

## ADULT EDUCATION DEPARTMENT

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*Administrative Assistant:* Lisa Johnson

The department of adult education is committed to the development of adult Christian leaders through our Leadership Education for Adult Development (LEAD) degree completion program. Our programming is philosophically grounded in the principles of life-long learning. To this end, we provide non-traditional students with a comprehensive, yet practical education through an intensive curriculum drawing on resources, theory, and knowledge of relevant disciplines. Students are enabled to study, analyze, and evaluate ethical and management problems in the workplace from a broad Christian perspective. Effective decision-making, goal formation, and short and long range planning skills are important training students receive so they may be prepared to apply principles as Christian leaders in a professional environment.



# LEAD

**LEADERSHIP EDUCATION for ADULT DEVELOPMENT**  
*A Principle-Centered Degree Completion Program*

## ADULT EDUCATION DEPARTMENT

### Vision

We see graduates of Manhattan Christian College as being sent forth with biblical principles of ethics to apply in everyday management situations in the workplace.

### Mission

We seek to educate, equip, and enrich students in such a way that they have an understanding of how to integrate theoretical management concepts into practical applications based on an understanding of God's Truth.

### Objectives

By completing a degree with a major in management and ethics at MCC, a student will be able to...

- integrate their studies in management principles with a Christian world view.
- recognize movements, theories, people, and works that have shaped their understanding of effective Christian leadership in modern culture.
- articulate Christian ethics as they demonstrate effective writing and speaking skills related to the complex issues they face in the workplace.
- conduct effective study and research in their fields as life-long learners.
- understand biblical principles as they apply in everyday situations in the workplace.
- apply Christian principles of ethics in a professional environment.

### Attendance Policy

One absence, the student may pursue one of the following options:

1. do immediate make-up work, working out the details with the instructor,
2. request to retake the module with another group, doing the make-up module concurrently with student's regular schedule. A drop/add form must be completed and submitted in the proper time frame.
3. arrange with the instructor to complete the module with a 45 day extension by submitting an Incomplete form.

Two absences, the student is required to repeat the entire module. A timely drop/add form must be submitted. Additional tuition charges may be assessed.

**Attendance.** Due to the concentrated scheduling and the emphasis upon participatory learning, attendance is imperative both for class content and class participation. Class discussion and participation are an important part of each course grade. All absences are unexcused in the sense that every absence has penalties, at least in the participation grade.

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### Community Service

Students are required to be involved in their communities outside the classroom each semester. Practical service activities enhance college experience because students apply what they learn in the classroom in service to others. A variety of volunteer activities can satisfy this requirement.

### Credit by Nonclassroom Contact Means

A student may earn up to 30% of the credit hours required for completion of the degree through nonclassroom contact means (e.g., credit-by-examination, credit-for prior learning (CPL), military credit, etc.).

Workshops, seminars, self study, non-credit classes, training programs and work experiences are all sources of prior learning. It is the learning from these programs which is evaluated and on which credit may be awarded. A maximum of 30 semester credit hours can be earned through CPL. A per credit hour fee is charged and payment of the fee does not guarantee that credit will be granted. CPL credit is awarded only after a faculty member from that field of expertise evaluates the prior learning.

Manhattan Christian College offers additional methods to earn credit outside of the classroom. These include:

1. College Level Examination Program (CLEP) - national, standardized exams emphasizing an understanding of the liberal arts.
2. Defense Activity for Traditional Educational Support (DANTES) - national, standardized exams to fulfill introductory college level courses in more than 50 disciplines.
3. Challenge Examination - credit based on a faculty evaluation of content knowledge and competency in an existing college course.

### Instructional Modules

The program consists of 16 modules or courses. Each module averages six class sessions which meet from 6 to 10 p.m. one night a week. The program is continuous for about 23 months with a few interspersed short breaks. Each group of students progresses through the program together, taking one module at a time. The modules are organized into four semesters, which include a management research project, for a total of 48 semester credit hours. Course materials are distributed in a series of notebooks. Detailed assignments for each week allow students to adjust their study schedules accordingly.

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### Late Policy

All assignments, including the Take Home Final, are due at the beginning of each class session.

Weekly class assignments turned in late will receive a penalty not to exceed a 10% grade reduction per each week late.

No assignments including the Take Home Final will be accepted beyond seven (7) days following the last class period of the module.

### Management Research Project

Students must complete a management research project which includes an oral presentation. This project provides an opportunity for students to apply decision-making skills to research. Students select a research topic that interests them. A research project advisor is assigned who provides encouragement and guidance for the duration of the project. The research project is a culmination of the material covered in the modules and the student's individual effort toward degree completion.

A student who has exceeded the two-year time limit for the completion of MAN 450 Management Research Project II must (a) be readmitted as an MCC student, (b) retake MAN 334 Management Research Methods with the next available cohort, (c) pay the course fee (tutorial help prior to the beginning of the next available class may be arranged by contracting with an instructor and paying a separate independent study fee), and (d) the management research project must be validated by the instructor.



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### Bachelor of Science in Management and Ethics

Required Courses		Total Hours 120
<b>General Education</b>		<b>Total Hours 42</b>
<b>Foundation Studies</b>	<b>8</b>	
Written and Rhetorical Arts		
One written communication course		
One oral communication course		
One written or oral communication course		
<b>Humanities</b>	<b>9</b>	
Select 9 hours from the following disciplines: Communication, Fine Arts, Languages, Literature, Music, Philosophy		
<b>Math / Natural Sciences</b>	<b>6</b>	
Science course	3	
Science or Math course	3	
<b>Social / Behavioral Sciences</b>	<b>6</b>	
Select 6 hours from the following disciplines: Cultural Anthropology, Economics, Family Studies, Geography (excluding Physical Geography), History, Political Science, Psychology, Sociology		
<b>History or Political Science</b>	<b>3</b>	
History or Political Science course	3	
<b>General Education Electives</b>	<b>10</b>	
<b>Community Service</b>		<b>Total Credits 3</b>
CHR 111	Chr. Svc. Community Service	CR/NC
CHR 111	Chr. Svc. Community Service	CR/NC
CHR 111	Chr. Svc. Community Service	CR/NC
<b>Management &amp; Ethics Major</b>		<b>Total Hours 48</b>
<b>Bible Ethics Courses</b>		<b>18</b>
BIB 317	Fnd. of Eth.: Life/Teachings of Jesus	3
BIB 422	Fnd. of Eth.: Life/Teachings of Paul	3
BIB 433	Fnd. of Eth.: Hebrew Wisdom Lit.	3
BIB 435	Fnd. of Eth.: Judeo-Christian Theology	3
BIB 423	Fnd. of Eth.: Other New Test. Writings	3
BIB 443	Ethics: A Christian World View	3
<b>Management Courses</b>		<b>30</b>
MAN 330	Goals, Priorities, and Attitudes	3
MAN 332	Intro. to Management and Ethics	3
MAN 334	Research Methods	3
MAN 350	Management Research Project I	3
MAN 430	Accounting for Managers	3
MAN 432	Marketing Concepts and Applications	3
MAN 440	Economics for Managers	3
MAN 442	Managing People: Groups & Leadership	3
MAN 444	Case Studies in Management Eth.	3
MAN 450	Management Research Project II	3
<b>Unrestricted Electives</b>		<b>Total Hours 30</b>



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### Bachelor of Science in Management and Ethics

#### LEAD COURSE SCHEDULE

##### First Semester

<input checked="" type="checkbox"/>	MAN 330	Goals, Priorities, and Attitudes	3
<input type="checkbox"/>	MAN 332	Introduction to Management and Ethics	3
<input type="checkbox"/>	BIB 317	Foundations of Ethics: Life & Teachings of Jesus	3
<input type="checkbox"/>	BIB 435	Foundations of Ethics: Judeo-Christian Theology	3
			<u>12</u>

##### Second Semester

<input checked="" type="checkbox"/>	MAN 334	Research Methods	3
<input type="checkbox"/>	MAN 350	Management Research Project I	3
<input type="checkbox"/>	MAN 430	Accounting for Managers	3
<input type="checkbox"/>	BIB 433	Foundations of Ethics: Hebrew Wisdom Literature	3
			<u>12</u>

##### Third Semester

<input checked="" type="checkbox"/>	MAN 432	Marketing Concepts and Applications	3
<input type="checkbox"/>	BIB 422	Foundations of Ethics: Life & Teachings of Paul	3
<input type="checkbox"/>	MAN 440	Economics for Managers	3
<input type="checkbox"/>	BIB 423	Foundations of Ethics: Other New Testament Writings	3
			<u>12</u>

##### Fourth Semester

<input checked="" type="checkbox"/>	MAN 442	Managing People: Groups and Leadership	3
<input type="checkbox"/>	BIB 443	Foundations of Ethics: A Christian World View	3
<input type="checkbox"/>	MAN 444	Case Studies in Management Ethics	3
<input type="checkbox"/>	MAN 450	Management Research Project II	3
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#### Community Service Credits

<input type="checkbox"/>	CHR 111	Chr. Svc. Community Service	CR/NC
<input type="checkbox"/>	CHR 111	Chr. Svc. Community Service	CR/NC
<input type="checkbox"/>	CHR 111	Chr. Svc. Community Service	CR/NC