

Center for Adult and Extended Education

DIRECTOR: Keith A. Cronk, M. Litt.

The Center for Adult and Extended Education is established to offer non-traditional degree and non-degree programs and courses. The programs and courses may be nontraditional in structure, student body, mode of delivery or some other way. The Center currently offers a degree completion program: a Bachelor of Arts degree with a major in Leadership and Management.

The Center will only offer these programs and courses in line with Harding University's accreditation through the Higher Learning Commission.

Degree Completion Program
Bachelor of Arts Degree
Leadership and Management

The Degree Completion Program allows students who have already completed 60 or more hours of college credit and are 23 years or older to finish their undergraduate studies. The program provides for an intensive and accelerated study program, allowing completion in a much shorter time than normal.

The program offered is a Bachelor of Arts degree with a major in Leadership and Management. The program delivers 50 hours of study that encompass an interesting and applicable study of leadership and management knowledge and skills. The program also requires students to complete five hours of textual Bible and three hours of Christian Business Ethics. The five hours of textual Bible address the relevance of teaching Christ. They also include selections from wisdom literature and discussion of the application of such wisdom in both biblical times and the present. These textual Bible courses and "Introduction to Information Technology" will be delivered online.

In total, students will have to complete a minimum of 128 hours of study to be eligible to graduate. All other graduation requirements must also be fulfilled in order to graduate.

FINANCIAL AID INFORMATION

Need-based Grants: Eligibility for need-based grants is determined by completing the Free Application for Federal Student Aid (FAFSA). After the FAFSA has been processed, a response will be

mailed calculating the student's eligibility for need-based grants. Families may estimate their eligibility by using the financial aid need estimator found on our Web site.

Federal Pell Grant: Awarded to undergraduate students who qualify based on financial need. The maximum award is \$4,050.

Federal SEOG Grant: Awarded to Pell Grant recipients who demonstrate exceptional financial need. The maximum award is \$500.

Veterans Benefits: Eligibility is determined by the Veterans Administration. Students should contact their local Veterans Administration representative.

Single Parent Scholarship: For single parents who are working toward an undergraduate degree, are Federal Pell Grant recipients, and are Arkansas residents. For more information and application details, call (479) 927-1402 or visit www.aspsf.org.

Internet and Local Scholarship Resources: The University Web site, www.harding.edu/finaid, provides a link to an abundance of information on national scholarships.

Loan Programs, Federal Stafford Student Loan: Each year, the following loan amounts are available to all eligible students considered financially independent for financial aid purposes at an interest rate of 6.8 percent:

Sophomores: \$7,500

Juniors and seniors: \$10,500

EDUCATIONAL TAX BENEFITS

The following is a summary of education-related tax benefits. We highly recommend that students consult their tax advisers or review IRS Publication 970 for information on how these benefits might apply to their particular tax situation.

Tax Credits: Tax credits allow for a dollar-for-dollar reduction of taxes. For example, a tax credit of \$1,000 will reduce a family's tax liability by \$1,000. Full tax credits are restricted to families with incomes under \$100,000. Expenses that qualify for tax credits include school tuition and required fees, minus any tax-free grants, scholarships or employer payments.

Lifetime Learning Tax Credit: A \$1,000 per-family tax credit may be claimed for students beyond the first two years of education. There is no limit on the number of years for which the credit can be claimed for each family.

Tax Deductions: Families with incomes under \$130,000 may deduct up to \$3,000 for payment of tuition and fees incurred each tax year. Expenses that qualify for a tax deduction include school tuition and required fees, minus any tax-free grants, scholarships or employer payments.

For More Information

Harding University
Office of Student Financial Aid Services
www.harding.edu/finaid
finaid@harding.edu
1-800 477 3243 (toll free)
(501) 279-4257
(501) 279-5438 (fax)
Box 12282
Searcy, AR 72149-0001
915 E. Market
American Heritage Center
8 a.m. to 5 p.m. (CST) Monday – Friday

CODE OF CONDUCT

Harding University is unique by design and is a distinctly Christian university. Harding's mission is to provide a quality education that will lead to an understanding and philosophy of life consistent with Christian ideals that in effect integrates faith, learning and living. Degree completion students are expected to maintain the highest standards of morality, integrity, orderliness and personal honor.

Students are encouraged to live up to the high expectations and policies set forth in this handbook as they are designed to develop the optimum potential of each student. In making application to the University, degree completion students acknowledge and agree to abide by these expectations.

Harding expects its students to conduct themselves as responsible citizens with an understanding and philosophy of life consistent with Christian ideals. In addition to the promotion of scholarly pursuits, Harding University endeavors to instill within each student a deeper spiritual quality. All members of Harding's administration and faculty are dedicated to building Christian character and responsibility within each student.

Students are expected to pursue honesty and integrity, avoiding all forms of dishonesty.

Harding University reserves the right to refuse admittance or dismiss any student whose lifestyle is not consistent with the Christian principles that this University represents.

While attending classes and events at Harding, students must comply with Harding University's policies concerning conduct. This includes the following specific items:

- Harding is a drug-, tobacco-, and alcohol-free campus
- Modest dress is required
- Inappropriate language is prohibited
- No firearms or weapons are allowed on campus
- Sexual immorality including pornographic materials are prohibited
- Christian principles should be respected by all students

Upon registration to Harding University, Degree Completion Program students acknowledge and agree to uphold Christian principles for which Harding stands. Harding University reserves the right to refuse admission to or dismiss students whose lifestyle is not consistent with the Christian principles for which Harding stands; and when the general welfare of the institution requires such action. A standard form is provided and signed by each individual student in the Degree Completion Program upon entry into the program concerning his/her commitment to uphold these principles.

CODE OF CONDUCT DISCIPLINARY PROCEDURES

When it appears a rule of conduct or procedure has been broken, the director of the Adult and Extended Education Center will conduct an investigation concerning the allegation.

1. If possible, the issue will be resolved with the director of the program and the student.
2. If not resolved between the director of the program and the student, an appeal is presented to the Office of Student Services for their review and recommendation concerning the alleged code of conduct violation.
3. The appeal must be made to the Office of Student Services within 24 hours after the attempted resolution by the director of the program and the student.
4. The appeal shall be conducted in a fair and reasonable manner.
5. All witnesses shall be required to affirm the truth of their testimonies.
6. Presentation of evidence shall be as follows:
 - a. Evidence that supports the charge against the student or organization.
 - b. Evidence of innocence or mitigation by the accused.
 - c. Rebuttal evidence by both parties.
 - d. Closing statements by both parties.
7. Both parties shall have reasonable opportunity for cross-examination of witnesses.
8. The appeals will be open to the appealing party, representatives of the Office of Student Services, and witnesses with relevant evidence to present. Only two eyewitnesses from each side may present their case, and neither legal counsel, guardian nor parents of the accused shall be permitted to appear before this committee.

Disciplinary sanction can range from a written or verbal reprimand to suspension or expulsion from the Degree Completion Program.

Questions in regard to code of conduct for the Degree Completion Program should be referred to the director of the Adult and Extended Learning Center.

BACHELOR OF ARTS DEGREE LEADERSHIP AND MANAGEMENT PROGRAM (LMP)

Business Core (30 hours)

LMP 101 Introduction to Information Technology (online)	3
LMP 201 Macroeconomics	3
LMP 205 Financial Accounting	3
LMP 315 Business Law	3
LMP 330 Marketing	3
LMP 343 Managerial Finance	3
LMP 350 Business Communications	3
LMP 368 Management and Organizational Behavior.....	3
LMP 435 Christian Business Ethics	3
LMP 430 Strategic Policy (capstone course)	3

Management Courses (15 hours)

LMP 310 Principles of Management & Supervision.....	3
LMP 332 Human Resource Management	3
LMP 354 Productions/Operations Management	3
LMP 365 Entrepreneurial Management	3
LMP 440 Business Leadership	3

Bible Courses (5 hours)

LMP 308 Selections from Wisdom Literature & Psalms (online)	3
LMP 211 Teachings of Jesus (online)	2

Other Requirements (18 hours)

1. 18 hours of additional credits to reach the 128-hour graduation requirement (CLEP, block credit, DANTES, etc.)
2. In order to graduate from Harding, students must fulfill the graduation requirements.
3. If planning to pursue a Harding MBA, students should take BUS 265 (QBA) as part of the 18 additional hours.

Previous transferable college credit (60 hours)

TOTAL HOURS128

LEADERSHIP AND MANAGEMENT PROGRAM (LMP)

LMP 101. INTRODUCTION TO INFORMATION TECHNOLOGY. (3) Online. This course covers information systems theory and the role of an information system in business and society. Topics include information production and management in the new information age, software, hardware, data communications, the Internet, knowledge systems, security, and ethics. An intermediate skill level is acquired in the use of spreadsheet, word processing, database and presentation software.

LMP 201. MACROECONOMICS. (3) The overall workings of the economy and its major subdivisions; our economic system, business cycles, money and banking, national income accounts, and stabilization policy.

LMP 205. FINANCIAL ACCOUNTING. (3) Elementary accounting theory, practice, and analysis; conceptual analysis of the full accounting cycle; sole proprietorships and corporations; emphasis on preparation and interpretation of financial statements; coverage of balance sheet items of cash, accounts receivables, inventories, fixed assets, short-term and long-term debt.

LMP 211. TEACHINGS OF JESUS. (2) Online. A study of the life and teachings of Christ as revealed in the New Testament.

LMP 308. SELECTIONS FROM WISDOM LITERATURE & PSALMS. (3) Online. Selections from the Psalms, Proverbs, Song of Songs, Lamentations, Ecclesiastes and Job. Their historical backgrounds, especially the poetic and wisdom literature of the ancient Near East. The importance of their message for that period and present times.

LMP 310. PRINCIPLES OF MANAGEMENT AND SUPERVISION. (3) An introductory study of the functions of management and the operational supervisory skills required in the workplace. Identifying the specific roles of managers and supervisors and the significance of workers. Skill-building exercises relating to delegation, discipline techniques, conducting a meeting, organizational communications, financial responsibility and ethical issues.

LMP 315. BUSINESS LAW. (3) Law, sources of law, and the functioning of the legal system; business torts, white-collar crimes, contracts, property and sales.

LMP 330. MARKETING. (3) An introductory course. Choosing target markets, assessing their needs, developing products and services, and delivering them at a value to the customer and a profit to the company. Developing a managerial point of view in planning and evaluating marketing decisions.

LMP 332. HUMAN RESOURCE MANAGEMENT. (3) Selection, placement, training, wage administration, performance evaluation and discharge of employees.

LMP 343. MANAGERIAL FINANCE. (3) Aspects of business organization, including promotion, organization, capitalization, expansion, reorganization and fiscal operations; management and financing of modern corporate forms of business enterprise.

LMP 350. BUSINESS COMMUNICATIONS. (3) Composition of effective business letters and reports. Characteristics of good business writing and development of basic letter plans applicable to principal business functions. Preparation of personal resumé and application letters. Oral communication in business.

LMP 354. PRODUCTIONS/OPERATIONS MANAGEMENT. (3) The production function of business, including the economics of production, capital investment, research and development, product design and services, and quality management (QM). Specific QM topics addressed include statistical quality control, production inventory planning and control (PIPC) systems, forecasting, and just-in-time inventory management. Other topics include location and design of facilities, energy management, and managing job safety and health.

LMP 365. ENTREPRENEURIAL MANAGEMENT. (3) A practical training ground for any major, supplementing academic business training with an emphasis on the entrepreneurial spirit. The class takes an innovative approach to projected market share, sales, production, human resources, financial and management practices to ensure that an entrepreneurial idea is successful in the marketplace.

LMP 368. MANAGEMENT AND ORGANIZATIONAL BEHAVIOR. (3) Techniques and policies needed to handle human relations problems in business, government and education. Organizational behavior, motivation, leadership, formal and informal organization, social environment, and communication and group processes.

LMP 430. STRATEGIC POLICY. (3) Use of case studies to integrate and utilize decision-making concepts and techniques studied in earlier courses. Students will be required to analyze cases to understand current business strategy and implementation. Emphasis on formulation of mission, setting goals and implementation of policies, including global and e-commerce strategies.

LMP 435. CHRISTIAN BUSINESS ETHICS. (3) Ethical teachings of the Bible as applied to business. Biblical passages related to business conduct, corporate ethics, individual ethics, and mutual responsibilities of employers and employees. An approved substitute for Bible the semester it is taken.

LMP 440. BUSINESS LEADERSHIP. (3) Development of leadership skills and qualities. Local and regional business leaders provide insight to development of leadership abilities for the church, community and profession.