

## **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**

##### **Design 2D (ART 124)**

**Johnson County Community College**

This is an introductory study of the principles of visual perception, two-dimensional space organization and the visual elements of line, shape, texture and space. Concepts, materials and processes necessary to an understanding of two-dimensional form are explored using traditional and digital tools and techniques. (3 credits) (art)

##### **Design Fundamentals (ART X 479.6A)**

**UCLA Extension**

A hands-on introduction to the creative process and core elements of graphic design for a variety of outputs including print and electronic media. Topics include research, typography, imagery, and concept development. Projects are progressive and critiqued. (3 credits) (art)

##### **Fundamentals of Photography (PHOT 121)**

**Johnson County Community College**

This course provides an introduction to the tools, procedures, concepts and application of photographic imaging. Students will use cameras, light meters and darkroom equipment for film developing and printing to make images to meet the requirements of a series of assignments designed to develop specific skills, competencies and points of view and to stimulate the students' creative capacities for personal expression, communication and self-understanding. (3 credits) (art)

##### **Digital Photography (PHOT 128)**

**Johnson County Community College**

This course is an introduction to the concepts, tools and technology of digital imaging for photographers. Students will develop competence in the use of digital photographic equipment, software, storage devices and printers to produce digital photographic images satisfying the requirements of a series of assignments designed to develop specific skills and competencies. Students will "capture," import, adjust, correct, transmit, store and output images. They will use digital imaging technology to produce photographs for visual communication and artistic expression. Ethics and cultural implications of the technology will be discussed. (3 credits) (art)

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 Music (MUSI 100-001)

George Mason University

This course serves as an introduction into the technical and theoretical aspects of music. Students will gain an understanding of musical notation (pitches and rhythms) and develop these basics into a more complex understanding of form and structure. This course is designed for students who have no previous musical training. The semester will cover several key topics: music notation, simple and complex rhythms, basic keyboard skills, major and minor modes, intervals, chords, and form. Students will establish a vocabulary to discuss classical and popular music from a technical and aesthetic standpoint. (3 credits) (music)

African American Religious Experience (RELIG 334)

Iowa State University

This course provides an in-depth look at sources and themes in African-American religiosity, assessing historical epochs of development, ongoing cultural themes and contributions of Black religion in the Americas. (3 credits) (religion)

Religion in America (RELIG 210)

Iowa State University

Introductory study of the major beliefs, practices, and institutions of American Judaism, Catholicism, Protestantism, and Islam with emphasis on the diversity of religion in America, and attention to issues of gender, race, and class. (3 credits) (religion)

Interpersonal Communication (SPD 120)

Johnson County Community College

This course focuses on the principles of effective speech communication in small group and one-to-one relationships. Theory and practice of interpersonal communication are studied and applied to a variety of life situations. The course focuses on perception, self-concept, listening, conflict, language, nonverbal communication and culture as they relate to interpersonal relationships. (3 credits) (speech communication)

Fundamentals of Public Speaking (COMM 1010)

Austin Peay State University

This course is designed to enhance the development of public speaking skills. It is the application of public speaking principles and techniques for delivering public speeches with emphasis on presentation of informative and persuasive speeches; incorporates the identification of the speech communication process with the effective use of outlining, research to support topics, visual aids to enhance oral presentation, audience analysis for adaptation and techniques for overcoming communication apprehension. (3 credits) (speech communication)

Small Group Communication (COM 230)

Arizona State University

Principles and processes of small group communication, attitudes, and skills for effective participation and leadership in small groups, small group problem solving, and decision making. (3 credits) (speech communication)

**Social Science**

Death and Dying (SO 205)

Passaic County Community College

This course provides students with the biological, sociological, and psychological perspectives of death, dying and bereavement in our society and around the world. Topics include euthanasia, suicide, terminal illness, funeral and burial rituals, and culture and ethical values and problems related to death and the terminal illness in contemporary society. (3 credits)

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 Development (PSYC 250)

University of North Carolina

This class provides an introduction to the fundamentals of children's physical, cognitive, social, and emotional development, from the prenatal period through adolescence. We will use a scientific framework to guide our study of how children develop. Students are expected to acquire a basic understanding of how factors within the child, family, and broader society shape the process of development, and we will focus in detail on several key issues facing children in our society today. (3 credits)

Introduction to Family Studies (SOC 120)

University of Northern Colorado

This course surveys central topics and related research in the sociology of family and examines families as an evolving social institution. Topics include historical and cultural variations in families, mate selection, cohabitation, marriage, parenting, divorce, remarriage, and step-parenting. (3 credits)

Marriage and the Family (HSH 353)

Arkansas Baptist College

This course examines the significance of relationships, marriage and family and the role of these relationships across the adult life span. The course learning will begin with the exploration and history of family and marriage the ever changing definition. This course seeks to help the student understand the impact of relationships, marriage and family and how it may differ based on cultural, financial, lifestyle, and other factors (3 credits)

Military Sociology (SO 330)\*

Norwich University

This course provides a sociological perspective of the military as both an institution and as an occupation. It examines the social structure and functions of the military and the

social factors that influence behavior in and of the military. In terms of function, it examines the changing purposes of the military in view of changing national and international conditions; and in terms of structure, it examines the norms, values, traditions, organizations, and culture of the military. It is designed to provide greater insight into the routine life within the military and into contemporary issues confronting the military. (3 credits) *\*Syllabus not available*

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 (PSYCH 131)

Bloomsburg University

This course addresses psychological approaches to understanding, managing, and changing our physical and emotional well-being. Relationships with others, our environment(s), and ourselves will be explored and examined. You will learn ways of applying psychological principles and concepts to enhance coping with common issues of adult life including various problems of living. Lecture, class discussions, group activities, experiential exercises, videotapes, and homework assignments will be used to meet the instructional goals. (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**

Administrative Office Procedures (POFT 1309)

Austin Community College

Study of current office procedures including the work environment, workplace technologies, written communication, customer service, and career planning. (3 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)

Coaching Baseball (ATHC 1730)

Western Nebraska Community College

A course designed for the prospective baseball coach. This course will cover a wide range of material from basic fundamentals to team strategy. This course will encompass skill progression, conditioning, strategies, psychological and organizational aspects of the game. (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 (MKT 2420)

Pellissippi State Community College

A practical course designed to prepare students to meet and exceed customers' expectations. The course focuses on communication, including listening, electronic, verbal, nonverbal, and telephone communication skills and communicating in difficult and diverse customer situations. Techniques for learning involve simulations, observation research and an individual skill-building project. (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 Management (BMT 120-01)

WOR-WIC Community College

This course covers the planning for, starting and managing of a small business. Students evaluate the options for entering into a small business and the pros and cons of the forms of ownership. Topics include financing the small business, the use of accounting as a management tool, legal constraints of interest to small businesses and the development of realistic marketing plans. Unique issues of family businesses and work life/family life balance are included. (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 Basketball (HHP 108)

University of Montana

HHP 108 is an introduction to the sport of basketball. Students will be introduced to the simple rules of the game, the necessary equipment, the basic shooting mechanics, and strategies. Students will also be learning the enjoyment of playing basketball through one on ones, small

Fundamentals of Tennis (HHP 154)

University of Montana

HHP 154 is an introduction to the sport of Tennis, the sport of kings. Students will be introduced to the basic rules and scoring of the game, the necessary equipment, the basic stroke mechanics, on-court etiquette, and game strategies of singles and doubles. (3 credits)

Hospitality Human Resource Management (HMG 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 (HMG 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 Financial Advising (BUSG 1304)

Austin Community College

A study of the financial problems encountered in managing family financial affairs. Topics include financial security for the family, budgeting, use of credit, home ownership, financial tangles, and savings and investment plans. (3 credits)

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)

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) *\*Syllabus not available*

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) *\*Syllabus not available*

Personal Investing (ECON 212)

University of New Mexico

In this course I offer you an introduction to investing within the context of a lifelong personal financial strategy. Because this is an economics course, you will learn about markets, and by understanding simple market theory you will learn to make wiser financial decisions including when, and how, to invest for special purchases, education and retirement. You will see how economic analysis makes you a better investor. (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 (BUS 140)

Johnson County Community College

Upon successful completion of this course, the student should be able to define the supervisor's role within a company and identify the skills necessary to successfully fulfill that role. In addition, the student should be able to determine the supervisor's role in supervising employees on an individual basis and as a group. The student should also be able to apply the principles of supervision in simulated work situations. (3 credits)

Production & Operations Management (BUS 335)

Peru State College

This course explores a wide variety of production and operations management topics. Topics considered include: operations strategy and competitiveness, product design, process selection, quality management, capacity management, Just-in-Time (JIT) production systems, facility location and layout, supply chain management, operations scheduling, and the production planning process. (3 credits)



Professional 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 addition, the student should be able to define the steps of selling and identify appropriate application. The student should also be able to apply selling principles through role-play. (3 credits)

Project Planning and Control (X471.9)

University of California (Berkley)

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)

Restaurant Management (HRTM 011)

San Jose State University

Overview of food and beverage with emphasis on food quality. This course will focus on controlling food and beverage costs, production planning and service standards with an emphasis on food safety and managing a profitable operation. (3 credits)

Retail Management (MKT 121)

Johnson County Community College

Upon successful completion of this course, the student should be able to describe and analyze retail store organization and operation including customer markets, store location and design, human resource management, merchandise planning and control, and retail promotion. (3 credits)

Technology & Human Communication (COMM4544)

University of Northern Iowa

This course is an examination of the legal, political, ethical, democratic, hyper-commercial, and social implications of digital technology. You will learn about the Internet as a positive, social networked sphere with a thriving creative commons, but you will also begin to see the dark side of our hyper-connected world: a digital culture plagued with questions about copyright, government and corporate controls, and issues about privacy and unethical digital citizenship. You will also begin to consider how a life increasingly connected to digital tools is affecting our daily lives. (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 telescient service 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)

University of Texas - Dallas

In this course we will examine the history of women in management, the key issues facing women managers today, and the outlook for the future. We will explore a variety of topics

including the concept of the glass ceiling, workplace diversity, legal solutions to discrimination, leadership styles, work and family issues, and sexual harassment. The topics will be examined from the perspectives of organizational behavior, sociology, psychology, history, and gender studies. (3 credits)