

Approved Experiential Essay Topics

General Education

Essay topics should be selected based off of personal or professional experience and the needs of the student program. Students should contact an academic advisor to determine program needs.

Possible Course Duplication - This identifies possible course duplication between the essay topic and other coursework. The essay descriptions listed below could duplicate the courses indicated and/or any other coursework required or completed. Please contact your AC or plac@phoenix.edu to verify there is no duplication with your chosen topic before writing an essay.

Possible Supporting Documentation - This section identifies possible or recommended supporting documentation for the chosen topic. This is to assist students in choosing appropriate documentation. It is not all inclusive. If you are unable to provide the possible supporting documentation identified please contact PLA customer service to discuss other options for appropriate documentation.

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Veterinary Assisting	3 LD	Interdisciplinary/ Elective

Upper Division Topics

Course Title	Credit Award	General Education
Adaptive Strategy in Chronic Illness	3 UD	Interdisciplinary/ Elective
Advanced Accounting	3 UD	Interdisciplinary/ Elective
Advanced Criminal Investigation	3 UD	Interdisciplinary/ Elective
Advanced Fire Safety Problems	3 UD	Interdisciplinary/ Elective
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Advanced Painting	3 UD	Interdisciplinary/ Elective
Advanced Sculpture	3 UD	Interdisciplinary/ Elective
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Community Resources	3 UD	Interdisciplinary/ Elective
Construction Estimating	3 UD	Interdisciplinary/ Elective
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Curriculum Construction	3 UD	Interdisciplinary/ Elective

Early Childhood Education	3 UD	Interdisciplinary/ Elective
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Health Services: The Informed Consumer	3 UD	Interdisciplinary/ Elective
Human Resource Management	3 UD	Interdisciplinary/ Elective
Industrial Safety Organization	3 UD	Interdisciplinary/ Elective
Investments	3 UD	Interdisciplinary/ Elective
Justice Information Systems	3 UD	Interdisciplinary/ Elective
Labor Relations	3 UD	Interdisciplinary/ Elective
Lodging Management	3 UD	Interdisciplinary/ Elective
Materials Distribution Management	3 UD	Interdisciplinary/ Elective
Methods and Materials of Instruction	3 UD	Interdisciplinary/ Elective
Money and Banking	3 UD	Interdisciplinary/ Elective
Personal Risk Management and Insurance	3 UD	Interdisciplinary/ Elective
Physical Distribution Management	3 UD	Interdisciplinary/ Elective
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Principles of Farm and Ranch Management	3 UD	Interdisciplinary/ Elective
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Security Systems	3 UD	Interdisciplinary/ Elective
Small Business Administration	3 UD	Interdisciplinary/ Elective
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Stress Management	3 UD	Interdisciplinary/ Elective
Survey of Entrepreneurial Management	3 UD	Interdisciplinary/ Elective
System Safety Management	3 UD	Interdisciplinary/ Elective
Systems and Method Analysis	3 UD	Interdisciplinary/ Elective
The Exceptional Child	3 UD	Interdisciplinary/ Elective
Theory and Analysis of Coaching Competitive Sports	3 UD	Interdisciplinary/ Elective
Training and Development	3 UD	Interdisciplinary/ Elective
Workers' Compensation and Employers' Liability Insurance	3 UD	Interdisciplinary/ Elective
Workers Compensation Claims	3 UD	Interdisciplinary/ Elective
World of Work: Economic Education	3 UD	Interdisciplinary/ Elective

Lower Division Topics		
Course Title	Credit Award	General Education
Acting	3 LD	Interdisciplinary/ Elective
Course Description		
Introduction to performance techniques and the development of physical skills for effective performance; techniques of acting and characterization and the actors relationship to all aspects of theatrical production. The following subtopics are to be addressed:		
Subtopic 1:	Examine the elements of voice production and presence as an instrument	
Subtopic 2:	Identify the elements using the biomechanics of physical production and presence	
Subtopic 3:	Analyze the dramatic action and roles surrounding the James Lange theory, Stanislavski System, American Method, and Chekov approach.	
Subtopic 4:	Identify the key elements of improvisation as a tool	
Subtopic 5:	Explain the application of technique in method acting and improvisation	
Subtopic 6:	Examine the acting disciplines of comedy, drama, classical, and impromptu	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Audio-Visual Methods and Materials	3 LD	Interdisciplinary/ Elective
Course Description		
The role of audio-visual aids, projected and non-projected, in learning and communication, with emphasis on the selection, preparation, evaluation, and utilization of such materials and equipment. The following subtopics are to be addressed:		
Subtopic 1:	Identify and discuss the selection of media	
Subtopic 2:	Analyze the need for preparation and organization	
Subtopic 3:	Examine the use of materials and equipment	
Subtopic 4:	Describe the role of communication as related to media	
Subtopic 5:	Illustrate the use of resources and technology	
Subtopic 6:	Identify the role of audio-visual aids in communication	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, proof of website design via copyright, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Banking Law	3 LD	Interdisciplinary/ Elective
Course Description		
Discuss the legal aspects of banking including the legal and regulatory systems, civil versus criminal law as it pertains to banking, and the legal elements, types, and rules of interpretation of contracts. The following subtopics are to be addressed:		
Subtopic 1:	Overview and historical antecedents	
Subtopic 2:	The Regulatory Structure	
Subtopic 3:	Supervision and Regulations of Traditional Banking Activities	
Subtopic 4:	Deposit Insurance	
Subtopic 5:	Supervision and Regulation of Banking Holding Companies	
Subtopic 6:	Examination and Enforcement	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Basic Selling	3 LD	Interdisciplinary/ Elective
Course Description		
This course focuses on the techniques of personal salesmanship. The following subtopics are to be addressed:		
Subtopic 1:	importance of product knowledge	
Subtopic 2:	development of a sales presentation with sales aids	
Subtopic 3:	finding the customer: define and provide examples of prospecting, cold calling and getting appointments	
Subtopic 4:	closing techniques	
Subtopic 5:	overcoming objections	
Subtopic 6:	follow-up service	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Beginning Drawing	3 LD	Interdisciplinary/ Elective
Course Description		
An introductory drawing course emphasizing visualization and techniques in representational drawing using common drawing media. The following subtopics are to be addressed:		
Subtopic 1:	Identify the tools and media related to Beginning Drawing	
Subtopic 2:	Describe the elements of form (line, shape, texture, value, and volume)	
Subtopic 3:	Examine the compositional aspects such as figure, landscape, and still life	
Subtopic 4:	Analyze perspective (linear, one-point, cross contour, picture plane)	
Subtopic 5:	Illustrate the relation of light (shadow, highlight, stippling, cross hatching)	
Subtopic 6:	Describe personal approach and the application to drawing	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, samples of drawings and 1 personal letter, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Beginning Film Making	3 LD	Interdisciplinary/ Elective
Course Description		
Utilizing video and audio equipment essential to the production of broadcast quality video art. The following subtopics are to be addressed:		
Subtopic 1:	Identify the techniques applicable to Beginning Film Making	
Subtopic 2:	Examine the methods used in the selection of technology	
Subtopic 3:	Describe creative stages and the application to Beginning Film Making	
Subtopic 4:	Examine the purpose of media and presence in Beginning Film Making	
Subtopic 5:	Compare the elements of form and social medium	
Subtopic 6:	Describe the impact of interpretation and application	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Beginning Painting	3 LD	Interdisciplinary/ Elective
Course Description		
A studio course dealing with basic painting concepts, techniques, processes and preparation of materials. The following subtopics are to be addressed:		
Subtopic 1:	Identify the tools and media related to painting	
Subtopic 2:	Identify and discuss the chemistry of paint	
Subtopic 3:	Analyze the need for color mixing and application	
Subtopic 4:	Examine the applications of painting texture	
Subtopic 5:	Discuss the need for preparation and organization	
Subtopic 6:	Compare the elements of creativity and craftsmanship	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, samples of paintings and 1 personal letter, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Beginning Photography	3 LD	Interdisciplinary/ Elective
Course Description		
An introduction to photography as an art form with a general inquiry into the nature of basic techniques in making silvery images. Includes basic developing, printing, and enlarging. Aesthetic language of photography, perspective, and photography as an art form. The following subtopics are to be addressed:		
Subtopic 1:	Identify the equipment and tools used in photography	
Subtopic 2:	Examine the elements of form and social medium	
Subtopic 3:	Analyze the creative usage of photography	
Subtopic 4:	Identify the components of the aesthetic language of photography	
Subtopic 5:	Examine the elements of perspective related to application	
Subtopic 6:	Identify the application of structure, preparation, and organization of photography	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, samples of photography and 1 personal letter, or certificate of completion for course of similar content		

Course Title		Credit Award	General Education
Call Center Management		3 LD	Interdisciplinary/ Elective
Course Description			
This course provides an overview of the business of call centers. Areas of emphasis include operations, people, customer relationship, leadership, and business management. The following subtopics are to be addressed:			
Subtopic 1:	Examine various types and structures of call centers and their roles in organizations.		
Subtopic 2:	Illustrate the uses of common call center systems and technology, call center functions, and operations		
Subtopic 3:	Analyze the various techniques and practices used to measure and manage call center workforce performance to include staffing and resource projections		
Subtopic 4:	Identify and describe the components of CCM human resources, regulatory agencies and requirements, and workforce diversity issues impacting call centers.		
Subtopic 5:	Describe customer relationship management (CRM) practices and procedures related to internal and external customers.		
Subtopic 6:	Examine the characteristics of call center leadership, financial aspects and implications, and organizational success factors surrounding CCM.		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title		Credit Award	General Education
Current Computer Aided Drafting (CAD) Techniques		3 LD	Interdisciplinary/ Elective
Course Description			
Principles and applications of modern CAD techniques. The following subtopics are to be addressed:			
Subtopic 1:	solving engineering problems using CAD		
Subtopic 2:	interactive computer graphics standards and techniques		
Subtopic 3:	two and three dimensional engineering designs for electrical wiring		
Subtopic 4:	mechanical machine parts		
Subtopic 5:	evaluation of hardware and software		
Subtopic 6:	other non-traditional applications; e.g., apparel design and manufacturing		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title		Credit Award	General Education
Dog Training		3 LD	Interdisciplinary/ Elective
Course Description			
Discuss the principles and theories behind dog training for purposes of companionship, competition such as obedience or agility, assistance, or therapy. The following subtopics are to be addressed:			
Subtopic 1:	Describe canine social structure, development and social signals.		
Subtopic 2:	Discuss principles of classical behavior modification and operant conditioning.		
Subtopic 3:	Discuss lesson planning and progression.		
Subtopic 4:	Identify common mistakes made by owners that lead to or perpetuate problems.		
Subtopic 5:	Describe examples and approaches to correction of common behavior problems.		
Subtopic 6:	Analyze the specific training needs related to the specialized roles of either companionship, personal protection, agility competition, personal assistance or pet therapy.		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, proof of completion of dog training class and proof of dog ownership, or certificate of completion for course of similar content			

Course Title		Credit Award	General Education
Farm and Ranch Records and Analysis		3 LD	Interdisciplinary/ Elective
Course Description			
Principles of managerial use of farm and business records in farm and ranch management; analysis and interpretation of records for operational management decision making; nature and uses of records for crop and/or livestock production and management; and nature of records and uses in farm and ranch business management. The following subtopics are to be addressed:			
Subtopic 1:	Identify the principle business applications of farm management		
Subtopic 2:	Examine the roles of the farmer and manager related to farm and ranch		
Subtopic 3:	Identify the key elements of record keeping related to farm and ranch management		
Subtopic 4:	Discuss the key components of records and research for maximum crop and livestock output		
Subtopic 5:	Analyze the methods of record interpretation and application		
Subtopic 6:	Identify the roles of nature, government, farmer or rancher related to record keeping		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, proof of farm or ranch ownership, or certificate of completion for course of similar content			

Course Title	Credit Award	General Education
Financial Analysis for Risk Management and Insurance	3 LD	Interdisciplinary/ Elective
NOTE Students may not submit an insurance license as documentation for this essay. Additional documentation is required to earn credit.		
Course Description		
Basic accounting and finance principles applicable to any organization compared to statutory accounting requirements for property and liability insurance companies. The following subtopics are to be addressed:		
Subtopic 1:	basic accounting process	
Subtopic 2:	financial statements and how economic transactions affect them	
Subtopic 3:	interpreting insurer financial statements	
Subtopic 4:	current assets, noncurrent assets, liabilities, owners equity	
Subtopic 5:	revenues and expenses	
Subtopic 6:	basic fundamentals of insurance company finance and investments	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Horse Management and Training	3 LD	Interdisciplinary/ Elective
Course Description		
The principles of managing and training horses for stock, pleasure, show or sale. The following subtopics are to be addressed:		
Subtopic 1:	breeding, growing and developing foals	
Subtopic 2:	feeding	
Subtopic 3:	functional anatomy and unsoundness	
Subtopic 4:	parasites and diseases	
Subtopic 5:	care of feet	
Subtopic 6:	equipment and facilities	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, proof of horse ownership, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Horsemanship and Equitation	3 LD	Interdisciplinary/ Elective
Course Description		
The techniques used in training a horse. The following subtopics are to be addressed:		
Subtopic 1:	saddling and mounting	
Subtopic 2:	use of aids such as reins, bits, legs, hands, voice	
Subtopic 3:	teaching gait and lead changes	
Subtopic 4:	grooming	
Subtopic 5:	remedies for cribbing, weaving, wind sucking, biting and kicking	
Subtopic 6:	shoeing and foot care	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, proof of horse ownership, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Immigration Law	3 LD	Interdisciplinary/ Elective
Course Description		
Discuss the basics of immigration law with an emphasis on the practices, the agencies, and the drafting of documents associated with immigration law. The following subtopics are to be addressed:		
Subtopic 1:	Historical overview of immigration law	
Subtopic 2:	Government agencies managing immigration	
Subtopic 3:	Common documents involved in the immigration process	
Subtopic 4:	Visa classifications	
Subtopic 5:	The impact of immigration law on cultural trends	
Subtopic 6:	Controversial issues in immigration law (illegal immigration, asylum/refugee status, or another topic)	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, green card or visa, or certificate of completion for course of similar content		

Course Title		Credit Award	General Education
Insurance from a Consumer Viewpoint		3 LD	Interdisciplinary/ Elective
NOTE Students may not submit an insurance license as documentation for this essay. Additional documentation is required to earn credit.			
Course Description			
Analysis of insurance purchases by the average family or small business; student should demonstrate and provide documentation to the effect that he or she has played a major role in insurance decision-making for the family or a business. The student must address the following subtopics:			
Subtopic 1:	Analysis of property and liability insurance purchases: for a family, include homeowners' property and liability coverage ; for a business, include fire and business office package		
Subtopic 2:	Analysis of automobile insurance purchases, including uninsured and underinsured limits		
Subtopic 3:	Analysis of life, medical and disability insurance purchases		
Subtopic 4:	Investment and retirement planning		
Subtopic 5:	Limits of liability and umbrellas; improving billing practices through deductibles, self insurance and/or retention		
Subtopic 6:	Group vs. individual insurance purchases		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, proof of personal insurance policy, or certificate of completion for course of similar content			

Course Title		Credit Award	General Education
Interior Design		3 LD	Interdisciplinary/ Elective
Course Description			
The student must demonstrate evaluation of space, (interior/exterior) furnishings, and lighting designed for the home in a functional, economic, and aesthetic framework. The following subtopics are to be addressed:			
Subtopic 1:	materials		
Subtopic 2:	fabric and texture selection		
Subtopic 3:	color coordination		
Subtopic 4:	symmetry and balance		
Subtopic 5:	space utilization		
Subtopic 6:	lighting		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, proof of ownership of interior design business, or certificate of completion for course of similar content			

Course Title	Credit Award	General Education
Introduction to Genealogy	3 LD	Interdisciplinary/ Elective
Course Description		
An exploration of the student's ancestral roots through genealogical study. The following subtopics are to be addressed:		
Subtopic 1:	Genealogical concepts and principles of research	
Subtopic 2:	Essential record sources involved in genealogical research	
Subtopic 3:	Genealogical forms and their uses	
Subtopic 4:	Successful use of correspondence	
Subtopic 5:	Methods of research organization and documentation	
Subtopic 6:	Use of computer genealogy software	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, proof of genealogical research and 1 personal letter, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Journaling	1 LD	Interdisciplinary/ Elective
Course Description		
The following subtopics are to be addressed:		
Subtopic 1:	Describe journaling as a form of therapeutic writing.	
Subtopic 2:	Discuss 3 techniques for expression or exploration of ideas through journaling.	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, samples of journal writing and 1 personal letter, or certificate of completion for course of similar content		

Course Title		Credit Award	General Education
Office Administration		3 LD	Interdisciplinary/ Elective
Course Description			
Discuss the basic administrative skills and techniques necessary to develop and maintain a successful and functional office in a business environment. The following subtopics are to be addressed:			
Subtopic 1:	Identify the functions performed by the office administrator and office.		
Subtopic 2:	Discuss the role of the office in recruitment and indoctrination. Identify other HR services provided by the office to other managers and employees.		
Subtopic 3:	Discuss the role of training for office staff members.		
Subtopic 4:	Discuss the interpersonal relationships between the office administrator, senior management and other functional area managers.		
Subtopic 5:	Identify the changes in responsibilities and technology over time.		
Subtopic 6:	Identify the trends in administration and challenges raised by dispersed operating locations		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title		Credit Award	General Education
Overview of Opticianry		3 LD	Interdisciplinary/ Elective
Course Description			
An overview of opticianry. The following subtopics are to be addressed:			
Subtopic 1:	History & development of modern opticianry		
Subtopic 2:	Ocular analysis of spectacles and/or contact Lenses: Types, Functions & Fitting		
Subtopic 3:	Calculations for Prescription Filling		
Subtopic 4:	Ophthalmic Equipment & Tools		
Subtopic 5:	Interpersonal Relations		
Subtopic 6:	Professional & Business Ethics		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title		Credit Award	General Education
Paralegal		3 LD	Interdisciplinary/ Elective
Course Description			
Discuss the functions and responsibilities of the paralegal including the ethical standards and understanding of the legal field necessary to fulfill the role. The following subtopics are to be addressed:			
NOTE Students may earn credit for the Certified Legal Assistant/Paralegal on the Apollo Quicklist, similar programs, or the essay.			
Subtopic 1:	Describe the role and responsibilities of a paralegal in a law office.		
Subtopic 2:	Describe the role and responsibilities of a paralegal in preparing for and assisting with trials or other legal proceedings.		
Subtopic 3:	Discuss principles of legal research.		
Subtopic 4:	Explain various examples of verbal and written communication in the paralegal role.		
Subtopic 5:	Analyze examples of legal ethics essential to the paralegal.		
Subtopic 6:	Explore current issues or controversies for paralegals.		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title		Credit Award	General Education
Police Administration		3 LD	Interdisciplinary/ Elective
Course Description			
An introduction to the principles of police organization, administration, and service. All phases of police matters are discussed. The following subtopics are to be addressed:			
Subtopic 1:	recruitment		
Subtopic 2:	training		
Subtopic 3:	promotion		
Subtopic 4:	complaints		
Subtopic 5:	records		
Subtopic 6:	communications		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title	Credit Award	General Education
Principles of Banking	3 LD	Interdisciplinary/ Elective
Course Description		
Discuss the major functions of commercial banks and the role banks play on the economy, the community, business, and individuals. The following subtopics are to be addressed:		
Subtopic 1:	Bank Safety & Soundness	
Subtopic 2:	Bank Regulation and Oversight	
Subtopic 3:	Importance of Deposit Accounts	
Subtopic 4:	Importance of Commercial Loans	
Subtopic 5:	Importance of Consumer Loans	
Subtopic 6:	Bank's Role in the Local Community	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Production of Small Publications	3 LD	Interdisciplinary/ Elective
Course Description		
Production of newsletters, periodicals, and other publications aimed at special interest audiences. Interviewing, copyrighting, type styles, printing and photographic processes. Developing and implementing an editorial policy. The following subtopics are to be addressed:		
Subtopic 1:	Define the audience related to the publication type	
Subtopic 2:	Analyze the methods used in the selection of the publication type	
Subtopic 3:	Explore the basic elemental policy in developing and creating publications	
Subtopic 4:	Examine the relation of publication and audience in language and message	
Subtopic 5:	Describe the research involved in publication application and creation	
Subtopic 6:	Compare the differences and need for each type of publication	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, proof of having items published and 1 personal letter, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Property	3 LD	Interdisciplinary/ Elective
NOTE Students may not submit a real estate license as supporting documentation for this essay. This essay may duplicate real estate pre-licensure coursework. Students should verify with PLA customer service if Possible Course Duplication is occurring prior to writing this essay.		
Course Description		
The legal principles, procedures, and methods of owning, transferring, encumbering, and dealing with property, including drafting appropriate forms and documents for real estate transactions. Knowledge of the privileges, obligation, and incidents of ownership and use of property. The legal principles, procedures, and methods of owning, transferring, encumbering, and dealing with property, including drafting appropriate forms and documents for real estate transactions. Knowledge of the privileges, obligation, and incidents of ownership and use of property. The following subtopics are to be addressed:		
Subtopic 1:	Identify the bundle of rights surrounding property and ownership	
Subtopic 2:	Describe the difference between personal and real property	
Subtopic 3:	Examine the documents and forms required for the transfer of property (personal and real property)	
Subtopic 4:	Analyze the ethical implications of ownership and use of property	
Subtopic 5:	Define the types of ownership and potential impact of each	
Subtopic 6:	Demonstrate knowledge of generally accepted accounting principles, including interpretation of general purpose of financial statements	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Quality Control in Business	3 LD	Interdisciplinary/ Elective
Course Description		
Description of fundamentals of quality control systems, including concepts, policies and objectives, standards for specification, tolerances and measurements, data recording and use, statistical tools and sampling, and the economics of quality, training and motivation. Discuss two of the above topics, and include relevant procedures and processes. Detail the results from direct application of at least one QC system technique. The following subtopics are to be addressed:		
Subtopic 1:	Examine the importance of quality in modern business scenarios	
Subtopic 2:	Explore the costs and benefits of maintaining quality standards	
Subtopic 3:	Identify the internal and external demands for quality	
Subtopic 4:	Explore the tensions firms face in meeting quality standards	
Subtopic 5:	Describe the key components of quality control systems and measurements	
Subtopic 6:	Define the specific roles within a business surrounding quality assurance monitoring and measurement	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Quilting	1 LD	Interdisciplinary/ Elective
Course Description		
The following subtopics are to be addressed:		
Subtopic 1:	Describe quilting as a folk art.	
Subtopic 2:	Discuss principles and techniques of quilting.	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, samples of quilting work and 1 personal letter, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Records Management	3 LD	Interdisciplinary/ Elective
Course Description		
Discuss the importance of records management in maintaining a successful and functional office in a business environment. The following subtopics are to be addressed:		
Subtopic 1:	Discuss the legal requirements for the retention of business records.	
Subtopic 2:	Discuss the business uses and needs for records retention, retrieval and disposal.	
Subtopic 3:	Discuss how records creation, organization, retention and retrieval meet business information needs. Include a discussion of the virtual office and off-site work product.	
Subtopic 4:	Discuss how coding affects storage, and retrieval.	
Subtopic 5:	Describe how technology has impacted the process of records management.	
Subtopic 6:	Identify current trends in records management including the need for disaster recovery, increased security and protection of privacy.	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Scrapbooking	1 LD	Interdisciplinary/ Elective
Course Description		
The following subtopics are to be addressed:		
Subtopic 1:	Describe scrap booking as folk art.	
Subtopic 2:	Discuss principles and techniques of scrapbooking.	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, samples of scrapbooking projects and 1 personal letter, or certificate of completion for course of similar content		

Course Title		Credit Award	General Education
Secretarial Administration		3 LD	Interdisciplinary/ Elective
Course Description			
Discuss the role of the administrative assistant in the management of office systems and operations and the importance of this role in maintaining a successful and functional business environment. The following subtopics are to be addressed:			
Subtopic 1:	Discuss the current technology skills essential to role of secretarial administrator.		
Subtopic 2:	Describe principles of organization including time management, work planning and decision making.		
Subtopic 3:	Explain principles of effective interpersonal relationships.		
Subtopic 4:	Describe the principles of effective verbal and written communication.		
Subtopic 5:	Discuss contemporary State/Federal legal issues and regulations that impact a secretarial administrator.		
Subtopic 6:	Explore current issues and projected trends in the role of secretarial administrator.		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title		Credit Award	General Education
Stable Management		3 LD	Interdisciplinary/ Elective
Course Description			
Principles of stable management. The following subtopics are to be addressed:			
NOTE Students may write this essay only once. The student may choose to write about a single species or about several species within the essay.			
Subtopic 1:	stall construction		
Subtopic 2:	bedding		
Subtopic 3:	ventilation and lighting		
Subtopic 4:	fire prevention		
Subtopic 5:	control of diseases		
Subtopic 6:	treatment of wounds		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, proof of ranch or farm ownership, or certificate of completion for course of similar content			

Course Title		Credit Award	General Education
Stagecraft and Production I		3 LD	Interdisciplinary/ Elective
Course Description			
Study of and experience in the operation and effect of various types of stages and scenery; the drafting and construction of stage scenery; and the history and construction of costumes and properties. The following subtopics are to be addressed:			
Subtopic 1:	Identify the basic tools and equipment associated with stagecraft and production		
Subtopic 2:	Describe the types of stages and scenery		
Subtopic 3:	Define the elements of design, drafting, and construction of stage scenery		
Subtopic 4:	Examine scenic and costume construction related to the basics in lighting, painting, props, sound and stage management		
Subtopic 5:	Analyze the technical elements of play production, with emphasis on stage mechanics, set construction, and scene painting		
Subtopic 6:	Examine the job functions and responsibilities, production organization, problem solving, and specialized paperwork involved in stagecraft and production		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title		Credit Award	General Education
Veterinary Assisting		3 LD	Interdisciplinary/ Elective
Course Description			
Discuss the role of the veterinary assistant in assisting in the treatment of illness, injury, and promoting the overall wellness of the animal. The following subtopics are to be addressed:			
NOTE Students may write this essay or earn credit for a Veterinary Assistant program, not both.			
Subtopic 1:	Describe the unique anatomy and physiology of animals that the veterinary assistant cares for.		
Subtopic 2:	Discuss common illnesses of a selected species a veterinary assistant encounters.		
Subtopic 3:	Explain infection control in the veterinary clinic.		
Subtopic 4:	Analyze communication skills and principles needed by a veterinary assistant.		
Subtopic 5:	Explore career opportunities and challenges for a veterinary assistant.		
Subtopic 6:	Discuss safety principles for the protection of animals and people.		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Upper Division Topics		
Course Title	Credit Award	General Education
Adaptive Strategy in Chronic Illness	3 UD	Interdisciplinary/ Elective
Course Description		
Discuss and analyze the following aspects of long term health problems. The following subtopics are to be addressed:		
Subtopic 1:	explanation of the illness pathology & medical treatment	
Subtopic 2:	social and psychological impact of the illness	
Subtopic 3:	bio-psycho-social compensatory changes implemented for increased functional abilities	
Subtopic 4:	address the role & contributions of support persons or groups	
Subtopic 5:	identification of community agencies and government programs that provide support for this condition/illness	
Subtopic 6:	anticipated long term impact and planning appropriate for specific health problem	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Advanced Accounting	3 UD	Interdisciplinary/ Elective
Course Description		
Accounting theory applicable to partnerships, branches, business combinations, and government units. The following subtopics are to be addressed:		
Subtopic 1:	financial statement analysis	
Subtopic 2:	installment sales treatment	
Subtopic 3:	estates and trusts	
Subtopic 4:	fund accounting	
Subtopic 5:	tax allocation issues	
Subtopic 6:	price level changes	
Possible Course Duplication		
This course duplicates coursework in the BSB/ACC. This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Advanced Criminal Investigation	3 UD	Interdisciplinary/ Elective
Course Description		
The following subtopics are to be addressed:		
Subtopic 1:	investigative problems in major crimes	
Subtopic 2:	coordination and cooperation between agencies	
Subtopic 3:	use of scientific aids to investigations	
Subtopic 4:	modus operandi system in investigations	
Subtopic 5:	handling and protecting evidentiary material	
Subtopic 6:	use of information technology in management and tracking of investigations	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Advanced Fire Safety Problems	3 UD	Interdisciplinary/ Elective
Course Description		
Selected problems in the fire, occupational safety, occupational health, and industrial security areas. The application of research or state of the art technologies to prevent or correct such problems. The following subtopics are to be addressed:		
Subtopic 1:	Identify the occupational safety applications	
Subtopic 2:	Analyze occupational health issues	
Subtopic 3:	Discuss the application of resources and technology	
Subtopic 4:	Examine the key elements of risk analysis surrounding Fire Safety	
Subtopic 5:	Identify the requirements of materials handling	
Subtopic 6:	Analyze the need for strategy and tactics	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Advanced Life Drawing	3 UD	Interdisciplinary/ Elective
Course Description		
Life drawing problems utilizing live models and various media, with emphasis on composition; observing and translating figure and environment as related elements in pictorial organization. The following subtopics are to be addressed:		
Subtopic 1:	Identify the need for the study of human form and anatomy	
Subtopic 2:	Examine the figurative idioms related to environment	
Subtopic 3:	Discuss the need for the application of personal approach to a body of figurative work	
Subtopic 4:	Analyze the elements of composition and pictorial organization	
Subtopic 5:	Examine the use of models, tools, and media	
Subtopic 6:	Analyze the elements of capturing physical inertia and energy	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, samples of drawing and 1 personal letter, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Advanced Painting	3 UD	Interdisciplinary/ Elective
Course Description		
Expressive pictorial problems involving varied subject matter and painting media with an emphasis on individual development. Investigation of materials of the painter and their use in expressing the students ideas. The following subtopics are to be addressed:		
Subtopic 1:	Identify the methods of color mixing and application	
Subtopic 2:	Compare the uses of background textures and saturation	
Subtopic 3:	Identify the roles of technology and painting (new uses and applications)	
Subtopic 4:	Examine the application of psychology and harmony	
Subtopic 5:	Examine the application of Illusion and perspective	
Subtopic 6:	Identify the use of tools	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, samples of painting and 1 personal letter, or certificate of completion for course of similar content		

Course Title		Credit Award	General Education
Advanced Sculpture		3 UD	Interdisciplinary/ Elective
Course Description			
Original and creative studies in clay, plastic, metal, wood, and stone. Emphasis on form, concept, safety, and/or history of sculpture. The following subtopics are to be addressed:			
Subtopic 1:	Identify the key components of personal conceptual development		
Subtopic 2:	Compare the elements of form and social medium		
Subtopic 3:	Examine the history of sculpture		
Subtopic 4:	Analyze creative usage and application of sculpture		
Subtopic 5:	Describe the application of resources (clay, plastic, metal, wood, stone)		
Subtopic 6:	Identify equipment and tools (kiln, welding, saws, acids, paints)		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, samples of sculpture and 1 personal letter, or certificate of completion for course of similar content			

Course Title		Credit Award	General Education
Advanced Selling		3 UD	Interdisciplinary/ Elective
Course Description			
Student must have a minimum of 3 years selling and experience training or managing other salespersons in the same product category. The following subtopics are to be addressed:			
Subtopic 1:	personal sales planning		
Subtopic 2:	territory sales projection		
Subtopic 3:	market segmentation		
Subtopic 4:	how you integrated advanced sales training courses into your selling approach		
Subtopic 5:	training others		
Subtopic 6:	record keeping, analysis and management of either one's territory or the sales force		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title	Credit Award	General Education
Advertising	3 UD	Interdisciplinary/ Elective
Course Description		
Principles and practices of advertising. The following subtopics are to be addressed:		
Subtopic 1:	social, cultural, ethical and economic importance of advertising	
Subtopic 2:	advertising's relation to the modern business organization	
Subtopic 3:	importance of an advertising plan	
Subtopic 4:	preparation of advertising	
Subtopic 5:	copy and layout	
Subtopic 6:	selection of media and sales promotion	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Auditing	3 UD	Interdisciplinary/ Elective
Course Description		
Consideration of internal control in the design of accounting systems; flow-charting techniques; the duties, ethics, and responsibilities of the auditor; procedures for verification of financial statements; auditors reports. The following subtopics are to be addressed:		
Subtopic 1:	internal control design	
Subtopic 2:	ethics	
Subtopic 3:	auditor duties	
Subtopic 4:	auditor responsibilities	
Subtopic 5:	financial statement verification procedures	
Subtopic 6:	auditors reports	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title		Credit Award	General Education
Bankruptcy Law		3 UD	Interdisciplinary/ Elective
Course Description			
Discuss current bankruptcy laws in the United States and the policies as they relate to the liquidation, rehabilitation, and relief of debt. The following subtopics are to be addressed:			
Subtopic 1:	Explore voluntary and involuntary liquidation (Chapter 7 and 13); and new bankruptcy laws		
Subtopic 2:	Examine property included in bankruptcy estates.		
Subtopic 3:	Purport on automatic stays		
Subtopic 4:	Examine discharge of debts and the trustee powers		
Subtopic 5:	Discuss the distribution to creditors and creditors' claim		
Subtopic 6:	Explore Reorganization, Chapter 13 Debt Adjustments, and Family Farmers Debt Adjustments.		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title		Credit Award	General Education
Broadcast Management		3 UD	Interdisciplinary/ Elective
Course Description			
A study of program development of educational and commercial broadcasting, with emphasis on complete program production; to include study of concepts, format, research facilities, audience measurements, station organization, finance, and management. Experience in cable and open circuit production. The following subtopics are to be addressed:			
Subtopic 1:	Examine the history of radio and television		
Subtopic 2:	Analyze the components of finance (budgeting, staffing, operations)		
Subtopic 3:	Identify and examine the major laws surrounding broadcasting		
Subtopic 4:	Examine the major components of broadcast management (employment law, organization, leadership, employee measurement, market research and measurement)		
Subtopic 5:	Analyze the elements of cable and open circuit development		
Subtopic 6:	Identify and discuss the major components of broadcast related to audience and markets		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title		Credit Award	General Education
Budgeting in Commercial Environment		3 UD	Interdisciplinary/ Elective
Course Description			
The following subtopics are to be addressed:			
Subtopic 1:	principles and techniques involved in budget formulation		
Subtopic 2:	compare traditional versus zero-based budgeting		
Subtopic 3:	discuss the difference in use of budgets at the operating versus the corporate management level		
Subtopic 4:	relationship of budget practices to scientific management in business		
Subtopic 5:	identify measures of variance and discuss use of budget reports for analysis and control		
Subtopic 6:	how budgets can be used in risk analysis		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title		Credit Award	General Education
Camp Administration		3 UD	Interdisciplinary/ Elective
Course Description			
The following subtopics are to be addressed:			
Subtopic 1:	Do a comparative analysis of the operation of resident, day and travel camps.		
Subtopic 2:	Identify applications of Management Principles including: planning, staffing, administration, finances, and evaluation		
Subtopic 3:	Address the management of quality, health and safety issues.		
Subtopic 4:	Describe and discuss the management of food services		
Subtopic 5:	Analyze camp maintenance issues and programs		
Subtopic 6:	Describe the principles and processes for the promotion of camps; publicity and marketing.		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title	Credit Award	General Education
Community Resources	3 UD	Interdisciplinary/ Elective
Course Description		
The following subtopics are to be addressed:		
Subtopic 1:	Identify and analyze human services needs	
Subtopic 2:	Discuss the nature and scope of community resources directed to those needs.	
Subtopic 3:	Identify types of human services related community resources.	
Subtopic 4:	Describe the referral procedures for accessing community services.	
Subtopic 5:	Examine the follow-up processes and evaluation of community resources programs.	
Subtopic 6:	Describe the sources of funding and processes for gaining access to funding.	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Construction Estimating	3 UD	Interdisciplinary/ Elective
NOTE Students may not submit a construction license as documentation for this essay. Additional documentation is required to earn credit.		
Course Description		
The process of estimating the cost of projects. The following subtopics are to be addressed:		
Subtopic 1:	cost analysis methods, lump sum, unit price, cost-plus-fee, etc.	
Subtopic 2:	role of the estimate	
Subtopic 3:	specifications and the bidding process	
Subtopic 4:	legal aspects, bonds, contracts, insurance, etc.	
Subtopic 5:	estimating overhead, labor, materials, equipment, contingencies, etc.	
Subtopic 6:	building codes and standards	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, proof of ownership of construction business, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Construction Management	3 UD	Interdisciplinary/ Elective
NOTE Students may not submit a construction license as documentation for this essay. Additional documentation is required to earn credit.		
Course Description		
The process of control and direction of construction projects. The following subtopics are to be addressed:		
Subtopic 1:	need for direction and control of any project	
Subtopic 2:	need for a written contract, including ethical considerations	
Subtopic 3:	role of the architect and the general contractor	
Subtopic 4:	identifying and analyzing the technical and economic factors	
Subtopic 5:	aesthetic considerations including material selection	
Subtopic 6:	drawings, specifications and schedules	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, proof of ownership of construction business, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Construction Methods	3 UD	Interdisciplinary/ Elective
NOTE Students may not submit a construction license as documentation for this essay. Additional documentation is required to earn credit.		
Course Description		
Project planning, organization and implementation. Identification and analysis of the technical and economic factors. Aesthetic considerations. Influence of city, state, federal, and trade codes and regulations. Site selection. Application and analysis of material selection. Drawings, specifications, and schedules. Duties of the architect and the general contractor (builder). The following subtopics are to be addressed:		
Subtopic 1:	Identify the project planning, implementation, evaluation, and assessment measurements	
Subtopic 2:	Examine and discuss the cost analysis involved in construction	
Subtopic 3:	Identify the resource application (materials, crews, geography, finance)	
Subtopic 4:	Relate aesthetic design and application	
Subtopic 5:	Identify construction codes, regulations, and laws	
Subtopic 6:	Analyze the political and economical implications	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, proof of ownership of construction business, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Consumption Economics	3 UD	Interdisciplinary/ Elective
Course Description		
Theory and principles of economic factors that drive consumer demand. Discuss the following topic. Include concrete examples in the first 5 as they might relate to you: The following subtopics are to be addressed:		
Subtopic 1:	define consumer demand, then name and describe at least 5 components	
Subtopic 2:	define Needs and Wants and discuss how they effect spending	
Subtopic 3:	how the availability of credit and cost of credit affect consumption	
Subtopic 4:	the impact of interest rates on credit and consumption	
Subtopic 5:	the effects of a tax increase and a tax decrease on consumption	
Subtopic 6:	how demographic changes, such as age and ethnicity and income levels effect consumption patterns	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Cost Accounting	3 UD	Interdisciplinary/ Elective
Course Description		
Nature and control of costs; costing methods; job order and standard costs, joint and by-product costs, and direct versus full costing; cost allocation, cost-volume profit analysis, and analytical reports. The following subtopics are to be addressed:		
Subtopic 1:	cost control	
Subtopic 2:	costing methods	
Subtopic 3:	job order and standard costs	
Subtopic 4:	price-volume mix analysis	
Subtopic 5:	cost/overhead allocation	
Subtopic 6:	direct and indirect costs	
Possible Course Duplication		
This course duplicates ACC/340. This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Curriculum Construction	3 UD	Interdisciplinary/ Elective
Course Description		
The following subtopics are to be addressed:		
Subtopic 1:	Select a learning theorist and analyze his/her approach to curriculum design.	
Subtopic 2:	Discuss the process of completing a needs assessment.	
Subtopic 3:	Identify the steps in the design process.	
Subtopic 4:	Examine the processes in developing the materials.	
Subtopic 5:	Analyze the process of implementing a new curriculum.	
Subtopic 6:	Examine the evaluation process and the best methods for evaluating the curriculum.	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Early Childhood Education	3 UD	Interdisciplinary/ Elective
Course Description		
The following subtopics are to be addressed:		
Subtopic 1:	Describe the developmental stages of infants and children, ages 1 - 4.	
Subtopic 2:	Relate the developmental stages to learning readiness and performance expectations at each age.	
Subtopic 3:	Identify criteria for selection of age appropriate curriculum content for each age.	
Subtopic 4:	Identify appropriate instructional methods and processes for each age.	
Subtopic 5:	Discuss learning evaluation criteria for each age level.	
Subtopic 6:	Identify appropriate methods and processes for evaluation of preschool programs and day-care centers.	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title		Credit Award	General Education
Equal Job Opportunities (Affirmative Action)		3 UD	Interdisciplinary/ Elective
Course Description			
The following subtopics are to be addressed:			
Subtopic 1:	Discuss the history and purpose for the development of EEO and Affirmative Action Programs.		
Subtopic 2:	Present the principles and the applications of EEO.		
Subtopic 3:	Present the principles and their applications, of Affirmative Action.		
Subtopic 4:	Discuss and analyze of the Federal and State laws related to fair employment practices.		
Subtopic 5:	Analyze the effectiveness of Affirmative Action programs in Public and private organizations.		
Subtopic 6:	Discuss the role and function of the Equal Employment Opportunity Commission relative to fair employment practices.		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title		Credit Award	General Education
Fire Services Administration		3 UD	Interdisciplinary/ Elective
Course Description			
Organization and management of fire services. Line, staff, and auxiliary functions. Problems of policy, procedure, and technique. Fire service supervision. Special methods and equipment. The following subtopics are to be addressed:			
Subtopic 1:	Identify the roles of management and line staff		
Subtopic 2:	Examine the basic elements of management and administration applicable to Fire Services Administration		
Subtopic 3:	Analyze the issues surrounding the administration of policy, procedure, and technique		
Subtopic 4:	Identify the unique methods and tools related to Fire Services Administration		
Subtopic 5:	Discuss and apply administrative theories to resolve potential conflict		
Subtopic 6:	Examine the relation of Fire Services Administration and government, the public, and fire services executive management		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title	Credit Award	General Education
Food Service and Beverage Operations Management	3 UD	Interdisciplinary/ Elective
Course Description		
Student must demonstrate knowledge of principles and experience in commercial operations. The following subtopics are to be addressed:		
Subtopic 1:	menu planning to include nutritional and special health considerations	
Subtopic 2:	purchasing	
Subtopic 3:	storage considerations and requirements	
Subtopic 4:	production; to include work methods and safety	
Subtopic 5:	presentation and acceptability	
Subtopic 6:	cost controls	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Grantsmanship	3 UD	Interdisciplinary/ Elective
Course Description		
Discuss the fundamentals of successful grant proposal writing with emphasis on obtaining funding from federal, state, or private resources and the importance of assessing the community need prior to designing the proposal. The following subtopics are to be addressed:		
Subtopic 1:	Discuss the proposal pre-assessment considerations and proposal writing process.	
Subtopic 2:	Discuss community need analysis and the impact on program design and service delivery approach; address community needs and strengths.	
Subtopic 3:	Review organizational readiness, strengths, weaknesses/gaps, resources, expertise and leadership for proposed program.	
Subtopic 4:	Evaluate the potential funding sources, ongoing funding support and selection.	
Subtopic 5:	Discuss working with stakeholders and partnerships.	
Subtopic 6:	Discuss proposal evaluation; and program evaluation; impact on funding extensions & conditions.	
Possible Course Duplication		
This course duplicates BSHS/452. This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Health Care Delivery Systems	3 UD	Interdisciplinary/ Elective
Course Description		
The following subtopics are to be addressed:		
Subtopic 1:	history and evolution of health care systems	
Subtopic 2:	comparison of various contemporary health care systems	
Subtopic 3:	role of federal, state, and local government	
Subtopic 4:	impact upon business and industry	
Subtopic 5:	standards of care issues	
Subtopic 6:	documentation and privacy issues	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Health Services: The Informed Consumer	3 UD	Interdisciplinary/ Elective
Course Description		
Discuss the current healthcare resources available to individuals including traditional and alternative treatment options, public health resources, and insurance choices and the importance of being an informed consumer in choosing the care options to meet individual needs. The following subtopics are to be addressed:		
NOTE Students may not submit an insurance license as documentation for this essay. Additional documentation is required to earn credit.		
Subtopic 1:	Describe criteria for selecting an appropriate healthcare provider	
Subtopic 2:	Explain the various forms of health insurance available to consumers.	
Subtopic 3:	Discuss the responsible use of over-the-counter and prescription medicines.	
Subtopic 4:	Analyze approaches a consumer can take to maintain an effective relationship with providers.	
Subtopic 5:	Discuss reliable sources of health information available to consumers.	
Subtopic 6:	Explain criteria a consumer can use for decisions of when self care is safe & appropriate, or when treatment should be sought from providers.	
Possible Course Duplication		
This course duplicates course HCS 310. This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, proof of personal health insurance policy, or certificate of completion for course of similar content		

Course Title		Credit Award	General Education
Human Resource Management		3 UD	Interdisciplinary/ Elective
Course Description			
Principles, methods, and procedures in effective utilization of human resources. Development and objectives of personnel management, labor budgeting, job analysis, recruitment, selection, placement, training, compensation and benefits, administration, and compliance. The following subtopics are to be addressed:			
NOTE Students can earn credit for this essay or the PHR, not both. This essay may also duplicate content of courses in the BSB or other programs. It has complete Possible Course Duplication with the BSB/HRM and should not be written by students in this program. Please contact PLA customer service with questions regarding Possible Course Duplication.			
Subtopic 1:	Identify the basic principles of people as resources		
Subtopic 2:	Examine the regulatory requirements of managing a workforce		
Subtopic 3:	Analyze the roles of Human Resource related and in comparison between management and employees		
Subtopic 4:	Examine the process of recruitment and retention		
Subtopic 5:	Define the key policies surrounding the development and measurement of employee performance		
Subtopic 6:	Examine the impact of training and development, compensation and salary management, benefits, and employee relations on organizational performance		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title		Credit Award	General Education
Industrial Safety Organization		3 UD	Interdisciplinary/ Elective
Course Description			
Concepts for recognition, evaluation, and control of occupational health and safety hazards. The following subtopics are to be addressed:			
Subtopic 1:	principles of accident prevention		
Subtopic 2:	accident analysis		
Subtopic 3:	training techniques		
Subtopic 4:	workers' compensation insurance		
Subtopic 5:	guarding		
Subtopic 6:	personal protection equipment		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title	Credit Award	General Education
Investments	3 UD	Interdisciplinary/ Elective
Course Description		
The following subtopics are to be addressed:		
Subtopic 1:	investment principles	
Subtopic 2:	practices and products with emphasis on problems of the small investor	
Subtopic 3:	tests of a good investment	
Subtopic 4:	analysis of risk	
Subtopic 5:	sources of information	
Subtopic 6:	various types of investments	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, proof of personal investments, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Justice Information Systems	3 UD	Interdisciplinary/ Elective
Course Description		
Students writing to this course description should be sure they understand and have used the concepts of systems analysis. Documentation must be provided to support experience in systems analysis. The following subtopics are to be addressed:		
Subtopic 1:	methods, techniques, and application of systems analysis to justice information systems	
Subtopic 2:	utilization of data, and its impact, on the criminal justice system	
Subtopic 3:	interface between local, state and federal systems	
Subtopic 4:	types of data collected and stored	
Subtopic 5:	impact of new technologies on the information system	
Subtopic 6:	implications of improved justice information systems	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Labor Relations	3 UD	Interdisciplinary/ Elective
Course Description		
Application of the principles of labor relations in business and industry. Development, aims, structure, and functions of labor and employer organizations; the nature and objectives of management; the bargaining process; labor law and governmental intervention, dispute settlement techniques; unemployment; unions and minorities; and employee organizations in government and professions. Petitioner must have participated in collective bargaining and/or grievance procedure as shop steward, union official, management representative or arbitrator. The following subtopics are to be addressed:		
Subtopic 1:	Examine major labor law and governmental relations roles	
Subtopic 2:	Analyze the issues requiring collective bargaining	
Subtopic 3:	Identify the key elements of dispute and grievance management	
Subtopic 4:	Compare the differences between Labor and Employer organizations	
Subtopic 5:	Examine the major labor practices and applications	
Subtopic 6:	Identify the roles and objectives of management	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Lodging Management	3 UD	Interdisciplinary/ Elective
Course Description		
Application of the Management functions of Planning, Organizing, Leading and Controlling to the operation of hotels, motels and resorts. Discuss how one or more Management functions are applied to the following six lodging functions. The following subtopics are to be addressed:		
Subtopic 1:	marketing and sales	
Subtopic 2:	front desk and reservation system	
Subtopic 3:	guest services (such as concierge, golf course, spa, convention services)	
Subtopic 4:	restaurant (such as main dining room, coffee shop, bars and catering)	
Subtopic 5:	housekeeping	
Subtopic 6:	maintenance	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title		Credit Award	General Education
Materials Distribution Management		3 UD	Interdisciplinary/ Elective
Course Description			
Address industrial procurement. The following subtopics are to be addressed:			
Subtopic 1:	role of quality		
Subtopic 2:	role of service		
Subtopic 3:	role of price		
Subtopic 4:	role of quantity		
Subtopic 5:	inventory control techniques; at least one of the following must be addressed: ABC Inventory Management, or periodic versus perpetual inventory taking; Economic Order Quantity (EOQ); ISO 9000 Nonconforming materials handling		
Subtopic 6:	materials requirement planning		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title		Credit Award	General Education
Methods and Materials of Instruction		3 UD	Interdisciplinary/ Elective
Course Description			
The process and rationale for selection, utilization and evaluation of teaching methods, techniques and materials. The following subtopics are to be addressed:			
Subtopic 1:	learning theories		
Subtopic 2:	teaching methods		
Subtopic 3:	techniques		
Subtopic 4:	materials		
Subtopic 5:	selection indices		
Subtopic 6:	technology use		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title	Credit Award	General Education
Money and Banking	3 UD	Interdisciplinary/ Elective
Course Description		
Discuss the legal and institutional framework of banking in the United States as it pertains to the money supply process, monetary and fiscal policy, and the role of various financial institutions. The following subtopics are to be addressed:		
Subtopic 1:	Federal Reserve System Responsibilities	
Subtopic 2:	Basics of Fiscal Policy	
Subtopic 3:	Basics of Monetary policy	
Subtopic 4:	Open Market Operations	
Subtopic 5:	Definitions of Money	
Subtopic 6:	How Banks Create Money	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Personal Risk Management and Insurance	3 UD	Interdisciplinary/ Elective
NOTE Students may not submit an insurance license as documentation for this essay. Additional documentation is required to earn credit.		
Course Description		
Application of risk management concepts to individual and family exposures. Student should demonstrate and provide documentation that he or she has had experience in making risk management decisions. The following subtopics are to be addressed:		
Subtopic 1:	identification and analysis of personal loss exposures	
Subtopic 2:	development of alternative techniques for treatment of each exposure	
Subtopic 3:	implementation and monitoring of selected risk management techniques	
Subtopic 4:	role of property and liability insurance in managing personal loss exposures	
Subtopic 5:	role of life and health insurance in managing personal loss exposures	
Subtopic 6:	role of investment and retirement planning in managing personal loss exposures	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title		Credit Award	General Education
Physical Distribution Management		3 UD	Interdisciplinary/ Elective
Course Description			
The principles of physical distribution organization and functions. Economic and operational characteristics of modes of transportation, documentation, terminal operations, materials handling, claims management, and government regulations. The following subtopics are to be addressed:			
Subtopic 1:	Identify the key elements of Physical Distribution Management (PDM)		
Subtopic 2:	Describe the relation of PDM and transportation		
Subtopic 3:	Examine the business characteristics of PDM such as accounting, financial, compliance, insurance, management, regulations, marketing, and economics		
Subtopic 4:	Describe the ethical, political, and social implications of PDM		
Subtopic 5:	Explain the relation of PDM to Just in Time (JIT) and chain of supply (lean management) logistics		
Subtopic 6:	Define and apply the four principal components of PDM		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title		Credit Award	General Education
Police Organization and Management		3 UD	Interdisciplinary/ Elective
Course Description			
An in-depth discussion and analysis of the principles of organization and management. The following subtopics are to be addressed:			
Subtopic 1:	patrol		
Subtopic 2:	crime investigations		
Subtopic 3:	youth services		
Subtopic 4:	traffic		
Subtopic 5:	vice		
Subtopic 6:	relationship of police agencies to the public and other government agencies		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title	Credit Award	General Education
Principles of Farm and Ranch Management	3 UD	Interdisciplinary/ Elective
Course Description		
Economics and business practices as applied to the management of farms and ranches. The following subtopics are to be addressed:		
Subtopic 1:	principles of management decisions	
Subtopic 2:	analysis of geographic and climatic conditions	
Subtopic 3:	changes in agribusiness conditions	
Subtopic 4:	long-range and short-range forecasting	
Subtopic 5:	impact of taxes	
Subtopic 6:	government role and change of legislation	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, proof of farm or ranch ownership, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Principles of Marketing	3 UD	Interdisciplinary/ Elective
Course Description		
The elements in the firms marketing mix. Relation of the marketing system to other activities in the firm. The firms role in domestic and global environments. Economic, ethical and social effects on marketing, human behavior as it affects marketing, integrated marketing communications, and marketing management problems and their solutions. Promotion principles should be discussed. Emphasis should be placed on how to satisfy a customer, and how to determine buyer needs, wants, and desires. The following subtopics are to be addressed:		
Subtopic 1:	Describe the role of marketing in society, to include ethical considerations, profit and non-profit, and international markets	
Subtopic 2:	Explore the cultural, political, global, and domestic influences on marketing	
Subtopic 3:	Examine the economic, ethical, and social aspects of marketing	
Subtopic 4:	Define the human side of marketing (trends, targeting, consumer behavior and demographics, segmentation, positioning, and business to business)	
Subtopic 5:	Identify the management and organizational issues related to marketing	
Subtopic 6:	Analyze the importance of communications and the selection of appropriate marketing mix	
Possible Course Duplication		
This course duplicates BSB/A and BSB/M required courses of study. This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title		Credit Award	General Education
Production		3 UD	Interdisciplinary/ Elective
Course Description			
Study and discussion of the fundamental principles of play direction for stage, television, and cinema; stage composition, movement, business and tempo; directing procedures; play selection and interpretation; problems in styles of production. The following subtopics are to be addressed:			
Subtopic 1:	Identify the basic tools, scheduling, staging, rehearsal and audition techniques, and scene work associated with production		
Subtopic 2:	Define the fundamental practices, principles, and techniques associated with direction and production		
Subtopic 3:	Examine the origins and history of production from stage to mass media and ranging in time from early Greek to current production and types		
Subtopic 4:	Explore the resources, systems, logistics, and methods that are necessary components of the production process		
Subtopic 5:	Describe the responsibilities, concerns, and functions surrounding the design and implementation of a production		
Subtopic 6:	Compare the differences in the various forms of production from live theater to television and film		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title		Credit Award	General Education
Production and Operations Management		3 UD	Interdisciplinary/ Elective
Course Description			
Use of resources in producing goods and services. Applications of the principles, concepts and techniques of planning, scheduling, and controlling production activities and physical resources. The following subtopics are to be addressed:			
Subtopic 1:	Define critical path analysis in relation to production		
Subtopic 2:	Identify the key components of quality and production management		
Subtopic 3:	List and Integrate the key factors surrounding regulatory requirements related to production management		
Subtopic 4:	Examine the Kaizen (continuous improvement) and standard production methods		
Subtopic 5:	Explore the leading applications of Production and Operations Management		
Subtopic 6:	Describe the key internal and external factors impacting Production and Operations Management		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title		Credit Award	General Education
Promotion Strategies		3 UD	Interdisciplinary/ Elective
Course Description			
Major strategic promotion problems faced by marketing management including allocation of resources to integrated communication alternatives; media selection, evaluation of communication effectiveness and coordination with other elements of the marketing mix. The following subtopics are to be addressed:			
Subtopic 1:	Identify the major media strategies surrounding promotional strategies		
Subtopic 2:	Describe the key communication components of reaching the audience through the use of Attention, Interest, Desire, and Action (AIDA)		
Subtopic 3:	Examine the media strategy used to determine appropriate marketing mix		
Subtopic 4:	Define the product lifecycle and the push and pull communication strategies influencing recognition and placement within the markets		
Subtopic 5:	Analyze the financial and resource aspects and impacts of promotional strategies		
Subtopic 6:	Explore the goals and potential outcomes of the implementation of a promotional strategy		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title		Credit Award	General Education
Recreation and Tourism Management		3 UD	Interdisciplinary/ Elective
Course Description			
The theory and practice of effective utilization of natural resources for recreation and tourism. In-depth attention should be given to delivery of services; the role of recreation in society; or related environmental issues. The following subtopics are to be addressed:			
Subtopic 1:	Identify the principles of business management (as they relate to the recreation and tourism sectors)		
Subtopic 2:	Define the key leadership skills related to recreation and tourism management		
Subtopic 3:	Examine the components of program planning		
Subtopic 4:	Inclusive leisure		
Subtopic 5:	Describe the relation of community and economic development		
Subtopic 6:	Explore the ethical and cultural foundations of recreation and tourism management		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title	Credit Award	General Education
Residential Construction	3 UD	Interdisciplinary/ Elective
Course Description		
In-depth study of the design concerns, construction material and contract administration problems associated with residential construction. Analysis of the relationships between owner, contractor and sub-contractor. The following subtopics are to be addressed:		
NOTE Commercial experience with construction is required to write this essay. A construction license is not sufficient documentation for this essay. Proof of commercial experience should be included in the supporting documentation.		
Subtopic 1:	Identify and analyze the relationship of owner to contractor and sub-contractor	
Subtopic 2:	Describe the key types of residential construction	
Subtopic 3:	Examine the differences in construction from a geographical perspective	
Subtopic 4:	Explore the impact of weather on construction	
Subtopic 5:	Define the main construction materials and their place within the construction project	
Subtopic 6:	Assess the contractual requirements of residential construction	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, proof of ownership of a construction business, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Retailing Principles	3 UD	Interdisciplinary/ Elective
Course Description		
The following subtopics are to be addressed:		
Subtopic 1:	the purpose of retailing as a function of the marketing distribution process	
Subtopic 2:	store location and non-store accessibility	
Subtopic 3:	principles of merchandising	
Subtopic 4:	store organization and human resource decision-making	
Subtopic 5:	inventory turnover and control	
Subtopic 6:	current trends in retailing and e-tailing management	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title		Credit Award	General Education
Sales Management		3 UD	Interdisciplinary/ Elective
Course Description			
Consideration of the structure of sales organizations, sales policies, selection, training, compensation, evaluation and control of the sales force, sales analysis, sales quotas, sales costs and budgets, market and product research and analysis, and coordination of personal selling with other forms. The following subtopics are to be addressed:			
Subtopic 1:	Identify the key components of sales management		
Subtopic 2:	Define the roles of the sales manager and staff within the organization		
Subtopic 3:	Examine the management role surrounding accountability for policies, hiring, training, and production		
Subtopic 4:	Explore the impact of budgeting, market research, quotas, compensation, and product in sales outcomes		
Subtopic 5:	Describe the key elements of structure and support to maintain a successful sales force		
Subtopic 6:	Analyze the internal and external forces influencing sales		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title		Credit Award	General Education
Securities Investment		3 UD	Interdisciplinary/ Elective
NOTE A FINRA Securities license is not sufficient documentation for this essay. Additional documentation is required.			
Course Description			
The environment and process of securities investment. The following subtopics are to be addressed:			
Subtopic 1:	Analysis of the environment of securities investment, including the historical perspective		
Subtopic 2:	Analysis of the process of securities investment, including portfolio diversification theories		
Subtopic 3:	Principles and techniques of common stock valuation, including dividend vs. non dividend stocks		
Subtopic 4:	Industry and company analysis, as it pertains to investment goals		
Subtopic 5:	Analysis of fixed income securities and when they are appropriate		
Subtopic 6:	Financial statement analysis, including balance sheet highlights to consider		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, proof of personal securities investment, or certificate of completion for course of similar content			

Course Title	Credit Award	General Education
Security Administration	3 UD	Interdisciplinary/ Elective
Course Description		
The following subtopics are to be addressed:		
Subtopic 1:	organization and management of security for classified and proprietary information	
Subtopic 2:	personnel clearance programs	
Subtopic 3:	physical plant security	
Subtopic 4:	emergency and disaster planning and control	
Subtopic 5:	database security	
Subtopic 6:	management of access to systems and files	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Security Systems	3 UD	Interdisciplinary/ Elective
Course Description		
Historical, philosophical and legal background of, and justification for, security measures and systems. The following subtopics are to be addressed:		
Subtopic 1:	industrial applications	
Subtopic 2:	transportation, long distances, commercial and passengers	
Subtopic 3:	transportation, local, commercial and passengers	
Subtopic 4:	government, military applications	
Subtopic 5:	government, buildings, etc.	
Subtopic 6:	systems to protect specific people; e.g., the President, etc.	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Small Business Administration	3 UD	Interdisciplinary/ Elective
Course Description		
The student must provide documentation to clearly establish ownership and operational involvement in the business. Suggested documentation: articles of incorporation, partnership agreement, business licenses, contracts, tax filings. The following subtopics are to be addressed:		
Subtopic 1:	problems associated with facility location	
Subtopic 2:	problems associated with organizational control and employee relations	
Subtopic 3:	product or service development	
Subtopic 4:	advertising and promotional activities	
Subtopic 5:	problems associated with funding and cash flow	
Subtopic 6:	taxation	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Small Business Consulting	3 UD	Interdisciplinary/ Elective
Course Description		
The student must demonstrate practical knowledge gained from past experience working in a consulting relationship with businesses. The following subtopics are to be addressed:		
Subtopic 1:	how work to be performed was determined	
Subtopic 2:	how consulting relationship evolved over the length of the project	
Subtopic 3:	specifics of the contract/letter of agreement or engagement letter; identification of the deliverables	
Subtopic 4:	how the project schedule was developed	
Subtopic 5:	evaluation; how satisfactory completion of deliverables was determined	
Subtopic 6:	how contract was priced	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Stress Management	3 UD	Interdisciplinary/ Elective
Course Description		
Discuss and analyze each of the following in relation to stress management. The following subtopics are to be addressed:		
Subtopic 1:	types of stress and theoretical basis of stress	
Subtopic 2:	physiological effects and hazards of stress	
Subtopic 3:	psychosocial impact of stress	
Subtopic 4:	ineffective coping techniques and their consequences	
Subtopic 5:	stress management strategies and their mechanisms of action	
Subtopic 6:	anticipated long term impact on individuals, families and society of managed vs. unmanaged stress	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Survey of Entrepreneurial Management	3 UD	Interdisciplinary/ Elective
Course Description		
Identify and explore various aspects of entrepreneurship. The following subtopics are to be addressed:		
Subtopic 1:	Define entrepreneurship and the entrepreneurial process	
Subtopic 2:	Identify current trends in entrepreneurship	
Subtopic 3:	Explain development of the business plan, including defining the mission and vision statements, developing the rationale for the business, testing the idea, and identifying a strategy for financing the enterprise	
Subtopic 4:	Identify and compare the differences between entrepreneurial management and professional management	
Subtopic 5:	Compare ground based entrepreneurial ventures versus e-ventures	
Subtopic 6:	Analyze the application of capital sources and exit strategies	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title		Credit Award	General Education
System Safety Management		3 UD	Interdisciplinary/ Elective
Course Description			
Integrated application of all fire safety techniques to recognize, evaluate, and control potential occupational hazards. Critical path, LAD, PERT, and human factors concepts are applied. The following subtopics are to be addressed:			
Subtopic 1:	Identify OSHA requirements		
Subtopic 2:	Describe applicable workplace environments fitting the OSHA eligibility standards for emergency action planning		
Subtopic 3:	Examine emergency exit and occupational safety involving building structure, emergency planning components, and industry type (fire doors, exit routes, occupancy requirements, alarm systems, and fire protection) per 29 CFR part 1910.36 of OSHA requirements.		
Subtopic 4:	Assess potential workplace hazards and worker training related to fire equipment usage, emergency evacuation, and fire safety procedures per Federal Regulations and standards		
Subtopic 5:	Define the key fire extinguishing systems and the function in workplace fire safety		
Subtopic 6:	Explore types of high profile fire potentials and the safety requirements for workplace implementation		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title		Credit Award	General Education
Systems and Method Analysis		3 UD	Interdisciplinary/ Elective
Course Description			
Principles and practices of systems and methods analysis. Examination of the systems approach as applied to methods, analysis and work measurement. Modeling, documentation techniques, analysis, synthesis, and management of systems. Use case studies. Include SDLC, JAD/RAD and OOAD methods. The following subtopics are to be addressed:			
Subtopic 1:	Describe the three key capabilities: resistance, recognition, and recovery		
Subtopic 2:	Define the Survivable Systems Analysis (SSA) approach		
Subtopic 3:	Examine the Systems Development Lifestyle (SDLC) to include definition, analysis, design, construction, testing, training, and implementation		
Subtopic 4:	Identify the steps involved in designing and developing a business information system		
Subtopic 5:	Analyze the tools and techniques involved in systems analysis and design		
Subtopic 6:	Compare the modern development methodologies such as JAD/RAD and OOAD		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title		Credit Award	General Education
The Exceptional Child		3 UD	Interdisciplinary/ Elective
Course Description			
A study of the educational needs of the handicapped or gifted child. The student must include the identification of the educational needs of the exceptional child from first hand experience. The following subtopics are to be addressed:			
Subtopic 1:	discuss the diagnostic instruments that are used to classify a child as handicapped or gifted.		
Subtopic 2:	discuss the classification and evaluation methods that are used to determine whether a child is handicapped or gifted		
Subtopic 3:	discuss the appropriate methods and materials for effective academic achievement		
Subtopic 4:	discuss methods designed to further social development		
Subtopic 5:	discuss teaching methods and techniques that are used in the education of gifted or handicapped students		
Subtopic 6:	analyze the personal development issues that confront the exceptional child		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title		Credit Award	General Education
Theory and Analysis of Coaching Competitive Sports		3 UD	Interdisciplinary/ Elective
Course Description			
The student should discuss the coaching principles in-depth. The following subtopics are to be addressed:			
NOTE The student must have at least one year active coaching experience with a team in a community league, high school, or college.			
Subtopic 1:	mechanical analysis		
Subtopic 2:	scouting		
Subtopic 3:	officiating		
Subtopic 4:	conditioning		
Subtopic 5:	value of practice sessions		
Subtopic 6:	an analysis of interpersonal roles of the coach including motivation, discipline, problem-solving, team esteem		
Possible Course Duplication			
This course may duplicate courses of similar content.			
Possible Documentation			
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content			

Course Title	Credit Award	General Education
Training and Development	3 UD	Interdisciplinary/ Elective
Course Description		
The following subtopics are to be addressed:		
Subtopic 1:	learning theories	
Subtopic 2:	assessment of organization's needs	
Subtopic 3:	definition of program objectives	
Subtopic 4:	selection of methods and materials	
Subtopic 5:	identifying and utilizing needed resources	
Subtopic 6:	evaluations and revision	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Workers' Compensation and Employers' Liability Insurance	3 UD	Interdisciplinary/ Elective
Course Description		
Nature and scope of workers' compensation and employers' liability insurance. Standard contract coverage's, conditions, exclusions, endorsements, and excess limits. Rate making, manual rules, classifications, experience rating, retrospective rating, cash flow plans, individual variations between state laws and federal enactments. Role of rating authorities, state funds, assigned risk plans, captives and other non-insurance techniques. This course focuses on workers' compensation and employers' liability as a no-fault, social insurance mechanism. Each area should be defined or discussed, and the topic can be addressed from a traditional insurance viewpoint or from a self-insurance perspective. The following subtopics are to be addressed:		
Subtopic 1:	Examine the history of standard worker compensation insurance and self-insurance related to employer responsibility	
Subtopic 2:	Identify the social, political, and ethical implications of worker compensation and insurance	
Subtopic 3:	Compare standard worker compensation insurance and the inter-relation of local, state, and federal requirements	
Subtopic 4:	Define the roles of rating authorities, state funds, assigned risk plans, and captives and other non-insurance techniques	
Subtopic 5:	Classify the key components of standard worker compensation insurance	
Subtopic 6:	Assess the ethical, moral, and political implications of worker compensation insurance and employer responsibility	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
Workers Compensation Claims	3 UD	Interdisciplinary/ Elective
Course Description		
Statutory nature of workers compensation claims adjusting and management. The following subtopics are to be addressed:		
Subtopic 1:	statutory remedy as it applies to compensation claims	
Subtopic 2:	analysis of current case law relating to compensability, benefits, and degree of disability	
Subtopic 3:	rehabilitation concepts, return-to-work programs, ADA provisions	
Subtopic 4:	repetitive motion, cumulative trauma, stress, and psychological injuries	
Subtopic 5:	subrogation analysis	
Subtopic 6:	administrative agencies, appeals process and award determination	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		

Course Title	Credit Award	General Education
World of Work: Economic Education	3 UD	Interdisciplinary/ Elective
Course Description		
Current economic theories and principles related to the world of work. The following subtopics are to be addressed:		
Subtopic 1:	labor market trends, with regard to demographics and career field	
Subtopic 2:	sources of labor market statistics and information	
Subtopic 3:	the role of education and training as they relate to manpower needs and career transition	
Subtopic 4:	the economic basis for outsourcing and the effect on education and training programs in both countries	
Subtopic 5:	strategy for assessing current and future career field needs and opportunities	
Subtopic 6:	the role of federal and other grant and loan programs on educational institutions and individuals	
Possible Course Duplication		
This course may duplicate courses of similar content.		
Possible Documentation		
Professional letter, 2 or more personal letters, or certificate of completion for course of similar content		