

DCP Electives Online

Fall 2010

College of Adult and Professional Studies

Enrolling now!!!!!! (Open to Juniors & Seniors)

August 16 - September 20

OML 303 Career Planning and Progression (3 hours):

Includes assessment of career interest, skills & values, career transition techniques, promotion strategies and mentoring of subordinates

Required Materials:

Greene, S. and Martel, M. (2004). The Ultimate Job Hunter's Guidebook. Boston, Houghton Mifflin Company. ISBN: 978-0-618-84804-1

Johnson, S., M.D. (1998). Who Moved My Cheese? New York. G.P. Putnam's Sons. ISBN: 978-0-399-143446-2

Buckingham, M. and Clifton, D. (2004). Now, Discover Your Strengths. New York. The Free Press. ISBN: 978-0-743-20114-8

August 30 - October 4

BMGT 380 Small Business Management (3 hours): Emphasizes fundamental factors in establishing and operating a small business including financing and sources of funds, organizing, making policies, planning for success and future

Required Materials:

Hatten, T. (2008). Small Business Management, Entrepreneurship and Beyond (4th Ed.) Boston, MA: Houghton Mifflin ISBN: 978-0-189-9936-1

August 28 - October 18

CAPS 301 Analysis and Documentation of Adult and Experiential Learning

The one credit hour, 8 week online course guides the student through the step by step process of writing a Life Learning Essay (LLE). Once completed, essays may be submitted to the College of Adult and Professional Studies (CAPS) Prior Learning Assessment office for up to an additional three hours of credit. There is a \$440.00 fee for students currently enrolled in a degree completion program. Handbook is provided.

September 13 - October 18

CIS 442 Information Systems Project Management (3 hours):

Planning, implementation and maintenance of information systems. Includes team building, conflict management, project scoping, estimating, scheduling, budgeting, tracking, and controlling; uses project management tools

Required Materials:



**Totally
online—
Contact
your
advisor
to enroll**

*(See your advisor
for eligibility)*

Advisors

Wichita:

Gloria Christian 316-295-5664
Bill Glennen 316-295-5589
Dr. Bernie Klahn 316-295-5587

Lenexa:

Lisa Swaney 913-233-8701

Topeka

Melissa Cummings 785-272-9595

**440.00 tuition per
credit hour.**

Gray, C. & Larson, E. (2011). *Project Management: The Managerial Process* 5th edition. McGraw Hill. ISBN: 978-0-077-42692-7

September 27 - November 1

MGMT 310 Management Information Systems (3 hours): Students analyze information for decision making in system development and purchase. Includes systems analysis, design integration and the management of information systems

Required Materials:

Baltzan, B. and Phillips, A. (2008). *Business Driven Information Systems*. 2nd edition. McGraw Hill. ISBN: 978-0-077-30034-0

October 11 - November 15

HUMA 430 Search for Meaning in a Changing World (3 hours):

Interrelations of history, art, literature, music, and philosophy and how they connect to personal and professional life

Required Materials:

The Search for Meaning in a Changing World: An Interdisciplinary Reader 2nd edition; Custom Edition prepared for Friends University by Houghton Mifflin Co. includes The New World Reader edited by Gilbert Muller and other selected readings with forward by Michelle Brock. ISBN #: 978-0-618-97805-2

October 18 - December 20 (1 week break for Thanksgiving)

ACCT 455 Federal Taxation - Business

A study of Federal taxation of the Corporate and Partnership forms of business. Partnerships and S-corporations will be discussed in this course to include the flow-through treatment of income and expenses

Required Materials:

Jones S., and Rhodes-Catanach, S. (2011). *Principles of Taxation: For Business and Investment Planning* McGraw-Hill Higher Education. ISBN: 978-0-078-13668-9

Spilker, B. et.al, Ayers. (2011) *Taxation of Business Entities*. McGraw-Hill Higher Education. ISBN: 978-0-077-43350-5