



## Center for Accelerated and Professional Education (CAPE) Course Descriptions

### **GNAE 3103 Living and Learning: Documenting Life Experiences for College Credit (Online; 3 credit hours)**

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 class that can be submitted for evaluation to earn additional college credit. **Pre-requisites:** Student must either be actively enrolled or previously enrolled in an accelerated degree program. Please check with your advisor before enrolling in this class.

### **GNAT 1053 Art Concepts and Applications (Accelerated Morning or Weekend; 3 credit hours)**

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 (Accelerated Evening; 3 credit hours)**

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 (Accelerated Evening; 3 credit hours)**

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 3011 Business Etiquette (Weekend; 1 credit hour)**

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 (Weekend; 2 credit hours)**

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 (Weekend; 2 credit hours)**

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 3152 Organizational Stress Management (Weekend; 2 credit hours)**

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 3053 Leadership: Discovering Your Purpose (Weekend; 3 credit hours)**

This activity-enriched course teaches the basic 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 (Accelerated Evenings or Weekend; 3 credit hours)**

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 3071 Beyond Affirmative Action: Managing Diversity in the Workforce (Weekend; 1 credit hour)**

What exactly is Affirmative Action? What is "diversity"? This course will answer these questions and a host of others that will help you understand the changing employee profile in today's work force 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 work place dynamics and will be a diversity leader within your organization.

**GNBS 3073 Business Law (Accelerated Evening; 3 credit hours)**

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.

**GNBS 3092 Principles of Supervision (Weekend; 2 credit hours)**

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 3153 Sociology of Business (Accelerated Evening or Weekend; 3 credit hours)**

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 (Online; 3 credit hours)**

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 (Online; 3 credit hours)**

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 (Online or Accelerated Evening; 3 credit hours)**

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 (Accelerated Evening; 3 credit hours)**

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 4031 Behavioral Interviewing (Weekend; 1 credit hour)**

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 4063 Strategic Decision Making (Online; 3 credit hours)**

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 (Accelerated Evening or Weekend; 3 credit hours)**

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 (Weekend; 2 credit hours)**

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 (Accelerated Evening; 3 credit hours)**

This course focuses on the skills a student must develop to communicate a message to an audience both through informative and persuasive means.

**GNCO 4312 Effective Organizational Communication (Weekend; 2 credit hours)**

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, and 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.

**GNEC 1253 English Composition I (Accelerated Evening; 3 credit hours)**

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.

**GNEC 2153 Studies in the Theory of American Humor (Accelerated Evening; 3 credit hours)**

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.

**GNEC 2353 Heroes in Early British Literature (Online; 3 credit hours)**

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 (Online; 3 credit hours)**

This course will examine the works of best-selling authors in the 1800s and why they were not recognized by the critics of the 20<sup>th</sup> 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 (Accelerated Evening or Online; 3 credit hours)**

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 (Accelerated Evening or Weekend; 3 credit hours)**

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 (Weekend or Online; 3 credit hours)**

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 (Accelerated Evening; 3 credit hours)**

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 (Online; 3 credit hours)**

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 1163: Intermediate Algebra (Online; 3 credit hours)**

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 (Accelerated Evening or Weekend; 3 credit hours)**

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 21<sup>st</sup> Century (Online; 3 credit hours)**

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 (Weekend; 3 credit hours)**

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 (Weekend; 3 credit hours)**

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 (Online; 3 credit hours)**

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 3502 Emotional Intelligence in the Workplace (Weekend; 2 credit hours)**

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 (Accelerated Evening or Weekend; 3 credit hours)**

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 (Accelerated Evening or Weekend; 3 credit hours)**

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 (Accelerated Evening or Weekend; 3 credit hours)**

CSI will involve the basic science principles involved in crime scene investigation and the analysis of evidence from simulated criminal situations.

**GNSO 2053 Marriage and Family (Weekend; 3 credit hours)**

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 (Online; 3 credit hours)**

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. (Accelerated Evening; 3 credit hours)**

In this orientation course you will gain insight and self-discovery, while focusing on how to maintain academic success in your college experience. You will review MNU's history and become familiar with the MNU campus. Students will identify their unique learning style and become familiar with adult learning theory and develop time management and study skills strategies.

**GNST 2153 Making Information Work for You (Accelerated Evening or Online; 3 credit hours)**

Do you ever feel overwhelmed by the amount of information that 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 3042 Building Strength-Based Teams (Weekend; 2 credit hours)**

This class will provide students an opportunity to learn more about the Gallup Organization's strengths-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. Students will also 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 4702 Personality Types in the Workplace (Weekend; 2 credit hours)**

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.

# Public Administration Minor

## Course Descriptions

### **PADM 4003 Public Administration (Online; 3 credit hours)**

A study of current topics in public administration related to the student's area of interest and expertise. The students will gain an introductory understanding of public administration to serve as the foundation. The students will develop a basic knowledge of public administration through literature, lecture, class discussion and field observations.

### **PADM 4503 Government Economic Development Policies (Online; 3 credit hours)**

This course examines a variety of economic development issues and explores possibilities for improving the local economic condition. Students will become familiar with public financial management, national, state and local governmental policies, local economic development processes and economic strategies.

### **PADM 4013 Administrative Law (Online; 3 credit hours)**

This course review the law and its application to administrative agencies and governments, focusing on regulatory activities, due process and administrative rule-making. Students will learn about the Freedom of Information Act and the process for enforcing FOIA rights.

### **PADM 4043 Public Budgeting (Online; 3 credit hours)**

Students will gain an introductory understanding of public budgeting; including planning, financing, and managing governmental budgets. Students will review and discuss public budgeting and the relationships between national, state and local levels of government.

### **PADM 4023 Public Personnel Administration (Online; 3 credit hours)**

This course focuses on the study and practice of public personnel administration. Essentially it is an in depth analysis of the literature and the direction of public personnel issues. Students will understand the dynamic political environment and the effect the statutory and Constitutional restrictions have of public personnel management.

### **PADM 4033 Regional Planning (Online; 3 credit hours)**

This course explores the purpose, practice and theories of modern regional and urban community planning. Students will understand the nature of planning and land management. The students will also review the history of planning, its legal basis, the planning tools and practices (3 credits).

### **PADM 4053 Public Management Techniques (Online; 3 credit hours)**

This course covers the managerial functions and processes in the areas of strategic planning, decision-making, community relations and professional ethics. Students will learn about the skills and knowledge required to manage effectively. Students will review the challenges that have past leaders in the past.

### **PADM 4063 Non-Profit Management (Online; 3 credit hours)**

This course explores how nonprofit management is different from for profit businesses; examines the historical development of American's nonprofit organizations, analyzes the

methods for measuring performance in a nonprofit while identifying legal and functional responsibilities of nonprofit governing boards.

# Online Associate of Arts in Business

## Course Descriptions

### **ACCT 2803 Principles of Accounting I**

A study of the language of business and how accounting communicates useful information through general-purpose financial statements to people outside the business entity. **Prerequisite:** MATH 1223 or successful completion of an algebra placement exam.

### **ACCT 2903 Principles of Accounting II**

The continued study of basic accounting concepts with emphasis placed on specific accounting information needed by management to support day-to-day and long-term operations. **Prerequisite:** MATH 1223 or successful completion of an algebra placement exam.

### **BLIT 1003 Discovering the Bible**

A general education course introducing the literature of the Old and New Testaments in order to discover the biblical basis for Christian beliefs and their demands on contemporary ethics, culture, and religion.

### **ECON 2503 Principles of Macroeconomics**

A course that studies the allocation of scarce resources in a competitive free enterprise environment. Emphasis is placed on the ways economic problems should be solved by society. **Prerequisite:** MATH 1223 or successful completion of an algebra placement exam.

### **ECON 2703 Principles of Microeconomics**

The continuation of Principles of Macroeconomics with emphasis placed on the study of the ways economic problems should be solved by individual economic units such as farms, consumers, and industries. **Prerequisite:** MATH 1223 or successful completion of an algebra placement exam.

### **FNAR 1503 Exploring Music**

The student will listen to music from different styles and time periods around the globe for understanding and appreciation.

### **GNCO 2203 Introduction to Communication**

Communication is a broad concept that impacts every aspect of our lives. Communication might best be understood by examining the variety of messages we create and send; how others might interpret those messages; and how we interpret others' messages. Included throughout the course are methods and activities that will help you improve the messages you send. This study of messages includes: the process of communication (verbal/nonverbal); analyzing communication; mass & social media; culture; interpersonal; group/team; and public contexts.

**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 1503 Composition I**

This course focuses on writing non-fiction prose and provides students the opportunity to expand and improve on the different stages involved in the writing process: brainstorming, gathering information, organizing and developing paragraphs, revising and editing. You will also learn about the elements of language and grammar.

**GNHI 1303 U.S. History Since 1877**

This survey course will explore the development of American society from the end of the Reconstruction period to the present. Topics include the industrialization era, Immigration, Reform Movements, Populism, Progressivism, the cultural trends of the 20<sup>th</sup> century and foreign policy.

**GNPY 2513 Lifespan Development**

The focus of this course is to learn the major developmental research and theories from conception through the end of life. From a life cycle perspective, this course examines the stages and tasks of development in light of physical, social and cognitive functions.

**GNSC 2703 Human Nutrition**

Human Nutrition provides an integrated overview of the physiological requirements and functions of protein, energy, and the major vitamins and minerals that are determinants of health and diseases in human populations.

**MATH 1223 College Algebra**

This course includes the topics of linear equations, inequalities, functions and graphs, the exponential and logarithmic functions, finance, linear equations and matrices, linear inequalities and programming concepts.

**MGMT 1803 Introduction to Business**

This survey course will provide an economic background to evaluate the nature and scope of today's business environment. Special emphasis is placed on social responsibility, ethical decisions, human relations and other issues in economic situations.

**MGMT 2603 Computer Applications in Business**

An introduction to computers as a tool for business that includes fundamental concepts of information literacy and technology literacy are included. Particular attention will be paid to the use of business application software including word

processing, spreadsheets, database, graphics, presentation and electronic communication.

### **MGMT 2103 Business Communication**

A study of written and oral communication skills necessary in the business world. Emphasis is placed on writing skills including letters, memos and reports; in addition, oral presentations using Word and PowerPoint will be presented.

### **MGMT 2303 Principles of Management**

This course studies the human relations and adjustments in the business organization. You will discuss the proper placement of individuals on the job, methods of motivation, supervision, discipline and promotion.

### **MKTG 2303 Principles of Marketing**

This course is a middle-management (supervisory) approach to the study of marketing as it relates to the concepts of product, place, promotion and price.

### **PHED 1203 Techniques for Lifetime Fitness**

The purpose of this course is to introduce students to a variety of physical fitness activities. Students are introduced to wellness related concepts and activities for the purpose of gaining knowledge and skills necessary to develop a personal lifelong fitness program. Activities include, but are not limited to, aerobics, circuit training, muscular development, flexibility, agility exercises, weight training, and body composition.

### **THEO 2003 Christian Beliefs**

A general course which helps the student in understanding the historic beliefs of the Christian faith, as well as the role of these traditional beliefs in contemporary society. **Prerequisite:** BLIT 1012 Discovering the Bible