Online Programs

Applied Track Required Courses

<table>
<thead>
<tr>
<th>HRF</th>
<th>7001</th>
<th>Seminar: Value Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRF</td>
<td>7111</td>
<td>Trends, Issues and Perspectives in Human Resources</td>
</tr>
<tr>
<td>HRF</td>
<td>7161</td>
<td>Research: Assessment and Evaluation</td>
</tr>
<tr>
<td>HRF</td>
<td>8481</td>
<td>Seminar: Applied Case Studies in Human Resources</td>
</tr>
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</table>

Research Track Required Courses

<table>
<thead>
<tr>
<th>HRF</th>
<th>7001</th>
<th>Seminar: Value Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRF</td>
<td>7111</td>
<td>Trends, Issues and Perspectives in Human Resources</td>
</tr>
<tr>
<td>HRF</td>
<td>7161</td>
<td>Research: Assessment and Evaluation</td>
</tr>
<tr>
<td>HRF</td>
<td>8451</td>
<td>Field Experience</td>
</tr>
<tr>
<td>HRF</td>
<td>8501</td>
<td>Master's Research Project</td>
</tr>
</tbody>
</table>

Elective Courses

<table>
<thead>
<tr>
<th>HRC</th>
<th>7361</th>
<th>Managing Human Resource Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRC</td>
<td>7411</td>
<td>Human Resources Planning and Administration</td>
</tr>
<tr>
<td>HRC</td>
<td>7461</td>
<td>Wage, Salary and Benefits Administration</td>
</tr>
<tr>
<td>HRC</td>
<td>7511</td>
<td>Personnel and Labor Relations</td>
</tr>
<tr>
<td>HRC</td>
<td>7561</td>
<td>Recruitment, Selection and Placement</td>
</tr>
<tr>
<td>HRC</td>
<td>7605</td>
<td>Training in Human Resource Development</td>
</tr>
<tr>
<td>HRC</td>
<td>7611</td>
<td>Organizational Behavior and Theory</td>
</tr>
<tr>
<td>HRC</td>
<td>7651</td>
<td>Employment Law: State Conditions of Employment</td>
</tr>
<tr>
<td>HRC</td>
<td>7711</td>
<td>Organization Change Theory and Strategy</td>
</tr>
<tr>
<td>HRC</td>
<td>7741</td>
<td>Employment Law</td>
</tr>
<tr>
<td>HRC</td>
<td>7751</td>
<td>Employment Law II</td>
</tr>
<tr>
<td>HRC</td>
<td>7761</td>
<td>Instructional Design and Training Strategies</td>
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<tr>
<td>HRC</td>
<td>7811</td>
<td>Career Development</td>
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<tr>
<td>HRC</td>
<td>7871</td>
<td>Employee Assistance and Counseling</td>
</tr>
<tr>
<td>HRC</td>
<td>7861</td>
<td>Negotiation and Conflict Resolution</td>
</tr>
<tr>
<td>HRC</td>
<td>7911</td>
<td>Applying Statistics in Human Resources</td>
</tr>
<tr>
<td>HRC</td>
<td>7961</td>
<td>Managing Organizational Conflict</td>
</tr>
<tr>
<td>HRC</td>
<td>8551</td>
<td>Advanced Special Topics in Human Resources</td>
</tr>
</tbody>
</table>

MASTER OF BUSINESS ADMINISTRATION

Ottawa University's Master of Business Administration has been developed to serve the needs of adult learners and organizations with a high quality professional preparation in business within which the importance of personal values and professional ethics are incorporated.

The Master of Business Administration emphasizes a global perspective on business, communication skills and direct application to students' current and future career goals. The program is intended for individuals who want to increase their knowledge of essential business functions and develop leadership skills and expertise in strategic management. Students have the option of completing courses in an evening classroom setting, online or a combination of both. Online students attend a weekend session at the beginning of each 12-week term to meet their instructors and receive courseware training and academic advising.
The MBA degree consists of no less than 36 semester credit hours of formal coursework designed to help the adult learner acquire subject matter mastery and apply knowledge within the field of business administration. It is possible to take a program of more than 36 semester credit hours and receive the Certificate of Advanced Graduate Studies (CAGS) in addition to the MBA degree. The CAGS is designed for those who are seeking additional professional training beyond the MBA core.

Current study concentrations available for the CAGS include:

- Human Resources Management
- Human Resources Development
- Organization Change Management

The MBA is a 36 semester credit hour program comprising 10 core courses and two elective courses.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>(30 semester credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 7000</td>
<td>Organizational Leadership and Behavior</td>
</tr>
<tr>
<td>BUS 7100</td>
<td>Human Resource Planning and Administration</td>
</tr>
<tr>
<td>BUS 7200</td>
<td>Value Systems and Professional Ethics</td>
</tr>
<tr>
<td>BUS 7450</td>
<td>Strategic Marketing</td>
</tr>
<tr>
<td>BUS 7500</td>
<td>Managerial Economics</td>
</tr>
<tr>
<td>BUS 7600</td>
<td>Managerial Finance</td>
</tr>
<tr>
<td>BUS 7700</td>
<td>Management Information Systems</td>
</tr>
<tr>
<td>BUS 7800</td>
<td>Management Accounting</td>
</tr>
<tr>
<td>BUS 7900</td>
<td>Social, Cultural, Legal, and Political Influences on Business</td>
</tr>
<tr>
<td>BUS 8500</td>
<td>Graduate Seminar: Business Policies and Strategies (CAPSTONE COURSE)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>(6 semester credit hours) Include but not limited to the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 7460</td>
<td>International Business</td>
</tr>
<tr>
<td>BUS 7681</td>
<td>Project Management</td>
</tr>
<tr>
<td>HRC 7661</td>
<td>Organizational Consultation Skills</td>
</tr>
<tr>
<td>HRC 7711</td>
<td>Organizational Change Theory and Strategy</td>
</tr>
<tr>
<td>HRC 7721</td>
<td>Management and Development of Teams</td>
</tr>
<tr>
<td>HRC 7841</td>
<td>Managing a Culturally Diverse Workforce</td>
</tr>
</tbody>
</table>
Ottawa University offers graduate-level Professional Education Programs for teachers who seek continuing educational enrichment and to advance their professional careers. Currently programs are offered for teachers who are licensed or certified to teach at the elementary and secondary levels in Arizona, Kansas and Wisconsin. The Arizona campuses also offer a certificate program in counseling, and the Kansas City campus offers a certificate program in human resources. For information on these programs for professional educators, contact the Ottawa University adult campus in your area.
GRADUATE PROGRAMS

Graduate Program Goal Statement

Ottawa University graduate programs are based on the expectation that bachelor’s degree holders are prepared through the liberal arts to be reflective inquirers. The reflective inquirer is prepared to succeed in graduate programs that are based on the model of the reflective practitioner. The reflective practitioner applies values, critical reasoning and inquiry in professional settings, utilizes knowledge and skills appropriately and is self-directed in continued professional learning and development. Ottawa University is committed through the reflective practitioner emphasis to prepare professionals who successfully adapt to changes in career demands and opportunities.

Ottawa University fills a need for graduate level education that is both practical in nature and accessible to a broader audience than a traditional model whose theoretical emphasis may be less suited to the working adult student and that requires considerable prerequisite preparation. Ottawa University graduate students are valued both as members of the learning team and the instruction team. Graduate faculty, who are reflective practitioners themselves, have significant academic and professional experience in the course areas they teach and value the varied backgrounds and insights of the adult learner.

Ottawa University graduate programs include a concentrated foundation with emphasis placed on advanced concepts and applications. Programs require students to access research in the field, critically analyze relevant data and utilize a variety of sources for values-based practice, planning, and ethical decision-making. Graduate students are challenged through rigorous research-based writing assignments, scholarly discourse and professional presentations and demonstrations, all of which are focused on reflective approaches to practice and application. Students are supported through individualized graduate faculty and advisors and a community of mutual respect and service.

Outcomes for Graduate Study

The University-wide outcomes for graduate programs were designed as an active expression of the Ottawa University mission and purposes. They were developed by faculty and formally adopted by the Graduate Council and University Academic Council.

The overall guiding purpose of graduate study is to provide adult-oriented, practical and professional programs:
- To prepare individuals for master’s level professional positions in a given field.
- To improve opportunities for individuals seeking advancement within the field.
- To prepare individuals to make parallel moves into related fields and specialties.

Program emphasis is on the reflective practitioner with course content designed to focus on real-life, values-oriented practices within the field. Entrance requirements reflect the desire to accommodate working adults who make career choices later in life, have related work experience and are best served by a nontraditional graduate program in their field.

All Ottawa University graduate programs have in common five general outcomes that relate to intellectual and professional development.
To demonstrate cognitive development, graduate students will:

- Analyze, integrate and apply theories, research and techniques to plan and serve effectively within one's professional field of study.
- Acquire knowledge of laws, ethics and values and apply this knowledge to make decisions appropriate to one's professional practice.
- Communicate effectively as professionals.

To demonstrate affective development, graduate students will:

- Demonstrate an understanding of the value of continued personal and professional development.
- Model Ottawa University values and culture by practicing mutual respect, encouragement and support within and beyond the learning community.

Academic Advisement

Ottawa University graduate faculty and advisors provide academic advisement by telephone, e-mail or by office appointment. They assist students with course selection and academic program content and design issues.

Graduate Program Admission

Admission to the graduate programs at Ottawa University is limited; only the most qualified candidates are accepted. The minimum requirements for regular admission include the following (additional requirements and exceptions may vary by program or location as noted):

- Completed application form and fee.
- Official transcript indicating an earned bachelor's degree from a regionally accredited institution with a minimum junior/senior grade point average (GPA) of 3.00 on a 4.00 scale. Evidence of second language competence as demonstrated on a transcript or other acceptable form of evidence; also required for the BLE/ESL concentrations in the MAED program.
- Official transcripts of graduate coursework, if applicable.
- Knowledge of introductory statistics as demonstrated by a course grade of "C" or better, standardized examination score, or similar type of acceptable evidence. (MAHR, MAED, MAPC applicants only)
- Three letters of recommendation from individuals familiar with the applicant's academic and professional abilities.
- Current resume. Preference is given to applicants with at least two years of relevant employment or volunteer experience. A copy of a current state certification or teaching license is also required for all concentrations in the MAED program with the exception of School Guidance Counseling and Montessori studies.
- Essay of 300-500 words describing the applicant's professional development and expectations for graduate study and demonstrating the ability to organize thoughts in a clear, concise manner.
- Personal interview with program director or designate (Kansas applicants only).
Graduate Programs

Applicants with a junior/senior year GPA between 2.50 and 2.90 and applicants with a bachelor's degree from a Bible-accredited institutions may be granted provisional admission. Provisional status changes to regular admission when the student has completed 12 semester credit hours of approved coursework with a minimum GPA of 3.00. Applicants without knowledge of introductory statistics may also be granted provisional admission but must satisfy the statistics requirement within six months of entering the program. Successful completion of HRC 7000, HRC 7911, or another acceptable statistics course will meet this requirement.

Special Graduate Students

Individuals with a bachelor's degree from a regionally accredited college or university may apply to take individual courses as a special student. Completion of coursework as a special student does not guarantee admission to a graduate program or the transfer of the coursework into a program. Individuals enrolled in a graduate program at another school may also apply to take courses as a special student with a written request from the school at which they are pursuing their degree. Please note that Special Graduate Students are not eligible for financial aid programs.

Post-master's Graduate Programs Admission

Applicants for the Certificate of Advanced Graduate Studies (CAGS) must be formally admitted to the program. Completed application packets are received up to the final day of registration for each academic term. A completed application requires the following:

- Application for the Certificate of Advanced Graduate Study.
- Official transcripts documenting the completion of an earned master's degree from a regionally accredited college or university, as well as all additional graduate work. (Transcripts should be sent to the attention of the Office of Graduate Studies or attached unopened to the application.)
- A resume of educational background, employment and volunteer experience, and, honors and recognition received for academic achievement employment performance and volunteer service.
- Non-refundable $50 application fee payable to Ottawa University.

General Policy on Transfer Credit

A maximum of 9 applicable semester credit hours of graduate study completed at a regionally accredited institution with a grade of "B" or better may be accepted for transfer credit.

Students with a master's degree from another regionally accredited institution containing coursework applicable to counseling may petition to transfer up to 30 semester credit hours of approved coursework toward Ottawa University's 50 to 60 semester credit hour concentration in Professional Counseling.

A maximum of 9 applicable semester credit hours of graduate study completed at one of the non-regionally accredited institutions listed below may be accepted after the student has successfully completed 12 semester credit hours of Ottawa coursework with a minimum grade point average of 3.00:

- American Association of Bible Colleges
- Association of Advanced Rabbinical and Talmudic Schools
- Association of Theological Schools in the United States and Canada

Additional hours may be transferred into Ottawa University graduate programs of 50 hours or more with departmental approval.
Second Master's Degrees

Individuals with a master’s degree or its equivalent from a regionally accredited college or university containing coursework applicable to the Master of Arts in Professional Counseling may apply to transfer up to 30 semester credit hours of approved coursework toward the 60 semester credit hour Master of Arts in Professional Counseling when completing a minimum of 30 semester credit hours at Ottawa University. Dual or second master’s degrees in Human Resources and Business Administration also are available.

Semester Calendar

Ottawa University graduate programs follow a 12-week semester, completing the 45-hour classroom contact standard. Typically, a 3 semester credit hour course meets one evening per week for 12 weeks. Saturday courses meet five times throughout the semester from 8:30 a.m. to 5:00 p.m. Other times are established for day and summer classes.

It is anticipated that students complete all coursework for a 36 semester credit hour degree within a 24-month period; however, Ottawa University respects individual differences and such a suggestion is not mandatory. Graduate students in Professional Counseling who take two courses per term should complete the degree in three-to three and one-half years. Through careful planning and the use of summer school, the time can be reduced.

Financial Assistance

The University strives to provide financial aid for the greatest possible number of students who need assistance and qualify for it. Students may apply for employer tuition reimbursement, federal financial aid and veteran's benefits. Aid from non-university sources may be available in the form of guaranteed bank loans. The University Department of Financial Aid can assist you with such applications.

To be eligible for financial aid, a graduate student must be admitted to a regular OU program and be taking 3 semester credit hours for half-time and 6 semester credit hours for full-time benefits. Students enrolled under Special Student status are not eligible for aid.

Processing applications through financial institutions usually requires four to six weeks.

Student Rights and Responsibilities

Student rights and responsibilities are fully described in the Ottawa University - Arizona Student Handbook and Ottawa University - Kansas Student Handbook, which may be obtained from your advisor or a receptionist at any of the campuses.
MASTER OF ARTS IN EDUCATION

Offered at: Arizona Campuses

Concentrations Available:
- Bilingual/English as a Second Language
- Curriculum and Instruction
- Education Intervention
- Montessori Early Childhood Education
- Montessori Elementary Education
- Professional Development
- School Guidance Counseling

The Master of Arts in Education is a 36 semester credit hour program (with the exception of the Professional Development concentration, which is a 30 semester credit hour program offered to educators with five or more years teaching experience). Additionally, graduate level courses may be applicable toward an advanced post-master’s program such as the Certificate of Advanced Graduate Studies in Education Administration, School Guidance Counseling and Education Intervention.

The program has been created to provide graduates with the skills and knowledge necessary to:
- Improve and enhance their teaching and services to students.
- Provide their students with an enhanced learning environment.
- Prepare and plan for change in the schools.
- Assist schools and the community to improve education for all students.
- Assess outcomes of school curricula, programs, services, and activities.
- Assume leadership roles in education.
- Engage in continued professional growth.

The Master of Arts in Education consists of no less than 30 semester credit hours of formal coursework designed to help the adult student acquire subject matter mastery, apply knowledge and conduct research in various areas within the field of education. The program of study consists of foundation (including a Master’s Research Project), concentration and elective courses (in some programs).

Thesis Option

For those students interested in writing a thesis, a thesis research track is available. Please discuss this option with a graduate advisor.

PROFESSIONAL EDUCATION PROGRAM (PEP)

Applying Semester Credit From PEP

Educators may petition to apply select courses from the Ottawa University Professional Education Program (PEP), as electives, into the Curriculum and Instruction, Education Intervention or Professional Development study concentrations. Please consult with a graduate advisor.

For the BLE/ESL concentration, up to 21 semester credit hours from prescribed endorsement courses are applicable to the Master of Arts in Education.
MONTESSORI PROGRAM INFORMATION

Policies and Procedures for Montessori Programs

Students seeking to earn a Master of Arts in Education with a concentration in Montessori Early Childhood Education and/or Montessori Elementary Education should plan to take 21 semester credit hours of coursework off-site at the Villa Montessori School at 4535 North 28th Street in Phoenix. The Montessori aspect of the graduate program is presented in partnership with the Center for Montessori Teacher Education/New York (CMTE/NY), which is an affiliate of the American Montessori Society (AMS). The remaining 15 semester credit hours of coursework are on-site and consist of five prescribed education foundation courses.

Concurrent Application/Enrollment: The Master of Arts in Education

At the time of enrollment in the CMTE/NY Montessori program, students should also apply for admission into Ottawa University’s graduate program. Upon acceptance into the graduate program, students may enroll in the specified OU-Montessori classes at the cost of $55 per semester credit hour. This cost is in addition to the charge required by CMTE/NY.

Tuition and Fees for 21 Semester Credit Hours of Ottawa University

Montessori Coursework

Program fees are to be paid to CMTE/NY plus $55 per semester credit hour to Ottawa University.

Tuition and Fees for 15 Semester Credit Hours of Ottawa University Education

Foundation Coursework

Upon completion of the Montessori-related study concentration, students continue in the education foundation portion (15 semester credit hours) of the graduate program at Ottawa University. The cost for the education foundation courses is the standard tuition prescribed by the Ottawa University course schedule.

A Special Note: Montessori Programs

Successful completion of the graduate-level coursework in the Master of Arts in Education does not ensure certification to teach in all public schools in the State of Arizona. A portion of the Master of Arts program may apply to certain teacher certification requirements. Students wishing to complete the Teacher Certification program would need to enroll in the Teacher Certification program coursework at Ottawa University.

For questions regarding Teacher Certification, please contact the Director of Graduate Studies in Education or the Associate Dean of Education at Ottawa University’s Phoenix campus.

For further information concerning the Montessori course offerings, please contact Betty Matthews, Villa Montessori School, at 602-955-2210.

BILINGUAL EDUCATION/ENGLISH AS A SECOND LANGUAGE

The concentration in Bilingual Education/English as a Second Language (BLE/ESL) emphasizes a program of study to enhance opportunities for successful academic progress by elementary or secondary students who are monolingual in another language or have English only as a second language. Program completion is designed to meet the Bilingual Education or ESL endorsement for teachers certified in Arizona.
Graduate Programs

NOTE:
The English as a Second Language endorsement for teachers certified in Arizona requires 6 semester credit hours in a single second language (or verification of second language learning experience by the Arizona Department of Education). The Bilingual Education endorsement requires successful completion of the Arizona Department of Education language examination in order to demonstrate fluency. The Bilingual Education endorsement also requires either student teaching in a bilingual setting or two years of verifiable bilingual teaching experience.

B = Required for BLE endorsement
E = Required for ESL endorsement

Foundation Courses (15 semester credit hours)

EDF 7103 Philosophy, Accountability and Change
EDF 7153 Methods and Models of Research
EDF 7203 Diverse Community of Learners
EDF 7303 Leadership and Management of Change
EDF 8503 Master’s Research Project

Concentration Courses (21 semester credit hours)

With advisor approval, select from:

EDC 7263 Philosophical Foundations for Bilingual/Multicultural Education: B+E
EDC 7273 Methods of Assessing BLE/ESL Students and Programs: B+E
EDC 7323 Reading, Writing and Content Area Methods: E
EDC 7343 Multicultural Concepts Impacting School and Community: B+E
EDC 7523 ESL Methods of Instruction: E
EDC 7763 Applied Linguistics: B+E
EDC 7873 ESL Practicum: E
EDC 7903 Bilingual Education Methods in Spanish: B
EDC 7904 Bilingual Methods of Instruction for the Multilingual Classroom: B
EDC 7905 Bilingual Practicum: B

CURRICULUM AND INSTRUCTION

The concentration in Curriculum and Instruction is a curriculum-based program designed to combine excellence in instructional methodologies used in education with foundation coursework that focuses on the at-risk student in the mainstream. An integration of personal and group motivational techniques and theories in organizational management and a summary of legal issues in education introduces the student to innovative, applied models of instruction.

Foundation Courses (15 semester credit hours)

EDF 7103 Philosophy, Accountability and Change
EDF 7153 Methods and Models of Research
EDF 7203 Diverse Community of Learners
EDF 7303 Leadership and Management of Change
EDF 8503 Master’s Research Project
**Concentration Courses** *(16 semester credit hours)*

- EDC 7213 Classroom Management
- EDC 7214 Research and Field Activities: Classroom Management
- EDC 7223 Educational Test and Measurements
- EDC 7224 Research and Field Activities: Educational Tests and Measurements
- EDC 7233 History and Philosophy of Education
- EDC 7234 Research and Field Activities: History and Philosophy of Education
- EDC 7243 Education Psychology
- EDC 7244 Research and Field Activities: Education Psychology

**Elective Courses** *(5 semester credit hours)*

- EDC 7293 Instructional Theory and Techniques (2 semester credit hours)
- Other EDC, EDF or advisor approved transfer courses (3 semester credit hours).

**EDUCATION INTERVENTION**

The concentration in elementary and secondary Education Intervention emphasizes a new focus on curriculum and educational leadership. This program of study is an aggressive, proactive, research-based approach toward identifying and implementing innovative, positive and practical solutions to situations faced by the multifaceted at-risk students in the community. This program may be designed for certification in Education Administration.

**Foundation Courses** *(15 semester credit hours)*

- EDF 7103 Philosophy, Accountability and Change
- EDF 7153 Methods and Models of Research
- EDF 7203 Diverse Community of Learners
- EDF 7303 Leadership and Management of Change
- EDF 8503 Master's Research Project

**Concentration Courses** *(15 semester credit hours)*

- EDC 7603 Conflict Resolution in an Educational Environment
- EDC 7653 Theory and Techniques for Education Intervention
- EDC 7703 School and Community Resources for Education Intervention
- EDC 7753 Assessment Techniques for At-Risk Learners
- EDC 7793 Materials and Strategies for Success with At-Risk Learners

**Elective Courses** *(6 semester credit hours)*

With advisor approval, select two courses from other graduate offerings or from the Professional Education Program (PEP).
Graduate Programs

MONTESSEORI EARLY CHILDHOOD EDUCATION (AGES 2 1/2-6)

The concentration in Montessori Early Childhood Education (ages 2 1/2-6) involves a partnership with the Center for Montessori Teacher Education/New York, an American Montessori Society affiliate.

This program operates on a two-year cycle beginning each August and continues until April of the following year. Classes meet one weekend per month, usually Friday evening and all day Saturday and Sunday. At times, Monday may be included. A detailed schedule is sent prior to the beginning of the program. A practicum phase begins the second year of the program or can be deferred. Special workshops in movement, art, science, geography, and music are given throughout the two-year program.

Foundation Courses (15 semester credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>EDF 7103</td>
<td>Philosophy, Accountability and Change</td>
</tr>
<tr>
<td>EDF 7153</td>
<td>Methods and Models of Research</td>
</tr>
<tr>
<td>EDF 7203</td>
<td>Diverse Community of Learners</td>
</tr>
<tr>
<td>EDF 7303</td>
<td>Leadership and Management of Change</td>
</tr>
<tr>
<td>EDF 8503</td>
<td>Master's Research Project</td>
</tr>
</tbody>
</table>

Concentration Courses (21 semester credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 7173</td>
<td>Montessori Education: Philosophical Approach, Curriculum Design and Teaching Strategies (Early Childhood)</td>
</tr>
<tr>
<td>EDC 7283</td>
<td>Methods of Observation/Clinical Experiences/Child Development</td>
</tr>
<tr>
<td>EDC 7363</td>
<td>Early Childhood/Montessori Methods</td>
</tr>
<tr>
<td>EDC 7373</td>
<td>Early Childhood Language and Reading Methods</td>
</tr>
<tr>
<td>EDC 7383</td>
<td>Early Childhood Math Methods</td>
</tr>
<tr>
<td>EDC 7773</td>
<td>Early Childhood Practicum (I) Ages 2 1/2 - 6</td>
</tr>
<tr>
<td>EDC 7783</td>
<td>Early Childhood Practicum (II) Ages 2 1/2 - 6</td>
</tr>
</tbody>
</table>

MONTESSEORI ELEMENTARY EDUCATION (AGES 6-9)

The concentration in Montessori Elementary Education (ages 6-9) involves a partnership with the Center for Montessori Teacher Education/New York, an American Montessori Society affiliate.

This program begins with an introductory course in June of each year (for students who do not have Early Childhood Certification). The program continues with a summer session mid-June to mid-July, a weekend session in January and a summer session in June for one week. A nine-month practicum can begin the second year of the program or be deferred to the following year.

Foundation Courses (15 semester credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>EDF 7103</td>
<td>Philosophy, Accountability and Change</td>
</tr>
<tr>
<td>EDF 7153</td>
<td>Methods and Models of Research</td>
</tr>
<tr>
<td>EDF 7203</td>
<td>Diverse Community of Learners</td>
</tr>
<tr>
<td>EDF 7303</td>
<td>Leadership and Management of Change</td>
</tr>
<tr>
<td>EDF 8503</td>
<td>Master's Research Project</td>
</tr>
</tbody>
</table>
Concentration Courses  
EDC 7183 Montessori Education: Philosophical Approach and Methods of Observations/Clinical Experiences  
EDC 7563 Montessori Math and Geometry Methods  
EDC 7573 Elementary Language Arts and Reading Methods  
EDC 7583 Montessori Cultural Subjects Methods  
EDC 7673 Curriculum Design and Teaching Strategies (Montessori Elementary)  
EDC 7863 Elementary Practicum (I) Ages 6-9  
EDC 7883 Elementary Practicum (II) Ages 6-9  

PROFESSIONAL DEVELOPMENT
The concentration in Professional Development is designed for educators who have successfully completed five or more years teaching in the classroom or equivalent educational experience. The program’s focus is to examine one’s professional growth by evaluating past formal and informal experiences and to assess future development through planning, research and portfolio production. Program completion also prepares educators for development and implementation of positive changes to enhance the education profession.

Foundation Courses  
EDF 7103 Philosophy, Accountability and Change  
EDF 7153 Methods and Models of Research  
EDF 7203 Diverse Community of Learners  
EDF 7303 Leadership and Management of Change  
EDF 8503 Master’s Research Project  

Concentration Courses  
For advisor approval, select from:  
EDC 7603 Conflict and Resolution in an Educational Environment  
EDC 7653 Theory and Techniques for Education Intervention  
EDC 7703 School and Community Resources for Education Intervention  
EDC 7753 Assessment Techniques for At-Risk Learners  
EDC 7793 Materials and Strategies for Success with At-Risk Learners  

Elective Courses  
For advisor approval, select three courses from other Ottawa University EDC graduate offerings or transfer credits.

Transferable Credits
A maximum of 9 semester credit hours may be transferred from graduate education or related coursework. Courses applicable to graduate programs at granting institutions transfer on a credit for credit basis. Other post-graduate education coursework may be acceptable on a partial credit basis.
SCHOOL GUIDANCE COUNSELING

The concentration in School Guidance Counseling emphasizes the complex demands of the school counselor by providing in-depth, realistic information to deal with students in a dynamic school and community environment including early intervention and team consultation. Program completion is designed to meet the School Guidance Counseling requirements for certification in Arizona. In Arizona, neither teaching experience nor teacher certification is required to be a School Guidance Counselor.

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 7103</td>
<td>Philosophy, Accountability and Change</td>
</tr>
<tr>
<td>EDF 7153</td>
<td>Methods and Models of Research</td>
</tr>
<tr>
<td>EDF 7203</td>
<td>Diverse Community of Learners</td>
</tr>
<tr>
<td>EDF 7403</td>
<td>School Counseling in a Changing Environment</td>
</tr>
<tr>
<td>EDF 8503</td>
<td>Master's Research Project</td>
</tr>
</tbody>
</table>

(15 semester credit hours)

**Concentration Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 7133</td>
<td>Counseling and the Helping Professions</td>
</tr>
<tr>
<td>EDC 7433</td>
<td>Social and Cultural Concerns in Counseling</td>
</tr>
<tr>
<td>EDC 7803</td>
<td>Psychological Testing</td>
</tr>
<tr>
<td>EDC 7823</td>
<td>Life Planning and Career Development</td>
</tr>
<tr>
<td>EDC 8013</td>
<td>Professional and Ethical Issues in Counseling</td>
</tr>
<tr>
<td>EDC 8463</td>
<td>Practicum in School Guidance Counseling</td>
</tr>
</tbody>
</table>

(18 semester credit hours)

**Elective Courses**

Select from:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 7603</td>
<td>Conflict Resolution in an Educational Environment</td>
</tr>
<tr>
<td>EDC 7703</td>
<td>School and Community Resources for Education Intervention</td>
</tr>
<tr>
<td>EDC 7753</td>
<td>Assessment Techniques for At-Risk Learners</td>
</tr>
<tr>
<td>EDC 7933</td>
<td>Group Counseling and Dynamics</td>
</tr>
<tr>
<td>EDC 8113</td>
<td>Theory and Techniques in Marriage and Family Counseling</td>
</tr>
<tr>
<td>EDC 8213</td>
<td>Family Systems Theory</td>
</tr>
<tr>
<td>EDC 8283</td>
<td>Child and Adolescent Therapy</td>
</tr>
</tbody>
</table>

(3 semester credit hours)

MASTER OF ARTS IN HUMAN RESOURCES

Offered at: Arizona, Kansas City

Concentrations Available at Arizona Campuses Only:

- Counseling and Personal Development
- Community College Counseling
- Employee Assistance and Counseling
- Guidance Counseling
- Human Resources Development
- Human Resources Management
- Organization Change Management
Ottawa University's Master of Arts in Human Resources degree is designed for working adults who wish to increase their human resources skills. Not only is the program designed to provide professional growth for human resources professionals but also for those in various fields associated with the development of human potential.

The program has been created to provide graduates with the skills and knowledge necessary to:

- Assume leadership roles in human resources and related professions.
- Assume positions as human resources managers, consultants, employee and student development counselors, or trainers.
- Apply human resources theory, research and methods appropriate to their positions.
- Prepare and plan for change in organizations.
- Assess outcomes of human resources and related programs, services and activities.
- Engage in continued professional growth in human resources and related fields.

The program seeks to promote professional excellence, academic attainment and the ability to synthesize, integrate and apply knowledge in meaningful and relevant ways.

The Master of Arts in Human Resources consists of no less than 36 semester credit hours of formal coursework designed to help the adult student acquire subject matter mastery, apply knowledge and conduct research in various areas within the broad field of human resources. It is possible to take a program of more than 36 semester credit hours, as seen in the 50 to 60 semester credit hour options in the Master of Arts in Professional Counseling. A program of study consists of foundation, concentration and elective courses.

**Thesis Option**

For those students interested in writing a thesis, a research track is available. Please discuss this option with a graduate advisor.

**ARIZONA CAMPUSES**

**COUNSELING AND PERSONAL DEVELOPMENT**

36 to 45 semester credit hours plus 24 contact hours of Professional Growth Seminars. Coursework is listed in recommended enrollment sequence except for electives.

**Counseling Core**

<table>
<thead>
<tr>
<th>Code</th>
<th>Credit Hours</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PYF</td>
<td>7132</td>
<td>Counseling and the Helping Professions</td>
</tr>
<tr>
<td>PYF</td>
<td>7162</td>
<td>Methods and Models of Research</td>
</tr>
<tr>
<td>PYC</td>
<td>7832</td>
<td>Human Growth and Development</td>
</tr>
<tr>
<td>PYC</td>
<td>7802</td>
<td>Psychological Testing</td>
</tr>
<tr>
<td>PYC</td>
<td>7932</td>
<td>Group Counseling and Dynamics</td>
</tr>
<tr>
<td>PYC</td>
<td>7822</td>
<td>Life Planning and Career Development</td>
</tr>
<tr>
<td>PYF</td>
<td>8012</td>
<td>Professional and Ethical Issues in Counseling</td>
</tr>
<tr>
<td>'PYF</td>
<td>8462</td>
<td>Practicum in Counseling</td>
</tr>
<tr>
<td>'PYF</td>
<td>8512</td>
<td>Comprehensive Examination in Counseling</td>
</tr>
</tbody>
</table>

No Semester Credit
Specialty and Elective Courses  (12-21 semester credit hours)

See specific specialty.

*These are typically taken at the end of the selected program.

Community College Counseling

45 semester credit hours are needed for this specialty.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PYC 7922</td>
<td>3</td>
<td>Counseling Theories</td>
</tr>
<tr>
<td>PYC 8022</td>
<td>3</td>
<td>School Counseling in a Changing Environment</td>
</tr>
<tr>
<td>PYC 8032</td>
<td>3</td>
<td>Clinical Assessment</td>
</tr>
</tbody>
</table>

Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PYC 7422</td>
<td>3</td>
<td>Social and Cultural Concerns in Counseling</td>
</tr>
<tr>
<td>HRC 7841</td>
<td>3</td>
<td>Managing a Culturally Diverse Workforce</td>
</tr>
</tbody>
</table>

Elective Courses  (9 semester credit hours)

Select from the following suggested courses and other approved courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRC 7661</td>
<td>3</td>
<td>Organization Consultation Skills</td>
</tr>
<tr>
<td>HRC 7771</td>
<td>3</td>
<td>Instructional Design</td>
</tr>
</tbody>
</table>

For the practicum in counseling, a community college setting is recommended.

Employee Assistance and Counseling

36 semester credit hours are needed for this specialty.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRC 7871</td>
<td>3</td>
<td>Employee Assistance and Counseling</td>
</tr>
<tr>
<td>HRF 7111</td>
<td>3</td>
<td>Trends, Issues and Perspectives in Human Resources</td>
</tr>
<tr>
<td>PYC 8142</td>
<td>3</td>
<td>Addictive Disorders</td>
</tr>
</tbody>
</table>

Elective Courses  (3 semester credit hours)

Course selected with advisor approval.

For the practicum in counseling, a corporate or private Employee Assistance and Counseling setting is required.

Guidance Counseling

36 semester credit hours are needed for this specialty. The program may be designed to obtain School Guidance Counseling Certification.

Elective Courses  (12 semester credit hours)

With approval, select 12 semester credit hours from Professional Counseling, Human Resources and Education courses for which the student has the proper prerequisite(s).

For School Guidance Counseling, the practicum must be in a school setting.
HUMAN RESOURCES DEVELOPMENT

Foundation Courses   (12 semester credit hours)

BUS    7200    Value Systems and Professional Ethics
HRF    7111    Trends, Issues and Perspectives in Human Resources
HRF    7151    Methods and Models of Research
HRF    8481    Applied Case Studies in Human Resources

Concentration Courses (18 semester credit hours)

Select six courses from:

BUS    7000    Organizational Leadership and Behavior
BUS    7681    Project Management
HRC    7601    Training and Development
HRC    7661    Organizational Consultation Skills
HRC    7711    Organizational Change Theory and Strategy
HRC    7771    Instructional Design
HRC    7781    Strategies for Human Resource Development
PYC    7822    Life Planning and Career Development
HRC    7871    Employee Assistance and Counseling

Elective Courses   (6 semester credit hours)

Select two courses from the concentration course list or in Human Resources Management,
Organization Change Management or Master of Business Administration.

HUMAN RESOURCES MANAGEMENT

Foundation Courses   (12 semester credit hours)

BUS    7200    Value Systems and Professional Ethics
HRF    7111    Trends, Issues and Perspectives in Human Resources
HRF    7151    Methods and Models of Research
HRF    8481    Applied Case Studies in Human Resources

Concentration Courses (18 semester credit hours)

Select six courses from:

BUS    7000    Organizational Leadership and Behavior
BUS    7100    Human Resource Planning and Administration
BUS    7681    Project Management
HRC    7361    Managing Human Resource Costs
HRC    7461    Wage, Salary and Benefit Administration
HRC    7511    Personnel and Labor Relations
HRC    7561    Recruitment, Selection and Placement
HRC    7601    Training and Development
HRC    7661    Organizational Consultation Skills
HRC    7711    Organizational Change Theory and Strategy
HRC    7741    Employment Law
Graduate Programs

Elective Courses  (6 semester credit hours)
Select two courses from the concentration course list or in Human Resources Development, Organization Change Management or Master of Business Administration.

ORGANIZATION CHANGE MANAGEMENT

Foundation Courses  (12 semester credit hours)
BUS  7200  Value Systems and Professional Ethics
HRF  7111  Trends, Issues and Perspectives in Human Resources
HRF  7151  Methods and Models of Research
HRF  8481  Applied Case Studies in Human Resources

Concentration Courses  (18 semester credit hours)
Select six courses from:
BUS  7000  Organizational Leadership and Behavior
BUS  7100  Human Resource Planning and Administration
BUS  7681  Project Management
HRC  7661  Organizational Consultation Skills
HRC  7711  Organizational Change Theory and Strategy
HRC  7721  Management and Development of Teams
HRC  7841  Managing a Culturally Diverse Workforce
HRC  7961  Managing Organizational Conflict

Elective Courses  (6 semester credit hours)
Select two courses from the concentration course list or in Human Resources Management, Human Resources Development or Master of Business Administration.

KANSAS CITY CAMPUS

Human Resources available only. No concentrations available.

Applied Track Required Courses
HRF  7001  Seminar: Value Systems
HRF  7111  Trends, Issues and Perspectives in Human Resources
HRF  7161  Research: Assessment and Evaluation
HRF  8481  Seminar: Applied Case Studies in Human Resources
HRF  7001  Research Track Required Courses
HRF  7001  Seminar: Value Systems
HRF  7111  Trends, Issues and Perspectives in Human Resources
HRF  7161  Research: Assessment and Evaluation
HRF  8451  Field Experience
HRF  8501  Master’s Research Project

Elective Courses
HRC  7361  Managing Human Resource Cost
HRC  7411  Human Resources Planning and Administration
HRC  7461  Wage, Salary and Benefits Administration
HRC  7511  Personnel and Labor Relations
HRC  7561  Recruitment, Selection and Placement
MASTER OF ARTS
IN PROFESSIONAL COUNSELING

Offered at: Arizona Campuses

Concentrations Available:
- Agency Counseling
- Clinical Counseling
- Expressive Arts Therapy
- Christian Counseling
- Clinical Counseling
- Clinical Mental Health Counseling
- Marriage, Family and Addictions Recovery Therapy
- Marriage, Family and Child Therapy
- Treatment of Trauma, Abuse and Deprivation

The goal of the Master of Arts in Professional Counseling is to graduate well-qualified individuals who wish to become professional counselors and therapists, specialists in the application of counseling psychology in educational settings or behavioral health professionals who want to further their professional development to perform more effectively in current areas of practice, to qualify for positions of greater responsibility and to establish a private practice.

The program is created to provide graduates with skills and knowledge necessary to:
- Assume positions as counselors, therapists, behavioral health professionals, or program specialists and administrators.
- Successfully apply psychological theory, research and methods appropriate to their position and client/student population.
- Provide clients/students with an enhanced environment for individual growth and learning.
- Prepare and plan for change.
- Assess outcomes of mental health and educational programs, services, and activities.
Graduate Programs

- Assist the mental health and educational communities to improve services for all clients/students.
- Assume leadership roles in mental health and education.
- Engage in continued professional growth.

Graduates of Ottawa University’s Master of Arts in Professional Counseling are well-qualified professionals who have advanced their intellectual and academic development and have developed greater understanding and knowledge of concepts, ideas and information in the profession through research, examination, inquiry, and application.

Ottawa University offers a number of options in counseling to meet a variety of needs of adult students, including a Master of Arts degree with various concentrations and specialties and the post-master’s Certificate of Advanced Graduate Studies (CAGS).

Additional Information

Professional Certification/Licensure
All the programs offered in the Master of Arts in Professional Counseling are designed to meet the education requirements of the Arizona Board of Behavioral Health Examiners in Professional Counseling. Certain specialties in the Clinical Counseling program may lead to dual licensure. Final decision rests with the Board. Individuals with a master’s degree in Professional Counseling or equivalent may pursue the CAGS to complete. Certification/licensure requirements or to develop a specialization. Students are responsible for contacting the certification/licensure bodies for verification of their requirements.

Thesis Option
For those students interested in writing a graduate research paper, a 3 to 6 semester credit hour thesis track is available. Please discuss this option with your advisor.

Counseling-Related Graduate Programs
- Master of Arts in Education
- School Guidance Counseling (36 semester credit hours)
- Education Intervention (36 semester credit hours)
- Master of Arts in Human Resources
- Employee Assistance and Counseling (36 semester credit hours) Guidance Counseling (36 semester credit hours)
- Community College Counseling (45 semester credit hours)

Counseling Career Education Ladder
Individuals with bachelor’s degrees who wish to pursue graduate studies in Professional Counseling, but are not in a position to complete the 50 or 60 semester credit hour program at this time, should consider completing one of the above counseling-related graduate programs. With a 36 semester credit hour program, one may add a 15 semester credit hour CAGS in Professional Counseling (to qualify for licensure). Later, using many of the above courses in transfer, one may complete a 60 semester credit hour Master of Arts in Professional Counseling as a second master’s degree, which may include a specialty. The minimum residency requirement for a second master’s degree is 30 semester credit hours.
Counseling Practicum and Internship Procedures

Registration for a practicum and internship, which requires a special form, is completed separately in an individual appointment with a counseling practicum advisor. Registration, including payment of fees, must be completed before the appropriate deadline.

- For the fall term, register by the last week of the summer term.
- For the winter term, register by the last week of the fall term.
- For the spring term, register by the 10th week of the winter term.
- Students continuing into the next term must register for 1 semester credit hour in either PYF 8482 Practicum in Counseling - Continuing or PYF 8492 Advanced Practicum/Internship in Counseling - Continuing with the counseling practicum advisor.

Supervision

Two forms of supervision are required for any practicum or internship. Each practicum or internship site must assign a permanent supervisor who provides weekly supervision to the counselor trainee. This site supervisor must be certified as an independent practitioner at the master’s level in an area covered by the Board of Behavioral Health Examiners, licensed by the Board of Psychologist Examiners or certified as a school counselor or school psychologist by the Board of Education. In addition to the site supervision, each student is assigned to a group supervision class with an Ottawa University faculty group supervisor.

Prerequisites for PYF 8462 Practicum in Counseling

(2 to 6 semester credit hours)

- 18 semester credit hours of graduate coursework including PYF 8012 Professional and Ethical Issues in Counseling.
- Recommendations from two graduate instructors. (Obtain forms from Office of Graduate Studies.)
- Approved Practicum Proposal showing a minimum of 120 contact hours written for the selected site.
- Signed Site Agreement form.
- Enrollment in an Ottawa University Practicum Supervision Group and completed at an appointment with the practicum/internship coordinator.

Prerequisites for PYF 8472 Advanced Practicum/Internship in Counseling

(2 to 6 semester credit hours)

- Successful completion of PYF 8462 Practicum in Counseling or equivalent.
- Recommendations from both PYF 8462 Practicum in Counseling practicum group supervisor and from a faculty member from a clinical or specialization course.
- 40 semester credit hours of graduate coursework in counseling.
- Approved Internship Proposal showing a minimum of 240 contact hours.
- Signed Site Agreement form.
- Enrollment in an Ottawa University Internship Supervision Group and completed at an appointment with the practicum/internship coordinator.

Additional hours may be required for certain specialties, certificates or licenses. Students are responsible for contacting the certification/licensure bodies for verification of their requirements.
Practicum and Internship Proposal

The format for the proposal is to be typed and must follow the outline provided in PYF 8012 Professional and Ethical Issues in Counseling.

Special Statement on Attendance for Counseling Students

Attendance at all class meetings is expected. The content of courses in counseling and the nature of counselor training require counseling students to look at aspects of human values, beliefs and behaviors that may be personally disturbing to them. It is necessary, however, for professional counselors to understand the full range of human development and experience and to maintain proper respect for the client as an individual, whether or not the professional agrees with or approves of aspects of the client’s life. It is important that counseling students remain open to learning about the human-ness of their potential clients.

An individual student also may find that certain course content may trigger an issue from his/her past or present life that makes staying in class for a particular presentation emotionally difficult; therefore, it is important for counseling students to have a means to excuse themselves from a class activity that may be personally disturbing. The procedure to follow in such cases is listed below:

- If anticipated, notify the instructor in advance to obtain a substitute assignment.
- Take responsibility to have a fellow student collect hand-out materials and share notes for the part of the class missed.
- If a student becomes aware of this situation during a class, the student should quietly leave the class, remaining in the area, and return to class as soon as possible to take part in the critique and discussion.
- The student also should notify the instructor at break or after class about the general reason for leaving and should seek a substitute assignment.

Special Statement on Student Behavior

Graduate counseling students are expected to conduct themselves with honesty and integrity with respect to research, reports, presentations, and other course requirements. Further, they must practice the values and ethical standards of the profession with respect to practicum and internship clients, fellow students, faculty, staff, and supervisors in their program. Failure to comply with the above may result in dismissal from the program.

Professional Growth Seminars

Professional Growth Seminars (PGS) are required non-semester credit seminars on current topics in the practice of counseling designed to supplement the formal graduate program through ongoing professional development. The number of seminars required varies by concentration:

- 36 to 45 semester credit hour programs - 24 hours
- 50 semester credit hour program - 30 hours
- 60 semester credit hour program - 36 hours

A current schedule of upcoming seminars is available on the internet at: http://home.earthlink.net/~ottawa seminars. Reservations are made by e-mailing ottawaseminars@aol.com

The Office of Graduate Studies does not make reservations nor provide certificates for the seminars.
Payment is made at the door before the seminar, and certificates are distributed at the seminar. Students are responsible for submitting copies of the certificates to the Office of Graduate Studies so semester credit is noted on transcripts for attendance. (Only OU PGS appear on the transcript; other seminars attended are noted only in the student file.)

AGENCY COUNSELING

50 semester credit hours plus 30 contact hours of Professional Growth Seminars. Courses are listed in the suggested order of sequence.

Counseling Core

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PYF</td>
<td>7132 Counseling and the Helping Professions</td>
</tr>
<tr>
<td>PYF</td>
<td>7162 Methods and Models of Research</td>
</tr>
<tr>
<td>PYC</td>
<td>7832 Human Growth and Development</td>
</tr>
<tr>
<td>PYC</td>
<td>7802 Psychological Testing</td>
</tr>
<tr>
<td>PYC</td>
<td>7822 Life Planning and Career Development</td>
</tr>
<tr>
<td>PYC</td>
<td>7922 Counseling Theories</td>
</tr>
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<td>PYC</td>
<td>7932 Group Counseling and Dynamics</td>
</tr>
<tr>
<td>PYC</td>
<td>7422 Social and Cultural Concerns in Counseling</td>
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<tr>
<td>PYF</td>
<td>8012 Professional and Ethical Issues in Counseling</td>
</tr>
<tr>
<td>PYF</td>
<td>8462 Practicum in Counseling</td>
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Select three from:

<table>
<thead>
<tr>
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<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PYC</td>
<td>7862 Biological Bases of Abnormal Behavior</td>
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<tr>
<td>PYC</td>
<td>8092 Integration of Psychology and Christianity</td>
</tr>
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<td>PYC</td>
<td>8112 Theory and Techniques in Marriage and Family Counseling</td>
</tr>
<tr>
<td>PYC</td>
<td>8122 Human Sexuality</td>
</tr>
<tr>
<td>PYC</td>
<td>8142 Addictive Disorders</td>
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<td>PYC</td>
<td>8082 Fundamental Theory and Treatment of Trauma, Abuse and Deprivation</td>
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<tr>
<td>PYC</td>
<td>8132 Expressive Art Therapies</td>
</tr>
<tr>
<td>PYC</td>
<td>8192 Introduction of Art Therapy: History and Theory</td>
</tr>
<tr>
<td>PYC</td>
<td>8272 Family and Societal Gender Issues</td>
</tr>
</tbody>
</table>

Elective Courses

(9 semester credit hours)

With approval, select 9 semester credit hours from PYC/PYF courses. Some HRC/HRF and EDC/EDF courses may be included.

Culminating Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PYF</td>
<td>8472 Advanced Practicum/Internship in Counseling (2 to 3 semester credit hours)</td>
</tr>
<tr>
<td>PYF</td>
<td>8512 Comprehensive Examination in Counseling</td>
</tr>
</tbody>
</table>

No Semester Credit
CLINICAL COUNSELING

60 semester credit hours plus 36 contact hours of Professional Growth Seminars. Courses are listed in the suggested order of sequence.

Specialties are available in:
• Expressive Arts Therapy
• Christian Counseling
• Clinical Counseling
• Clinical Mental Health Counseling
• Marriage, Family and Addictions Recovery Therapy
• Marriage, Family and Child Therapy
• Treatment of Trauma, Abuse and Deprivation (TAD)

Counseling Core

| PYF  | 7132 | Counseling and the Helping Professions |
| PYF  | 7162 | Methods and Models of Research        |
| PYC  | 7832 | Human Growth and Development          |
| PYC  | 7802 | Psychological Testing                 |
| PYC  | 7822 | Life Planning and Career Development  |
| PYC  | 7922 | Counseling Theories                   |
| PYC  | 7932 | Group Counseling and Dynamics         |
| PYC  | 7422 | Social and Cultural Concerns in Counseling |
| PYF  | 8012 | Professional and Ethical Issues in Counseling |
| PYF  | 8462 | Practicum in Counseling               |

(30 semester credit hours)

Specialty or Elective Courses

In addition to the above core, complete one of the specialties from the following pages.

Expressive Arts Therapy

This 61-63 semester hour degree replaces the former Art Therapy specialty. Expressive Arts Therapy combines the various expressive therapies to provide the best treatment approach for the client. The program requires an additional application and acceptance into Expressive Arts Therapy specialty; special course sequence applies. Expressive Arts Therapy students follow this sequence:
### Year One

#### Fall
- PYF 7132 Counseling and the Helping Professions
- PYC 7832 Human Growth and Development
- PYF 7162 Methods and Models of Research

#### Winter
- **PYC 8132 Expressive Arts Therapies**
- PYC 7422 Social and Cultural Concerns in Counseling
- **PYC 7162 Methods and Models of Research**

#### Spring
- PYC 7922 Counseling Theories
- PYC 8192 Introduction to Art Therapy: History and Theory

#### Summer
- PYC 7862 Biological Bases of Abnormal Behavior (Saturday)

### Year Two

#### Fall
- PYC 7932 Group Counseling and Dynamics
- PYC 8172 Applications and Integration of Expressive Arts Therapy

#### Winter
- *PYC 8132 Principles, Techniques, and Practice of Expressive Arts Therapy*
- PYC 8122 Human Sexuality

#### Spring
- *PYC 8332 Assessment Techniques in Expressive Arts Therapy*
- PYF 8012 Professional and Ethical Issues in Counseling

#### Summer
- PYC 7802 Psychological Testing

### Year Three

#### Fall
- *PYC 8322 Adv. Principles, Techniques, and Practice in Expressive Arts Therapy*
- PYF 8462 Practicum in Counseling (2-3 hours)

#### Winter
- *PYC 8342 Clinical Issues in Expressive Arts Therapy*
- PYF 8462 Practicum in Counseling (2-3 hours)

#### Spring
- PYF 8472 Advanced Practicum/Internship in Counseling (300 contact hours)
- PYF 8522 Comprehensive Exam and Expressive Arts Portfolio

---

*Requires admission into the Expressive Arts Therapy specialty

**Course may be placed in another term for convenience*
Policies and Procedures

Ottawa University offers two options in Expressive Arts Therapy. The Master of Arts in Professional Counseling (MAPC) may be taken with a specialty in Expressive Arts Therapy. The Certificate of Advanced Graduate Studies (CAGS) is also offered in Expressive Arts Therapy for those who hold a Master of Arts in Professional Counseling or equivalent.

Certification/Licensure

Students in the graduate program are trained as professional clinical counselors and also may meet the educational requirements for certification by the National Expressive Therapy Association (NETA) and the International Expressive Arts Therapy Association (IEATA). Upon completion of the necessary professional examinations and post-master's experience, these graduates may apply to be Licensed Associate Counselors (LAC) or Licensed Professional Counselors (LPC) in Arizona. Students are responsible for contacting the Arizona Board of Behavioral Health Examiners, NETA, IEATA, and other certification/licensure bodies for verification of their requirements.

Individuals who already hold a master's degree in counseling or a related field with the necessary prerequisite coursework may apply for post-master's studies in Expressive Arts Therapy. See above paragraph for certification and licensure information.

Prerequisites

Applicants to the specialty in Expressive Arts Therapy must have 15 semester credit hours of studio expressive arts courses. Six hours of these courses must be in the same medium/expression. These may be taken at a community college.

For admission into the Expressive Arts Therapy specialty, Ottawa University graduate students also must have completed a minimum of 30 semester credit hours of graduate coursework in the 61-63 semester credit hour program, including 21 semester credit hours in the counseling core, Biological Bases of Abnormal Behavior, Expressive Arts Therapies, Introduction to Art Therapy; History and Theory, and Applications and Integration of Expressive Arts Therapy. Post-master's applicants must have equivalent courses and the studio expressive arts.

Applications for Expressive Arts Therapy

Regular applications for the master's degree with a concentration in Professional Clinical Counseling should be completed by the deadlines. For admission to the Expressive Arts Therapy specialty, both master's and post-master's CAGS students must submit a separate application packet by October 15 of Year Two of the Expressive Arts Therapy sequence.

Expressive Arts Therapy Admissions requires the completion of the application to the Expressive Arts Therapy Student Application, official transcripts of all graduate work and studio expressive arts courses, and a portfolio representative of the applicant's expressive arts development. CAGS applicants must also provide an application fee, resume of work and volunteer experience related to Expressive Arts Therapy, a 500-word essay relating one's self-knowledge to the counseling profession in general and to Expressive Arts Therapy in particular, and two letters of recommendation. An interview by a faculty admissions committee may be required.
Commitment to the Art Therapy Specialty

Students admitted to the Expressive Arts Therapy specialty are expected to complete the entire specialty program as scheduled. The course of study consists of specific Expressive Arts Therapy courses taken in sequence, with two practica and an advanced practicum/internship in Expressive Arts Therapy in the final year. The advanced practicum/internship is to be completed by the end of the summer of the final year.

Christian Counseling

This special cooperative program with Phoenix Seminary is designed for students who are interested in a program that leads to certification/licensure in professional counseling combined with coursework providing a focus for Christians who work as counselors in Christian and secular settings. Students in the Christian Counseling specialty must be simultaneously, but separately, admitted to both the Ottawa University and Phoenix Seminary programs. The program consists of significant coursework from both schools. Courses are listed in the suggested order of sequence. Upon successful completion of all requirements of each school, graduates are awarded the Ottawa University Master of Arts in Professional Counseling (MAPC), the Ottawa University Certificate of Advanced Graduate Studies in Clinical Counseling (CAGS) and the Phoenix Seminary Graduate Diploma in Christian Counseling (GDC). Students in this program are provided a detailed course of study that must be followed carefully. With additional coursework, graduates may pursue a Master of Divinity degree from Phoenix Seminary. For Phoenix Seminary information, contact the Phoenix Seminary Admissions Department at 480-443-1020.

Counseling Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit Hours</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PYF 7132</td>
<td>(30 semester credit hours)</td>
<td>Counseling and the Helping Professions</td>
</tr>
<tr>
<td>PYF 7162</td>
<td></td>
<td>Methods and Models of Research</td>
</tr>
<tr>
<td>PYC 7832</td>
<td></td>
<td>Human Growth and Development</td>
</tr>
<tr>
<td>PYC 7802</td>
<td></td>
<td>Psychological Testing</td>
</tr>
<tr>
<td>PYC 7822</td>
<td></td>
<td>Life Planning and Career Development</td>
</tr>
<tr>
<td>CF 501</td>
<td></td>
<td>Counseling Theories and Techniques (taken at Phoenix Seminary)*</td>
</tr>
<tr>
<td>PYC 7932</td>
<td></td>
<td>Group Counseling and Dynamics</td>
</tr>
<tr>
<td>PYC 7422</td>
<td></td>
<td>Social and Cultural Concerns in Counseling</td>
</tr>
<tr>
<td>PYF 8012</td>
<td></td>
<td>Professional and Ethical Issues in Counseling</td>
</tr>
<tr>
<td>CG 530</td>
<td></td>
<td>Counseling Practicum (taken at Phoenix Seminary)*</td>
</tr>
</tbody>
</table>

*Includes outside discussion groups.
# Graduate Programs

## Clinical Courses

(18 semester credit hours)

**Taken at Ottawa University**

- **PYC 7862**: Biological Bases of Abnormal Behavior
- **PYC 8092**: Integration of Psychology and Christianity

**Taken at Phoenix Seminary**

- **CF 504**: Marriage Counseling (2 semester credit hours)
- **CF 505**: Family Counseling (2 semester credit hours)
- **CF 510**: Human Sexuality: A Christian View (3 semester credit hours)
- **CF 511**: Addictive Disorders (2 semester credit hours)
- **CF 512**: Recovery from Unhealthy and Abusive Families (2 semester credit hours)
- **CF 520**: Christian Counseling Workshop (.5 semester credit hours)
- **CF 521**: Christian Counseling Workshop (.5 semester credit hours)

## Elective Courses

(9 semester credit hours)

**Taken at Ottawa University**

Any approved PYC/PYF 3 semester credit hour course.

**Select three from:**

**Taken at Phoenix Seminary**

- **CF 503**: Counseling Issues and Strategies (2 semester credit hours)
- **CF 507**: Marriage and Family Ministry (2 semester credit hours)
- **CF 514**: Child and Adolescent Counseling (2 semester credit hours)
- **CF 516**: Trauma, Loss and Grief (2 semester credit hours)

## Culminating Requirements

(3 semester credit hours)

**Taken at Ottawa University**

- **PYF 8472**: Advanced Practicum/Internship in Counseling
- **PYC 8512**: Comprehensive Examination in Counseling (no semester credit)
- **HRC 7551**: Statistics Workshop (if required) (no semester credit)

## Additional Phoenix Seminary Requirements

(12 semester credit hours)

- **BI 500**: Introduction to Biblical Interpretation (2 semester credit hours)
- **BI 525**: Wisdom Literature (2 semester credit hours)
- **BI 505**: The Gospels (2 semester credit hours)
- **TH 500**: Survey of Christian Theology (4 semester credit hours)
- **MI 505**: Contemporary Moral Issues (2 semester credit hours)
Clinical Counseling (Individualized Specialty)

Courses are listed in the suggested order of sequence.

**Specialty Courses**  *(15 semester credit hours)*

Select five courses from:

- PYC 7862 Biological Bases of Abnormal Behavior
- PYC 8092 Integration of Psychology and Christianity
- PYC 8112 Theory and Techniques in Marriage and Family Counseling
- PYC 8122 Human Sexuality
- PYC 8142 Addictive Disorders
- PYC 8092 Fundamental Theory and Treatment of Trauma, Abuse and Deprivation
- PYC 8272 Family and Societal Gender Issues
- PYC 8132 Expressive Arts Therapies
- PYC 8192 Introduction to Art Therapy: History and Theory

**Elective Courses**  *(12 semester credit hours)*

With approval, select 12 semester credit hours from PYC/PYF courses. Some HRC/HRF and EDC/EDF courses may be included.

**Culminating Requirements**

- PYF 8472 Advanced Practicum/Internship in Counseling
- PYF 8512 Comprehensive Examination in Counseling

*No Semester Credit*

Clinical Mental Health Counseling

Courses are listed in the suggested order of sequence.

**Specialty Courses**  *(21 semester credit hours)*

- PYC 7862 Biological Bases of Abnormal Behavior
- PYC 8122 Human Sexuality
- PYC 8132 Expressive Arts Therapies
- PYC 8142 Addictive Disorders
- PYC 8282 Child and Adolescent Therapy
- PYC 8032 Clinical Assessment
- PYC 8262 Advanced Group Counseling: A Systems Approach

**Elective Courses**  *(6 semester credit hours)*

Select two courses from:

- PYC 8082 Fundamental Theory for the Treatment of Trauma, Abuse and Deprivation
- PYC 8112 Theory and Techniques in Marriage and Family Counseling
- PYC 8212 Family Systems Theory
- PYC 8222 Advanced Techniques in Marriage and Family Therapy
- PYC 8232 Clinical Issues and Techniques in Marriage and Family Therapy
- PYC 8272 Family and Societal Gender Issues
## Graduate Programs

### Culminating Requirements

<table>
<thead>
<tr>
<th>PYF</th>
<th>8472</th>
<th>Advanced Practicum/Internship in Counseling</th>
</tr>
</thead>
<tbody>
<tr>
<td>PYF</td>
<td>8512</td>
<td>Comprehensive Examination in Counseling</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No Semester Credit</td>
</tr>
</tbody>
</table>

### Marriage, Family and Addictions Recovery Therapy

Courses are listed in the suggested order of sequence.

#### Specialty Courses

<table>
<thead>
<tr>
<th>PYC</th>
<th>7862</th>
<th>Biological Bases of Abnormal Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>PYC</td>
<td>8112</td>
<td>Theory and Techniques in Marriage and Family Counseling</td>
</tr>
<tr>
<td>PYC</td>
<td>8122</td>
<td>Human Sexuality</td>
</tr>
<tr>
<td>PYC</td>
<td>8142</td>
<td>Addictive Disorders</td>
</tr>
<tr>
<td>PYC</td>
<td>8212</td>
<td>Family Systems Theory</td>
</tr>
<tr>
<td>PYC</td>
<td>8222</td>
<td>Advanced Techniques in Marriage and Family Therapy (recommended) OR</td>
</tr>
<tr>
<td>PYC</td>
<td>8232</td>
<td>Clinical Issues and Techniques in Marriage and Family Therapy</td>
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</tbody>
</table>

#### Elective Courses

Select three courses from:

<table>
<thead>
<tr>
<th>PYC</th>
<th>8042</th>
<th>Family Dynamics and Shame</th>
</tr>
</thead>
<tbody>
<tr>
<td>PYC</td>
<td>8222</td>
<td>Advanced Techniques in Marriage and Family Therapy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(if not taken as a specialty course)</td>
</tr>
<tr>
<td>PYC</td>
<td>8232</td>
<td>Clinical Issues and Techniques in Marriage and Family Therapy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(if not taken as a specialty course)</td>
</tr>
<tr>
<td>PYC</td>
<td>8242</td>
<td>Family of Origin Therapy</td>
</tr>
<tr>
<td>PYC</td>
<td>8272</td>
<td>Family and Societal Gender Issues</td>
</tr>
<tr>
<td>PYC</td>
<td>8292</td>
<td>Spiritual Growth Through Individual and Family Interventions</td>
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</table>

### Culminating Requirements

<table>
<thead>
<tr>
<th>PYF</th>
<th>8472</th>
<th>Advanced Practicum/Internship in Counseling (300 contact hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PYF</td>
<td>8512</td>
<td>Comprehensive Examination in Counseling (no semester credit)</td>
</tr>
</tbody>
</table>

### Marriage, Family and Child Therapy

Courses are listed in the suggested order of sequence.

#### Specialty Courses

<table>
<thead>
<tr>
<th>PYC</th>
<th>7862</th>
<th>Biological Bases of Abnormal Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>PYC</td>
<td>8112</td>
<td>Theory and Techniques of Marriage and Family Counseling</td>
</tr>
<tr>
<td>PYC</td>
<td>8122</td>
<td>Human Sexuality</td>
</tr>
<tr>
<td>PYC</td>
<td>8132</td>
<td>Expressive Therapies</td>
</tr>
<tr>
<td>PYC</td>
<td>8212</td>
<td>Family Systems Theory</td>
</tr>
<tr>
<td>PYC</td>
<td>8222</td>
<td>Advanced Techniques in Marriage and Family Therapy OR</td>
</tr>
<tr>
<td>PYC</td>
<td>8232</td>
<td>Clinical Issues and Techniques in Marriage and Family Therapy</td>
</tr>
<tr>
<td>PYC</td>
<td>8282</td>
<td>Child and Adolescent Therapy</td>
</tr>
</tbody>
</table>
Elective Courses  

(6 semester credit hours)

Select two courses from:

- PYC 8042  Family Dynamics and Shame
- PYC 8222  Advanced Techniques in Marriage and Family Therapy  
  (if not as a specialty course)
- PYC 8232  Clinical Issues and Techniques in Marriage and Family Therapy  
  (if not as a specialty course)
- PYC 8242  Family of Origin Therapy
- PYC 8262  Advanced Group Counseling: A Systems Approach
- PYC 8272  Family and Societal Gender Issues
- PYC 8292  Spiritual Growth Through Individual and Family Interventions

Culminating Requirements

- PYF 8472  Advanced Practicum/Internship in Counseling (300 hours)
- PYF 8512  Comprehensive Examination in Counseling (no semester credit)

Treatment of Trauma, Abuse and Deprivation (TAD)

Special course sequence, prerequisites and application apply.

Specialty Courses  

(24 semester credit hours)

- PYC 8122  Human Sexuality  
  Available in the fall, winter and spring terms.
- PYC 8142  Addictive Disorders  
  Available in the fall and spring terms.
- PYC 8212  Family Systems Theory  
  Available in the fall, winter and spring terms.
- PYC 8082  Fundamental Theory for Treatment of Trauma, Abuse and Deprivation  
  Available in the spring and summer terms.
- *PYC 8412  Integrated Clinical Theory: Trauma, Abuse and Deprivation  
  Available in the fall term.
- *PYC 8422  Clinical Assessment and Treatment  
  Available in the fall term.
- *PYC 8432  Advanced Clinical Theory  
  Available in the winter term.
- *PYC 8442  Advanced Clinical Applications  
  Available in the winter term.

*Professional courses in TAD.
Culminating Requirements

PYF 8472 Advanced Practicum/Internship in Counseling
To be taken in the spring term.

PYF 8512 Comprehensive Examination in Counseling
No Semester Credit

Policies and Procedures

Ottawa University offers two options in the Treatment of Trauma, Abuse and Deprivation. The Master of Arts in Professional Counseling with a concentration in Professional Clinical Counseling may be taken with a specialty in Trauma, Abuse and Deprivation (TAD). The post-master's Certificate of Advanced Graduate Studies (CAGS) is also offered in the Treatment of Trauma, Abuse and Deprivation.

Applications for the Treatment of Trauma, Abuse and Deprivation Specialty

A special application form (available from the Office of Graduate Studies) is used for admission to the professional specialty. This form is in addition to the application for the graduate program.

Application Deadlines

Special TAD master’s and post-master’s applications are due by June 1 of the year in which one plans to begin the final professional courses.

Commitment to the Treatment of Trauma, Abuse and Deprivation Specialty

Students admitted to the Trauma, Abuse and Deprivation specialty are expected to complete the entire specialty as scheduled. This includes two courses in the fall term, two courses in the winter term, and an internship in the spring term. The internship should be completed by the end of the following summer term.
MASTER OF BUSINESS ADMINISTRATION

Offered at: Arizona Campuses, Online

Ottawa University's Master of Business Administration has been developed to serve the needs of adult learners and organizations with a high quality professional preparation in business within which the importance of personal values and professional ethics are incorporated.

The Master of Business Administration emphasizes a global perspective on business, communication skills and direct application to students' current and future career goals. The program is intended for individuals who want to increase their knowledge of essential business functions and develop leadership skills and expertise in strategic management. Students have the option of completing courses in an evening classroom setting, online or a combination of both. Online students attend a weekend session at the beginning of each 12-week term to meet their instructors and receive courseware training and academic advising.

The MBA degree consists of no less than 36 semester credit hours of formal coursework designed to help the adult learner acquire subject matter mastery and apply knowledge within the field of business administration. It is possible to take a program of more than 36 semester credit hours and receive the Certificate of Advanced Graduate Studies (CAGS) in addition to the MBA degree. The CAGS is designed for those who are seeking additional professional training beyond the MBA core.

Current study concentrations available for the CAGS include:

- Human Resources Management
- Human Resources Development
- Organization Change Management

The MBA is a 36 semester credit hour program comprising 10 core courses and two elective courses.

**Core Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS</td>
<td>7000</td>
<td>Organizational Leadership and Behavior</td>
</tr>
<tr>
<td>BUS</td>
<td>7100</td>
<td>Human Resource Planning and Administration</td>
</tr>
<tr>
<td>BUS</td>
<td>7200</td>
<td>Value Systems and Professional Ethics</td>
</tr>
<tr>
<td>BUS</td>
<td>7450</td>
<td>Strategic Marketing</td>
</tr>
<tr>
<td>BUS</td>
<td>7500</td>
<td>Managerial Economics</td>
</tr>
<tr>
<td>BUS</td>
<td>7600</td>
<td>Managerial Finance</td>
</tr>
<tr>
<td>BUS</td>
<td>7700</td>
<td>Management Information Systems</td>
</tr>
<tr>
<td>BUS</td>
<td>7800</td>
<td>Management Accounting</td>
</tr>
<tr>
<td>BUS</td>
<td>7900</td>
<td>Social, Cultural, Legal, and Political Influences on Business</td>
</tr>
<tr>
<td>BUS</td>
<td>8500</td>
<td>Graduate Seminar: Business Policies and Strategies (CAPSTONE COURSE)</td>
</tr>
</tbody>
</table>

**Elective Courses**

**Include but not limited to the following:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Number</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>BUS</td>
<td>7460</td>
<td>International Business</td>
</tr>
<tr>
<td>BUS</td>
<td>7681</td>
<td>Project Management</td>
</tr>
<tr>
<td>HRC</td>
<td>7661</td>
<td>Organizational Consultation Skills</td>
</tr>
<tr>
<td>HRC</td>
<td>7711</td>
<td>Organizational Change Theory and Strategy</td>
</tr>
<tr>
<td>HRC</td>
<td>7721</td>
<td>Management and Development of Teams</td>
</tr>
<tr>
<td>HRC</td>
<td>7841</td>
<td>Managing a Culturally Diverse Workforce</td>
</tr>
</tbody>
</table>
CERTIFICATE OF ADVANCED GRADUATE STUDIES

Offered at: Arizona Campuses

Concentrations Available:

- Education
- Education Intervention
- School Guidance Counseling
- Employee Assistance and Counseling
- Guidance Counseling
- Human Resources Management
- Professional Counseling
- Expressive Arts Therapy
- Clinical Counseling
- Marriage, Family and Addictions Recovery Therapy
- Professional Counseling
- Education Administration
- Professional Development
- Human Resources
- Community College Counseling
- Human Resources Development
- Organization Change Management
- Agency Counseling
- Christian Counseling
- Clinical Mental Health Counseling
- Marriage, Family and Child Therapy
- Treatment of Trauma, Abuse and Deprivation

The Certificate of Advanced Graduate Studies (CAGS) is designed for professionals who have earned a master's degree or its equivalent from a regionally accredited school and are seeking additional professional training. The CAGS is awarded upon the completion of a minimum of 15 semester credit hours of approved coursework. Concentrations are available in the areas listed on the left.

Special Note for Education Concentrations

Upon successful completion of a prescribed program, graduates will have coursework needed for Education Administration as a Principal (30 semester credit hours) or Supervisor (18 semester credit hours), or are eligible for state certification in School Guidance Counseling (15-21 semester credit hours).

Professional Certification/Licensure

CAGS programs may be designed to meet the educational requirements of various professional credentials including:

- Professional Counseling
- Marriage and Family Therapy
- Substance Abuse Counseling
- Expressive Arts Therapy
- National Certified Counselor (NCC)
- Clinical Mental Health Counseling
- School Guidance Counseling
- Education Administration
UNDERGRADUATE COURSE DESCRIPTIONS

ACC 20024  Fundamentals of Accounting
Learn how income statements, balance sheets and statements of cash flow are affected by various business events. Includes cause and effect relationships to changes in assets, liabilities, equity, revenue, expenses, gains, losses, net income, and distributions. Vertical statements model studied.

ACC 20164  Financial Accounting
Introduces accounting theory and procedures such as recording, classifying, reporting, and analyzing financial data. Explores role of the professional accountant, which includes establishing positive environments, new methods of managing conflicts, and presentation of new learning styles for interpretation, methodology and implementation.

ACC 20364  Accounting for Business Operations
Introduces operating activities of business. Emphasis on using income statements to plan and evaluate operations of a for-profit entity.

ACC 20464  Accounting for Investing and Financing Activities
Prerequisite: ACC 20364 Accounting for Business Operations.

ACC 30163  Cost Accounting
Study of accounting for use by management in planning and control. Includes product costing techniques, comprehensive budgeting procedures, inventory planning control, and valuation.
Prerequisites: ACC 20464 Accounting for Investing and Financing Activities, MAT 32044 Statistics.

ACC 30664  Managerial Accounting
Evaluation of financial performance for managerial planning and forecasting. Covers cost-volume profit analysis, break-even analysis, return on investment, and responsibility reporting.

ACC 40164  Advanced Accounting
Focuses on advanced theoretical concepts of accountancy. Includes measurement and analysis of economic data and formation, ownership and dissolution of business entities, including partnerships, mergers, consolidations and public institutions, liquidations, and bankruptcies.

ACC 40264  Advanced Cost Accounting
Analyzes cost information for management planning and control. Includes capital budgeting, project appraisal, marketing cost effectiveness, segment reporting, transfer pricing, measuring divisional performance, and profit analysis.
Prerequisite: ACC 30163 Cost Accounting.

ACC 40464  Not-For-Profit Accounting
Study of accounting principles for governmental and not-for-profit sectors and related financial reporting and disclosure requirements. Examines objectives of financial reporting for these entities and theoretical structure underlying these principles.
ACC 41063  Internship: Accounting
Practical experience in major area of study, arranged individually and taken after completion of major coursework.

ACC 44163  Auditing
Independent analysis of financial statements and the determination of their fairness and reliability. Analysis includes assessing the internal control system, applying statistical sampling and evaluating employee competence. Examines professional judgment, generally accepted auditing standards and the Code of Professional Ethics.

ACC 49060  Seminar in Applied Accounting
Capstone course that guides student to the analysis of accounting theories as applied to financial accounting, application of advanced accounting topics for accounting professionals including computer applications, and exploration of accounting theory and Financial Accounting Standards Board's notices and updates as they apply to various financial statements.
Prerequisites: ACC 30163 Cost Accounting, ACC 44163 Auditing, ACC 40164 Advanced Accounting or consent of advisor.

ART 10121  Calligraphy
Introduces calligraphy.

ART 10221  Watercolor
Introduces watercolor.

ART 10321  Photography
Introduces photography.

ART 10421  Cartooning
Introduces cartooning.

ART 10821  Illustration
Introduces illustration.

ART 10921  Fibers
Introduces fibers.

ART 11021  Collage
Introduces Collage.

ART 11121  Crafts
Introduces crafts.
ART 13023  Art Fundamentals
Introduction to the visual arts through careful observation, discussion and analysis as students interpret significant works of art.
Prerequisite to all upper level art classes.

ART 20623  Art History I
Surveys visual arts from the Paleolithic Era through the European Proto-Renaissance. Practice of formalist and contextualist analysis by interpreting visual art from personal, historic and cultural/global perspectives.
Prerequisite: ART 13023 Art Fundamentals.

ART 20723  Art History II
Surveys visual arts from the European Renaissance to the Post-Modern Era. Practice of various forms of analysis by interpreting theories, schools, styles, and Modernist and Post-Modern approaches.
Prerequisite: ART 13023 Art Fundamentals.

ART 22023  Drawing and Composition I
Intermediate level drawing course. Covers drawing by observation and intuition, expression through a variety of media and study of composition. Preparation of drawing portfolio required.
Prerequisites: ART 13023 Art Fundamentals, Previous drawing and sketching experience recommended.

ART 23023  Design I
Applies basic design concepts, such as line, shape and color, acted on by principles such as harmony and contrast. Knowledge of psychology/perception, mechanical drawing and/or commercial art helpful.
Prerequisite: ART 13023 Art Fundamentals.

ART 23423  Graphic Art
Intermediate level commercial art course. Studies and applies basic printmaking techniques. Prepares artwork for reproduction, design logos, symbol creation, commercial adaptation, and development of computer-aided designs.
Prerequisites: ART 13023 Art Fundamentals and previous commercial art experience or ART 23023 Design I.

ART 23523  Painting I
Intermediate level painting course. Covers painting techniques using traditional media, such as watercolor, oil, tempera, and acrylic. Develops expression of ideas, painting skills, studio discipline, and understanding of historic styles.
Prerequisite: ART 13023 Art Fundamentals.

ART 23723  Ceramics I
Introduces working with clay through practice of wheel thrown and hand-building techniques to make vessels and sculpture. Introduces glazing and firing techniques.
Prerequisite: ART 13023 Art Fundamentals.

ART 24000  Computer Graphics
Learn to use computer technology to produce art. Paint/Painter 7.1 software used to produce works. Portfolio of work produced after introduction to tools and hands-on manipulation of software.
ART 30121   Art for Educators I
Provides art foundation to assist educators with establishing art curriculum.

ART 30122   Art Methods
Prepares teacher candidates to teach art. Topics include history and philosophy of art education, art pedagogy, classroom management, promoting art department, as well as outreach to the community and assessment.

ART 30124   Concepts of Elementary Art
No course description available.

ART 30221   Art for Educators II
Provides an art foundation to assist educators with establishing an art curriculum.

ART 30321   American Fiber Arts
Overview of textile and fiber art history from colonial times to present in the United States and their importance in America's political, economic and social identity.

ART 31224   Art for the Elementary Teacher
Emphasizes basic elements and principles of design as related to the elementary classroom.

ART 31324   Art and Cultural Diversity
Course is designed to give teachers background, research and techniques on integrating art in the elementary curriculum with an emphasis on cultural diversity.

ART 32023   Drawing and Composition II
Advanced level drawing course. Focuses on drawing to express particular ideas and emotions, working toward a style, relating one's work to other artists, exhibiting work, and preparing a portfolio.
Prerequisite: ART 22023 Drawing and Composition I.

ART 33023   Design II
Study of three-dimensional design concepts. Form and space created and acted on by using a variety of media such as paper, wood and clay to produce three-dimensional designs. Spans industrial and environmental design to sculpture in the fine arts tradition.
Prerequisite: ART 23023 Design I.

ART 33423   Graphic Art II
Course is a continuation of Graphic Art I

ART 33523   Painting II
Advanced painting/studio course. Encourages work in less traditional and more personal ways. Focuses on studio maintenance, individual stylistic and artistic growth, exhibition of works, and ability to critique.
Prerequisite: ART 23523 Painting I.

ART 33723   Ceramics II
Intermediate level studio pottery course. Maintenance of studio space and production of works as part of a series or sequence, as well as exploration of variety of glazing and firing techniques.
Prerequisite: ART 23723 Ceramics I.
ART 33823  Ceramics III
Continuation of Ceramics II.

ART 34023  Sketchbook/Portfolio
Complete work assignments in text and prepare sketchbook/portfolio of semester's work using specific instructions.

ART 34024  Digital Photography
Applies photographic, aesthetic and marketing principles in creating digital works of art in a portfolio. Limited to art majors only.

ART 34025  Crafts
Develop lessons and practice individual lessons/crafts for elementary and junior high classes.

ART 43024  Creative Photography
Learn to incorporate the elements of composition in photography, focusing on the subject, foreground, background, horizon, line, shape, form textures, patterns, angles and motion. Learn to perform framing and cropping, use points-of-view, depth-of-field, capture motion and effects of lighting and silhouetting.

ART 49024  Art Comprehensive
Preparation of portfolio(s) and/or exhibition of senior art students' works. Complete major works of art that represent particular focus in art. Secondary Art Methods and Studio Arts majors prepare a resource file and lesson plans, as well as exemplars for teaching art.
Prerequisite: Students must have all other studio courses completed before registering for this course.

BCL 00100  Beyond Classroom Learning
Promotes non-classroom learning as a significant and compelling element of academic community life by participating in semester thematic, cultural and religious events.

BCL 00200  Beyond Classroom Learning
Promotes non-classroom learning as a significant and compelling element of academic community life by participating in semester thematic, cultural and religious events.

BIO 10042  Principles of Biology Lab
Two 1.25-hour labs per week.

BIO 10043  Principles of Biology
Introduces major biological processes occurring in animals and plants and basic concepts underlying the biology field.

BIO 20042  Organismic Biology Lab
Two 2-hour labs per week.
Corequisite: BIO 20043 Organismic Biology.

BIO 20043  Organismic Biology
Integrated study of structure and function of plants and animals with special attention paid to phylgenic origins and relationships of taxonomic groups.
Prerequisites: BIO 10043 Principles of Biology.
BIO 20342 Human Anatomy and Physiology Lab
Two 2-hour labs per week that verify and supplement lecture material.
Corequisite: BIO 20343 Human Anatomy and Physiology.

BIO 20343 Human Anatomy and Physiology
Studies function and anatomy of each system of the human body including immunology.
Prerequisite: BIO 10043 Principles of Biology. Corequisite: BIO 20342 Human Anatomy and Physiology Lab.

BIO 21443 Introduction to Nutrition
Covers fundamental principles of nutrition. Discusses nutritional requirements of the human for major segments of life span. Interrelationship of various nutrients also discussed. CROSS LISTED WITH PED 21433.
Prerequisite: BIO 10043 Principles of Biology or CHE 10044 Concepts of Chemistry or equivalent.

BIO 30242 Microbiology Lab
Emphasizes skills in collection, culture and identification of bacteria using common staining methods and culture media.
Corequisite: BIO 30243 Microbiology.

BIO 30243 Microbiology
Introduces microbiology with emphasis on bacteria. Topics include prokaryote cell structure, metabolism and growth; medically significant bacteria, including epidemiology, pathogenicity and control; and ecological/industrial roles of bacteria.
Prerequisites: BIO 10043 Principles of Biology and at least sophomore standing.

BIO 30643 Environmental Biology
Examines relationship between human population and environment. Topics include population growth and use and misuse of essential natural resources and pollution. Explores interaction of environmental aspects of human ecology with social, economic and political systems.
Prerequisite: At least sophomore standing.

BIO 31141 Ecology Lab
Field trips to Ottawa University Natural History Reservation and other local sites required. One 2-hour lab per week.

BIO 31143 Ecology
Introduces relationships between organisms and their environment including role of natural selection, population and community ecology, and ecosystem-level processes. Emphasizes simulation and experimentation in testing of ecological hypotheses and use of microcomputers as a tool in data collection, analysis and presentation. Field trips required.
Prerequisite: BIO 20043 Organismic Biology.

BIO 31241 Genetics Lab
Two-hour lab meets once a week.
Corequisite: BIO 31243 Genetics.
**BIO 31243  Genetics**
Non-laboratory course covering classical and modern genetics and discussion of selected readings on contemporary genetic issues.
Prerequisite: BIO 10043 Principles of Biology

**BIO 32100  Cell Biology and Immunology**
Lecture course involving a detailed study of structure and function of eukaryotic cell organelles, including membrane structure and function, transport and targeting mechanisms, cellular energetics, molecular genetics, and hormone actions. Specific functions of immune system cells, their antibody products and cell communication strategies representative of one differentiated cell-type.
Prerequisite: BIO 30243 Microbiology.

**BIO 32950  Project WET (Water Education for Teachers)**
Provides participants with knowledge to integrate water-related activities in the classroom. Provides K-12 curriculum for over 90 broad-based water resource activities over all disciplines.

**BIO 38000  Biology Seminar**
Focuses on development of speaking and writing skills within the discipline while reading and leading seminars on both mass media and refereed journal articles that address current issues in biology. Guidance in writing a significant review paper in the style of life-science journals. Also addresses career opportunities, resume writing, interview skills, and placement test preparations.
Prerequisites: Should be taken in the junior year, BIO 10043 Principles of Biology, BIO 20043 Organismic Biology, Junior standing, consent of instructor.

**BIO 40350  Comparative Anatomy of Vertebrates**
Comparative study of functional anatomy of major vertebrate groups. Covers three perspectives: Organisms remote past (phylogeny), its recent past or stages of early development (ontogeny) and present (morphology). Laboratories involve detailed dissection of the lamprey eel (Petromyzon), mud puppy (Necturus), dogfish shark (Squalus), cat (Felis catus), and selected mammalian organs. Lab integrated with lecture.
Prerequisites: BIO 10042 Principles of Biology Lab and BIO 10043 Principles of Biology, and BIO 20042 Organismic Biology Lab and BIO 20043 Organismic Biology.

**BIO 42043  Internship: Biology**
Participate as assistants in off-campus clinical or lab settings in some area of professional medicine or biology. Specific examples of acceptable programs include pharmacy labs, veterinary or human medicine clinics, and research labs in universities or private companies. Requirements include a written report on specific disease or research study and journal writing.

**BIO 42543  Animal Behavior**
Introduction to biological basis of animal behavior with emphasis on adaptive significance of behavioral phenomena. Special topics include genetic basis of behavior, perceptual and effectual systems, ethology, neurophysiology, learning, animal communication, sexual behavior, and social systems.
Prerequisites: BIO 20043 Organismic Biology and consent of instructor.
BIO 43000  Human Developmental Biology
Study of developmental processes in living organisms. Utilizes comparative view of developmental patterns generated by cellular, chemical and genetic control mechanisms. Lectures focus primarily on human development and address common developmental defects.

BIO 43001  Human Developmental Biology Lab
One 2-hour lab per week.
Corequisite: BIO 43000 Human Developmental Biology.

BIO 44042  Medical Terminology
Directed-study course for students entering fields of professional medicine. Learn terminology applicable to the organ systems of the human body. Language acquisition enhanced by learning "interchangeable word-bytes".

BIO 49041  Integrative Survey
Integrative study and review of major concepts and principles of biology.

BIO 49201  Integrative Seminar in Biology
Capstone course that guides student in development of an integrative project that demonstrates achievement of learning outcomes in the biology major.

CHE 10041  Concepts of Chemistry Lab
Laboratory consists of separation techniques, observation, analysis, cause and effect, inference, conclusion, gases, and nuclear chemistry.

CHE 10044  Concepts of Chemistry
For students without a chemistry background. Study of fundamental ideas of matter and energy, atomic structure and bonding, reactions and equations, electrochemistry acids, bases and salts, gases, and nuclear chemistry.

CHE 12041  General Chemistry I Lab
Laboratory topics include use of analytical balance, physical and chemical changes, making inferences from observations, development of reasoning from data, titration, illustration of basic laws, gases, colligative properties, basic laboratory skills, and separation techniques.
Corequisite: CHE 12044 General Chemistry I.

CHE 12044  General Chemistry I
Beginning course for science-related majors. Topics include fundamental laws, electronic structure and bonding, mole concept and stoichiometry, periodicity, states of matter, acid-base chemistry, and thermodynamics.
Prerequisites: High school chemistry and algebra or consent of instructor.

CHE 12141  General Chemistry II Lab
Includes development of techniques, equilibrium, electrochemistry, nuclear chemistry, and selected non-metals.
Corequisite: CHE 12144 General Chemistry II.
Prerequisites: CHE 12041 General Chemistry I Lab, CHE 12044 General Chemistry I.
CHE 12144  General Chemistry II
Continuation of CHE 12044 General Chemistry I. Topics include kinetics, equilibrium, electrochemistry, nuclear chemistry, and selected non-metals.
Prerequisites: CHE 12041 General Chemistry I Lab, CHE 12044 General Chemistry I.

CHE 33141  Organic Chemistry II Lab
Studies include infrared analysis, classical synthesis, kinetics, natural product isolation, repetition of techniques from Organic Chemistry I and Organic Qualitative Analysis. One 3-hour laboratory per week.

CHE 33143  Organic Chemistry II
Study of nmr and infrared, aromatic chemistry alcohols, phenols, ethers, carbonyl-containing compounds, amines, carbohydrates, amino acids, and proteins.

COM 10063  Survey of Mass Communication
Development, organization and relationships of print and electronic media and their impact on the individual and society.

COM 10662  Radio Workshop
Provides opportunity to work with the campus radio station with an “on air” shift in order to learn radio operations. May register up to eight semesters.

COM 12163  Introduction to Journalism I
Instruction in basic print news gathering, reporting and writing techniques. Work on the campus student newspaper and/or yearbook provides laboratory component.

COM 20163  Media Ethics
Examines ethical dilemmas using the Potter Box as a construct for assessing, analyzing and understanding choices to be made when faced with ethical decisions regarding mass media.

COM 20164  Introduction to Persuasive Communication
Study of communication skills to diagnose and solve personal and professional communication problems. Topics include interviewing skills, listening and responding creatively, giving and accepting productive criticism, and using feedback to analyze and enhance communication.

COM 20165  Media Writing
Covers fundamentals of news reporting and writing for broadcast media, public relations, advertising, or Internet.

COM 20361  Newspaper Production
Participation in news gathering, production, editing and publication of the campus newspaper. May be repeated for a total of 8 semester credit hours.
Prerequisite/Corequisite: COM 12163 Introduction to Journalism I or consent of instructor.

COM 20461  Yearbook Production
Participation in production, editing and publication of the campus yearbook. May be repeated for a total of 8 semester credit hours.
Prerequisite/Corequisite: COM 12163 Introduction to Journalism I or consent of instructor.
COM 22163  Introduction To Journalism II
Instruction in intermediate and advanced newsgathering, reporting and writing techniques, elements of newspaper design and layout, and communication law and ethics. Work on the campus student newspaper and/or yearbook provides laboratory component.
Prerequisite: COM 12163 Introduction to Journalism I.

COM 23563  Personal and Professional Photography
Introduction to basic photographic techniques with emphasis on technical skills and aesthetic principles.

COM 30124  Professional Writing
Studies principles and techniques of effective writing for professional settings. Emphasis on development of individual style, clarity of expression and creative communication of ideas. CROSS LISTED WITH ENG 30124.

COM 30125  Editing and Layout
Introduction to journalism editing skills, newsroom leadership and design of newspapers and magazines, including typography, graphics and photographs. Work related to production of web-based news pages.

COM 30163  Interpersonal Communication
Examines models of relational interaction, verbal and nonverbal messages, language use, critical listening, relational dynamics, self-concept, identity-management, disclosure, intimacy, defensiveness, supportiveness, perceptual processes, emotional influences, interpersonal conflicts, and the impact of gender, race and culture on communication.

COM 30262  Effective Verbal Presentations
Study of theory and practice in delivering common forms of verbal presentations to the community, organizations and at work. Development of speech content, organization and delivery emphasized. Includes practice of impromptu, persuasive and informative speeches and presentations.

COM 30263  Small Group Communication
Examines task and social dimensions of group interaction, problem-solving, decision-making, roles, norms, leadership skills, cohesiveness, communication climates, conflict management, stages of group development, ethical behaviors, observation techniques, and analytic methods for evaluating group dynamics and accomplishments.

COM 30363  Organizational Communication
Theory and practice of communication within organizations including interpersonal factors, motivation, change and conflict resolution, and communication audit practices and procedures. Participate in communication audit of a local organization.
Prerequisite: OAD 30563 Management or consent of instructor.

COM 30464  Seminar In Family Communication
Examines human communication within family systems.

COM 31163  Introduction to Video Production
Theory and practice of video production including equipment, videography, production, and post production techniques. Emphasis on corporate video production and usage. Requires organizing and assisting in videotape production of Theatre and Music Department events.
COM 31363  Management Practicum
In-depth experience as a member of the student executive staff, as a staff assistant or in specific area of broadcasting for the campus radio station.
Prerequisite: COM 1063 Survey of Mass Communication and consent of instructor.

COM 31464  Seminar in Gender Communication
Examines central role of gender in all facets of human communication from historical and contemporary perspectives, nationally and cross-culturally.

COM 31864  Group Processes
Studies group interaction and processes underlying the dynamics of the group by focusing on the group as a developing system. Includes examination of theory, as well as practical applications and contexts for observing, analyzing and participating with groups. Emphasis given to styles of group leadership and facilitation, individual members’ participation and common problems likely to develop in groups.

COM 32663  Business Communication
Emphasizes communication theory and practice related to business settings and needs. Focuses on effective expression and presentation, both oral and written.

COM 40164  Intercultural and International Communication
Examines impact of national and regional cultures, ethnicity, race, and additional cultural components on human communication in a variety of domestic and global contexts.

COM 40264  Persuasion and Professional Presentations
Emphasizes central role of persuasion in developing professional presentations for live and media audiences.

COM 40463  Electronic Media Management
Survey of commercial and non-commercial radio operations with emphasis on organization, management’s role in sales, programming and news, introduction to federal law and regulation, basic equipment and transmission types survey of the job market, resumes, cover letters, and interview strategies.

COM 40464  Persuasive Communication
Study of assertive communication skills to diagnose and solve personal and professional communication problems, develop persuasive interviewing skills, listen and respond creatively, give and take productive criticism, and use feedback to analyze and enhance communication.

COM 40563  Electronic Media Laws and Regulations
Includes federal, state and local law and international treaties that regulate the telecommunication industries from development through present day deregulation, and impact of new mass media technologies. Emphasis on Federal Communications Commission role and impact.

COM 41063  Internship: Communication
Broadcast, public relations, communication, or other appropriate and relevant internship with a commercial or public radio, television station or at other businesses or services concerned with mass media, public relations, or an aspect of business communication. Provides opportunities to apply concepts, ideas and techniques acquired in class.
Prerequisite: Consent of instructor.
COM 41363  Management Practicum
In-depth experience as a member of the student executive staff, as a staff assistant, or in a specific area of broadcasting for the campus radio station.
Prerequisite: COM 10063 Survey of Mass Communication, consent of instructor.

COM 42063  Internship: Communication
Continuation of COM 41063 Internship: Communication. Broadcast, public relations, communication, or other appropriate and relevant internship with commercial or public radio, television station or at other businesses or services concerned with mass media, public relations, or an aspect of business communication. Provides opportunities to apply concepts, ideas and techniques acquired in class.

COM 42064  Media Communications
Exploration of techniques and styles used by media in reporting current issues and events.

COM 42065  Telecommunications Management
Study of current broadcast industry including pertinent laws and regulations, current technology, marketing practices, programming, and ownership trends and their effects on the industry.

COM 42066  Editing
Addresses essential editing skills and techniques required for journalists, authors, editors, proofreaders, and copywriters. Builds on student's previous experience in writing and editing.

COM 42067  Modern Drama, Speech and Drama for Teachers
Examines use of modern drama as medium for secondary school speech and drama instruction focusing on development of theatre from late 19th century through contemporary works.

COM 42068  Professional Communication, Speech and Drama for Teachers
Study of use of communication theory and techniques as foundation for secondary school speech instruction focusing on practical applications including formal and informal verbal presentation, rhetorical speech and forensic practice.

COM 49062  Seminar in Media Issues
Examines current issues in electronic media culminating in a project or paper fulfilling senior comprehensive examination requirements for the broadcast communication emphasis.

COM 49100  Seminar in Applied Communication and Leadership
Capstone course that guides student in applying key communication theories and research to students' chosen specialization. Emphasis on pivotal role of communication in developing leadership skills in organizations and professions.
Prerequisite: Completion of at least three core communication classes or consent of advisor.

ECO 20163  Macroeconomics
Focuses on inflationary consequences of monetary and fiscal policies designed to eliminate poverty and unemployment, significance of money and government deficits on attainment of goals of high employment and economic growth in a non-inflationary environment, and role of the dollar in international trade.
ECO 20263  Microeconomics
Study of the role of prices in allocating and developing scarce resources to meet the needs and demands of consumers, the impact of the profit motive on business size and efficiency, the economic power of large-scale business firms, and the interplay of private and public choice through price controls, business regulation and taxation.
Prerequisite: ECO 20163 Macroeconomics.

ECO 30363  Money and Banking
Studies role of money and banking in United States economic development and in international finances, significance of money, banking history and development, commercial banking operations and structure, central banking and monetary management, alternative international monetary systems, and monetary theory and policy.
Prerequisite: ECO 20163 Macroeconomics.

ECO 30564  Economics for Managers
Overview of macro- and microeconomic theory with applications appropriate to needs of managers in business and public administration settings.

ECO 31563  Quantitative Business Analysis
Application of economic theory and mathematical statistical methods of business decision-making.
Prerequisite: MAT 10643 College Algebra, MAT 32044 Statistics.

ECO 40664  Investment Finance
Explores financial system, financial institutions and primary forces which affect them. Emphasis on instruments and interactions in money and capital markets and analysis of firms for portfolio management.

ECO 40963  International Economics
Examines principle topics of international economics. Examines balance of payments, exchange rates, free trade, protectionism, and economic development from the perspective of the business major. Develops appreciation of world economic environment as it impinges on choices and decisions made by managers of all-sized firms.

EDU 10932  Introduction to Teaching
Investigates school and its relationship to society in the past, present and future. Includes historical, sociological and philosophical perspectives. Explores roles of teachers, schools and learners in seminars, on-campus practicum experiences and off-campus classroom observations components.

EDU 10934  Orientation to the Teaching Profession
Orientation to teacher certification seeking candidates who have had extensive, recent (within last seven years) experience in the classroom and/or who have taken “Introduction to Teaching” prior to entering Ottawa University.
EDU 20000  Technology for Educators
Develop skills needed to integrate technology into teaching and learning. Covers multimedia, word processing, spreadsheets, Internet searching, and legal and ethical use of technology. Begin construction of electronic portfolio, which demonstrates candidate is ready to be recommended for teacher licensure. Present portfolio at end of student teaching.
Corequisite: EDU 30731 The Teaching Profession: Part I.

EDU 20033  Integrating the Fine Arts
Design, implement and evaluate art experiences that are interrelated with other disciplines and developmentally appropriate, meaningful and challenging for all students. Lessons (designed and taught) demonstrate that the learners are developing positive disposition towards artistic exploration and expression.

EDU 20833  Children's Literature
Designed to acquaint future teachers, librarians and parents with a wide variety of literature for children and criteria for selecting literature. Emphasis on developing ways to make reading a lifetime involvement.

EDU 30000  Elementary Reading Methods and Practicum: Part I
Assists prospective teachers in explores and questioning how reading is taught. Develop skills in a variety of methods and approaches in reading programs in the elementary school.
Note: EDU 30001 Elementary Reading Methods/Practicum: Part II must follow this course.

EDU 30001  Elementary Reading Methods and Practicum: Part II
Assists prospective teachers in exploring and questioning how reading is taught. Develop skills in a variety of methods and approaches to reading programs in the elementary school. 20 hours of field experience required.
Prerequisite: Required to be taken immediately following EDU 30000 Elementary Reading Methods and Practicum: Part I

EDU 30030  Elementary Mathematics Methods and Practicum: Part I
Focuses on learning how to teach mathematics in the elementary school. Note: EDU 30030 Elementary Mathematics Methods and Practicum: Part II must follow this course.

EDU 30031  Elementary Mathematics Methods and Practicum: Part II
Focuses on learning how to teach mathematics in the elementary school. Addresses mathematical standards. 10 hours of field experience is required.
Prerequisite: EDU 30010 Elementary Mathematics Methods and Practicum: Part I.

EDU 30133  Environmental Studies
Emphasizes content in social studies, health and science for grades K-9. Focuses on understanding the world from each of the subject areas and how each area influences the others. Covers traditional social sciences including geography and economics, as well as the scientific method. Follows an integrated approach in planning, methodology and assessment, including assessment projects for social studies and science that have been developed for use in elementary schools. Projects focus on integrating all content areas.
EDU 30234  Adolescent Psychology
Introduces concepts and theoretical positions underlying adolescent personality traits, stages of growth development, learning development, and cultural, family and peer relationships. Develops psychological perspectives in adolescent behaviors, motives and values.

EDU 30430  Elementary Science Methods
Develops methodology for teaching science and health in the elementary school. Emphasizes knowledge of science and health concepts and the use of these concepts in developing and understanding of the world of children. Stresses scientific inquiry and discovery methods. Practicum portion provides opportunity to practice and develop the skills learned in the coursework.
Prerequisite: Elementary Methods and Materials.

EDU 30432  Elementary Science and Health Methods
Develops methodology for teaching science and health in the elementary school. Emphasizes knowledge of science concepts and use of concepts in developing understanding of the world by children. Stresses scientific inquiry and discovery methods.

EDU 30433  Continuation of Elementary Science and Health Methods I
Student will complete all requirements for course in this section.

EDU 30530  Elementary Science Methods and Practicum: Part I
Design, implement and evaluate scientific experiences (physical, life, earth, and space) that are developmentally appropriate, meaningful and challenging to all students. Stresses scientific inquiry and discovery methods. Note: EDU 30531 Elementary Science Methods and Practicum: Part II must follow this course.

EDU 30531  Elementary Science Methods and Practicum: Part II
Design, implement and evaluate scientific experiences (physical, life, earth, and space) that are developmentally appropriate, meaningful and challenging for all students. Stresses scientific inquiry and discovery methods. 10 hours of field experience required.
Prerequisite: EDU 30530 Elementary Science Methods and Practicum: Part I.

EDU 30634  Ethnic Relations and Multiculturalism
Focuses on intergroup and intragroup experiences of various ethnic populations within the U.S. Includes the impact of integration, discrimination, prejudice, and social dynamics of conflict and assimilation in relationship to various groups.
CROSS LISTED WITH SOC 30653.

EDU 30731  The Teaching Profession: Part I
Explores current and future teaching profession. Introduces Ottawa University's mission and teacher education program's conceptual framework. Learn about topics such as reflective inquiry, standards driven classrooms, use of technology, and diversity of learners. Skills assessed in relation to profession. Develop electronic portfolios.
EDU 30732  The Teaching Profession: Part II
Observe three school districts. One full day is spent in each school so candidates are exposed to educational settings in high, medium and low socio-economic areas, schools with diverse populations and have the opportunity to work with faculty from diverse backgrounds.
Prerequisite: Required to be taken immediately following EDU 30731 The Teaching Profession: Part I

EDU 30932  Adolescent Literature
Examines a wide range of literary works appropriate to readers of middle school and high school age. Study of types and themes of adolescent literature and issues related to its use in school programs. Designed for teachers, librarians and parents.
CROSS LISTED WITH ENG 30924.

EDU 31132  The Exceptional Child
Become familiar with various emotional and behavioral disorders, health and physical impairments, and intellectual deviations associated with children (birth through high school age) who are identified as exceptional. Addresses strategies for meeting academic, social and emotional needs of these children within the confines of the classroom (including IEPs). Examines criteria for effectively working with administrators, specialists, support personnel, and family who impact the educational experiences of these children. Field experience required.

EDU 31233  Educational Psychology
Designed to acquaint students with knowledge gained from educational psychologists in learning theory and practice, motivation and management, and effective instruction. Meets required competencies in research, teaching methods and materials, media and technology, teaching effectiveness, interpersonal relations, educational ethics, understanding the learner, teaching-learning process, learning styles, and understanding the relationship between school and home. Emphasis placed on understanding methods needed to maintain an effective learning environment through classroom management strategies and motivational techniques.

EDU 31632  Reading in the Content Area
Focuses on methods integrating reading and study skill evaluation with content instruction. Topics considered include assessing readability of prose materials, evaluating student reading skill and teaching word attack and comprehension skills.
Prerequisite: Required to be taken with or after EDU 30000 Elementary Reading Methods and Practicum: Part I and EDU 30001 Elementary Reading Methods and Practicum: Part II.

EDU 31633  Assessment in Today's Classroom
Learn about formal, informal, formative, and summative assessments. Use assessment data for planning and goal setting. Discusses topics such as school improvement plans and quality performance assessment.

EDU 32235  Elementary Math Methods and Practicum
Helps teacher candidates know, understand and use the major content and processes, as defined in state and national standards, with kindergarten through sixth grade students. Observe and practice mathematical procedures in authentic settings. Field experience required.
Prerequisites: EDU 10932 Introduction to Teaching, EDU 31132 The Exceptional Child and EDU 31233 Educational Psychology.
EDU 32634  Elementary Reading Methods
Designed to assist prospective teachers in exploring and questioning how reading is taught. Students develop skills in a variety of methods and approaches to reading programs in the elementary school.

EDU 32734  Elementary Language Arts Methods
Emphasis on approaches and methodologies used in teaching language arts in the elementary school. Presents techniques for teaching listening, oral language, writing, spelling, grammar, and handwriting.

EDU 32735  Elementary Reading/Language Arts Methods and Practicum
Helps teacher candidates know, understand and use concepts from emerging literacy, reading, language, and child development to teach reading, writing, speaking, viewing, listening, and thinking skills with kindergarten through sixth grade students. Observe and practice literacy skills in authentic settings. Field experience required.
Prerequisites: EDU 10932 Introduction to Teaching, EDU 31132 The Exceptional Child and EDU 31233 Educational Psychology.

EDU 32834  Elementary Social Studies Methods
Design, implement and evaluate social studies experiences (history, geography, social sciences, and other related areas) that are developmentally appropriate, meaningful and challenging for all students. Lessons (designed and taught) demonstrate that the learners are becoming effective decision makers and responsible citizens in a culturally diverse democratic society and interdependent world.

EDU 33034  History and Philosophy of Education
Investigates the school and its relationship to society and learner in the past, present and future. Includes historical and philosophical perspectives, as well as approaches of major educational philosophers.

EDU 33035  Foundations of Schools in a Diverse Society
Provides candidate with understanding of historical, philosophical and social foundations of education in the United States. Addresses legal and ethical issues. Learn how educational policy is formulated and affects classroom practice. Provides opportunities to learn from a variety of professionals from diverse backgrounds.

EDU 33132  Elementary Science Methods
Emphasis on approaches and methodologies used in teaching science in the elementary school. A hands-on approach to science methods for the acquisition of attitudes, skills and knowledge to teach science.

EDU 33134  Elementary Math Methods
Approaches and methodologies used in teaching mathematics in the elementary school. Emphasizes knowledge of mathematical concepts and their use in developing understanding of computational skills and logic of mathematics.

EDU 33232  Reading and Decoding
Study of the phonetic and linguistic elements in the English language as related to the teaching of reading.
EDU 33434  Education Tests and Measurements
Provides understanding of the function of testing and measurement in education, emphasizing the construction, selections, administration, and application of tests. Assessment instruments include aptitude, ability and intelligence measures, and personality and interest inventories.

EDU 33633  Adult Learning Theory
Explores learning process of adults and looks at adapting environments for adult learners, motivating adult learners, and fostering the adult learning process.

EDU 33634  Motivating the Adult Learner
Covers theories of adult motivation, strategies and techniques necessary to motivate adults from student and instructor perspectives. Recent advances in the field reviewed in the context of classic adult education theory.

EDU 34131  Self Esteem in the Classroom
Implementation of the six pillars of self-esteem via the classroom curriculum. Assessment of teacher behaviors for modeling.

EDU 34231  Cooperative Learning Strategies
Overview of cooperative learning strategies and their application in the classroom.

EDU 34331  At-Risk Strategies
Focuses on methods teachers may use to stem the drop-out rate and help students identify and eliminate self-defeating behaviors. Emphasizes teaching positive self-esteem and successful behaviors. Especially recommended to those working with special education students and/or remedial groups.

EDU 34500  Secondary Methods and Reading in the Content Area
Learn to design, implement and evaluate materials and instructional techniques for early through late adolescent learner. Topics include assessing readability of materials, evaluating student reading skills, teaching vocabulary, comprehension and study skills, working with “at risk” students, and incorporating writing into curriculum.

EDU 34600  Specialized Methods and Practicum
Observe, develop and practice skills under guidance of a classroom teacher in the student’s major area of interest.

EDU 34832  Secondary Methods: Health
Builds on generalized knowledge presented in EDU 33143 Secondary Methods and Materials. Introduces methods, strategies and information pertinent to each content area in which students may be certified.

EDU 35232  Secondary Methods: Drama
Builds on generalized knowledge presented in EDU 33143 Secondary Methods and Materials. Introduces methods, strategies and information pertinent to each content area in which students may be certified.