Course Number Legend

- **Lower Division Courses** are listed with a 1 or a 2 prefix: 1xxx, 2xxx
- **Upper Division Courses** are listed with a 3 or a 4 prefix: 3xxx, 4xxx
- The last number in the course number indicates the **number of credit hours earned** for that class: xxx3 = 3 credit hours; xxx2 = 2 credit hours

Course Descriptions

**GNAE 3103 Living and Learning: Documenting Life Experiences for College Credit**
Prerequisite Course: Approval of Academic Advisor and successful completion of MGMT 4193, Strategic Career Management in the AOL program.
Learning takes place in a variety of settings including life experiences. This learning can be documented in many formats, one of which is a life learning paper. The objective of this course is to instruct the bachelor’s degree completion student in the process of earning college credit for learning from life experiences by utilizing the Kolb model. The student will complete one life learning paper while in the course that can be submitted for evaluation to earn additional college credit.

**GNAT 1053 Art Concepts and Applications**
A “hands on” introduction to drawing and painting for the beginner includes some instruction and critiques to the class along with individual guidance and evaluation as work is in process. There will be required work between class sessions; some assignments may be on an individual basis to suit your ability and interest. No experience is required, just a desire to learn and create to the best of your ability.

**GNBL 2253 Discovering the New Testament**
This course is an introductory study of the New Testament. It examines the literary character of the New Testament books, as well as the history surrounding them, and reflects upon the impact of their messages for contemporary society.

**GNBL 2353 Discovering the Old Testament**
A general education course to introduce the development of religion in ancient Israel, to show the roots of the Christian faith and to show the relevance of the Bible to contemporary life, and to examine the place of the Bible in American culture.

**GNBS 3012 Business Etiquette**
This course will cover issues such as meals, business travel, meetings, greetings, business attire, and much more. Knowing that you are handling yourself in the proper way in a variety of situations gives you an air of confidence that is necessary for success in the business world.

**GNBS 3022 Managing Time and Multiple Projects**
Focus is on comprehension and application of time management concepts such as organizing, prioritizing, and goal setting. The project management concepts of organization, visualization, delegation, and forecasting will also be studied. Emphasis will be on application in real-life situations at work, school, and home.
GNBS 3032 Entrepreneurship in the 21st Century
Nearly one million individuals start their own business every year. This course focuses on exploring specific issues involved in self-employment and assessing whether self-employment may be an appropriate choice. Opportunities for starting one’s own business, buying an existing business, or becoming a consultant will be explored.

GNBS 3033 Organizational Stress Management
This course will provide a broad overview of organizational stress management and will invite students to study the role and management of stress in the workplace. Topics covered include psychological and physical effects of stress, management of distress, methods of stress reduction, and individual and organizational strategies for preventing high levels of stress in the workplace.

GNBS 3043 Ethics in Business Management
This course is intended to explore and provide an introduction to the law and its relation to business and business transactions. It will explore the various types of business relationships and organizations, with a brief coverage given to factors bearing on the choice of organization, including partnership attributes, process of corporate formation and corporate privileges.

GNBS 3053 Leadership: Discovering Your Purpose
This activity-enriched course teaches the basics of effective leadership, focusing on personal awareness and growth, working relationships, influence skills, and conflict resolution. A foundation for understanding the challenges facing a new manager and for helping the individual improve leadership skills and behaviors will be created.

GNBS 3063 Outrageous Customer Service
This course will motivate students from all backgrounds to discover the difference between good and excellent customer service. Students will learn basic concepts that turn customers into company supporters. The course will equip students with the skills, knowledge, and behaviors necessary to recognize and provide extraordinary service.

GNBS 3072 Beyond Affirmative Action: Managing Diversity in the Workforce
What exactly is Affirmative Action? What is “diversity”? This course will answer these questions and host a host of others that will help you understand the changing employee profile in today’s workforce environment. This will be done by briefly analyzing the history of relationships among people of divergent backgrounds in and out of the corporate climate and by engaging contemporary literature, research, and testimony on the subject of diversity. Consequently, you will become educated in today’s important issues involving workplace dynamics and will be a diversity leader within your organization.

GNBS 3073 Business Law
This course is intended to explore and provide an introduction to the law and its relation to business and business transactions. It will explore the various types of business relationships and organizations, with a brief coverage given to factors bearing on the choice of organization, including partnership attributes, process of corporate formation, corporate privileges and powers, corporate capital structure, and limited liability. The course will also give attention to Contracts and Commercial relations, Torts, and Employment law and discuss intellectual property, computer law, and privacy issues.
Center for Adult and Professional Education

GNBS 3093 Principles of Supervision
Effective supervisors need to know how to plan and organize the workload, define the most important results, and measure effectiveness as well as have a fundamental understanding of worker behavior and the processes of motivation and control. This course is designed for individuals who are or will be in supervisory positions and develop skills for effective management in the work environment. Emphasis will be on skill development.

GNBS 3142 Sociology of Business
This course will study the history and relationship of business to society, with special attention given to the impact of business on societal elements such as politics, economics, the environment, and employee/consumer concerns. Consideration will be given to the social dynamics of business from domestic and international perspectives.

GNBS 3143 Anchored Leadership in the Face of Chaos
This course explores Christian leadership and examines how it can provide an anchor in the often-chaotic business environment. "Anchored" leadership is applicable in business and personal-life settings. Though proclaiming Christianity in today's marketplace may be controversial, leading by Christian principles calms chaos. Learners will consider Christian "anchored" leadership and articulate a personal leadership development plan.

GNBS 3163 True North: Identifying Your Moral Compass
This course explores ethics in business and morals for life. Is there a moral compass? Who or what shapes our thoughts? Can we know for certain that “truth” is true? This course will examine what shapes the thoughts and actions of our culture, thus affecting our lives. Together we will consider realigning moral choices — in business and life — with faith.

GNBS 3263 Leadership Messages: Communication, Conflict and Collaboration
Leaders at all levels must communicate effectively in order to motivate and empower co-workers, meet productivity goals, and execute successful planning. This course will examine the skills, strategies, and assumptions that facilitate powerful leadership messages aimed at attaining new and more satisfying levels of work. Topics will include active listening, functional conflict, collaborative decision-making, the role of technology, and eliminating barriers to constructive communication.

GNBS 3353 Conflict Resolution
Conflict is a reality of daily life, whether in personal relationships or in the business setting. Learning how to deal with these conflicts can have an impact on the quality of life. This course will provide the student with a foundation of how to deal with and resolve conflicts.

GNBS 4012 Understanding Your Federal Income Tax Return
This class will teach you to prepare your tax return. This class will be taught assuming that students have no tax background at all. Situations that an average taxpayer deals with will be covered. Students will also learn how to research tax questions.

GNBS 4032 Behavioral Interviewing
Ever wonder why interviewers ask questions they do? This course will explain how successful organizations select the right employees. Students will learn techniques involved in behavioral interviewing. The course is enlightening for both interviewer and interviewee.

GNBS 4053 Managing the Control Process
Focus of this course will be on the design and implementation of effective control processes. Such processes provide the assurance that the efforts invested in planning, organizing, and leading will achieve the desired results. There will be an emphasis on applying the course concepts to actual situations identified by the students.
Center for Adult and Professional Education

GNBS 4063 Strategic Decision Making
Making good decisions is critical to success in every area of life. Few people realize there are tools and strategies that will enable better decision-making. This course introduces the student to the fundamental skills and knowledge needed for making good decisions. Topics include understanding the various types of decisions, how to structure decisions, dealing with risk, and the psychological traps associated with decision-making.

GNCJ 1053 Crime and Community
Crime is part of the world in which we live. Many people have been or know someone who has been a victim of crime. This course will explore the impact of crime on the community by providing an overview of crime, community policing, the courts, corrections, and juvenile justice. Students will encounter learning through readings, classroom discussions, and actual field experience.

GNCJ 3052 Terrorism: Trends and Tactics
This course will focus on examining trends and tactics in terrorism through case studies of the different terrorist attacks utilizing biological, energetic material, and shock-and-awe tactics in both domestic and international venues. Students will learn about each group's ideology, purposes, and foundations. The class will then focus on identifying preventable measures to the attack including target hardening, environmental design and personal awareness. The goal is to raise awareness and identify measures to prevent loss of life in the event of terrorist threats.

GNCO 1053 Public Speaking: College and Career
This course focuses on the skills a student must develop to communicate a message to an audience both through informative and persuasive means.

GNCO 1553 Informed to Death: Multi-media’s Effect on American Culture
This course will explore the impact of multimedia on American culture and personal intellect.

GNCO 4312 Managerial Communication Styles
This course will focus on the practical implementation of communication for the following organizational challenges: managing information, selecting appropriate communication channels, establishing effective performance feedback systems, implementing organizational change, providing for interdepartmental communication, creating innovative spirits, and ethical communication practices. If you are a manager, this course will help you build a department where employees communicate effectively with one another. If you are an employee, learn how to get useful feedback from the manager.

GNCO 4603 Organizational Communication
An examination of organizational communication behavior and the many topics necessary to its understanding. Some of these topic areas are communication networks and hierarchies, theories of management, socialization, conflict management, impact of technology, incentives for and impediments to effective communication. Through reading, discussion, and written assignments, this course will heighten awareness of the importance of communication in organizational functioning, introduce the concepts and theories relevant to communication in organizational contexts, examine how communication choices contribute to the quality of work life, and create solutions for organizational communication problems.

GNEC 1553 Personal Finance
This course is designed to aid students in defining their role in preparing and understanding personal financial information. The topics to be covered are basic financial planning, budgeting procedures, calculating principal and interest, defining different types of consumer credit, and developing a general knowledge of home buying and various types of insurance.
GNEN 1253 English Composition I
A study of the principles of the writing process with practical application. Assignments emphasize the purpose of writing and essay organization. A research paper is required.

GNEN 2153 Studies in the Theory of American Humor
A study of the scholarly theory behind the types of American humor, the history of humor in the United States, its facets that lend themselves to democracy, the characteristic that make it differ from British humor, and an overview of the most important humorists in our history.

GNEN 2353 Heroes in Early British Literature
What were people’s lives like in early British history? What were their values? These questions will be explored through the reading of early British literature. This course will provide an overview of the elements, background to the works, and perspectives of scholars today.

GNEN 2453 Early American Literature: Little Known Gems
This course will examine the works of best-selling authors in the 1800s and why they were not recognized by the critics of the 20th century. The class will examine the meanings of these works, the impact to the society in the 1800s, and how what these authors wrote over 100 years ago is still relative today.

GNHI 2253 A House Divided: The American Civil War
This course will take a unique look into the American Civil War by offering the opportunity to appraise the national war on a local level. Students will briefly explore the history of the South, investigate the practices of the North, and focus on the developments of Kansas and Missouri. The foundation of the war will be studied along with distinguishing guerrilla activity in Missouri from contraband fighting in Kansas. The establishment of the state of Kansas will also be analyzed.

GNHI 2353 American Freedom: The 1960s
The 1960s have been increasingly regarded as a surreal decade in American history. This course will engage the biographies, politics, and culture that typified the 1960s. The learner will encounter JFK, RFK, MLK, the move from liberalism to conservatism, and the Vietnam War. The full continuum of events from the U-2 incident to Woodstock will be addressed.

GNHI 3013 Ancient Rome: The Rise and Fall of an Empire
This course will provide students with an overview of the historical background during which Rome ruled the ancient world. Students will be able to identify the factors that influenced the transition from republic to empire, as well as the events that led to Rome’s eventual decline. In addition, students will be able to draw parallels between ancient Rome and modern America. This course will be enlightening for those who lack an understanding of how events in the ancient Roman Empire have helped to shape the course of human history for the past 2000 years.

GNHI 3023 Epitome of Evil: Hitler, Nazi Germany, and the Holocaust
An in-depth historical analysis of Germany during the Nazi period (1933-1945) based on a chronological overview from its origins in the Weimar Republic to its destruction at the end of World War II. Explore topics including the origins of Germanic and National Socialist ideologies, World War I and its consequences, the life and ideology of Hitler, the Weimar Republic and its collapse, the Nazi takeover of power, the Nazi revolution after they seized power, the Nazi “synchronization” of all facets of German life to the goals of the party, everyday life during the Nazi era, the advent of World War II, the German resistance to Nazism and the war itself, and the Holocaust. The evaluation and analysis of primary materials dealing with selected aspects of the Nazi period (such as social organization, education, propaganda, family life and women, and the arts) will enable the student to better understand everyday life in Nazi Germany.
GNHI 3213 Give Me Liberty!: The American Revolution
This course engages a central text that studies the colonies of North America through the Revolutionary War. The class will discover the peopling of America, the migration of distinct religious groups, American colonies, the early establishment of democracy in America, and events leading towards, during, and immediately following the Revolutionary War. A detailed look at the Founding Fathers will also be explored.

GNMA 0123 Introduction to Algebra
This is a developmental course that does not count toward degree requirements. This course is a review of the basic concepts of mathematics to improve computation and application. Introductory algebra concepts are introduced with an effort to bridge the gap between where students currently are in their math skills and where they need to be to successfully complete an intermediate algebra course.

GNMA 1153 Algebraic Concepts and Applications
As a mid-level survey of algebra, emphasis will be placed on conceptual understanding, algebraic methods of solving real-world problems, geometric concepts, and a basic understanding of functions.

GNMA 1163: Intermediate Algebra
A short review of the fundamental laws of algebra followed by a study of exponents, radicals, linear and quadratic equation, inequalities, polynomials, functions, graphs, and systems of equations.

GNPE 2153 Coaching/Sportsmanship
The focus of this course is on people and the values that make relationships and organizations excel. Designed for those who are sports-minded as well as those who are not. We will look at developing good character traits, learn good sportsmanship, understand what it takes to become a winner, and define what makes coaches become great leaders.

GNPH 1053 Philosophy of Life and Meaning in the 21st Century
This course will explore today’s fast-paced, constantly changing society as the learner seeks to grasp important Christian insight into contemporary thought and culture. A comprehensive understanding of the evolution of philosophy as it relates to time, place, life, and meaning will be pursued.

GNPH 2153 Critical Thinking
Understanding critical thinking is a life-long strategy. The purpose of this course is not only to familiarize students with the fundamental concepts of critical thinking, but to also provide a systematic approach to its processes and components. Through readings, discussions, and written assignments, emphasis will be placed on application in the context of traditional values, personal non-conformity, and cultural diversity.

GNPH 3053 World Religions
This course will explore the major religions of the world as they exist today and the universal search for God that is a part of the human perspective. Emphasis will be given to historical background, key tenets of faith, symbols, practice, and impact on the world today. Each religion will be analyzed objectively, but primary emphasis will be given to Christianity and how other world religions relate to it. The key religions of the East, Near East, and West will be examined. As well, primal religions, cults and sects, and religious philosophies will be encountered.

GNPS 2053 American Government and Politics
This course will include an examination and overview of the major aspects of the United States government, a basic history of how the government was formed, and an understanding of basic concepts used to interpret United States politics.
GNPY 2703 Foundations of Psychology
The study of psychology provides a greater understanding of ourselves and those around us. Students will develop an understanding of psychology as the science of human thought and behavior and its many applications in our everyday lives.

GNPY 3502 Emotional Intelligence in the Workplace
A particular set of abilities known as emotional competencies is becoming increasingly important for success in one’s career. Emotional competence refers to the personal and social skills that lead to superior performance in the workplace based on emotional intelligence, a person’s cognitive, emotional, and physical resources. A considerable body of research suggesting that a person’s ability to perceive, identify, and manage emotion provides the basis for the kinds of social and emotional competencies that are important for success in almost any job. Students will learn how to improve their own emotional intelligence and how to promote change in the workplace and/or in their personal life through the utilization of the principles of Emotional Intelligence.

GNPY 4703 The Helping Relationship
This course will investigate the helping relationship that is established between a helper and a helpee. The material and activities will assist the student in understanding the theories, processes, and skills involved in establishing and maintaining a helping relationship in both professional and nonprofessional settings.

GNPY 4803 Creativity and Innovation
This course will cover two of the most important skills for improving our personal performance and managing change in successful and rewarding ways. Students will learn that creativity can be learned and cultivated. This course will present three types of creativity: 1) Personal Creativity, 2) Co-Creativity, and 3) Group Creativity. The models and tools for defining and managing the creative process will be taught for each of the three types of creativity.

GNSI 3073 CSI: The Science of Discovering Truth
CSI will involve the basic science principles involved in crime scene investigation and the analysis of evidence from simulated criminal situations.

GNSO 1053 Intro to Sociology
The course will include socialization, social interpretation in everyday life, deviant behavior, the economy and work, religion, family, education, and social change in traditional, modern, and postmodern societies. Students will discover the diversity of U.S. society through greater understanding of the people of African, Asian, European, and Latino ancestry.

GNSO 2053 Marriage and Family
The course will include the examination of the major aspects of the family as a social institution and include the current trends, changing nature, and possible development of the family in the future.

GNSO 3103 Consumerism and Society
How is the consumer being programmed in society today? What has created the mentality of “self-service”? When did the automation developed by the McDonald's industry become a way of life? These questions and others will be discussed and developed in this course based on the best-selling book by George Ritzer. Efficiency, calculability, predictability, control, and the irrationality of rationality are some of the topics that will lead up to what consumers can do to either embrace or fight against the McDonaldization of the society in which they live and spend their monies.
GNST 1153 Project S.U.R.E.
Gaining insight, self-discovery, and academic success are the three main goals of this course. Students will be introduced to the history and facilities of MNU. Adult learning theories and development will be studied and applied during the course.

GNST 2153 Making Information Work for You
Do you ever feel overwhelmed by the amount of information you encounter? Do you struggle with where to look to find accurate information for school assignments? You are not alone. This course will focus on how information is organized, how to evaluate it, and how to apply it to school, life, and work. It will also lay the foundation for future research projects.

GNST 3142 Foundations for Strengths-Based Teams
This course will provide students an opportunity to learn more about the Gallup Organization’s strength-based philosophy and supporting research. Using the Strengths-Finder assessment, the goal is to give specific affirmation to a person’s top five strengths and inspire further growth in those strengths. The course is highly interactive, practical, and hands-on, resulting in immediate application. Students can expect to validate their own personal strengths and talents and discover the strengths of others as well as consider critical outcomes required in one’s role and how strengths are utilized to meet those goals.

GNST 3042 Building Strength-Based Teams
Pre-Requisite Course: GNST 3142
The best teams leverage the talents of their members to engage them in realizing the team’s goals and objectives. Effective and productive teams meet their goals and achieve meaningful outcomes by engaging team members and capitalizing on their diverse talents. In this course students will learn why engagement is crucial to the success of a team and organization, discover strategies to engage team members and ensure they are positioned appropriately for their role, examine the relationships, strengths dynamics and potential challenges within a team and learn how to use a Team Talent Map to increase performance and engagement of their team.

GNST 3052 Values and Ethics for Changing Times
Social critics comment that Americans are losing moral fiber. As we read the daily newspaper or watch the national news, we may find it difficult to disagree with those critics. Our news is filled with examples of man’s inhumanity toward man. The daily exposure to negativity can leave us feeling vulnerable to the challenges in the world around us. We wonder if values and ethics are relics of little significance for people living in the new millennium. While social trends and changes may be unnerving, values and ethics remain important. In fact, some values are essential for human survival. This course will examine seven values essential for human survival, and we will discuss common techniques used to avoid accountability.

GNST 3082 Grief in the Workplace
The workplace offers no immunity to dying, death, and bereavement. These realities are not confined to the employee’s private life, but to some degree, impact the workplace. In 1996, according to the Bureau of Labor Statistics, there were 6,112 work-related fatalities, 15 percent of which were homicides. Millions of employees are impacted by the death of a loved one or friend. Active bereaving is a significant factor in influencing workplace safety, collegiality, morale, productivity, and turnover. This course will assist students in understanding grief and applying grief management concepts for developing creative compassionate responses in the workplace.

GNST 4702 Personality Types in the Workplace
In this course four personality pairs will be described in depth using Myers-Briggs. Team-building concepts, conflict resolution, negotiation and problem solving will be addressed with emphasis on communication between personality types.