



## 2018-19 Course Descriptions

COLLEGE OF PROFESSIONAL STUDIES  
**Associate of Arts in Liberal Arts**  
(On-Campus, 60 credit hours)

*This on-campus program's core curriculum creates a foundation for learning developed for busy adults who have little or no previous college credit. The Associate of Arts in Liberal Arts program prepare students to enter a range of entry-level professional careers or matriculate into the Bethel Success Bachelor's Program.*

**TERM 1** 15 semester hours @ \$362.00 per hour **\$5430.00**

**COE 105 Introduction to Professional Studies (3 credit hours)**

This course sets the groundwork for success in meeting educational goals in the College of Professional Studies. Topics include study skills, financial aid, library orientation, college catalog and curriculum, and registration. There is also an overview of computer skills and computer software necessary for success.

**ENG 103 English I (3 credit hours)**

Development of the student's writing skills through a process of thinking, researching, planning, writing, reviewing, revising, and editing expository essays. Students cannot receive credit for both ENG 103 and ENG 1010. A grade of "C" or higher is required.

**BUS 265 Microcomputer Applications for Business (3 credit hours)**

Topics discussed are computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics and business-oriented utilization of the Internet.

**REL 107 Old Testament Survey (3 credit hours)**

An introductory course on the context and central points of the Old Testament.

**BUS 113 Principles of Business (3 credit hours)**

This course explores the interrelationships of management, marketing, professional communication, and finance.

**TERM 2** 15 semester hours @ \$362.00 per hour **\$5430.00**

**ENG 113 English II (3 credit hours)**

An introduction to more advanced techniques of composition through the study of literature. The analysis of literature serves as topics for discussion, study, and writing. Students cannot receive credit for both ENG 113 and ENG 1020.

**HIS 208 US History: From the Colonies to 1860 (3 credit hours)**

This course explores the beginning of the United States of America, focusing on major political, cultural, and social trends.

**HUM 102 20<sup>th</sup> Century American Drama****(3 credit hours)**

Emphasizes how Thornton Wilder, Eugene O'Neill, Arthur Miller, Lillian Hellman, and Edward Albee helped to shape the 20th century American theater. The course will cover one play by each of these authors. Students will evaluate how these plays are a reflection of American life and themes. Students will examine how these playwrights' works have been interpreted by literary critics, film directors, screenwriters, actors, and the viewing public.

**SCI 112 Introduction to Environmental Science****(3 credit hours)**

This course looks at current issues in environmental science. It provides a basic understanding of the application of science to the environmental problems we face in the world.

**BUS 120 Fundamentals of Personal Finance****(3 credit hours)**

Presents a framework of personal money management concepts, including establishing goals, sources of income, a budget, and insurance. The course will also explore planning for adequate retirement and estate planning.

**TERM 3 15 semester hours @ \$362.00 per hour****\$5430.00****REL 108 New Testament Survey (3 hours)**

An introductory course on the context and central points of the New Testament.

**MOD 101 Portfolio Development****(3 credit hours)**

This course is strongly recommended for students planning to submit a portfolio describing and documenting their prior college-level learning experience. Topics include an overview of experiential learning, writing a portfolio paper, and collecting documentation in support of a portfolio paper.

**BUS 113 Principles of Business****(3 credit hours)**

This course explores the interrelationships of management, marketing, professional communication, and finance.

**HIS 209 US History: From 1860 to Present****(3 credit hours)**

Surveys the development of the United States from the Civil War to present. It examines the major ideas, people, events, and institutions that have shaped the United States since 1860.

**MOD 205 Group Dynamics****(3 credit hours)**

Group Dynamics is designed to provide the opportunity to study the principles underlying the process of group action and interaction in social situations and in professional leadership and supervisory group situations.

**TERM 4 15 semester hours @ \$362.00 per hour****\$5430.00****MOD 252 Organizational Communications****(3 credit hours)**

This course examines the role communication plays in creating a productive and successful organizational environment. This class aids adult learners in developing, analyzing and strengthening their communication skills by focusing on different types of communication, various communication mediums, presentation skills, conflict management and types of diversity within communications.

**ELECTIVES****(12 credit hours)****Total Credit Hours: 60****Total Tuition Cost: \$21,720**