



2017-18 Course Descriptions

COLLEGE OF PROFESSIONAL STUDIES
Business – Associate of Arts
(60 credit hours)

The Associate of Arts in Business degree provides students with general education and business fundamentals, and prepares students for positions in government or industry. Students receive preparation to matriculate to a four-year bachelor's degree program.

TERM 1 15 semester hours

COE 1005 Online Success in Prof. Studies (3 credit hours)

This course is designed for online students only. It provides students with the necessary skills for success in a Virtual Classroom. Emphasis is placed on professional discussion in the virtual environment. Other topics cover student support services, virtual library literacy, financial aid, and academic planning.

BUS 2700 Productivity Applications (3 credit hours)

A course designed to introduce adult learners to Google Docs, Sheets, and Slides and other microcomputer applications.

ENG 1011 Composition I (3 credit hours)

The course introduces students to the fundamentals of written discourse. It focuses on developing writing skills emphasizing organization, usage, grammar, gathering of information and expository essays. Students cannot receive credit for both ENG 103 and ENG 1010. A grade of "C" or better is required.

OL 1500 Professionalism in the Workplace (3 credit hours)

Introduction to professional interaction in the workplace with an emphasis on effective communication with subordinates, peers, and supervisors. Students will understand the keys to developing and maintaining effective interpersonal relationships in the workplace.

REL 1020 Introduction to the New Testament (3 credit hours)

An introduction to the history and themes of the New Testament.

TERM 2 15 semester hours

BUS 1100 Introduction to Management (3 credit hours)

This course is an overview of the management function within an organization.

HUM 1040 Survey of Literature**(3 credit hours)**

Reading, analyzing and writing about a variety of literary genres including poetry, drama and the short story from the classic to the contemporary. Students will be asked to express and defend their thoughts both orally and through the written word.

SCI 1100 Basics in Environmental Science**(3 credit hours)**

An introductory course to the study of environmental issues. A general understanding of application of science to solution of contemporary environmental problems.

BUS 1150 Concepts of Business**(3 credit hours)**

A survey of the fundamental aspects of business. Topics covered include entrepreneurship, management/leadership, marketing, accounting, law, financial management, and global challenges to business.

MOD 1500 Introduction to Group Dynamics**(3 credit hours)**

This course focuses on the communication behavior of individuals within group structures. Students explore the stages of group development, decision-making techniques, group problems and problem solving, resolution skills, norms, structures, leadership, authority, membership, ethics, cultural sensitivity, and the intra-and inter-personal dynamics within small groups.

TERM 3 15 semester hours**HIS 2000 U.S. History I****(3 credit hours)**

Surveys the factors that contributed to the development of the United States as a new nation. It examines the major people, events, institutions, ideas, and conflicts that shaped the nation from the earliest contacts between Europeans and indigenous populations to 1860.

ACT 1050 Fundamentals of Accounting I**(3 credit hours)**

This course provides Associate students with an introduction to basic theory and practices of accounting. Students are introduced to basic business transactions, payroll, financial statements, and current accounting trends.

ECO 1000 Introduction to Economics**(3 credit hours)**

This course is a broad overview of macro and micro economics in market and non-market economies.

BUS 1200 Introduction to Marketing**(3 credit hours)**

This course is an overview of the marketing functions including sales, promotion, consumer behavior, and research.

BUS 1400 Introduction to Finance**(3 credit hours)**

This course is an overview of the basic principles of finance. Topics covered in the course include financial analysis and financial risk, characteristics and valuations of securities, capital investment analysis and decision making, the capital structure of the firm, financial leverage, and international finance. The aim is to use financial information to make sound business decisions.

ADDITIONAL COURSES REQUIRED*15 semester hours***ENG 1021 Composition II****(3 credit hours)**

This course is a continuation of ENG 1011. It focuses on more advanced persuasive and literary based critical and evaluative skills in English composition. Students cannot receive credit for both ENG 113 and ENG 1021.

Concentration Electives**(6 credit hours)****Social Science****(3 credit hours)****Religion****(3 credit hours)**