

## **College Level Learning Essay Course Selection Guidelines**

Please read these guidelines carefully. Experience shows that students who follow these recommendations are more likely to receive approval for their courses. This list is not inclusive, but does provide the basic parameters for course selection. If you have questions, please contact the Prior Learning Assessment Center at (913) 491-4432, or email: [priorlearn@bakeru.edu](mailto:priorlearn@bakeru.edu)

### **Things That You Should Do**

- Review your Degree Audit to determine what kinds of credits you need to complete your degree.
- Review the Life Learning Review Essay for experiences you have documented.
- Select a course description that is commensurate with your experience. Lower level courses (100,200) are generally more in line with our students' experiences.
- Determine if you can produce evidence to document your experience. If you choose to submit your essay to the Prior Learning Center for evaluation, evidence of your learning is required.
- If you choose a course that is not on the list you were provided, copies of the course description as well as the accreditation statement for the institution must be included with your Course Approval form.
- Review and use the relevant academic literature about your subject. The paper that you produce should compare and contrast your experience with the academic literature.

### **Things That You Should NOT Do**

- Don't select one or two credit –hour courses.
- Don't select activity-based courses such as physical education courses that require participation.
- Courses that require a demonstration of proficiency, such as a CPR or dance course, will not be approved.
- Don't select courses that require a lab (such as photography or biology lab).
- Avoid history courses unless you lived during the time covered (e.g. Vietnam era). Remember, these essays are based on your experience.
- Don't select courses with prerequisites unless you have completed the prerequisite course and it is listed on your degree audit.

- Courses that have co-requisite requirements will not be approved unless you already have the co-requisite course on your transcript.
- Graduate level courses may not be used for College Level Learning Essays.
- Technical or vocational courses may not be used for College Level Learning Essays. (e.g. automotive repair, electricity, heating and cooling)
- Don't choose engineering or agricultural courses. Remember, Baker University is a liberal arts institution. We don't have degree programs in these areas; therefore, we don't have faculty with the credentials to evaluate such courses.

### **College Level Learning Essay Course Descriptions**

***Note: This is not a list of "approved" courses. It is simply a list from which you may choose courses to be submitted to the Prior Learning Assessment Center for approval as College Level Learning Essay topics. Your instructor will assist you in selecting courses that are appropriate for experiential learning essays.***

#### **Arts and Humanities**

##### **Interpersonal Communication (COM 110)**

**Maricopa (AZ) Community College**

Theory and practice of communication skills which affect day-to-day interactions with other persons. Topics may include using verbal and nonverbal symbols, interactive listening, resolving interpersonal conflict; developing and maintaining personal and professional relationships. (3 credits) (speech communication)

##### **Ethics (PHIL 143)**

**Johnson County Community College**

This course provides a systematic and critical study of values related to human conduct. It focuses on both traditional standards of ethical conduct and qualities of personal character. What we hold to be right or wrong, the basis for believing so, and what we consider to be virtues or vices are examined with an eye to understanding our current ethical situation. (3 credits) (philosophy)

##### **Fundamentals of Design (GD 102)**

**New England Institute of Art**

An exploration of the basic principles of design and an introduction to the creative process. Design elements and relationships are identified and employed to establish a basis for aesthetic sensitivity and critical analysis. Color theory is explored as well as the cultural and psychological impact of color in relation to design. (3 credits) (art)

Fundamentals of Music (MUT 1001)

Broward (FL) Community College

A study of basic music fundamentals for the non-music major or the beginning music major whose background in music has been minimal. Unit titles: Pitch, Time, Intervals, Chords. (3 credits) (music)

Fundamentals of Photography (PHOT 121)

Johnson County Community College

This course covers basic processes and principles in black-and-white photography. The course treats the theory and practice of photography as essential tools of the visual communicator. Emphasis is on development of competence in the use of photographic equipment and materials. Topics include cameras, light meters, films, developing negatives, printing, filters, chemicals and presentations. (3 credits) (art)

Fundamentals of Public Speaking (COM 115)

SW Missouri State University

Instruction and practice in researching, composing, and delivering formal and informal speeches in a variety of public contexts. Representative topics include: ethics in public speaking; listening; library research; outlining; delivery; writing in an oral style; evaluation of public address; and analyzing and adapting to audiences. The course emphasizes informative and persuasive speaking. (3 credits) (speech communication)

Varieties of Religious Experiences in America (AM S 290)

University of Kansas

A broad introduction to religion in American culture. The class emphasizes the well-established religions with large followings, viz. Judaism, Catholicism, Eastern Orthodoxy, and Protestantism. Some attention is also given to other religions active in America. Other topics covered include the relationship of church and state, religion in ethnic and racial minority groups, and women and religion. (3 credits) (religion)

**Social Science**

Drugs and Society (SOS 304)

Thomas Edison State College

Examines the physiological, psychological and sociological impact of substance use and abuse on individuals and on society. Includes current approaches to treatment and prevention of substance abuse as well as pertinent legal and ethical issues. (3 credits)

Introduction to Child Behavior and Development (HDFL 160) University of Kansas

A beginning course in child development concerned with the basic knowledge presently available about child behavior and the modifiable range of developmental patterns in growth, intellectual development, and social development in the child. (3 credits)

Introduction to Family Studies (SOC 120)

University of Northern Colorado

Survey of the characteristics, issues and problems of the family as a social institution. Topics include: marital satisfaction, conflict, mate selection, alternatives, and social change. (3 credits)

Introduction to Marriage and Family Relationships (HDFL 288)

University of Kansas

The development of personality in the family; the courtship process; compatibility and prediction of successful marriage; parental roles and child development; family rituals and patterns of interaction. (3 credits)

Perspectives on Aging (SOC 152)

Johnson County Community College

Social aspects of aging will be identified. Areas of special interest will include research themes and demographic trends; aging and its relationship to family, the economy, politics, religion and education; and the effect of cultural values on behavior and future of the elderly. (3 credits)

Psychology of Adjustment (PSY 160)

Washburn University

A study of the processes involved in the adjustment of individuals to their personal and social environments. Emphasis placed on developing an understanding of the skills associated with stress management, interpersonal relations and the achievement of adult maturity and psychological well being. (3 credits)

**Science**

Human Nutrition (BI 245)

Baker University SPGS

This course provides an introduction to the fundamentals of human nutrition as related to growth, development, and maintenance of good health. In addition to nutritional theory, students learn to analyze and plan nutritional regimes.

Pharmacology and Medical Aspects of Drugs (ADS 163)

Diablo Valley CC

This course provides an in-depth look at physiological effects and medical consequences of alcohol and other drugs. How drugs are metabolized, their effects on body systems and behavior, the addictive process, and current research are covered.

**Electives**

Beginning Investments (MS109)

Hutchinson Community College

An introductory study of investment opportunities, investment objectives and financial information need by the beginning investor. (2 credits)

Business and Professional Speech (SPD 128)

Johnson County Community College

Students will improve their verbal communication skills both formally and informally by studying interviewing techniques, making effective presentations, working in groups, negotiating, studying listening techniques, and recognizing verbal and nonverbal messages. The course is designed for the student presently working in business or planning to pursue a business degree. (3 credits)

Communication & New Technology (COMS 620)

University of Kansas

This course explores the impact of new communication technology on individuals and groups in various contexts. Topics include: The development of computer-mediated communication, social and psychological impacts of new communication technology, the evolution of telework and advances in interactive telecommunications. (3 credits)

Consumer Behavior (MKT 202)

Johnson County Community College

Upon successful completion of this course, the student will be able to analyze how consumers make buying decisions in the marketplace and how various personal, group and situational influences affect these decisions. In addition, the student will be able to demonstrate how the basic principles of consumer behavior can be applied to develop competitive marketing strategies that better identify and satisfy consumer needs and wants. (3 credits)

Creative Retail Selling (MKT 134)

Johnson County Community College

Upon successful completion of this course, the student should be able to describe the process of successful selling in the retail environment. In addition, the student should be able to identify the steps of selling and identify their appropriate application. The student should also apply selling principles through role-playing. Students who have received credit for MKT 133 (Salesmanship) may not receive credit for MKT 134. (3 credits)

Customer Service (BSAD 185)

Metropolitan Community Colleges

Fundamental principles of serving customer needs. Instruction and practice in identifying and providing for customer needs, handling situations on the telephone, developing and using telemarketing strategies, and establishing professional work standards. (3 credits)

Death and Dying (HS 372)

Washburn University

The major goal of this course is to examine death and bereavement across the lifespan. Issues such as grief and loss; death in the lives of children; and methods for working with the dying and their families will be explored. Cultural differences with respect to rites, customs and immortality will be examined. (3 credits)

Elements of Distribution (IT 230)

Purdue University

A study of types and systems of industrial distribution. Emphasis is on in-plant shipping and receiving functions; modes of distribution; functions of, and services provided by, distributors. Consideration also is given to the nature of career opportunities. (3 credits)

Entrepreneurship & Small Business Development (BS 321)

Baker University SPGS

This course introduces the nature of the entrepreneurial organization and the skills needed by a small business owner-manager. It helps students to identify developmental challenges and opportunities, and course work addresses venture capital formation and resource allocation. Economic, legal, and financial aspects of business plan development are studied. (3 credits)

Essentials of Production and Operations Management (BS 341)

Baker University SPGS

This course provides an overview of the concepts, methods and techniques needed to make managerial decisions on the transformation of resources to goods and services in both manufacturing and service industries. Topics include facility location and design, work and process design, work measurement, forecasting, operations scheduling, quality control, and inventory planning. (3 credits)

Federal Income Taxes (ACCT 131)

Johnson County Community College

This course teaches the student federal income tax rules and procedures for reporting federal income tax. Upon completion of this course, the student should be able to do short and long-range tax planning and keep records that will provide appropriate information for use in preparing federal income tax. The student should also be able to prepare the standard federal income tax return. (3 credits)

Fundamentals of Accounting (BU 260)

Baker University SPGS

An introductory accounting course describing accounting theory and practice, this course emphasizes the use of financial statements for management control. (3 credits)

Fundamentals of Baseball (HPE 211)

Allen County Community College

Develops coaching techniques from the fundamentals of individual offense and defense to the fundamentals of team offense and defense. It is designed primarily for those interested in coaching, but may enrich the curriculum of future spectators. A brief history of the sport, with major rules, is included. (3 credits)

Fundamentals of Basketball (HPE 231)

Allen County Community College

Familiarizes the student with the fundamentals and philosophy of basketball and tries to bring into focus all aspects of offense, defense and special situations of the game. (3 credits)

Fundamentals of Softball (HPE 127)

Allen County Community College

Develops coaching techniques from individual to team fundamentals. Emphasis is on offensive and defensive situations. (3 credits)

Fundamentals of Volleyball (HPE 261)

Allen County Community College

Develops the coaching techniques of volleyball from individual to fundamentals of team offense and defense. A brief history of the sport, with major rules, is included. (3 credits)

Health and Aging (HSC 469)

Ball State University

Dynamics of later life and the aging process with specific emphasis on health. The physiological and behavioral dimensions of the aging process will be analyzed and discussed. (3 credits)

Historic Preservation & Restoration of Interiors (IDH 760)

Kansas State University

Principles, guidelines, and qualities of preservation and restoration of interiors. Research and application. (3 credits)

Hospitality Human Resource Management (HMGT 207)

Johnson County Community College

This course will examine hospitality human resources management from the global perspective as the rise of multinational hospitality corporations and a multicultural society place new requirements on managers with human resource responsibilities. Special emphasis will be placed on both the "soft skills" involved in counseling, interpersonal relations and different management theories, as well as the "hard skills" involved in the legislative aspects of managing people. This course will concentrate on how to manage managers. (3 credits)

Hospitality Law (HMGT 130)

Johnson County Community College

This course offers an overview of product and dram shop liability as well as of the various areas of federal and state legislation that regulate the hospitality industry. Emphasis will be on familiarizing the hospitality manager with ways to avoid costly and time-consuming lawsuits. A manager's or owner's legal rights and responsibilities also will be discussed. Upon successful completion of this course, the student should be able to recognize potential legal problems. (3 credits)

Introduction to Exercise Physiology (HPER 208)

Johnson County Community College

Introduces the effects of exercise on the muscular system, the cardiovascular system and the metabolic system. The course will prepare the student in the design and principles for an individual exercise program. (3 credits)

Introduction to Home Ownership (BS 125)

Donnelly College

This course is designed to prepare the student to make informed decisions during and after the home purchase process. Emphasis will be placed on teaching the student how to determine financial readiness, understand the home buying process, select a home, understand and obtain mortgage financing and maintain the home mortgage after purchase. (3 credits)

Introduction to Soccer (HPE 221)

Allen County Community College

Familiarizes the student with basic skills, theory, and philosophy of soccer. Both individual skills and team play are emphasized. (3 credits)

Introduction to the Internet (EDST 567)

University of Delaware

This course is intended for the novice in the use of the Internet. It covers the skills needed to access the Internet, including the World Wide Web, E-mail, Listservs, Usenet, File Transfer Protocol. In addition, the participants will explore educational sites, learn to use browsers and how to search for information on the Net. (3 credits)

Introduction to Information Processing Systems for Business (ACCT 260) Wichita State University

Focuses on the evolving dimensions of hardware, software, data communications, computer networking and the internet. Students learn about word processing, spreadsheets, data bases, charting, email, file transfer and search engines.

Introduction to Project Management (BS 340)

Baker University SPGS

This course provides basic skills needed to successfully plan and complete projects in business and public environments. Essential aspects of scheduling, cost estimation, purchasing, and monitoring quality are covered. Special attention is given to interaction between the project manager and the project team. (3 credits)

Leadership Development (LDRS 670)

Fort Hays State University

The primary aim for this course is to engage in the examination of group processes, motivation, communication, decision-making, the use or abuse of power/politics, and conflict resolution skills as prime factors affecting leadership. (3 credits)

Lean Manufacturing Principles & Practices (MFS 503)

University of Kentucky

Introduction of the fundamental concepts for production utilizing lean manufacturing principles and practices. This course will consist of lectures, manufacturing simulation laboratory, plant tours, design projects, and assigned problems drawn from industry. (3 credits)

Office Procedures (BUS 135)

Allen County Community College

Areas of study are word processing systems, telecommunications, report writing, records management systems, travel and conference arrangements, and office team environment. (3 credits)

Organizational Learning for Lean Manufacturing (MFS 525)

University of Kentucky

Learning organizations are skilled at creating, acquiring, and transferring knowledge, and at modifying their behavior to reflect the new knowledge and insights. In this context, this course will discuss leadership styles, adult learning principles, communication, organizational behaviors, and a structure for learning. (3 credits)

Personal Finance (BSAD 151)

Metropolitan Community Colleges

Taxes, insurance, buying a home or automobile, borrowing, saving, social security, and budgeting. The problems of the consumer as a central figure in the American economy. (3 credits)

Personal Investments (FIN 216)

Western Washington University

Description of securities markets and trading of stocks and bonds. Characteristics of other investments including options, convertible securities, mutual funds and tangible investments. Investment risk and portfolio management. (3 credits)

Principles of Banking (AIB 101)

Johnson County Community College

The student will be able to identify aspects of banking from the fundamentals of negotiable instruments to contemporary issues and developments within the industry. In addition, the student should be able to demonstrate an understanding of the competitive and regulatory environments; bank regulations and examination; bank loans and investments; and the importance of full-service commercial banking. (3 credits)

Principles of Food-Service Management (HRM 120)

Drexel University

Covers techniques of contemporary food and beverage management and their application in the professional food-service environment. Emphasizes budget preparation, food and labor cost controls, menu planning and pricing, and quantitative management. Requires simulated restaurant project. (3 credits)

Principles of Nutrition and Health (HSES 330)

University of Kansas

This course will provide an introduction to the basic principles of nutrition, with an emphasis on application of these principles to improve overall health. Topics include: guidelines for a balanced diet, index of nutritional quality, energy requirements and balance, weight management and obesity, nutritional quackery, sports nutrition, nutrition for children and the elderly, and eating disorders. (3 credits)

Principles of Public Relations (JOUR 130)

Johnson County Community College

This course is intended to provide the student with an overview of the history, principles and real life functions of public relations. The ability to work with the public is essential in business, education, health care and numerous other fields. This course is designed to give students the background to develop their PR skills. (3 credits)

Principles of Supervision (BSAD 109)

Metropolitan Community Colleges

Basic supervisory responsibilities as applied to hiring, training and directing a work force. Human relations, performance evaluation, grievance handling, and dealing with employee problems. (3 credits)

Project Planning and Control (X471.9)

University of California (Berkeley)

This course provides an overview of advanced concepts and techniques associated with project management. You explore in greater detail the tools and techniques presented in Project Management X470. It covers developing the plan from the initial idea through stakeholder analysis, the conceptual phase, and the final, completed project plan. It also covers the implementation stages, controlling and managing costs, management information systems, project performance, and evaluation. (3 credits)

Psychology of Coaching (PE 348)

Baker University CAS

The psychological dimensions of improving athletic performance of individuals and groups are studied. Students examine psychological principles and techniques as they apply to coaching and competition. (3 credits)

Real Estate Fundamentals (BSAD 118)

Metropolitan Community Colleges

Introduction to the field of real estate, brokerage, marketing, ownership, conveyancing, landlord and tenant relationships, and closing statements. Real estate license laws, state and federal rules and regulations. (3 credits)

Salesmanship (MKT 133)

Johnson County Community College

Upon successful completion of this course, the student should be able to define and contrast the three main areas of selling – direct, wholesale and retail – and explain the selling process. In addition, the student should be able to define the steps of selling and identify their appropriate application. (3 credits)

Small Group Communication (CN 342)

Washburn University

Provides in-depth look at group dynamics and communication. Focuses on communication and decision-making, relationships, conflict, leadership, and group development. Students participate as group members in long and short term groups. (3 credits)

Teleservice Communications Skills (MKT 140)

Johnson County Community College

Upon successful completion of this course, the student should be able to describe the process of successful communication in the teleservice field. In addition, the student should be able to define the principles of teleservice and identify their appropriate application. The student should also be able to demonstrate effective communication and client services skills through role- playing. (3 credits)

Women in Management (BSAD 115)

Metropolitan Community Colleges

Social and organizational barriers to success. Successful management techniques. Human relations with superiors, peers, and subordinates. Leadership strategies and decision-making. (3 credits)