as National champions in the N.L.C.A.A. National Championship Bowling Tournament.

But it's collegiate basketball that really brings the Sullivan crowd to its feet. Sullivan College is a member of the National Little College Athletic Association (N.L.C.A.A.) and has won an unprecedented three national basketball championships in recent years.

The hoopsters have won more than 30 trophies and awards and have had eight players named N.L.C.A.A. All-Americans. In a full schedule against tough competition from university freshmen, junior college and small four-year college teams, the Sullivan "Executives" have tasted victory in more
than 74% of their games. Their accomplishments are unmatched by any business college basketball team 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.

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.

Girls' sports, too, are drawing increasing interest. Sullivan fields a capable and enthusiastic girls' basketball team and a girls' softball team. Of course, the girls have an important, if admittedly decorative, role at all the boys' basketball games. Dressed in the team colors, they are stationed under the goals and help speed up the action there, keeping the basketballs on the court. The ball girls are chosen for their spirited and attractive support of the team.

The girls' drill team has come into being at Sullivan because of increasing interest from the students. Competitive tryouts are held in the fall. The girls perform at many college games and march in the Pegasus Parade during Kentucky Derby Festival Week.

**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 on the Belle of Louisville, an excursion in the grand riverboat tradition with picnic-style food and lots of music, dancing and laughter.

Even the sports schedule provides opportunities for socializing, especially in the balmier days of spring and fall. The Pep Club generates rabid team support and its chief by-product is fun for everybody: They are noisy, active rooters whose enthusiasm for the Sullivan teams is highly contagious. They often charter buses to support teams away from home and to attend other school events.
THE SULLIVAN PLATFORM SERIES

Each year stimulating speakers from politics and the business world present a series of provocative lectures to the student body, usually enlivened by intense dialogue afterward. These speakers are selected by the Student Board of Directors and the school administration and provided at no additional charge through the Student Activity Fund.

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. Everybody 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.

GUIDANCE COUNSELING

Career opportunities in business are increasing every day and the modern office is a nerve center for dozens of technical and advanced specialties from computer programming to administrative management. Small wonder that the average young person trying to prepare for a rewarding career is confused by the myriad opportunities confronting him.

Pre-admission counseling is offered to each student interested in learning more about the programs at Sullivan College. By appointment, a counselor is available to provide personal vocational counseling without charge or obligation. After entry a counselor is available at any time 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.
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 or three 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 ample parking at the apartments for students who wish 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 college application, housing applications can be obtained from the Sullivan Admissions Office.

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

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

Again, early application is important.
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.

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 business college.

At Sullivan, the student enjoys every advantage—small classes, modern equipment, and a top 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 the 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...
LIFETIME PLACEMENT SERVICE

LIFETIME REVIEW PRIVILEGES

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. 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 update 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 take on a priceless aspect.

CHARM AND PERSONALITY DEVELOPMENT OR EXECUTIVE DEVELOPMENT

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 comes from a transforming experience that carries over into a fuller, more satisfying life for the Sullivan graduate in every sense.

The classes are especially designed for us and tailored to the needs of our students and the program 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 the classes are, most students readily admit they’re fun, too.
15 ways you can afford to attend Sullivan College:

1. If you can afford quarterly or other payments from family or personal resources...
2. If your family's adjusted gross income is less than $25,000 per year, subsidized government and other loan programs may be available to you...
3. If you need aid, no matter what your family financial situation, rich or poor, in most cases student loans may be available to you...
4. If you are from a low-income, financially-needy family and are willing to work and study at the same time...
5. If your family has less than $7,500 annual income or is very large...
6. If you qualify for vocational rehabilitation...
7. If you or your parents are now receiving social security benefits...
8. If you are a child of a deceased veteran...
9. If you, yourself, are a veteran of military service...
10. If you can qualify for an athletic grant-in-aid...
11. If you are of American Indian descent...
12. If one of your parents qualified for railroad retirement payments...
13. If you are a Kentucky resident and can demonstrate financial need...
14. If you are willing to work part-time after school...
15. If you are a Kentucky resident and your local bank refuses to give you a student loan (FISL)...

...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 most 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 assis-
tance is urged to contact the school as early as possible.
Here are some of the financial aid programs and alternatives available to Sullivan students:

**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 hours needed for study.

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

**Social Security and Veterans' Survivors**  Students receiving social security benefits while in high school may continue to receive these benefits while in full-time attendance at Sullivan College. This same policy applies to sons or daughters of a deceased veteran. For more information, contact the Veterans Administration or your social security office.

**Sullivan College Work Scholarships**  A number of grants are made each year to certain deserving students in exchange for performance of specified school-related duties and hours of work in and around the college. These grants are normally equally divided between men and women students. 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 are:

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<th>Three Quarter Time</th>
<th>Half Time</th>
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<td>$233</td>
<td>$156</td>
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<td>One Dependent</td>
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<td>Each Add'l Dependent</td>
<td>$26</td>
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15 ways you can afford to attend Sullivan College: (Cont'd)

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 of recommendation as early as possible prior to your high school graduation. Send it to the Sullivan Athletic Director.

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.

The Federally Insured Student Loan Program provides loans up to $2,500 per year with repayment beginning nine months after graduation.

The National Direct Student Loans are made available through the school in amounts up to $2,500 with repayment beginning nine months after graduation.

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.

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

BEQG 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.

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 BEQG eligibility.

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 any 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.
44 answers to your most frequent questions about Sullivan College:

If any student is to get the most benefit from the college experience, the student has a lot 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 every student to feel, "at Sullivan there's a program and an attitude that really meets my needs".

So if you have questions and don't know who to ask, check out some of these:

"What is one of America's top-rated business schools doing in Louisville, Kentucky?"

Why not? Louisville and Sullivan College both have what it takes. Louisville is a major city, contrasting modernity with traditionalism, a colorful history yet with a progressive business climate, a stable job market and highly-diversified economy, from ages-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 lois to do for a livelihood, entertainment or 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 here. Doesn't all this help to make Louisville a great place to study, to work, to grow?

"Yes, but how did Sullivan College get its start?"

In early 1962, two men, a father and son named Sullivan, recognized the need in the Kentuckiana area for an institution devoted to the highest standards and ideals in training people for successful careers in modern business. Combining more than 60 years of business college experience, A. O. Sullivan and A. R. Sullivan have since developed one of the country's outstanding schools of its type. Filled to capacity even in the first year, Sullivan College continues to grow and set the pace for business education in this area. More than 70 different awards and honors have been won by the faculty, staff and student organizations and teams representing Sullivan College.
"Where is Sullivan located?"
We are located in a 21⁄2 million dollar campus complex located on 61⁄2 acres at the corner of the Watterson Expressway and Bardstown Road in the heart of suburban Jefferson County, Kentucky. The college occupies over 40,000 square feet of specially-designed classrooms and ultra-modern educational facilities which include over 27 classrooms and labs all totally centrally air-conditioned for student comfort. The campus itself is beautifully landscaped and provides a beautiful 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 130 electric typewriters, a 40-station, multi-channel shorthand laboratory, and a 6-channel, 80-station typing laboratory. A fully-equipped medical office facility is maintained for medical secretarial students.
In addition, the college provides two student lounges, a college library, bookstore, computer center, and fully-equipped cafeteria on the college campus. All classroom and other facilities are beautifully decorated and feature wall-to-wall carpeting, including all hallways and educational facilities.

"Does the college provide any financial aid for 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 10 for full information.

"Does the college help graduates find positions at graduation?"
Yes, an active graduate placement office is maintained at the college. The college receives hundreds of calls each quarter requesting Sullivan graduates. Although the college cannot guarantee employment, the record of placement for graduates has been outstanding. Please refer to page 8 for full 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 if assistance is needed in finding a new job. This service is available to all graduates without additional charge.
“Is there any social life or activities for students at Sullivan?”

A wide variety of social and other activities are available for students at Sullivan. Please refer to page 3 for full information. There is much, much more to Sullivan than classrooms.

“Do we have vacations? When do classes start and stop?”

For specific dates, please refer to the college calendar at the end of this section. Although the college is in session four quarters during the year, there are ample vacations and other breaks for all students. Students enrolled in a 12-month course will have over six weeks of vacation during that year’s period.

“Who will my classmates be?”

Personal growth is paramount at Sullivan. The student body is composed of recent high school graduates, college transfer students, veterans, adults and some foreign students. Students from twelve states, with over 50 different counties in Kentucky and southern Indiana represented, meet and share ideas at Sullivan.

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

Sullivan students have an IBM Series 360 System/3 Disk Storage. The computer located right here in the college for daily "hands on" use in computer and data processing study. The computer's configuration includes a 16 K CPU, 300 lines per minute printer, disk storage, data recorder, off-line high-speed sorter, reader punch, and RPG, COBOL, and ASSEMBLER languages compilers. The computer center also handles school record keeping, billing, and processing of student grade reports.

“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 students are not placed in classes at a level which challenges their present abilities and skills. The college has designed a series of Advance Placement tests which are given at the beginning of each quarter during orientation. Students are then placed in classes or assigned work at the level of their demonstrated ability. In subjects where by-pass is offered, any student making a 90% or above on the by-pass test is awarded an "A", given the credits earned and offered an elective when possible.

Any student who feels he has ability and proficiency in any course offered at Sullivan is invited to take these advance placement and by-pass examinations. At Sullivan you do not have to repeat any subject in which you demonstrate above-average ability. This includes both skill and academic subjects.

“What days do we go to school?”

Sullivan offers a unique approach to career preparation. Students attend classes from Monday to Thursday. Fridays provide an optional “plus” - a day when faculty members are available for personal conferences or assistance as needed. All facilities and equipment are open on Fridays for individual study and practice. Then, your 3-day weekends give you more time for personal and/or academic development, or for a "work experience" opportunity. The four-quarter academic year is designed to prepare you quickly and thoroughly for an exciting career position in the business world.
Each year more and more students from four year or community colleges transfer to Sullivan to complete their education. Appropriate credit is given wherever possible for college level courses similar in content and equal to the standards at Sullivan. Students must submit a transcript and a statement of academic policy from the previous institution. The student must have earned a grade of "C" or above to receive credit.

The college maintains a list of both regionally and nationally accredited schools which have developed curricula and programs deemed beneficial to Sullivan graduates. Students are advised to check with the Sullivan Curriculum Director and the institution to which they plan to transfer for definite policies.

Sullivan College is honored to be selected as one of only fifty colleges in the world to host a chapter of Phi Theta Kappa 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. Members must be recommended by the faculty.

All students are expected to maintain the high standards of conduct that are a tradition at Sullivan. The college reserves the right to place a student on probation or suspension and exclude him from the campus and all functions for the following reasons:

1. Excessive absences from class.
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 Student Handbook of the college which is considered a part of this catalog and which is published as a supplement each quarter.

The college maintains a specialized library of business and general education texts for student and faculty use. An up-to-date periodical section is also provided along with the latest in audio visual aid, study carrels, 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.

Sullivan Junior College assumes that a student who registers for a course accepts responsibility for full participation in all class activities. Students are therefore expected to attend class regularly.

Decisions regarding excused absences will be made by the instructor. The responsibility for work missed because of absence rests primarily with the student. Instructors will assist where possible to help the student make up work due to excused absences.
“Can I hold a part-time job while I attend Sullivan?”

Students needing to hold part-time jobs while attending Sullivan may check with the college Placement Director after entering classes. The Placement Office receives many requests for part-time help and will be happy to assist you if needed. Students should remember that class work comes first. If a part-time position interferes with class work, a student may be required to reduce the daily workload of hours.

“What shorthand system should secretaries learn?”

At Sullivan College secretarial students may study the Gregg Shorthand System or the Stenospeed ABC System.

For those who have had one year of Gregg and find this system did not suit their needs or abilities, we encourage the student to take the ABC System. Both systems have the same graduation requirements, but one may suit your abilities or interests better than the other.

“Are students involved in any community service project?”

Each year many different organizations at Sullivan work together to be of service to the people of the metropolitan Louisville area. Some of the major projects undertaken are: WHAS Crusade for Children Drive, Annual Christmas Fund Drive for Needy Families, and the American Red Cross Blood Campaign. 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 discriminate against married students?”

All students, single, married, men or women, are accepted at Sullivan without consideration to their marital status, race, creed or religious preference. The college is a co-educational institution serving the entire community and has a number of students from many different states, foreign countries and different age ranges.

“Do out-of-state students have to pay higher tuition?”

There is no additional tuition charge for out-of-state students. All students entering Sullivan at the same time pay exactly the same tuition for the period selected.

“Does the college have a student dress code?”

The college follows a unique student dress code set up by the Student Board of Directors. Students are asked to use good common sense in dress. Casual dress is allowed every day in the week except Wednesday. Every Wednesday students are asked to dress as if they are going to work in a typical downtown office. On this day, students are able to learn acceptable dress standards in the typical business office.

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

There is parking for over 400 cars on the main college campus. And students acquire a student parking permit for reserved parking. 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 arranged at entry in an effort to help with the energy crisis. The college is located on a main bus line bringing service from all parts of the Kentuckiana area.
"How will I be graded?"

A—excellent work, 4 quality points per credit hour
B—good work, 3 quality points per credit hour
C—average work, 2 quality points per credit hour
D—below average work, 1 quality point per credit hour
F—failing work, 0 quality points per credit hour
WP—withdrawal passing
WF—withdrawal failing
I—incomplete

"What is a quarter hour of credit?"

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

"What is a quarter?"

The college year is divided into four quarters of study. A quarter consists of ten to eleven weeks.

"Do I get a report card?"

Official reports of a student's academic progress are sent to parents or others designated to receive them at the end of each quarter.

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

Academic Probation

A student whose grade point average falls below 1.6 at the end of a quarter will be placed on academic probation and allowed to remain in school. He is required to receive above that average for the next quarter in order to remain in school beyond that period.

Academic Suspension

A student on Academic Probation failing to attain a 1.6 overall grade average by the end of the next quarter will be placed on Academic Suspension. At the end of one quarter the student on suspension may petition for readmission to the college. Diploma programs (9-12 month) graduates must attain an overall grade point average of 1.8 to qualify for graduation. Associate Degree graduates must attain an overall grade point average of 2.0 to qualify for graduation.

Associate Degree students will be allowed to repeat up to nine courses or a total of 36 quarter hours during their Associate Degree Programs at Sullivan.
We think that as school administrators, as faculty and as citizens we should be involved in the affairs of our professional and civic community. There are many benefits both to the school and ourselves when we improve our professional abilities and development through membership and support of such groups. 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
Delta Processing Management Association
Southeastern Business College Assoc.
National Education Association
National Rehabilitation Association
American Institute of Management
American Personnel & Guidance Assoc.

Southern Association of Student Financial Aid Administrators
American Institute of Certified Public Accountants
American Marketing Association
Public Relations Society of America
Louisville Advertising Club
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
National Association of Student Financial Aid Administrators
Kentucky Association of Independent Business Colleges
Kentucky Association of Legal Secretaries
Pi Sigma Epsilon—National Honorary Society
Kentucky Junior College Athletic Conference
Systems/3 Users Group

Current tuition charges are listed in Catalog Supplement 'A'—Financial Information, which is considered a part of this college catalog. If for any reason this supplement is missing from this catalog, please use the form in the back of the catalog to write and ask for another copy.

Sullivan College is an independent educational institution and does not receive financial support from any sources other than tuition charges, fees and bookstore sales. Tuition charges for all day division diploma courses and first-year day division diploma-to-degree programs will be made on a course basis only for the first year of study. Students who withdraw during that period will be refunded prepaid tuition under the following prorata formulas based on the total course tuition fee.

1. Withdrawal during first week of classes...........90% refund
 Withdrawal during the next 3 weeks.............60% refund

Withdrawal during the first 25% of the course ...55% refund
Withdrawal during the second 25% of the course ...30% refund
Withdrawal during the last 50% of the course ...No refund

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

3. All veterans on Associate Degree programs and evening division, 2nd year, diploma-to-degree students are enrolled on a credit hour basis each quarter.
Quarterly Dean's List. At the end of each quarter a listing of all students who have achieved a 3.5 grade point average or better for the quarter will be published. This list will designate all students carrying 12 quarter hours or more who have achieved "High Honors" or "Honors" for the quarter.

Just because we want Sullivan to be better. Any student who wants a question answered, to air a complaint, or make a suggestion for improving the school for everybody can use the suggestion box. The Director of the school has the key and answers every letter. Sometimes, the students stump the staff and the answers are not always just what someone wanted to hear, but they're always open and straight. The comments don't have to be signed but they're always confidential. Some terrific ideas for making Sullivan a great place to work and learn came right out of that little box.

The college is open for visitors daily from 8:00 a.m. to 4:30 p.m. and on Saturday mornings from 8:30 to 12:00 noon. Visitors are welcome at any time. Special arrangements can be made for evening tours if requested.
Students attending Sullivan College must hold a high school diploma or its equivalent (such as the G.E.D. — General Equivalency Diploma).

All students applying for diploma or degree programs are required to take a business aptitude test prior to acceptance. These tests may be arranged to meet the applicant's 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 the home or high school when requested.

Students transferring from other colleges and universities must provide Sullivan College with a transcript of courses completed prior to entry. High school students and graduates must provide a transcript from their high school.

Please contact the college immediately for additional information if you are considering application to attend Sullivan.

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

Founders' 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 Cup For Academic Achievement Awarded to graduates who maintain a 3.7 cumulative grade point average while in attendance at Sullivan.

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. Permanent plaques recognizing this achievement hang in the main college office.

Distinguished Alumni Award The college recognizes outstanding professional achievements by past graduates with this award.

Distinguished Citizen's Award Frequently the college recognizes outstanding community leaders who have made major contributions in business, educational, civic or governmental affairs.

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Sullivan is located on a beautiful campus and provides students with an enclosed atrium courtyard, large outdoor patio, two student lounges, a well-equipped game room, two vending areas, a snack bar, and full-service cafeteria, along with several quiet study areas for those needing peaceful moments.
A. R. Sullivan presently serves at the National level as Chairman of the Accrediting Commission of the Association of Independent Colleges and Schools, is Vice Chairman of the Kentucky State Board for Proprietary Education as appointed by the Governor, and is past President of the Kentucky Association of Independent Business Colleges.

The college is a private, tax-paying corporation owned by a Kentucky corporation, Education Unlimited.

The student is responsible for meeting the requirements of his program as outlined in the college catalog at the time of his first registration or at the time of his graduation as determined at the discretion of the college.

A candidate for graduation from any Diploma Program (9-12 months) must attain an overall cumulative grade point average of 1.8 to qualify for graduation.

A candidate for graduation from any Associate Degree Program must attain an overall cumulative grade point average of 2.0 (C average) to qualify for graduation.

A transfer student desiring to graduate from the college must complete a minimum of 25 quarter hours of academic credit or 30% of the required quarter hours in his course of study, whichever is greater in attendance at Sullivan.

The Sullivan Centre Campus of Sullivan Junior College provides a 4,000 square foot food center and serves three meals a day for students and staff. In addition, there are a number of restaurants within walking distance of the campus for those that want a variety in their food choices. For those who choose to "brown bag" areas are provided for eating in the food service center and in the student lounges.
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>
<th>1978</th>
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<tbody>
<tr>
<td><strong>Winter Quarter:</strong></td>
<td></td>
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<tr>
<td>Holiday—Washington's Birthday</td>
<td>Jan. 2-Mar. 16</td>
<td>Jan. 2-Mar. 15</td>
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<tr>
<td>Winter/Spring Vacation</td>
<td>February 20</td>
<td>February 20</td>
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<td>March 17-26</td>
<td>March 16-26</td>
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<tr>
<td><strong>Spring Quarter:</strong></td>
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<tr>
<td>Holiday—Memorial Day</td>
<td>Mar. 27-June 8</td>
<td>Mar. 26-June 7</td>
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<td>Spring/Spring Vacation</td>
<td>May 29</td>
<td>May 28</td>
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<tr>
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<td>June 9-21</td>
<td>June 8-20</td>
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<td><strong>Summer Quarter:</strong></td>
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<tr>
<td>Holiday—Fourth of July</td>
<td>June 22-Sept. 7</td>
<td>June 21-Sept. 6</td>
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<td>Holiday—Labor Day</td>
<td>July 4</td>
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<td>Summer/Fall Vacation</td>
<td>September 4</td>
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<td>September 8-20</td>
<td>September 7-19</td>
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<td><strong>Fall Quarter:</strong></td>
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<tr>
<td>Holiday—Thanksgiving</td>
<td>October 23</td>
<td>October 22</td>
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<tr>
<td>Fall/Winter Vacation</td>
<td>November 22-26</td>
<td>November 21-25</td>
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<td>Dec. 15-Jan. 1</td>
<td>Dec. 14-Jan. 1</td>
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</table>
THE SCHOOL OF
SECRETARIAL
SCIENCE

ONE YEAR CAREER PROGRAMS

Sullivan College offers secretarial students the option of choosing a one-year career specialization (9 or 12 months) as part of the Associate Degree in Secretarial Science. 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 two additional quarters for your degree. In either case our “upside down” college curriculum has quickly prepared you for a super business career in a year with no lost time or investment.

The position of secretary is possibly one of the most responsible, on a day-to-day basis, in any modern office, regardless of the size of the company. Operating above the more mechanical functions of typist, clerk, stenographer or other routine assignments, the secretary often performs on individual responsibility and initiative, with self-motivation and minimum supervision.

The secretary, as an administrative assistant, helps run the office or business, making appointments, handling important telephone calls, dispensing information, instruction and work directions to other employees.

The secretary uses tact, initiative, judgment and knowledge of business in many situations to assist the employer. As co-worker and confidant, the secretary often acts as a buffer between the employer and the public, substituting for him in many important details. Both men and women are increasingly finding this job to be a stepping stone for advancement in responsibility, prestige and income.

AREAS OF SECRETARIAL SPECIALIZATION

The Professional-Executive Secretary/ 25
The Medical Secretary-Assistant/ 26
The Legal-Diplomatic Secretary/ 27
The Data Processing Secretary/ 28
The Executive Secretarial Finishing Program/ 29
The Private Secretary/ 30
The Office Specialist Program/ 31
The Professional-Executive Secretary program trains for leadership, develops executive abilities as well as personal and technical qualifications for carrying out responsibilities. As a "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 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 reward the job will provide in freedom from routine duties and increased income and prestige.

### CURRICULUM

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>123</td>
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<tr>
<td>124</td>
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<td>125</td>
<td>Speed Cont. Tech. - 50 wpm</td>
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<td>127</td>
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<tr>
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<td>Comm. Skills - Word Study</td>
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<td>232</td>
<td>Secretarial Administration</td>
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</tr>
<tr>
<td>233</td>
<td>Shorthand Theory *</td>
<td>4</td>
</tr>
<tr>
<td>234</td>
<td>Inter. Shorthand Theory</td>
<td>4</td>
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<tr>
<td>235</td>
<td>Dict. &amp; Trans. - 60 wpm</td>
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<td>236</td>
<td>Dict. &amp; Trans. - 80 wpm</td>
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<td>Mathematics of Business</td>
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<td>262</td>
<td>Principles of Business Law</td>
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<td>264</td>
<td>Business Org. and Mgt.</td>
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</tbody>
</table>

*Typing and Shorthand level will be determined by test at entry if student has had prior training, with advance placement given according to demonstrated ability.
THE MEDICAL SECRETARY-ASSISTANT

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 Ad-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.

On-the-job training is provided through an internship in either a doctor's office or a hospital office. 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, clinics and dispensaries, as well as manufacturers and distributors of medicines. There are infinite benefits to the future mother and homemaker.

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CURRICULUM

74 Credit Hours
Length: 12-14 Months

<table>
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<tr>
<th>Course Code</th>
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<td>Anatomy and Physiology</td>
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<td>203</td>
<td>Medical Terminology</td>
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<td>204</td>
<td>Med. Secretarial Procedures</td>
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<td>205</td>
<td>Professional Med. Ethics</td>
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<td>206</td>
<td>Med. Shorthand and Trans.</td>
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<td>207</td>
<td>Medical Work Experience</td>
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<td>284</td>
<td>Intro. to Psychology</td>
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<td>171</td>
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<td>110</td>
<td>Machine Trans.</td>
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<tr>
<td>120</td>
<td>Basic Typewriting*</td>
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<td>Production Typewriting</td>
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<td>Speed Cont. Tech. — 40 wpm</td>
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<td>125</td>
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<tr>
<td>126</td>
<td>Speed Cont. Tech. — 60 wpm</td>
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</tr>
</tbody>
</table>

*Typing and Shorthand level will be determined by test at entry if student has had prior training, with advance placement given according to demonstrated ability.
THE LEGAL-DIPLOMATIC SECRETARY

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

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

CURRICULUM

76 Credit Hours
Length: 12-14 Months

<table>
<thead>
<tr>
<th>Course Code</th>
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<td>Legal Terminology</td>
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<td>182</td>
<td>Legal Office Procedures</td>
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<td>183</td>
<td>Legal-Diplomatic Dict./2</td>
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<td>Legal Orientation</td>
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<td>Legal-Diplomatic Forms/2</td>
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*Typing and Shorthand level will be determined by test at entry if student has had prior training, with advance placement given according to demonstrated ability.

251 Charm and Pers. Devel./2

171 Comm. Skills – Usage/4
172 Comm. Skills – Corres./4
173 Comm. Skills – Word Study/2
110 Machine Transcription/2
120 Basic Typewriting*/4
121 Production Typewriting/4
124 Speed Cont. Tech. – 40 wpm/2
125 Speed Cont. Tech. – 50 wpm/2
126 Speed Cont. Tech. – 60 wpm/2
THE DATA PROCESSING SECRETARY

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

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

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CURRICULUM

58 Credit Hours
Length: 9-10 Months

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<td>195</td>
<td>Computer Operations</td>
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<td>Dict. &amp; Trans. – 60 wpm</td>
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*Typing and Shorthand level will be determined by test at entry if student has had prior training, with advance placement given according to demonstrated ability.
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 and must have completed an introductory class in Office Practices and Procedures. Where second year Typing is combined with Office Practice and/or Co-Op, this may substitute as a requirement. Save 3 to 5 months time and 25% tuition.

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**CURRICULUM**

60 Credit Hours  
Length: 9 Months

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
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<tr>
<td>252</td>
<td>Adv. Secretarial Tech.</td>
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<tr>
<td>110</td>
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<tr>
<td>121</td>
<td>Production Typewriting</td>
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<tr>
<td>122</td>
<td>Intermediate Typewriting</td>
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<tr>
<td>123</td>
<td>Advanced Typewriting</td>
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<tr>
<td>125</td>
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<tr>
<td>126</td>
<td>Speed Cont. Tech. – 60 wpm</td>
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<tr>
<td>127</td>
<td>Speed Cont. Tech. – 70 wpm</td>
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<td>Review Gregg Shorthand*</td>
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<td>235</td>
<td>Dict. &amp; Trans. – 60 wpm</td>
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<td>236</td>
<td>Dict. &amp; Trans. – 80 wpm</td>
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<td>237</td>
<td>Dict. &amp; Trans. – 100 wpm</td>
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<td>Dict. and Trans. – 120 wpm</td>
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<td>251</td>
<td>Charm and Pers. Devel.</td>
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<td>Mathematics of Business</td>
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<tr>
<td>171</td>
<td>Comm. Skills – Usage</td>
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<td>Comm. Skills – Corres.</td>
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<tr>
<td>173</td>
<td>Comm. Skills – Word Study</td>
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</tbody>
</table>

*Typing and Shorthand level will be determined by test at entry if student has had prior training, with advance placement given according to demonstrated ability.
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 Private Secretary program equips the graduate to function productively, from a "one-man" office to the largest corporation.

**THE PRIVATE SECRETARY**

**CURRICULUM**

58 Credit Hours
Length: 9-10 Months

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>231 Secretarial Procedures/4</td>
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<tr>
<td>232 Secretarial Admin./4</td>
</tr>
<tr>
<td>233 Shorthand Theory*/4</td>
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<tr>
<td>234 Inter. Shorthand Theory/4</td>
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<tr>
<td>235 Dict. &amp; Trans. – 60 wpm/2</td>
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<td>237 Dict. &amp; Trans. – 100 wpm/2</td>
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<td>251 Charm and Pers. Devel.2</td>
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<td>261 Mathematics of Business/4</td>
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<td>140 Prin. of Secretarial Acc’Tg./4</td>
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<td>110 Machine Transcription/2</td>
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<tr>
<td>120 Basic Typewriting*/4</td>
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<tr>
<td>121 Production Typewriting/4</td>
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<tr>
<td>124 Speed Cont. Tech. – 40 wpm/2</td>
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<td>125 Speed Cont. Tech. – 50 wpm/2</td>
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<td>126 Speed Cont. Tech. – 60 wpm/2</td>
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<tr>
<td>171 Comm. Skills – Usage/4</td>
</tr>
<tr>
<td>172 Comm. Skills – Corres./4</td>
</tr>
<tr>
<td>173 Comm. Skills – Word Study/2</td>
</tr>
</tbody>
</table>

*Typing and Shorthand level will be determined by test at entrance if student has had prior training, with advance placement given according to demonstrated ability.
THE OFFICE SPECIALIST PROGRAM

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

CURRICULUM

62 Credit Hours
Length: 9 Months

230 Records Mgmt. and Control/4
231 Secretarial Procedures/4
232 Secretarial Admin./4
251 Charm and Pers. Devel./2
261 Mathematics of Business/4
264 Business Org. and Mgt./4
140 Prin. of Secretarial Acctg./4
194 IBM Office Practices/2
195 Computer Operations/2
120 Basic Typewriting*/4
121 Production Typewriting/4
124 Speed Cont. Tech. — 40 wpm/2
125 Speed Cont. Tech. — 50 wpm/2
126 Speed Cont. Tech. — 60 wpm/2
110 Machine Transcription/2
111 Adv. Machine Trans./2
171 Comm. Skills — Usage/4
172 Comm. Skills — Corres./4
173 Comm. Skills — Word Study/2
174 Devel. Reading Skills/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 SCHOOL OF BUSINESS ADMINISTRATION

Sullivan College offers Business Administration 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 two additional quarters for your degree. In either case our "upside down" college curriculum has quickly prepared you for a super business career in a year with no lost time or investment.

The free enterprise system continues to expand opportunities for personal growth in business at an astonishing rate. While many manufacturing functions are vanishing under waves of automation, those who are trained and skilled in business administration are finding not only openings but advancement in the field of their choice.

Sullivan College offers specialization in four different areas of business administration. Students may choose to enter the field through accounting, sales, junior administration, data processing or management training.

AREAS OF SPECIALIZATION IN BUSINESS ADMINISTRATION

- The Business Computer Programmer/ 33
- The Business Accounting and Management Program/ 34
- The Administrative Assistant/ 35
- The Administrative Accountant/ 36
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 carry out to fulfill its task, the programmer has a challenging, well-paid and varied job.

There are indications that 600,000 programmers are 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-3 D.O.S.-16K-third generation computer is provided for student use right in the classroom. Programming students spend many hours operating and programming this and other computers 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

74 Credit Hours
Length: 12 Months

190 Data Proc. Fundamentals/4
191 ANSI COBOL – Prog./4
192 RPG II Programming/4
292 Disk Operating Systems and Design/4
293 Data Processing Work Experience/4
294 Adv. COBOL Prog./4
261 Mathematics of Business/4
262 Prin. of Business Law/4
264 Business Org. and Mgt./4

266 Executive Development/2
141 Principles of Accounting I/6
142 Principles of Accounting II/6
241 Cost Accounting/4
244 Fed. Income Tax Acc’tg./4
171 Comm. Skills – Usage/4
174 Devel. Reading Skills/4
289 Speech Development/4
120 Basic 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 course in Accounting and Management is carefully prepared 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 train men and women to fill that need.

**CURRICULUM**

**78 Credit Hours**

**Length: 12 Months**

<table>
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<td>Comm. Skills—Usage/4</td>
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<td>174</td>
<td>Devel. Reading Skills/4</td>
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<td>190</td>
<td>Data Proc'g Fundamentals/4</td>
<td>4</td>
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<tr>
<td>191</td>
<td>ANSI COBOL - Prog./4</td>
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<tr>
<td>241</td>
<td>Cost Accounting/4</td>
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<td>244</td>
<td>Fed. Income Tax Acc'Tg/4</td>
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<td>246</td>
<td>Auditing Prob. and Tech./4</td>
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<td>247</td>
<td>Inter. Accounting I/4</td>
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<td>248</td>
<td>Inter. Accounting II/4</td>
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<td>261</td>
<td>Mathematics of Business/4</td>
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<tr>
<td>262</td>
<td>Principles of Business Law/4</td>
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<td>263</td>
<td>Advanced Business Law/4</td>
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<td>264</td>
<td>Business Org. and Mgt./4</td>
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<td>266</td>
<td>Executive Development/4</td>
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<tr>
<td>280</td>
<td>Principles of Economics/4</td>
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<td>288</td>
<td>Speech Development/4</td>
<td>4</td>
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<tr>
<td>120</td>
<td>Basic Typewriting*4</td>
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</tbody>
</table>

*Note: *Typewriting requirement varies depending on specific program requirements.
THE ADMINISTRATIVE ASSISTANT

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

82 Credit Hours
Length: 12 Months

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>262</td>
<td>Principles of Business Law</td>
<td>4</td>
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<td>263</td>
<td>Advanced Business Law</td>
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<td>264</td>
<td>Business Org. and Mgt.</td>
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<td>266</td>
<td>Executive Development</td>
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<tr>
<td>171</td>
<td>Comm. Skills—Usage</td>
<td>4</td>
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<tr>
<td>172</td>
<td>Comm. Skills—Corres.</td>
<td>4</td>
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<tr>
<td>174</td>
<td>Devel. Reading Skills</td>
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<td>Basic Typing</td>
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<td>Production Typing</td>
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<td>Advanced Typing</td>
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<td>124</td>
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<td>125</td>
<td>Speed Cont. Tech.—50 wpm/2</td>
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<td>126</td>
<td>Speed Cont. Tech.—60 wpm/2</td>
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<tr>
<td>141</td>
<td>Principles of Accounting I/6</td>
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<tr>
<td>231</td>
<td>Secretarial Procedures</td>
<td>4</td>
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<tr>
<td>232</td>
<td>Secretarial Administration</td>
<td>4</td>
</tr>
<tr>
<td>233</td>
<td>Shorthand Theory*</td>
<td>4</td>
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<tr>
<td>234</td>
<td>Inter. Shorthand Theory</td>
<td>4</td>
</tr>
<tr>
<td>235</td>
<td>Dict. and Trans. —60 wpm/2</td>
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<td>236</td>
<td>Dict. and Trans. —80 wpm/2</td>
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<td>237</td>
<td>Dict. and Trans. —100 wpm/2</td>
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**ELECTIVES:**

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<td>190</td>
<td>Data Proc’g Fundamentals</td>
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<td>230</td>
<td>Records Mgt. and Cont.</td>
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<tr>
<td>270</td>
<td>Personnel Management</td>
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<td>281</td>
<td>Principles of Economics</td>
<td>4</td>
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<tr>
<td>284</td>
<td>Introduction to Psychology</td>
<td>4</td>
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</tbody>
</table>

*Typing and Shorthand level will be determined by test at entry if student has had prior training, with advance placement given according to demonstrated ability.
This one year Career Specialization Program prepares the graduate for an entry position as a Junior Accountant or Accounting Clerk. Many excellent opportunities await the graduate of this intensive program. The program promotes 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 this field.

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**CURRICULUM**

58 Credit Hours
Length: 9 Months

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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<td>Principles of Accounting I</td>
<td>6</td>
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<td>142</td>
<td>Principles of Accounting II</td>
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<td>Mathematics of Business</td>
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<td>Principles of Business Law</td>
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<td>Business Org. and Mgt.</td>
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<td>Intermediate Accounting I</td>
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<td>289</td>
<td>Speech Development</td>
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</table>

*Typing level will be determined by test at entry if student has had prior training; with advance placement given according to demonstrated ability.
Now you can earn an Associate of Science Degree in Business.

Sullivan Junior College of Business offers a truly unique program for those interested in advanced training and education. Students attending Sullivan may choose a "Career Specialization" course path which allows a student to quickly complete a career program in a 9 to 12-month period while still moving toward his Associate Degree goal without loss of time or credit. With our unique "upside down curriculum" students take their major career specialization courses during the first 9 to 12 months at Sullivan, and then many of their general education and advanced business courses during the final six months.

By following this path, all of the original benefits or the diploma courses are obtained and the student can make a meaningful choice at the end of that first year. (1) Graduate with a diploma at that time and accept a career position, (2) Continue on in day classes for a degree, or (3) Even combine work during the day with continued education toward a degree in our evening program.

Yes, the student and their choice comes first at Sullivan and one of our seven majors leading to an Associate of Science Degree in Business can open doors leading to a better future.

If our "Career-In-A-Year" and a "Degree in Two" options interest you, check out the seven different degree majors listed on the next two pages. Remember that all credits earned in our one-year Career Specialization Courses are transferred at full credit value for those continuing on toward their Associate Degree. At Sullivan, the option is yours!

---

**ASB DEGREE PROGRAMS IN SECRETARIAL SCIENCE**

The Professional—Executive Secretary
The Medical Secretary—Assistant
The Legal—Diplomatic Secretary

**ASB DEGREE PROGRAMS IN BUSINESS ADMINISTRATION**

Business Management
Professional Accounting and Business Administration
Marketing and Sales Management
Computer Science

All Degree Programs 108 Credit Hours
Length 18 Months Day Classes
21 Months Day/Evening Co-op
27 Months Evening Classes
Sullivan College offers three associate degree majors in Secretarial Science.

### CORE COURSES
60 Credit Hours

<table>
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### SPECIALIZATION COURSES

#### MEDICAL
16 Credit Hours

#### LEGAL
18 Credit Hours

#### PROFESSIONAL
10 Credit Hours

### GENERAL EDUCATION COURSES
24 Credit Hours
(All majors choose any six.)

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<td>Personal Finance</td>
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<td>283</td>
<td>History of American Free Enterprise</td>
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<td>284</td>
<td>Intro. to Psychology (Required of Meds)</td>
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<td>285</td>
<td>Human Relations</td>
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<td>Ecology</td>
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<td>4</td>
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</tbody>
</table>

### ELECTIVES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>263</td>
<td>Adv. Business Law</td>
<td>4</td>
</tr>
<tr>
<td>270</td>
<td>Personnel Management</td>
<td>4</td>
</tr>
<tr>
<td>267</td>
<td>Adv. Business Mgt.</td>
<td>4</td>
</tr>
<tr>
<td>174</td>
<td>Devel. Reading Skills</td>
<td>4</td>
</tr>
<tr>
<td>190</td>
<td>Data Proc’s Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>230</td>
<td>Records Mgt. and Cont.</td>
<td>4</td>
</tr>
<tr>
<td>124</td>
<td>Speed Control Tech.</td>
<td>2</td>
</tr>
<tr>
<td>125</td>
<td>Speed Control Tech.</td>
<td>2</td>
</tr>
<tr>
<td>126</td>
<td>Speed Control Tech.</td>
<td>2</td>
</tr>
<tr>
<td>127</td>
<td>Speed Control Tech.</td>
<td>2</td>
</tr>
<tr>
<td>194</td>
<td>IBM Office Practices</td>
<td>2</td>
</tr>
<tr>
<td>195</td>
<td>Computer Operations</td>
<td>2</td>
</tr>
<tr>
<td>111</td>
<td>Advanced Machine Trans.</td>
<td>2</td>
</tr>
<tr>
<td>269</td>
<td>Salesmanship</td>
<td>4</td>
</tr>
</tbody>
</table>

### Total Credits Required
108
Length 18 Months Day Classes
21 Months Day/Evening Co-op
Sullivan College offers four associate degree majors in Business Administration.

### CORE COURSES
64 Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>120</td>
<td>Basic Typing/Writing</td>
<td>4</td>
</tr>
<tr>
<td>141</td>
<td>Principles of Accounting I/6</td>
<td></td>
</tr>
<tr>
<td>142</td>
<td>Principles of Accounting II/6</td>
<td></td>
</tr>
<tr>
<td>171</td>
<td>Comm. Skills - Usage</td>
<td>4</td>
</tr>
<tr>
<td>174</td>
<td>Devel. Reading Skills</td>
<td>4</td>
</tr>
<tr>
<td>190</td>
<td>Data Proc'g Fundamentals</td>
<td></td>
</tr>
<tr>
<td>191</td>
<td>ANSI COBOL - Prog.</td>
<td></td>
</tr>
<tr>
<td>243</td>
<td>Payroll Applications</td>
<td>2</td>
</tr>
<tr>
<td>244</td>
<td>Fed. Income Tax Acc'tg</td>
<td>4</td>
</tr>
<tr>
<td>261</td>
<td>Mathematics of Business</td>
<td></td>
</tr>
<tr>
<td>262</td>
<td>Prin. of Business Law</td>
<td></td>
</tr>
<tr>
<td>263</td>
<td>Advanced Business Law</td>
<td></td>
</tr>
<tr>
<td>264</td>
<td>Business Org. and Mgt.</td>
<td></td>
</tr>
<tr>
<td>266</td>
<td>Executive Development</td>
<td>2</td>
</tr>
<tr>
<td>281</td>
<td>Principles of Economics</td>
<td></td>
</tr>
<tr>
<td>289</td>
<td>Speech Development</td>
<td></td>
</tr>
</tbody>
</table>

### SPECIALIZATION COURSES
20 Credit Hours

#### BUSINESS MANAGEMENT
- 249 Credit and Collections / 4
- 270 Personnel Management / 4
- 273 Office Management / 4
- 278 Small Business Mgt. / 4
- 265 Investments / 4

#### MARKETING AND SALES MANAGEMENT
- 269 Salesmanship / 4
- 274 Marketing / 4
- 275 Sales Management / 4
- 276 Advertising Principles / 4
- 277 Principles of Retailing / 4

#### PROFESSIONAL ACCOUNTING AND BUSINESS ADMINISTRATION
- 241 Basic Cost Accounting / 4
- 246 Auditing Prob. and Tech. / 4
- 247 Intermediate Accounting I / 4
- 248 Intermediate Accounting II / 4
- 270 Personnel Management / 4

#### COMPUTER SCIENCE
- 192 RPG II Programming / 4
- 291 Basic Assembler Prog. / 4
- 292 Disk Operating Systems and Design / 4
- 293 Data Processing Work Experience / 4
- 294 Adv. COBOL Prog. / 4

### GENERAL EDUCATION COURSES
16 Credit Hours

(All majors choose any four)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>280</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>282</td>
<td>Personal Finance</td>
<td>4</td>
</tr>
<tr>
<td>283</td>
<td>History of American Free Enterprise</td>
<td>4</td>
</tr>
<tr>
<td>284</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td>285</td>
<td>Human Relations</td>
<td>4</td>
</tr>
<tr>
<td>286</td>
<td>The Family</td>
<td></td>
</tr>
<tr>
<td>287</td>
<td>Logic</td>
<td>4</td>
</tr>
<tr>
<td>288</td>
<td>Ecology</td>
<td>4</td>
</tr>
</tbody>
</table>

### ELECTIVES
8 Credit Hours

(All majors choose any two electives, not required elsewhere in your major)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>176</td>
<td>Report Writing</td>
<td>4</td>
</tr>
<tr>
<td>192</td>
<td>Inter. Comp. Prog. - RPG II / 4</td>
<td></td>
</tr>
<tr>
<td>249</td>
<td>Credit and Collections</td>
<td></td>
</tr>
<tr>
<td>268</td>
<td>Money and Banking</td>
<td></td>
</tr>
<tr>
<td>247</td>
<td>Inter. Accounting I / 4</td>
<td></td>
</tr>
<tr>
<td>270</td>
<td>Personnel Management</td>
<td></td>
</tr>
<tr>
<td>273</td>
<td>Office Management</td>
<td></td>
</tr>
<tr>
<td>278</td>
<td>Small Business Mgt.</td>
<td></td>
</tr>
<tr>
<td>279</td>
<td>Corporation Finance</td>
<td></td>
</tr>
<tr>
<td>241</td>
<td>Cost Accounting</td>
<td></td>
</tr>
<tr>
<td>265</td>
<td>Investments</td>
<td></td>
</tr>
<tr>
<td>269</td>
<td>Salesmanship</td>
<td></td>
</tr>
<tr>
<td>274</td>
<td>Marketing</td>
<td></td>
</tr>
</tbody>
</table>

### Total Credits Required
108

Length 18 Months Day Classes
21 Months Day/Evening Co-op
Course Descriptions:

110 MACHINE TRANSCRIPTION This course is designed to fill the need for transcription specialists in offices which use dictation equipment exclusively or in conjunction with stenographers. The practice includes various types and models of transcription machines and includes various types of letters, manuscripts, reports, and similar work. Prerequisite 120 2 Credits

111 ADVANCED MACHINE TRANSCRIPTION A continuation of 110 designed for office specialists and word processing majors with emphasis on more difficult and varied transcription and specialized applications. Prerequisite 110 2 Credits

120 BASIC TYPEWRITING An introduction to basic theory, typing techniques, related English and machine manipulation. Emphasis is placed on the development of correct techniques and self-confidence. 4 Credits

121 PRODUCTION TYPEWRITING A course designed to train students of basic skill to produce with efficiency the typewritten work which would be acceptable in any office. Special business forms, stationery, legal forms, backets, carbon, stencils, labels, binders and envelopes are included. Prerequisite 120. 4 Credits

122 INTERMEDIATE TYPEWRITING A course designed for those who know basic 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 120. 4 Credits

123 ADVANCED TYPEWRITING A course designed for Executive Secretarial students who wish to perfect their skills. Emphasis is placed on manuscripts, report typing, billing and statements, legal and business papers, documents, correspondence and secretarial assignments. Prerequisite 121. 4 Credits.

124 SPEED/CONTROL TECHNOLOGY (40 WPM) Provides drill material that may be used to help the student improve and measure his basic skill, strengthen weaknesses and gain complete mastery of the typewriter. Speed range 40 wpm. 2 Credits

125 SPEED/CONTROL TECHNOLOGY (50 WPM) Timed writings and drills are given to improve techniques, increase rates, decrease errors and sharpen proofreading abilities. Speed 50 wpm. 2 Credits

126 SPEED/CONTROL TECHNOLOGY (60 WPM) Sustained timed writings of 5 and 10 minutes duration. Emphasis on minimum of waste motion and copying rate of 60 wpm. 2 Credits

127 SPEED/CONTROL TECHNOLOGY (70 WPM) Includes skill building material for the advanced typist. Sustained timed writings at 5 and 10 minutes duration at 70 wpm. The difficulty of copy is controlled and measured. 2 Credits

140 PRINCIPLES OF SECRETARIAL ACCOUNTING An introductory course for the secretarial student to prepare her to handle the basic accounting for a personal service enterprise. A practice set covering the accounting operation of a medical or legal environment is included. Basic accounting terms and procedures are covered thoroughly. 4 Credits

141/142 PRINCIPLES OF ACCOUNTING An introduction to fundamental accounting principles and procedures. This course covers the accounting equation, the income statement, the balance sheet, the trial balance, the procedures of journalizing and posting, end-of-period adjustments, the worksheet accounting. In addition, there is an introduction to accounting systems and controls. 6 Credits Each

171 COMMUNICATION SKILLS—USAGE Parts of speech and other areas in the field of rhetoric. Accurate and appropriate grammatical usage designed to give the student both an insight into the structural patterns of his language and a method for handling them. 4 Credits

172 COMMUNICATION SKILLS—CORRESPONDENCE Elementary principles of composition and communication. Preparation of mechanically correct, properly punctuated and effectively written material. Systematic application of written and oral communication. Prerequisite 171. 4 Credits

173 COMMUNICATION SKILLS—WORD STUDY This course is designed to increase the fluency and command of language. It includes drills in spelling, pronunciation, syllabication, definitions, synonyms, antonyms and vocabulary. Emphasis is placed on frequently used words. 2 Credits
174 DEVELOPMENTAL READING SKILLS Featuring the nationally famous Programs for Achievement in Reading study course. The course stresses 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 improvement in the capacity to work under pressure.
4 Credits

176 REPORT WRITING Given data must be put into various styles of reports and papers. This course emphasizes creative report writing as well as standard methods.
4 Credits

181 LEGAL TERMINOLOGY Emphasis is placed on the spelling, the pronunciation and the use of the special vocabulary commonly used in law. 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.
4 Credits

182 LEGAL OFFICE PROCEDURES Practice in the procedures and functions of a legal secretary. A broad program to familiarize the legal secretary with her duties and responsibility both to her job and her employer. The course also covers the finding of cases and references so that the student learns to be a legal assistant as well as a competent secretary. Prerequisite 181.
4 Credits

183 LEGAL-DIPLOMATIC DICTATION AND TRANSCRIPTION This course is designed to train the student in the pronunciation, definition, spelling and shorthand outlines of the words most commonly used in legal and diplomatic dictation. The student is trained to take dictation in this field quickly and easily at varying speeds. Prerequisite 181.
2 Credits

184 LEGAL ORIENTATION A series of lectures by members of the legal, government and diplomatic corps, supplemented by field trips to courts and various governmental agencies.
2 Credits

185 LEGAL-DIPLOMATIC FORMS This course presents the various documents to be encountered in legal work, such as contracts, agreements, wills, deeds, leases, incorporation papers, probate procedure as well as court pleadings.
2 Credits

190 DATA PROCESSING FUNDAMENTALS A course 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, sales analysis, etc.
4 Credits

191 ANSI COBOL—PROGRAMMING This course is 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. Prerequisite 190.
4 Credits

192 RPG II PROGRAMMING Write, debug and test programs written in RPG II. Basic programs such as payroll, inventory exception reports, sales analysis, multi-file programs and table lookup. Prerequisite 190.
4 Credits

194 IBM OFFICE PRACTICES This course is 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.
2 Credits

195 COMPUTER OPERATIONS A continuation of 194, this course teaches those office personnel who work with data processing staff the basic fundamentals of operating principles of an IBM computer, on line high-speed sorter and data recorder. Prerequisite 194.
2 Credits

202 ANATOMY AND PHYSIOLOGY 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 or dictated medical material, and for additional vocabulary building.
4 Credits

203 MEDICAL TERMINOLOGY This course has been designed to give the beginner a close inspection of medicine through the study of the medical language that doctors use. The beginner acquires the ability to pronounce, spell and define medical words as well as to follow directions given in medical phraseology. The understanding of the relationship between medical terms and their synonyms in common lay usage and the ability to detect the meaning of unfamiliar medical words by analysis of their elements are important components of this subject.
4 Credits
204 MEDICAL OFFICE PROCEDURES
This course is designed to acquaint the student with specialized medical office routine. Care of office, cleanliness, light, ventilation, decorations, personal appearance, courtesy and cheerfulness, the appointment book, making appointments, receiving patients, medical telephone techniques and basic medical assistant techniques.  2 Credits

205 PROFESSIONAL MEDICAL ETHICS
For centuries the medical profession has set for itself a standard of ethical conduct toward patients and colleagues. Whoever chooses this profession assumes this obligation to conduct herself in accordance with its ideals. This course teaches the medical assistant, as a partner in the healing arts, how to conduct herself and abide by the modern code of medical ethics.  2 Credits

206 MEDICAL SHORTHAND AND TRANSCRIPTION
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. Prequisite 203 2 Credits

207 MEDICAL WORK EXPERIENCE
Upon approval by the Medical Secretarial faculty students are placed for on-the-job training in offices of cooperating medical facilities. Credit is granted upon the acceptance of satisfactory work and performance measurement. VA students must select an elective. 2 Credits

230 RECORDS MANAGEMENT AND CONTROL
A thorough course which prepares the student to manage or organize a record system. Several methods and techniques are covered through problems and case studies. 4 Credits

231 SECRETARIAL PROCEDURES and 232 SECRETARIAL ADMINISTRATION
An analysis is made of the broad scope of the work, and the student is given thorough training in the many details for which a secretary must qualify, such as opening and sorting mail, use of reference books, reception of callers, the making of appointments, the preparation of reports, the 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 which will instill in her the sense of responsibility which the business executive demands. 4 Credits Each

233G SHORTHAND THEORY (GREGG or STENOSPEED ABC) (233A)
An introduction to the basic principles of either Gregg or ABC shorthand through blackboard demonstrations, drill on word lists and practice in reading shorthand material. Emphasis is placed on good shorthand technique, 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. 4 Credits

234R SHORTHAND REVIEW AND DICTATION
This course is designed for the student with one or two years of shorthand background but who still needs a reinforcement of basic skills. A fast review of theory and dictation techniques is covered and advancement into dictation follows as soon as the student shows ability. 4 Credits

234 INTERMEDIATE SHORTHAND THEORY
Designed to solidify the student's knowledge of shorthand theory and to increase 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. Prequisite 233 4 Credits

235-236-237 DICTATION AND TRANSCRIPTION (60, 80, 100 WPM)
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. Prequisite 234 2 Credits Each

238 PROFESSIONAL DICTATION AND TRANSCRIPTION (120 WPM)
Speed building, the 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. Prequisite 237 2 Credits
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>239</td>
<td>High Speed Dictation (140-160 WPM)</td>
<td>Dictation is given at a high rate of speed to develop skill in handling consecutive and straight, heavy dictation. Speed range 140-160 wpm. Prerequisite 238.</td>
<td>2 Credits Each</td>
</tr>
<tr>
<td>241</td>
<td>COST ACCOUNTING</td>
<td>The principles and techniques of job order, process, and standard cost accounting are presented in this unit. Cost control and data developed for managerial decisions are also studied. Prerequisite 142</td>
<td>4 Credits</td>
</tr>
<tr>
<td>243</td>
<td>PAYROLL APPLICATIONS</td>
<td>The student is instructed in the various taxes that are imposed upon 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 in this course. Prerequisite 140 or 141</td>
<td>2 Credits</td>
</tr>
<tr>
<td>244</td>
<td>FEDERAL INCOME TAX ACCOUNTING</td>
<td>The 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 Accounting 141.</td>
<td>4 Credits</td>
</tr>
<tr>
<td>246</td>
<td>AUDITING PROBLEMS AND TECHNIQUES</td>
<td>A thorough introduction to auditing theory. Stress is placed on auditing techniques and a detailed treatment given on 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 247.</td>
<td>4 Credits</td>
</tr>
<tr>
<td>247</td>
<td>INTERMEDIATE ACCOUNTING I</td>
<td>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 and the preparation of financial statements. The analysis of financial statements. Prerequisite 142</td>
<td>4 Credits Each</td>
</tr>
<tr>
<td>248</td>
<td>INTERMEDIATE ACCOUNTING II</td>
<td>A comprehensive and well-rounded study of credit and collections is the immediate course aim. The practical aspects of all areas are emphasized.</td>
<td>4 Credits</td>
</tr>
<tr>
<td>249</td>
<td>CREDIT AND COLLECTION</td>
<td>The course 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 all areas are emphasized.</td>
<td>4 Credits</td>
</tr>
<tr>
<td>251</td>
<td>CHARM AND PERSONALITY DEVELOPMENT</td>
<td>The improvement of appearance, confidence and personality is the basic objective of this course. It includes proper care and make-up secrets for the hair, skin, nails, teeth, figure control and improvement; how to walk, sit and stand.</td>
<td>2 Credits</td>
</tr>
<tr>
<td>252</td>
<td>ADVANCED SECRETARIAL TECHNIQUES SEMINAR</td>
<td>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 232.</td>
<td>4 Credits</td>
</tr>
<tr>
<td>261</td>
<td>MATHEMATICS OF BUSINESS</td>
<td>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 rates progressions.</td>
<td>4 Credits</td>
</tr>
<tr>
<td>262</td>
<td>PRINCIPLES OF BUSINESS LAW</td>
<td>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.</td>
<td>4 Credits</td>
</tr>
<tr>
<td>263</td>
<td>ADVANCED BUSINESS LAW</td>
<td>A study and examination into the field of bailments, sales, credit instruments in recurring title or possession, negotiable instruments and insurance. Prerequisite 262.</td>
<td>4 Credits</td>
</tr>
</tbody>
</table>
264 BUSINESS ORGANIZATION AND MANAGEMENT  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. 4 Credits

265 INVESTMENTS  Study of securities markets. Analysis of various categories of corporate securities, public securities and other investments. Taxes which affect investment policy. Administering the personal portfolio. Prerequisite 264. 4 Credits

266 EXECUTIVE DEVELOPMENT  A course of study for students designed to increase their knowledge of business etiquette, personal habits and business procedures. It is designed to enable the student to better cope with the procedures and everyday problems of a junior executive. 2 Credits

267 ADVANCED BUSINESS MANAGEMENT  Students study the problem of industrial human relations, the principal aspects of the personnel department and the labor union movement. Available sources of funds for business that are appropriate for short-term and long-term financing are discussed. Emphasis is placed on decision-making techniques that relate to the management of a business enterprise. Prerequisite 264. 4 Credits

268 MONEY AND BANKING  This course 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. Prerequisite: Economics 281, Accounting 141. 4 Credits

269 SALESMANSHIP  An analysis of the sales function in modern business including the techniques necessary for the successful selling of both tangibles and intangibles. 4 Credits

270 PERSONNEL MANAGEMENT  This course presents an examination of the principles of personnel management as they apply to our modern industrial society. Specific topics discussed include the selection, placement, training and promotion of personnel, wage-incentive plans, absenteeism and psychological counseling. 4 Credits

272 FINANCIAL STATEMENT ANALYSIS  Accounting practice from the point of view of the company's financial statement. Emphasis is on problems of balance sheet valuation, income determination and expense allocation, funds and revenues, comparative statements, analysis of working capital, ratios, variations in net profit, and statements of the application of funds. Prerequisite 247. 4 Credits

273 OFFICE MANAGEMENT  Teaches interrelationship of office functions, services, facilities, office communications problem-solving, evaluation criteria for business machines and DP systems, successful human relations in office administration. Prerequisite 264. 4 Credits

274 MARKETING  Covers all business activities necessary to match products and markets. Problem of marketing functions such as purchasing, distribution, consumer analysis, sales promotion and advertising, pricing policies and transportation. Prerequisite 264. 4 Credits

275 SALES MANAGEMENT  Fundamental principles of sales management. Includes analysis, goals, incentives, compensations, promotional campaigns. Prerequisite 289. 4 Credits

276 ADVERTISING PRINCIPLES  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, current advertisements and slogans. Prerequisite 264, 274. 4 Credits

277 PRINCIPLES OF RETAILING  A study of the principles of retailing with special emphasis on the practices of buying, selling, and advertising. Instruction in store layout, organization and customer relations. 4 credits

278 SMALL BUSINESS MANAGEMENT  Study of problems involved in starting and operating a successful small business—selecting the location, determining how to borrow money, budgeting, credit, controlling inventory and turnover, purchasing. 4 Credits

279 CORPORATION FINANCE  Study of all phases of corporation finance. Tools necessary for decision-making in the financial control and advertising of the corporation. Analysis of methods of securing capital, mergers investment of corporate funds, re-capitalization and retained earnings. Case studies are emphasized. Prerequisite: Economics 281, Accounting 141. 4 Credits
280 ENGLISH COMPOSITION
Intensive training in effective expository writing from the development of the paragraph to the long documented paper. Research methods and the use of library materials. 4 Credits

281 PRINCIPLES OF ECONOMICS
A basic study in economics and cultural changes with research into the economic system and its development by free competition under the capitalistic system. The nature and evolution of money, the banking system, price and determination of wages, a consideration of monopoly, the laws of supply and demand and public and production control. 4 Credits

282 PERSONAL FINANCE
This course is designed to cover family economics including the range of financial decisions in family budgeting. 4 Credits

283 HISTORY OF AMERICAN FREE ENTERPRISE
A study of the American economic system from the pre-market economy with its agricultural foundation through the Industrial Revolution to the development of our present day market system, including a study of the philosophies of the time. 4 Credits

284 INTRODUCTION TO PSYCHOLOGY
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. 4 Credits

285 HUMAN RELATIONS
The object of this course is to discuss the methods and findings of the behavioral sciences on the existing human problems of administering modern organizations. Emphasis is placed on the problems of integrating the efforts of individuals and groups into effective productive work. 4 Credits

286 THE FAMILY
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. 4 Credits

287 LOGIC
The study of effective thinking based on adequate evidence, following approved procedures, to reach sound conclusions. Emphasis is placed upon the detection of common fallacies and the methods of analyzing arguments to determine their validity. 4 Credits

288 ECOLOGY
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. 4 Credits

289 SPEECH DEVELOPMENT
The student in this course is prepared to develop the arts of conversation and public speaking. Upon the completion of this course, the student will have a better understanding of communication as a social achievement in symbolic behavior. 4 Credits

291 COMPUTER PROGRAMMING—BASIC
A course of study designed to give the student a firm foundation in the basic concepts of assembler language programming and enable him to solve a wide variety of business-type programs. Prerequisite 192. 4 Credits

292 DOS-DISK OPERATING SYSTEMS AND DESIGN
This course strives to introduce the student to disk file processing, stressing skills needed to perform file maintenance, select the appropriate file organization and access methods and perform various types of programming. Prerequisite 192. 4 Credits

293 DATA PROCESSING WORK EXPERIENCE
Advanced programming majors receive work experience in an actual industry data processing installation. Under the supervision of an experienced supervisor, the student completes assigned tasks in a real environment and is evaluated on their ability to perform. V.A. students must select an elective. 4 Credits

294 ADVANCED ANSI COBOL PROGRAMMING
This course will cover the following concepts and operations: Magnetic tape sequential processing, sequential file updating, DASD sequential processing, DASD indexed sequential processing (including sequential retrieval), random retrieval and updating, loading operations, and introduction to virtual storage, and the use of the Report Writer feature of ANSI COBOL. Prerequisite 191. 4 Credits

Sullivan College retains the right to revise programs of study, hours of classes, the school calendar and any other material listed in this publication.
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University of Kentucky  
Certificate in Vocational Business Education — State Department of Education  
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George E. Winfree  
English-Management  
B.A., M.A. — University of Kentucky  
B.J. Wunderlich  
Accounting  
B.S.C. — Georgetown College  
Edwina Yates  
Typing  
B.S. — Murray State University
A map to...

Sullivan Centre...the campus home of Sullivan Junior College of Business
a fantastic location...close to everything

In the heart of Louisville and Jefferson County, the Sullivan College campus is really close to every part of Kentuckiana. The location on the Watterson Expressway at Bardstown Road, only a short distance from I-64, I-65, and I-71, truly makes this a campus for everyone, and it is still on a main bus line from all parts of the city. So...come visit us; you will like what you see!
A 'not-so-final' word: We hope the information and pictures in this bulletin have answered a lot of your questions about Sullivan Junior College of Business and have aroused your curiosity about Sullivan at the same time. Pictures and words in a bulletin just can't fully describe the beautiful Sullivan Campus or the atmosphere for learning and success that is the heart of the Sullivan success story.

As Kentucky's first Accredited Junior College of Business, we offer you the option of obtaining a career diploma in a year, then choosing the option of going directly to work or continuing on toward your Associate Degree in either our day or evening program. This innovative "upside down" curriculum makes you job-ready in a year or less with no loss of time or money. Make sense? Well... a lot of things at Sullivan make good sense for the career-minded individual.

If you like what you have read and seen and want to learn more about us, then fill out the attached card today and we will see that you receive an application or additional information to help you in your decision. We extend to you a special invitation to visit our lovely new campus home as soon as possible so you can see and feel why Sullivan is the road to success for so many each year.

I look forward to personally meeting you in the future.

Sincerely,

Howard R. Cook
Vice President/Director