LLA Topics Defined:	A real-life event experienced firsthand generates personal and professional learning equivalent to college-level academic rigor and quality. Events create a significant life change for the learner, such as an increased capacity to live and apply learning in new contexts. Job-based learning experiences or volunteerism are most valued. They should involvement engaging in activities for several years or more, are non-episodic (not one-time events) and are context-embedded within naturally occurring life events throughout adult years.	
	Topics and subtopics must be approved before a student may enroll in ENG-135	UPDATED MARCH 15, 2018

Students must provide documentation that supports their claim for college credit at the time they submit their LLA papers. Documents will be added as appendices to papers. LLA papers submitted without documentation will not be considered for credit.

ESSAY TOPIC	SUBTOPIC	CONTENT AREA
Accounting and Bookkeeping	Subtopic 1: Demonstrate the incorporation of cost accounting information into company general ledger and financial statements	Elective Credit Only
	<b>Subtopic 2:</b> Recognize the use of budgeting and variance analysis within the cost accounting structure	
	<b>Subtopic 3:</b> Relate the interaction of bookkeeper with other individuals and/or departments to compile financial and cost accounting information	
	Subtopic 4: Clarify the impact of financial information influencing operations	
	Subtopic 5: Express your experience with pricing decisions	
	Subtopic 6: Describe your experience with cost-volume-profit analysis	
Acting	Subtopic 1: Outline aspects of voice production for singing and/or speaking	Elective Credit Only
	<b>Subtopic 2:</b> Identify the elements using the biomechanics of physical production and presence	
	<b>Subtopic 3:</b> Explore the development of choice of acting theory employed (examples might include: Stanislavski, Copeau, Strasberg, Grotowski, Cohen, et al.)	
	Subtopic 4: Identify the key elements of improvisation as a tool	
	Subtopic 5: Explain the application of theory in the style of acting	
	Subtopic 6: Examine the acting disciplines of comedy, drama, classic and impromptu	
Adaptive Strategy in Chronic Illness	<b>Subtopic 1:</b> Explanation of the illness diagnosis, prognosis and selection of treatment options	Elective Credit Only
	Subtopic 2: Retell the impact of the illness on emotional, social and/or physical functioning	
	<b>Subtopic 3:</b> Summarize remediating the illness through the use of compensating behaviors, tools and equipment to increase access or life skills	
	<b>Subtopic 4:</b> Outline the process of locating governmental, non-governmental nonprofit or for-profit agencies that provide support to persons diagnosed with this illness	
	<b>Subtopic 5:</b> Point out contact and use of support groups or persons bearing similar maladies	
	<b>Subtopic 6:</b> Distinguish remediation plans or strategies employed to adapt to changes caused by the illness over the long-term	

Art	Subtopic 1: Delineate formal qualities of the chosen art form	Elective Credit Only
	Subtopic 2: Interpret the impact of cultural or philosophical contexts on art creation	
	Subtopic 3: Underline materials, processes and other medium chosen for the art form	
	Subtopic 4: Present the role of the artist in creating and executing the art form	
	<b>Subtopic 5:</b> Review the simultaneous impact of the culture on the art form and the art form on culture	
	Subtopic 6: Characterize the selection of genre	
Business Ownership	Subtopic 1: Describe development of a product or service	Elective Credit Only
	Subtopic 2: Revisit and explore financing the enterprise	
	Subtopic 3: Note rationale in choosing the physical location of the facility (may include zoning issues)	
	Subtopic 4: Detail challenges for directing and controlling workflow or employee productivity	
	Subtopic 5: Specify actions for overcoming external barriers to productivity	
	<b>Subtopic 6:</b> Gauge considerations when accounting for local, state and federal taxation in pricing and profitability	
Classroom Instruction	Subtopic 1: Describe current learning theories	Elective Credit Only
	Subtopic 2: Outline specific teaching methods	
	Subtopic 3: Discuss effective classroom management techniques	
	Subtopic 4: Explore implementation of materials useful/necessary to education delivery	
	<b>Subtopic 5:</b> Identify how to select a specific type of teaching technique based on the purpose, audience and materials available	
	Subtopic 6: Show effective integration of technology in the classroom	
Cultural Immersion and Assimilation	Subtopic 1: Discuss the most prominently held beliefs about the stages of cultural assimilation	Elective Credit Only
	Subtopic 2: Compare and contrast at least two well-known theoretical paradigms about how individuals assimilate into new cultures	
	Subtopic 3: Describe the pros and cons of cultural assimilation and their impact on the individual	
	<b>Subtopic 4:</b> Explain how the macro-culture and the micro-culture interact (and sometimes clash) and the adjustments individuals need to make in order to function effectively in both	
	<b>Subtopic 5:</b> Describe how linguistic identity is affected by cultural assimilation and discuss characteristics of successful programs that can promote positive cultural assimilation	
	Subtopic 6: Outline how the sociocultural norms, interpersonal relations and religious traditions of the host country (or countries) differed from your own and how your own cultural beliefs have changed	
Disaster Response Operations	Subtopic 1: Define risk mitigation steps to reduce vulnerability to critical resources	Elective Credit Only
	Subtopic 2: Trace and outline prevention prior to onset of emergency	
	Subtopic 3: Illustrate preparedness phase	
	Subtopic 4: Identify mitigation phase	
	Subtopic 5: Recount response phase	
	Subtopic 6: Discuss recovery phase	

Domestic Violence	Subtopic 1: Present types of family violence experienced	Elective Credit Only
	<b>Subtopic 2</b> : Clarify nature and scope of community services directed to respond to those events	
	Subtopic 3: Retell extended family attitudes and interaction toward these events	
	Subtopic 4: Describe referral procedures for accessing community services/shelters	
	<b>Subtopic 5:</b> Recount long-term follow-up processes and their role in precluding future events	
	<b>Subtopic 6</b> : Cite and express sources of support funding and processes for gaining access to funding	
Drug Addiction	Subtopic 1: Elaborate on the origins of addictive behavior	Elective Credit Only
	Subtopic 2: Detail physiological aspects of addiction experienced	
	Subtopic 3: Depict psychological aspects of addiction	
	Subtopic 4: List treatments of drug addiction received	
	Subtopic 5: Review the economic impact of drug addiction	
	Subtopic 6: Present the social impact of drug addiction (families, relationships)	
Early Childhood Education	<b>Subtopic 1:</b> Describe the developmental stages of infants and children up to age 8	Elective Credit Only
	<b>Subtopic 2:</b> Correlate developmental stages to appropriate curriculum and learning outcomes at each age	
	Subtopic 3: Determine how to create a healthy, supportive environment for learning	
	<b>Subtopic 4:</b> Utilize community, professional or familial resources to gauge the appropriate progress of a child at each age/stage	
	<b>Subtopic 5:</b> Discuss differentiated instructional and behavioral support strategies and techniques to ensure students at all levels are progressing at their best pace	
	<b>Subtopic 6:</b> Recount effective classroom management policies for groups of children in daycare or preschool programs	
Elementary Education	Subtopic 1: Describe the developmental stages of children from ages 9 to 12	Elective Credit Only
	<b>Subtopic 2:</b> Correlate developmental stages to appropriate curriculum and learning outcomes at each age	
	Subtopic 3: Determine how to create a healthy, supportive environment for learning	
	<b>Subtopic 4:</b> Utilize community, professional or familial resources to gauge the appropriate progress of a child at each age/stage	
	<b>Subtopic 5:</b> Discuss differentiated instructional and behavioral support strategies and techniques to ensure students at all levels are progressing at their best pace	
	<b>Subtopic 6:</b> Recount effective classroom management policies for groups of children in elementary school	
Fire Services	Subtopic 1: Characterize challenges to hazardous material handling	Elective Credit Only
	Subtopic 2: Articulate the recruitment and career training of the professional firefighter	
	Subtopic 3: Denote critical incident stress management needs and provision	
	Subtopic 4: Express the roles performed by management and line staff	
	Subtopic 5: Detail the steps to major accident responses	
	Subtopic 6: Expound on adapting to firehouse life	

Foundations of Political Science	Subtopic 1: Recount the development of a personal political philosophy	Elective Credit Only
	Subtopic 2: Compare and/or contrast the goals of internal political entities	
	Subtopic 3: Describe the influence of religion in political thought	
	Subtopic 4: Outline the evolution of the country's political philosophy/structure	
	Subtopic 5: Make clear the political rights of minority populations within the country	
	Subtopic 6: Discuss the major treaties or organizations in which the country participates	
Health Care for Mental Illness	Subtopic 1: Communicate the diagnosis of mental health issues	Elective Credit Only
	Subtopic 2: Detail comparisons of mental health facilities	
	Subtopic 3: Explain the role(s) of the health care providers encountered	
	Subtopic 4: Report the psychological responses to long-term prognosis	
	<b>Subtopic 5:</b> Describe support provided by governmental or private offices, foundations and societies	
	Subtopic 6: Illustrate any social impacts on those experiencing mental health issues	
Human Communications	Subtopic 1: Identify barriers to communication (whether external or internal)	Effective Communications
	<b>Subtopic 2:</b> Discuss effectiveness for medium(s) of communication (verbal, nonverbal, computer-aided, graphics, touch, etc.)	
	<b>Subtopic 3:</b> Demonstrate effective communication in small or large groups, including the appropriate use of leadership communication	
	Subtopic 4: Explain how to address conflict through communication	
	Subtopic 5: Outline active listening skills	
	Subtopic 6: Select one of the following:	
	Effective gender communication	
	Effective ethnic communication	
	Explain the roles of each of the parts of the communication process (sender/receiver/feedback/noise/environment/message)	
Human Resource Management	Subtopic 1: Discuss the partnership between line managers and HR departments	Elective Credit Only
	<b>Subtopic 2:</b> Discuss how human capital management practices reflect an investment orientation regarding employees as resources	
	Subtopic 3: Explain the important considerations in hiring decisions	
	Subtopic 4: Evaluate the relationship between performance management and organizational objectives	
	Subtopic 5: Evaluate HRM strategies to ensure compliance with employment laws	
	Subtopic 6: Explore important aspects of recruitment and retention	
Interior Design	Subtopic 1: Relate and defend the selection of appliances (durable goods)	Elective Credit Only
	Subtopic 2: Determine the textiles and/or materials used based on utility, design or other considerations	
	Subtopic 3: Conclude the importance and method of coordinating colors, textures, etc.	
	Subtopic 4: Support lighting use and special effects	
	Subtopic 5: Represent the importance effective utilization of space	
	Subtopic 6: Represent uses of symmetry/asymmetry, balance, feng shui, or aesthetics	

Introduction to Project Management	Subtopic 1: Explain the interpretation of project specifications and organizational requirements	Elective Credit Only
	Subtopic 2: Sort and explain team components and member assignments	
	Subtopic 3: Identify and elaborate on project goal documentation	
	<b>Subtopic 4:</b> Explore and define charts for measuring progress, project scheduling methods and control techniques: PERT, Critical Path, Gantt, etc. Charts for measuring progress	
	Subtopic 5: Discuss cost estimation	
	Subtopic 6: Explain and outline contract negotiations	
Introduction to Religious Practice	Subtopic 1: Describe origins and development of the selected religious group	Elective Credit Only
	Subtopic 2: Characterize the development of the selected religious group as it grew	
	Subtopic 3: Clarify the main teachings or doctrine of the selected religious group	
	Subtopic 4: Note and retell key components of the sacred writings of the selected religious group	
	<b>Subtopic 5:</b> Recognize and articulate the organization of the selected religious group as it developed	
	Subtopic 6: Discuss the role of the selected religious group within contemporary society	
Investment Management	Subtopic 1: Analyze the environment of securities investment, including the historical perspective	Elective Credit Only
	<b>Subtopic 2:</b> Analyze the process of securities investment, including portfolio diversification theories	
	<b>Subtopic 3:</b> Describe principles and techniques of common stock valuation, including dividend vs. non dividend stocks	
	Subtopic 4: Describe industry and company analysis, as it pertains to investment goals	
	Subtopic 5: Analyze fixed income securities and when they are appropriate	
	<b>Subtopic 6:</b> Discuss financial statement analysis, including balance sheet highlights to consider	
Judicial Systems	<b>Subtopic 1:</b> Review the history and philosophy of justice in America and the placement of the writer within the system	Elective Credit Only
	Subtopic 2: Explain recapitulation of the system	
	Subtopic 3: Identify the various subsystems, role expectations and their interrelationships	
	<b>Subtopic 4:</b> Define theories of crime, punishment and rehabilitation within the writer's specific segment of the system	
	<b>Subtopic 5:</b> Relate ethics, education and training for professionalism in the system	
	Subtopic 6: Outline career progression related to the specified criminal justice agency	

Legal Secretary	Subtopic 1: Describe the breadth and depth of education and training for legal secretaries (outside of college work) in one of the following areas: litigation/civil law corporate law estate planning/family law or general law	Elective Credit Only
	Subtopic 2: Explain the importance of proper preparation and filing of legal documents	
	Subtopic 3: Describe aspects of effective research of case law in support of attorneys Subtopic 4: State the principles of effective interpersonal communication and relationship building	
	<b>Subtopic 5:</b> Discuss organizational effectiveness including time management for self and others, workflow design and administrative decision making	
	Subtopic 6: Identify the use of information technology in the legal secretary field	
Life Skill Assistance to Adult Disabled Persons	<b>Subtopic 1:</b> Communicate assistance with and support of employment (examples might include search, preparation, placement and/or coaching)	Elective Credit Only
	<b>Subtopic 2:</b> Interpret matching assistive technologies to the needs of the disabled at home or work	
	<b>Subtopic 3:</b> Outline the importance of records keeping (life experiences, work history, education history, volunteer history, health history, safety issues, etc.)	
	<b>Subtopic 4</b> : Describe how to find and use advocacy resources within the community (federal, state, legal, nonprofit, etc.)	
	Subtopics 5 and 6: You may select up to two of the following as subtopics:	
	Describe effective medical emergency response planning regarding the disabled adult(s)	
	Explain the techniques and importance of positive behavior support for emotionally disturbed adults	
	Illustrate the use of an individual service plan (roles of the interdisciplinary team, narrative section, action plans, strategies, etc.)	
Military Career (with Deployment)	Subtopic 1: Explain the motivation for making the decision to enlist	Elective Credit Only
	Subtopic 2: Define the need for multiple training phases in war-fighting preparation	
	Subtopic 3: Outline the actions taken to ensure promotion with (or before) peers	
	<b>Subtopic 4:</b> Identify personal pre-deployment arrangements (wills, bill payment, etc.) to help ensure successful deployment	
	<b>Subtopic 5:</b> Demonstrate the importance of representing the military at all times (as enforced in Articles two and five of the Uniform Code of Military Justice for American service members)	
	<b>Subtopic 6:</b> Illustrate the tradition, need and/or propriety of the policy against fraternization between enlisted and officer personnel	
Military Life	Subtopic 1: Explain the motivation for making the decision to enlist	Elective Credit Only
	Subtopic 2: Define the need for multiple training phases in war-fighting preparation	
	Subtopic 3: Outline the actions taken to ensure military promotion with (or before) peers	
	Subtopic 4: Describe transitioning from civilian attitudes to the military's subculture	
	<b>Subtopic 5:</b> Demonstrate the importance of representing the military at all times (as enforced in Articles two and five of the Uniform Code of Military Justice for American service members)	
	Subtopic 6: Illustrate the tradition, need and/or propriety of the policy against fraternization between enlisted and officer personnel	

Ministry	Subtopic 1: Describe the selection of the ministry type	Elective Credit Only
<b>,</b>	Subtopic 2: Translate professional and/or theological resources that provide guidance	
	Subtopic 3: Identify and expand on the ministry's target group	
	Subtopic 4: Factor conflict resolution and problem solving from the Christian worldview	
	Subtopic 5: Outline impetuses for adopting specific Biblical theological concepts within the ministry	
	Subtopic 6: Review and summarize personal spiritual formation (growth) techniques and experiences	
Operations Management	Subtopic 1: Portray the use of effective managerial communication	Elective Credit Only
	<b>Subtopic 2:</b> Outline the prior use of Gantt charts, critical path or other planning methods in relation to organizational goals	
	<b>Subtopic 3:</b> Explain quality control methods used for internal and external customers (Total Quality Management, Six Sigma, etc)	
	<b>Subtopic 4:</b> Depict human resource management issues in recruitment, staffing and promotion for specific positions	
	Subtopic 5: Verify and illustrate training of personnel to meet organizational needs	
	Subtopic 6: Relate monitoring employee performance to motivations and corrections	
	<b>Subtopic 6:</b> Explain the challenges of responsible and effective parenting presented by contemporary society	
Pastoring	Subtopic 1: Trace the important aspects of preaching	Elective Credit Only
	Subtopic 2: Chronicle important aspects of Biblical teaching	
	Subtopic 3: Note religious program administration options	
	Subtopic 4: Identify Christian counseling practices	
	Subtopic 5: Locate and communicate evangelism and outreach methods	
	<b>Subtopic 6:</b> Give examples of personal spiritual formation (growth) techniques and experiences	
Personnel Recruitment	<b>Subtopic 1:</b> Discuss aspects of self-management through self-awareness (during presentations or discussions with prospective recruits)	Effective Communication
	Subtopic 2: Explain relationship management through social awareness	
	<b>Subtopic 3:</b> Comprehend matching of accessions' traits and characteristics with the culture of the organization	
	Subtopic 4: Exemplify the use of cross-cultural communication	
	<b>Subtopic 5:</b> Illustrate the characteristics of self-leadership when geographically separated from the organization	
	Subtopic 6: Analyze managing goals in relation to organizational expectations	
Police	Subtopic 1: Explain the recruitment process for sworn officers	Elective Credit Only
	Subtopic 2: Discuss the importance of professional training	
	Subtopic 3: Outline the rank structure and efforts for advancement	
	Subtopic 4: Describe aspects of police policy regarding community engagement	
	<b>Subtopic 5:</b> Explore the importance of on-scene recordation and longer-term recordskeeping to the police field	
	Subtopic 6: Address demands for unerringly ethical police practices	

Politics	Subtopic 1: Define the role and influence of media on campaigns and elections	Elective Credit Only
	<b>Subtopic 2:</b> Describe the history of political parties in the American setting including the development of parties as a standard	
	<b>Subtopic 3:</b> Examine the structure and roles of political parties and Political Action Committees (PAC's)	
	Subtopic 4: Explore the context and financing of campaigns and elections	
	<b>Subtopic 5:</b> Analyze the impact of statistical studies such as demographics, consumer economics and consumer behaviors on campaigns and elections	
	<b>Subtopic 6:</b> Assess potential influence of national and global events on elections and outcomes	
Public Speaking	Subtopic 1: Discuss methods for analyzing the audience	Effective Communication
	Subtopic 2: Explore the selection of the topic	
	<b>Subtopic 3:</b> Explain the importance of matching the goals of the speech with the choice of speech type	
	<b>Subtopic 4:</b> Address how presentation aids and equipment enhance the message of a speaker	
	Subtopic 5: Describe the importance of practicing presentations	
	<b>Subtopic 6:</b> Identify communication techniques that addresses gender and ethnic considerations	
Raising a Developmentally	Subtopic 1: State how to detect the signs of a developmental disability	Elective Credit Only
Disabled/Challenged Child	<b>Subtopic 2:</b> Describe how to prepare for a child's Individualized Family Service Plan (IFSP) and how to the transition from an IFSP to an IEP (if child has started K-12 schooling)	
	<b>Subtopic 3:</b> Identify the importance of community services offered (ie. Special Olympics, ARC, Gompers, summer programs, Raising Special Kids)	
	<b>Subtopic 4:</b> Evaluate, choose and participate in various types of therapy at home and in therapeutic settings (for example: animal therapy, speech therapy, occupational therapy and psychological therapy)	
	<b>Subtopic 5:</b> Explain how to address legal issues by seeking legal advice for support of the child (e.g. in Arizona the AZ Center for Disability Law assists)	
	Subtopic 6: Describe parental considerations regarding use of medications	
Real Estate Property	<b>Subtopic 1:</b> Analyze the environment of real estate investment, including historic market and locality trends	Elective Credit Only
	<b>Subtopic 2:</b> Analyze real estate investment types and strategies to achieve a positive return on investment	
	Subtopic 3: Discuss legal or ethical concerns in property ownership and management	
	Subtopic 4: Discuss financing options and financial risks for real estate investment	
	<b>Subtopic 5:</b> Define the types of ownership and potential impacts (taxes, HOAs, impinging development in surrounding area, etc.)	
	<b>Subtopic 6:</b> Identify important collaborative work relationships in real property management	

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