Elective Courses (3 semester credit hours)
May be selected from PYC/PYE, EDC, or HRC courses, to match student's areas of interests. Recommended electives from which to choose:

PYC 7552 Special Topics: Counseling OR
PYC 8552 Advanced Special Topics: Counseling
PYC 8262 Advanced Group Counseling
PYC 8112 Theory and Techniques in Marriage and Family Counseling
PYC 8152 Psychophysiology and Pharmacology of Addictions
HRC 7512 Workplace Leadership Coaching
HRC 7721 Management and Development of Teams
HRC 7961 Managing Organization Conflict
HRC 7741 Employment Law
EDF 7403 School Counseling in a Changing Environment

*Courses may be repeated to meet hours requirements

Applications for Expressive Arts Therapy
For admission to the Expressive Arts Therapy specialty, both master's and post-master's CAGS students must submit a separate application packet to the Graduate Admissions Office. 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 is also required.

Commitment to the Art Therapy Specialty
Students admitted to the Expressive Arts Therapy specialty are expected to complete the entire specialty program in the sequence specified for program activities. The course of study consists of specific Expressive Arts Therapy courses, 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.

MARRIAGE AND FAMILY THERAPY:
15 TO 30 SEMESTER CREDIT HOURS
Completion of the Master of Arts in Professional Counseling (MAPC) degree with a minimum of 15 semester credit hours in Marriage and Family Therapy coursework, plus 9 hours in electives, is applicable to the education requirements for associate licensure in Professional Counseling, but not licensure in Marriage and Family Therapy. Individuals interested in meeting the State of Arizona curriculum requirements for licensure as a Marriage and Family Therapist and those for certification by the American Association of Marriage and Family Therapists (AAMFT) (effective 2004; see www.bhbe.state.az.us and www.aamft.org), must complete all 27 semester credit hours of coursework listed below (Areas I-V). AAMFT certification and Arizona licensure in Marriage and Family Therapy also require extended practicum training (one year, i.e., 300 hours, of supervised direct client contact with individuals, couples, and families for AAMFT or two practicum courses in supervised marriage and family clinical experience for curriculum requirements in Arizona) (See Area VI; up to 3 additional semester credit hours).

Area I: Marriage and Family Studies
(9 semester credit hours)
Three courses from the following:

PYC 8212 Family Systems Theory
PYC 8242 Family of Origin Therapy
PYC 8272 Family and Society Gender Issues
TREATMENT OF TRAUMA, ABUSE AND DEPRIVATION (TAD)

This concentration allows students to develop understanding and clinical skills for working with individuals, families, and groups who are recent victims or adult survivors of violence, abuse, emergency and disaster, loss, and/or neglect and deprivation.

Specialty Courses (24 semester credit hours)

Required Courses
- PYC 8122 Human Sexuality
- PYC 8142 Introduction to Addictions and Related Disorders
- PYC 8212 Family Systems Theory
- PYC 8082 Fundamental Theory for Treatment of Trauma, Abuse, and Deprivation
- PYC 8422 Clinical Assessment and Treatment of Trauma, Abuse, and Deprivation
- PYC 8442 Advanced Clinical Applications in Trauma, Abuse, and Deprivation
- PYC 7552 Special Topics: Counseling OR
- PYC 8552 Advanced Special Topics: Counseling

Select one of the following:
- PYC 8282 Child and Adolescent Therapy
- PYC 8362 Counseling Adults I: Early to Middle Adulthood
- PYC 8372 Counseling Adults II: Late Adulthood

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
» Human Resources Management
» Human Resources Development
» Organization Change Management

Foundation Courses (30 semester credit hours)

BUS 7000 Organizational Behavior and Theory
BUS 7100 Human Resource Planning and Administration
BUS 7200 Value Systems and Professional Ethics
BUS 7450 Strategic Marketing
BUS 7500 Managerial Economics
BUS 7600 Managerial Finance
BUS 7700 Management Information Systems
BUS 7800 Management Accounting
BUS 7900 Social, Cultural, Legal, and Political Influences on Business
BUS 8500 Graduate Seminar: Business Policies and Strategies (CAPSTONE COURSE)

All MBA concentrations require a minimum of 15 semester credit hours within the concentration area. Students may complete the MBA with a concentration in 42 semester credit hours by using:

» One foundation course/concentration prerequisite (part of the 30-hour core) from the approved concentration area (3 credits)
» Two electives (required beyond the 30-hour core) from the approved concentration area (6 credits)
» Two additional electives from the approved concentration area (6 credits)

Students should contact their graduate faculty advisor for concentrations and elective courses available.

Concentrations Available:

FINANCE

BUS 7600 Managerial Finance or
BUS 7800 Management Accounting (Required)

Four courses from the following:

BUS 7801 Money and Capital Markets
BUS 7802 Working Capital Management
BUS 7803 Security Analysis
BUS 7804 International Finance
BUS 7805 Financial Modeling Methodologies
BUS 7806 Auditing

HUMAN RESOURCES

BUS 7100 Human Resource Planning and Administration (Required)

Four courses from Human Resource Offerings

INFORMATION TECHNOLOGY

BUS 7700 Management Information Systems (Required)

Four courses from the following:

BUS 7452 E Commerce and Internet Marketing
BUS 7702 Software Engineering
BUS 7703 Database Systems and Data Mining
BUS 7704 Networking and Telecommunications
BUS 7705 Operating Systems Management
BUS 7706 Enterprise Architecture

INTERNATIONAL BUSINESS

BUS 7900 Social, Cultural, Legal, and Political Influences on Business (Required)

Four courses from the following:

BUS 7804 International Finance
BUS 7901 International Business Law
BUS 7902 Managing in a Global Environment
BUS 7903 International Marketing

LEADERSHIP AND MANAGEMENT

Track 1

BUS 7000 Organizational Behavior and Theory (Required)

Four courses from the following:

BUS 7681 Project Management
HRC 7341 Emotional Intelligence in the Workplace
HRC 7711 Organizational Change Theory and Strategy
HRC 7861 Negotiation and Conflict Resolution
HRC 7961 Managing Organizational Conflict

Or

Track 2

BUS 8000 Advanced Leadership Theory and Practice (Required)

Three courses from the following:

BUS 7001 Contemporary Issues in Business Leadership
BUS 7002 Foundations of Leadership
BUS 7003 Developing Leaders and Leadership Capability
BUS 7004 Leading the Business to Create Value

MARKETING

BUS 7450 Strategic Marketing (Required)

Four courses from the following:

BUS 7451 Advertising and Promotional Strategies
BUS 7452 E Commerce and Internet Marketing
BUS 7453 Public Relations and Publicity
BUS 7454 Distribution and Supply Chain Management
BUS 7455 Marketing Research
CERTIFICATE OF ADVANCED GRADUATE STUDIES (CAGS)

Concentrations Available:

» Addiction Studies
» Expressive Arts Therapy
» Behavioral Health Counseling
» Human Resources
» Christian Counseling
» Human Resources Development
» Clinical Counseling
» Human Resources Management
» Community College Counseling
» Marriage and Family Therapy
» Organization Change Management
» Education Administration
» Professional Counseling
» Education Intervention
» School Guidance Counseling
» Employee Assistance and University
» Treatment of Trauma, Abuse and Deprivation
» Student Counseling

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.

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
» National Certified Counselor (NCC)
» Marriage and Family Therapy
» Clinical Mental Health Counseling
» Substance Abuse Counseling
» School Guidance Counseling
» Expressive Arts Therapy
» Education Administration

KANSAS CITY CAMPUS

Master of Arts

» Human Resources

Master of Business Administration

Post-baccalaureate Teacher Licensure Program in Elementary Education

Certificate of Graduate Study in Human Resources

Professional Education Program for Licensed Teachers

MASTER OF ARTS IN HUMAN RESOURCES

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 individuals who are seeking licensure in Substance Abuse Counseling – Level III (Arizona only) (individuals are responsible for contacting the Arizona Board of Behavioral Health Examiners for complete information on licensure).

The program has been created to provide graduates who work in human resources and management 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.
Thesis Option
For those students in the Human Resources and Management concentrations who are interested in writing a thesis, a research track is available. Please discuss this option with a graduate advisor.

Applied Track Required Courses
- HRF 7001 Value Systems and Professional Ethics
- HRF 7111 Trends, Issues and Perspectives in Human Resources
- HRF 7161 Research: Assessment and Evaluation
- HRF 8481 Seminar: Applied Case Studies in Human Resources

Research Track Required Courses
- HRF 7001 Value Systems and Professional Ethics
- 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
Consult your graduate advisor for elective course availability.

Certificate of Graduate Study in Human Resources
Students who choose to expand their knowledge of Human Resources or students, who choose not to complete the master's degree, may complete a Certificate of Graduate Study in Human Resources. Any courses applied toward the certificate may be applied toward the degree assuming other requirements of the program are met. Certificates are available in Organizational Change, Human Resource Management, and Employee Relations. Contact the Program Director for required courses.

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 coursework 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

Foundation Courses (30 semester credit hours)
- BUS 7000 Organizational Behavior and Theory
- BUS 7100 Human Resource Planning and Administration
- BUS 7200 Value Systems and Professional Ethics
- BUS 7450 Strategic Marketing
- BUS 7500 Managerial Economics
- BUS 7600 Managerial Finance
- BUS 7700 Management Information Systems
- BUS 7800 Management Accounting
- BUS 7900 Social, Cultural, Legal, and Political Influences on Business
- BUS 8500 Graduate Seminar: Business Policies and Strategies (CAPSTONE COURSE)

All MBA concentrations require a minimum of 15 semester credit hours within the concentration area. Students may complete the MBA with a concentration in 42 semester credit hours by using:
- One foundation course/concentration prerequisite (part of the 30-semester credit hour core) from the approved concentration area (3 semester credit hours/credits)
- Two electives (required beyond the 30-semester credit hour core) from the approved concentration area (6 semester credit hours)
- Two additional electives from the approved concentration area (6 semester credit hours)

Students should contact their graduate faculty advisor for concentrations and elective courses available.

Concentrations Available:

FINANCE
- BUS 7600 Managerial Finance OR
- BUS 7800 Management Accounting (Required)

Four courses from the following:
- BUS 7801 Money and Capital Markets
- BUS 7802 Working Capital Management
- BUS 7803 Security Analysis
- BUS 7804 International Finance
- BUS 7805 Financial Modeling Methodologies
- BUS 7806 Auditing
HUMAN RESOURCES

BUS 7100 Human Resource Planning and Administration (Required)

Four courses from Human Resource Offerings

INFORMATION TECHNOLOGY

BUS 7700 Management Information Systems (Required)

Four courses from the following:
BUS 7452 E Commerce and Internet Marketing
BUS 7702 Software Engineering
BUS 7703 Database Systems and Data Mining
BUS 7704 Networking and Telecommunications
BUS 7705 Operating Systems Management
BUS 7706 Enterprise Architecture

INTERNATIONAL BUSINESS

BUS 7900 Social, Cultural, Legal, and Political Influences on Business (Required)

Four courses from the following:
BUS 7804 International Finance
BUS 7901 International Business Law
BUS 7902 Managing in a Global Environment
BUS 7903 International Marketing

LEADERSHIP AND MANAGEMENT

Track 1

BUS 7000 Organizational Behavior and Theory (Required)

Four courses from the following:
BUS 7681 Project Management
HRC 7341 Emotional Intelligence in the Workplace
HRC 7711 Organizational Change Theory and Strategy
HRC 7861 Negotiation and Conflict Resolution
HRC 7961 Managing Organizational Conflict

Or

Track 2

BUS 8000 Advanced Leadership Theory and Practice (Required)

Three courses from the following:
BUS 7001 Contemporary Issues in Business Leadership
BUS 7002 Foundations of Leadership
BUS 7003 Developing Leaders and Leadership Capability
BUS 7004 Leading the Business to Create Value

MARKETING

BUS 7450 Strategic Marketing (Required)

Four courses from the following:
BUS 7451 Advertising and Promotional Strategies
BUS 7452 E Commerce and Internet Marketing
BUS 7453 Public Relations and Publicity
BUS 7454 Distribution and Supply Chain Management
BUS 7455 Marketing Research

MILWAUKEE CAMPUS

Master of Business Administration

MASTER OF BUSINESS ADMINISTRATION

Ottawa University’s Master of Business Administration has been developed to serve the needs of adult learners and organizations with 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

Foundation Courses (30 semester credit hours)
BUS 7000 Organizational Behavior and Theory
BUS 7100 Human Resource Planning and Administration
BUS 7200 Value Systems and Professional Ethics
BUS 7450 Strategic Marketing
BUS 7500 Managerial Economics
BUS 7600 Managerial Finance
BUS 7700 Management Information Systems
BUS 7800 Management Accounting
BUS 7900 Social, Cultural, Legal, and Political Influences on Business
BUS 8500 Graduate Seminar: Business Policies and Strategies (CAPSTONE COURSE)
All MBA concentrations require a minimum of 15 semester credit hours within the concentration area. Students may complete the MBA with a concentration in 42 semester credit hours by using:

- One foundation course/concentration prerequisite (part of the 30-semester credit hour core) from the approved concentration area (3 semester credit hours)
- Two electives (required beyond the 30-semester credit hour core) from the approved concentration area (6 semester credit hours)
- Two additional electives from the approved concentration area (6 semester credit hours)

Students should contact their graduate faculty advisor for concentrations and elective courses available.

**Concentrations Available:**

**FINANCE**

- **BUS 7600** Managerial Finance or BUS 7800 Management Accounting (Required)

Four courses from the following:

- BUS 7801 Money and Capital Markets
- BUS 7802 Working Capital Management
- BUS 7803 Security Analysis
- BUS 7804 International Finance
- BUS 7805 Financial Modeling Methodologies
- BUS 7806 Auditing

**HUMAN RESOURCES**

- **BUS 7100** Human Resource Planning and Administration (Required)

Four courses from Human Resource Offerings

**INFORMATION TECHNOLOGY**

- **BUS 7700** Management Information Systems (Required)

Four courses from the following:

- BUS 7452 E Commerce and Internet Marketing
- BUS 7702 Software Engineering
- BUS 7703 Database Systems and Data Mining
- BUS 7704 Networking and Telecommunications
- BUS 7705 Operating Systems Management
- BUS 7706 Enterprise Architecture

**INTERNATIONAL BUSINESS**

- **BUS 7900** Social, Cultural, Legal, and Political Influences on Business (Required)

Four courses from the following:

- BUS 7804 International Finance
- BUS 7901 International Business Law
- BUS 7902 Managing in a Global Environment

**BUS 7903** International Marketing

**LEADERSHIP AND MANAGEMENT**

**Track 1**

- **BUS 7000** Organizational Behavior and Theory (Required)

Four courses from the following:

- BUS 7681 Project Management
- HRC 7341 Emotional Intelligence in the Workplace
- HRC 7711 Organizational Change Theory and Strategy
- HRC 7861 Negotiation and Conflict Resolution
- HRC 7961 Managing Organizational Conflict

**Or**

**Track 2**

- **BUS 8000** Advanced Leadership Theory and Practice (Required)

Three courses from the following:

- BUS 7001 Contemporary Issues in Business Leadership
- BUS 7002 Foundations of Leadership
- BUS 7003 Developing Leaders and Leadership Capability
- BUS 7004 Leading the Business to Create Value

**MARKETING**

- **BUS 7450** Strategic Marketing (Required)

Four courses from the following:

- BUS 7451 Advertising and Promotional Strategies
- BUS 7452 E Commerce and Internet Marketing
- BUS 7453 Public Relations and Publicity
- BUS 7454 Distribution and Supply Chain Management
- BUS 7455 Marketing Research

**INTERNATIONAL GRADUATE PROGRAMS**

**Graduate Students**

Graduate students should consult the Office of International Programs for specific information and admission requirements.

**MASTER OF ARTS IN HUMAN RESOURCES**

Offered at: Hong Kong

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.

**Thesis Option**

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

**Applied Track Required Courses**

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

**Research Track Required Courses**

<table>
<thead>
<tr>
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<tr>
<td>HRF 7001</td>
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</tr>
<tr>
<td>HRF 8451</td>
<td>Field Experience</td>
</tr>
<tr>
<td>HRF 8501</td>
<td>Master’s Research Project</td>
</tr>
</tbody>
</table>

**Elective Courses**

Consult your graduate advisor for elective course availability.

**MASTER OF ARTS IN EDUCATION**

The Master of Arts in Education online is a 30-36 credit hour program created to provide the working adult with an alternative method of earning credit hours in three study concentrations: Education Intervention, Curriculum and Instruction, and Professional Development. A few courses are offered online each term, with completion possible over a year and a half-to two years.

Course presentations begin with an initial face-to-face session during a weekend, with the remaining assignments provided online. Students have the flexibility of taking some courses online and some face-to face, or may take them entirely online.

The program has been developed 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.

Formal coursework is 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, research portfolio), concentration, and elective courses. Up to nine (9) credit hours of graduate-level coursework may be applicable from other accredited colleges or universities.

**Foundation Courses**

(15 semester credit hours required)

<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 7163</td>
<td>Research: Assessment and Evaluation</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 for Education Intervention (15 semester credit hours); Professional Development (6 semester credit hours)**

<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 7653</td>
<td>Theory and Techniques for Education Intervention</td>
</tr>
</tbody>
</table>

**ONLINE GRADUATE PROGRAMS**

Master of Arts

» Education
» Human Resources
Thesis Option
For those students in the Human Resources and Management concentrations who are interested in writing a thesis, a research track is available. Please discuss this option with a graduate advisor.

Applied Track Required Courses
- HRF 7001 Value Systems and Professional Ethics
- HRF 7111 Trends, Issues and Perspectives in Human Resources
- HRF 7161 Research: Assessment and Evaluation
- HRF 8481 Seminar: Applied Case Studies in Human Resources

Research Track Required Courses
- HRF 7001 Value Systems and Professional Ethics
- 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
Consult your graduate advisor for elective course availability.

Certificate of Graduate Study in Human Resources
Students who choose to expand their knowledge of Human Resources or students, who choose not to complete the master's degree, may complete a Certificate of Graduate Study in Human Resources. Any courses applied toward the certificate may be applied toward the degree assuming other requirements of the program are met. Certificates are available in Organizational Change, Human Resource Management, and Employee Relations. Contact the Program Director for required courses.

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 in meaningful and relevant ways.
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

**Foundation Courses (30 semester credit hours)**
- BUS 7000 Organizational Behavior and Theory
- BUS 7100 Human Resource Planning and Administration
- BUS 7200 Value Systems and Professional Ethics
- BUS 7450 Strategic Marketing
- BUS 7500 Managerial Economics
- BUS 7600 Managerial Finance
- BUS 7700 Management Information Systems
- BUS 7800 Management Accounting
- BUS 7900 Social, Cultural, Legal, and Political Influences on Business
- BUS 8500 Graduate Seminar: Business Policies and Strategies (CAPSTONE COURSE)

All MBA concentrations require a minimum of 15 semester credit hours within the concentration area. Students may complete the MBA with a concentration in 42 semester credit hours by using:

» One foundation course/concentration prerequisite (part of the 30-semester credit hour core) from the approved concentration area (3 semester credit hours)

» Two electives (required beyond the 30-semester credit hour core) from the approved concentration area (6 semester credit hours)

» Two additional electives from the approved concentration area (6 semester credit hours)

Students should contact their graduate faculty advisor for concentrations and elective courses available.

**Concentrations Available:**

**FINANCE**
- BUS 7600 Managerial Finance OR
- BUS 7800 Management Accounting (Required)

Four courses from the following:
- BUS 7801 Money and Capital Markets
- BUS 7802 Working Capital Management
- BUS 7803 Security Analysis
- BUS 7804 International Finance
- BUS 7805 Financial Modeling Methodologies
- BUS 7806 Auditing

**HUMAN RESOURCES**
- BUS 7100 Human Resource Planning and Administration (Required)

Four courses from Human Resource Offerings

**INFORMATION TECHNOLOGY**
- BUS 7700 Management Information Systems (Required)

Four courses from the following:
- BUS 7452 E Commerce and Internet Marketing
- BUS 7702 Software Engineering
- BUS 7703 Database Systems and Data Mining
- BUS 7704 Networking and Telecommunications
- BUS 7705 Operating Systems Management
- BUS 7706 Enterprise Architecture

**INTERNATIONAL BUSINESS**
- BUS 7900 Social, Cultural, Legal, and Political Influences on Business (Required)

Four courses from the following:
- BUS 7804 International Finance
- BUS 7901 International Business Law
- BUS 7902 Managing in a Global Environment
- BUS 7903 International Marketing

**LEADERSHIP AND MANAGEMENT**

**Track 1**
- BUS 7000 Organizational Behavior and Theory (Required)

Four courses from the following:
- BUS 7681 Project Management
- HRC 7341 Emotional Intelligence in the Workplace
- HRC 7711 Organizational Change Theory and Strategy
- HRC 7861 Negotiation and Conflict Resolution
- HRC 7961 Managing Organizational Conflict

Or

**Track 2**
- BUS 8000 Advanced Leadership Theory and Practice (Required)

Three courses from the following:
- BUS 7001 Contemporary Issues in Business Leadership
- BUS 7002 Foundations of Leadership
- BUS 7003 Developing Leaders and Leadership Capability
- BUS 7004 Leading the Business to Create Value

**MARKETING**
- BUS 7450 Strategic Marketing (Required)

Four courses from the following:
- BUS 7451 Advertising and Promotional Strategies
- BUS 7452 E Commerce and Internet Marketing
- BUS 7453 Public Relations and Publicity
- BUS 7454 Distribution and Supply Chain Management
- BUS 7455 Marketing Research
PROFESSIONAL EDUCATION PROGRAMS

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 and Kansas. For information on these programs for professional educators, contact the Ottawa University adult campus in your area.
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 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 Investing and Financing Activities

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

ACC 33164 Intermediate Accounting I
Transition course from introductory level accounting. In-depth study and evaluation of financial accounting theory, concepts and analysis and their correlation with FASB statements. Prerequisite ACC 20464 Accounting for Investing and Financing Activities.

ACC 33264 Intermediate Accounting II
Emphasis on accounting theory and concepts as they apply to financial accounting. Special accounting problems peculiar to corporations, specifically stockholder’s equity and long term debt and disclosure requirements. Statement of Changes in Financial Position revisited. Objectives and procedures of financial analysis discussed. Prerequisite: ACC 33164 Intermediate Accounting I.

ACC 36264 Federal Income Tax
Basic U.S. federal tax law as it relates to an individual’s income. Procedures, reports and requirements of U.S. federal income tax law for individuals and the general types of income and deductions. Introduces partnership and corporation income tax law and procedures.

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. Prerequisites: ACC 33164 Intermediate Accounting I, ACC 36264 Federal Income Tax, OAD 31063 Business Law, MAT 32044 Statistics.

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 courses.

ART 20623 Art History I
Surveys visual arts from the Paleolithic Era through the European and Pre-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 for K-12 Art Educators
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 3124 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.
Prerequisite: BIO 20043 Organismic Biology.

BIO 20043 Organismic Biology
Integrated study of structure and function of plants and animals with special attention paid to phylogenic origins and relationships of taxonomic groups.
Prerequisite: 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 35523 Biology Research
Introduces concepts related to the development of a literature review, collection of preliminary data, and creation of a project proposal to be conducted in the next academic year.

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, interviewing skills, and placement test preparations.
Prerequisite: 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, 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.
Prerequisite: 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.
Prerequisite: 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 32041 Organic Chemistry I Lab
Laboratory course required for students who are enrolled in CHE 32043. One 3-hour laboratory per week. Topics include: techniques of organic chemistry-extraction; thin layer chromatography; reflux; melting points; and distillation as they apply to isolation and synthesis on organic compounds; use of vapor phase chromatography; and ultraviolet and infrared spectrophotometry.

CHE 32043 Organic Chemistry I
Structure, properties and reactions of organic molecules. Includes optical isomerism, spectral properties of organic compounds and reaction mechanisms.

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 content 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 content 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 30463 Seminar In Family Communications
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 10063 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 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 40465 Professional Communication Styles, Tools and Techniques
Study of how organizations use a variety of communication tools to improve productivity and performance. Explore personal communication style and how to identify style of others. Other topics include facilitation, negotiation, and presentation skills.

COM 41063 Internship in 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 in 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 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
Capstone course that guides student in applying key communication theories and research to students' chosen specialization. Emphasis on pivotal role of communication professionals in organizations.
Prerequisite: Completion of at least three core communication courses 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 30364 Public Policy and Economics
Examines key concepts in economics and their application to public policy. Provides an account of the theory of public choice and its applications. Exposes the principles of economics at work and in every day life, and explores American and British policy including protectionism, Internet governance, telecommunications, and environmental policy.

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.
Prerequisite: 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 exploring 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
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 and Health Methods/Practicum I
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 30433 Elementary Science and Health Methods/Practicum II
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 for 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 30633.

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 31000 Introduction to Education Through Classroom Observation
Introduces the modern classroom and provides working knowledge of how classroom teaching professionals set the "tone" for learning, with an emphasis on mastering observation skills prior to classroom visitation and participating in a debriefing sessions afterward.

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 31733 Reading and Language Arts Methods I
Assists prospective teachers in exploring and questioning how reading and language arts are taught in the modern elementary school. Develops skills in a variety of methods and approaches to teach language arts and reading. Presentation of whole language, phonics and other approaches.

EDU 31833 Reading and Language Arts Methods II
Study of handwriting, listening, speaking, creative writing skills, as well as diagnosis, assessment and remediation techniques in the area of language development and reading. Field experience in tutoring children designated as at-risk in this area.

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 32333 Schools in Multicultural Society
Emphasis on understanding the organization and control of schools in the U.S., and the level framework within which teachers and schools operate. Includes presentations by state and local level representatives, and field experience in multicultural settings.

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 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 learners. 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 37800 The Adult Learner: Theory and Motivation
Covers theories of adult motivation, strategies and techniques necessary to motivate adults from both the student and instructor perspective. Recent advances in the field are reviewed in the context of classic adult education theory.

EDU 38034 Introduction to Adult Education
Focuses on major components of adult education at the introductory level. Includes definition, history, philosophy, the adult learner, the practice of adult education, and programming in adult education. Examines major contributors to the field.

EDU 38134 Adult Education Methods and Procedures
Focuses on selection, use and evaluation of andragogical teaching methods, and procedures appropriate to particular domains of adult learning. Includes development of appropriate teaching formats, instructional resources and learning activities.

EDU 40233 The Differentiated Classroom
Learn to modify teaching and learning strategies in reading and mathematics.

EDU 40534 Process Writing
Teaches essential writing skills at both the elementary and secondary levels. Evaluation techniques also emphasized.

EDU 40632 Managing the Educational Environment
Provides familiarity with resources for instruction and classroom management. Discusses contemporary discipline strategies for the classroom. Formulate working philosophy of classroom discipline. Gives exposure to communication issues that affect relationships with students of different cultures and backgrounds.

EDU 40732 Transition to Teaching Supervised Practicum
This course provides supervision in a teaching situation by the student's content area professor and by a professor from the Teacher Education Department of the parent institution. The parent institution observes the student at least three times per year, meeting with the student and his/her direct supervisor, and completing the Stronge's Teacher Checklist. Students receive a pass/fail grade.

EDU 40932 Reflective Teaching and Action Research
Provides opportunity for student teachers to reflect on teaching and learning. Complete portfolio, develop credential files and interviewing skills, and make application for teaching licensure.

EDU 40933 Reflective Teaching
Provides opportunity for student teachers to reflect on teaching and learning. Complete portfolio, develop credential files and interviewing skills, and make application for teaching licensure.

EDU 41234 Classroom Management
Explores various models, techniques and management systems that enhance teaching skills in the classroom. Adaptation of theories to develop an individualized classroom management plan for elementary or secondary classrooms.

EDU 42634 Secondary Methods and Curriculum Development
Focuses on theories for curriculum development, historic and contemporary, and their application in the high school curriculum. Emphasizes the Essential Elements of Instruction (EEI). Students prepare a total teaching unit within the chosen content area and micro-teach a portion to the class.

EDU 42734 Accelerated Learning Methods
Investigates the dynamics of accelerated learning and the practical classroom application of accelerated learning for teachers and schools of the future. Explores the dimensions of learning, mental imaging and the implications of brain research on teaching and education.

EDU 43013 Foundations of ESL Education

EDU 43023 Methods Of Teaching ESL
Emphasizes teaching strategies, curriculum/materials adaptation and management techniques for the ESL classroom. Addresses assessment, placement and monitoring of limited English proficient students.

EDU 43033 SEI Methods for ELL I
Course will examine the format and alignment of ELL Proficiency Standards to the Arizona Language Arts Academic Standards. It will also analyze the content and use of the Stanford English Language Proficiency (SELP). Assessment in guiding ELL instruction, as well as describing the legal, historical and educational reasons for SEI. The course will further identify and use multiple strategies to improve student achievement by integrating: 1. comprehensible input; 2. ongoing, specific and immediate feedback; 3. grouping structures and techniques; 4. building background and vocabulary development; and 5. integrating student engagement.

EDU 44033 SEI Methods for ELL II
Course will examine the format and alignment of ELL Proficiency Standards to the Arizona Language Arts Academic Standards. It will also analyze and apply disaggregated data to differentiate instruction as well as integrate diagnostic, formative, and summative assessments for ELLs. In addition, the course will describe the legal, historical and educational reasons for SEI. The course will further identify and use multiple strategies to improve student achievement by integrating: 1. comprehensible input; 2. ongoing, specific and immediate feedback; 3. grouping structures and techniques; 4. building background and vocabulary development; and 5. integrating student engagement. It will also identify the socio-cultural influences on ELLs such as Language shift, identity issues, and the role of culture in learning.
EDU 45023 Seminar: American Literature
Analyzes major American literature with emphasis on genre, period or author, to gain understanding of the critical approaches necessary for a thorough investigation of literature.

EDU 45123 British Literature I
Analyzes major British literature with emphasis on genre, period or author, to gain understanding of the critical approaches necessary for a thorough investigation of literature.

EDU 47634 Mainstreaming Special Needs Students
Overview of successfully mainstreaming special needs students into a typical classroom in accordance with the "Least Restrictive Environment" special education mandate. Course intended for teachers in regular classrooms.

EDU 48001 Issues in Education
Reviews literature on a current issue in education. Develop an annotated bibliography and write a summary of findings.

EDU 48134 Adult Education Assessment Strategies
Focuses on assessment of learning specific to adult education programs. Includes measurement of learning, assessing needs and review of assessment instruments.

EDU 49001 Elementary Student Teaching I
Capstone field experience for elementary pre-service teachers. Provides opportunity to observe and teach in an elementary school setting. Consult Education Department for placement information. Prerequisite: All professional education courses and courses in the major must be completed prior to enrollment in course.

EDU 49002 Elementary Student Teaching II
Capstone field experience for elementary pre-service teachers. Provides opportunity to observe and teach in an elementary school setting. Consult Education Department for placement information. Prerequisite: All professional education courses and courses in the major must be completed prior to enrollment in course.

EDU 49005 Adult Program and Curriculum Development
Andragogical approach to the analysis and application of theoretical models and practical methods for designing, implementing, and evaluating programs in adult education.

EDU 49021 Secondary Student Teaching I
Capstone field experience for secondary pre-service teachers. Gives opportunity to observe and teach in an elementary school setting. Consult Education Department for placement information. Prerequisite: All professional education courses and courses in the major must be completed prior to enrollment in course.

EDU 49022 Secondary Student Teaching II
Capstone field experience for secondary pre-service teachers. Gives opportunity to observe and teach in an elementary school setting. Consult Education Department for placement information. Prerequisite: All professional education courses and courses in the major must be completed prior to enrollment in course.

ENG 10223 Contemporary Literature
Consists of analytical and reflective reading of contemporary (since 1945) American fiction, poetry and drama. Attention to developing techniques for critical reading and writing. Basic course for literature majors and study in humanities and liberal arts.

ENG 20123 World Literature
Consists of critical readings of timeless and timely works of imaginative literature in translations. Principle aim is to bring students in contact with their western traditions. Substantial time spent on Greek mythology, as well as such authors as Cervantes, Flaubert, Dostoevsky, Tolstoy, Hamsun, Ibsen, Chekhov, Camus, and Garcia Marquez. Stresses skills of perceptive inferential reading and makes use of the interpretative essay incorporating insightful response.

ENG 20223 Introduction to Literature
Survey of major genres of literature (short story, poetry, drama) with emphasis on organizational principles that give artistic structure or integrity. Intensive studies of such elements as characterization, plot, setting, tone, symbolism, etc. conducted.

ENG 20323 American Literature I
Survey of important literature from colonial times through the mid-19th century. Emphasis on key American Renaissance writers such as Hawthorne, Melville, Whitman, and Dickinson.

ENG 20423 American Literature II
Survey of major literature from late 19th century to 1945. May include such figures as Twain, James, Chopin, Hemingway, Anderson, and Faulkner.

ENG 20524 Writing Skills Development
Development of basic writing skills. Practice of written language in argument, persuasion and critical analysis. Course objectives designed to meet individual students' needs.

ENG 21923 Major British Writers I
Surveys major British authors from the beginning through the 18th century. Helps examine individual works and their relationship to their historical-cultural contexts.

ENG 22023 Major British Writers II
Surveys major British writers from the 19th century to the modern period. Approaches works of various authors in their respective cultural-historical contexts.

ENG 23723 Intermediate Writing
Examines steps of the writing process from sight to insight: perceive, identify, analyze, discover, write, rewrite, and edit. Critical thinking, library research, peer conferencing, and art of argument integral to course.

ENG 26023 From Homer to Herrick
Engages in primary analysis and response to significant literature from antiquity through the Renaissance.
ENG 27023 From Voltaire to Victoria
Engages in primary analysis and response to significant literature from the era of Confucius and the Enlightenment through the late nineteenth century.

ENG 28023 From Wilde to Wai-Lin
Engages the student in primary analysis and response to significant literature from late nineteenth century Modernism through post-colonial and post-modern configurations.

ENG 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.

ENG 30221 Library Skills
Emphasizes skill building in library literature searches. Hands-on tour of Hayden or ASU West Library includes use of library catalogues, reference tools, indexes, periodicals, computer searches, and microfiche.

ENG 30521 Classic Literature and Film
Examines selected classic novels and their film representations.

ENG 30623 Mythology
Studies myths and legends from civilizations that have influenced literature and culture of Englis-speaking people.

ENG 30721 Research Paper Preparation Skills
Examines organization and production of the research paper including LAS 45014. Research skills covered are topic selection and development, use of appropriate style guides, in-text citation and referencing, and elements of style.

ENG 30722 Writing APA-Style Research Papers
Guides students to select focused topics and to organize and develop research papers. Topics include APA in-text citation, internet and online source citation, developing a library research strategy, and basic elements of effective research writing style.

ENG 30824 Analysis of Children’s Literature
Examines selection, analysis and use of modern classic literature with young readers.

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

ENG 31023 Advanced Expository Writing
Refinement of expository writing skills through analysis of models and writing practice.

ENG 31723 Multicultural Literature
Study of works by African-American, Hispanic, Native American, female, and other historically marginalized authors, specifically to address issues of culture, value and self-development. Literature poses critical issues that arise in increasingly diverse societies of our shrinking world.

Prerequisite: 20000-level English course or consent of instructor.

ENG 31924 Shakespeare Historical Plays
Examines major dramas in their historical and cultural context to discover themes central to individual plays and entire works.

ENG 32523 The English Language
Treats history and development of the English language with special attention to grammar, syntax and phonetics. Applies various linguistic approaches to the task of understanding evolution and system of the language. Not designed to treat special problems in speaking or writing English.

ENG 32723 Creative Writing
Course development skills in writing drama, poetry and fiction. Develops critical skills and encourages students to develop tools to refine expression.

ENG 32724 Creative Writing II
Designed to assist in revising and completing a three-act play. Process includes weekly meetings with professor and production of text. Evaluation depends on completion of text by mid-term, revision of text and productive work.

ENG 33023 Image and Text
Explores how image and text work together to make meaning in contexts such as illustrated literature, film, advertising, visual poetry, performance art, and graphic novels. Readings from fields such as visual cultural studies, semiotics, art history, film criticism, postmodernism, and psychoanalytic theory will illuminate the relationships between image and text, language and representation.

ENG 33523 Environmental Literature
An examination of a variety of literary works from several genres, focusing on the portrayal of physical environments and the connections between these environments and human spheres of influence. This course will explore how human beings relate to the natural world, and how that relation influences the way we read texts and the world around us. Authors to be studied might include Leopold, Thoreau, Defoe, the Brontes, Wordsworth, Merwin, Snyder and Kingsolver.

ENG 34023 Protest Literature
A study of the literature of social protest, emphasizing the relationship between aesthetics and politics, or the political purposes of literature. This course will examine how various authors assault the status quo of an often inhumane, brutal, and repressive society. Readings might include works by Richard Wright, Upton Sinclair and Nelson Algren.

ENG 34224 Readings in Literature
Discussion and analysis of groups of readings from novels, poetry, plays, and nonfiction. Individually designed to meet student needs and interests.
ENG 34324 Readings in Non-Fiction
Read five non-fiction works and write an essay/review of each work. Essay/review is shaped around student's particular interests in history and biography. Essay/reviews then discussed in terms of relevance.

ENG 34523 Literature and Spirituality/The Sacred
Explores some of the ways spiritual experiences and understandings are expressed in a variety of literary forms. Students will discover how authors embrace or struggle with essential religious questions and issues, how they challenge and communicate themes from the major world religions and how religious identities can be shaped through these texts.

ENG 35624 Journal Writing
Emphasizes techniques in developing a resource book of personal and professional strengths in order to recognize lifestyle patterns, discover creative solutions to problems and increase confidence in decision-making.

ENG 36023 Peace Literature
Literature, from ancient to modern times, has taken up themes of peace and sought to examine the fragile dynamics of the human community. This course will explore the literature that offers reflections, sorrowful and hopeful, pragmatic and prophetic, on peace.

ENG 37023 Literature of Personal Discovery
Questions of identity and self-definition, from agonizing to liberating, in the work of such writers as Dante, Franz Kafka, Fyodor Dostoevsky, Kate Chopin, Simone de Beauvoir, Ralph Ellison and Anne Sexton.

ENG 40123 Literary Criticism
Identifies major trends in the history of critical thought from Plato to Derrida. Seeks to discover position of literary criticism and to apply various critical theories. Library research and writing required.
Prerequisite: 30000-level English course.

ENG 40224 British and American Poets
Analyzes works of major British and American poets.

ENG 40323 Theory of Poetry
Reflects on the poetic mode as it is represented by some of our most important modern writers. Includes analyzing and accounting for particular structures of poems read. Essays and library research required.
Prerequisite: 30000-level English course.

ENG 40424 Women in Literature
Emphasizes the struggle of women writers to assert their voices and visions. Works include Charlotte Bronte, Virginia Woolf and Kate Chopin.

ENG 40524 Process Writing
Teaches essential writing skills at both elementary and secondary levels. Evaluation techniques also emphasized.

ENG 40624 Modern Fiction
Focuses on interpretation and evaluation, according to established forms, of selections from modern writers of short stories and novels.

ENG 40724 Research Writing
Emphasizes developing and communicating, in an organized and logical manner, ideas that result from academic searches. Includes selection and evaluation of sources especially professional journals, an understanding of bibliographic methods, and the interviewing process and its use in research.

ENG 40924 The Literature of Peace
Links the literature of peace through the ages, providing a solid resource for continuing to study and teach the genre of peace.

ENG 41823 Shakespeare Seminar
Examines major dramas to discover questions and themes central to individual plays and to the work as a whole. Attention is given to the historical and cultural context of the plays, but the course is primarily concerned with assisting students in reading and exploring the texts.

ENG 45023 Seminar in American Literature
Analyzes major American literature with emphasis on genre, period or author, to gain understanding of the critical approaches necessary for a thorough investigation of literature.

ENG 45123 British Literature I
Analyzes major British Literature with emphasis on genre, period or author, to gain understanding of the critical approaches necessary for a thorough investigation of literature.

ENG 46023 Seminar in Genre Studies
This course engages the student in a concerted study of the history, structure and theory of a particular genre (the novel, poetry, drama, short story).

ENG 49023 Senior Comprehensive
Examination or project designed to assess student's achievement of goals of his/her major program.

ENG 49201 Integrative Seminar in Criticism
Capstone course that guides student in development of an integrative project that demonstrates achievement of the learning outcomes in the English major. Course is organized around the major trends in critical thought and application of literary criticism theories within and across periods and genres.

FRE 10124 Elementary French I
Intensive introduction to present-day French focusing on basic patterns, pronunciation, beginning vocabulary, and idioms. Emphasis designed to develop balanced language skills as needed by a student who pursues an academic program in France or who wants an introduction and appreciation of the language and culture. Work in language laboratory required. Students with some previous knowledge of French should consult the instructor as to proper course enrollment.
FRE 10224 Elementary French II
Continuation of basic grammar, refinement of pronunciation, further vocabulary building, systematic practice in comprehension, use of normal conversational patterns, and increased emphasis on reading. Work in language laboratory required.
Prerequisite: FRE 10124 Elementary French I or equivalent.

FRE 20123 Intermediate French I
Systematic review of grammar and completion of basic structural patterns with expansion of vocabulary through grammar exercises and limited cultural or descriptive reading. Practice conversation and translation.
Prerequisite: FRE 10224 Elementary French II or equivalent.

FRE 20223 Intermediate French II
Completion of review of grammar with supplementary readings or practice in oral and written composition.
Prerequisite: FRE 20123 Intermediate French I or equivalent.

FRE 30264 Fire Service Occupational Health and Safety
Discusses management of integrated fire service, health and safety program. Includes coverage of related national and local regulations, standards, medical management, physical fitness, development and implementation of safety programs, statistical development and assessment, and gaining workforce commitment including related fire service health and safety issues.

FRE 30464 Fire Service Human Resource Management
Details human resource management requirements in fire service. Topics include hiring, legal issues, discipline, labor relations, performance appraisal, motivation, and elements of supervision.

FRE 30664 Fire Service Environmental Issues
Discusses fire service's role in protecting the environment from damage. Outlines potential environmental impact of various types of emergency incidents. Includes explanation of roles of various agencies in mitigating incidents that may be hazardous to the environment. Includes federal, state and local laws, regulations and ordinances.

FRE 30864 Fire Service Fixed Resource Management
Examines critical elements of managing a fire department's fixed resources, primarily stations and apparatus. Includes various phases of specification development, bid process, managing construction projects and placing facilities and apparatus into service, and aspects of fire service resource management including forecasting and warehousing.

FRE 31264 Strategic Analysis and Planning for Fire Service
Examines translation of local fire response data, growth trends, population shifts, demographics, population change, service demand strategies, strategic plan for future requirements of fire service organizations resource deployment issues, short and long range planning, impact of various codes, and evaluation of national trends.

FRE 31464 Fire Protection Systems and Prevention Program
Features and applications of fixed fire protection systems and applicable National Fire Protection Association standards governing such systems. Includes fire code development, political considerations in enforcement, permit regulations, plan review processes, public education programs, analyzes arson as a community problem, and other related aspects of fire prevention programs.

FRE 31664 Fire Service Information Management Services
Examines aspects of computer architecture, hardware and software used for information management including computer systems, operating systems, applications and database structures for public safety information management. Features major components of incident reporting requirements, Computer Aided Dispatching Systems, radio communications, and Mobile Data Terminal use in fire service operations. Details combine Computer Aided Dispatch/Records Management Systems, fire service incident reporting and other specialized computer applications in the fire services.

FRE 40264 Fire Service and the Community
Examines the role of fire service in the specific community it serves by forecasting the community profile, composition and politics, understanding different cultures, overcoming potential language and ethnic barriers, and interacting with various special interest groups. Studies delivery of effective service to the community as a whole and inherent challenges faced in doing so.

FRE 40464 Fire Service Fiscal Management
Emphasizes standard budgeting principles, nomenclature, methods and types of taxation, fee for service, special taxing districts, revenue sources, public/private sector funding partnerships, and other issues associated with public sector funding in public organizations.

FRE 40664 Total Quality Management of Fire Services
Addresses Total Quality Management as it relates to the wide range of fire services provided. Includes issues relating to customer service, organizational communication systems and measurement systems for program managers. Quality control intervention strategies, improvement programs and quality related issues also covered.

FRE 40864 Disaster Preparation and Management
Preparation necessary for management of a major disaster. Interaction with other agencies and effective coordination of roles and efforts within a structured incident management system. Addresses planning, resource management and other related issues.

GER 10101 Elementary German I
Presents sounds, vocabulary and basic structural patterns of German. Develop listening comprehension, speaking, reading, and writing skills.

GER 10201 Elementary German II
Continuation of vocabulary and basic structural patterns begun in GER 10101 Elementary German I with emphasis on listening comprehensive, speaking, reading, and writing skills.

HPS 10053 Introduction to World Geography
Introduces concepts, facts and terminology of physical, cultural and economic geography. Topics include the application of spatial relationships to regional analysis and map studies.
HPS 11053 The American Experience I
Introduces the study of American history and its cultural, intellectual, political, economic, religious, racial, and diplomatic topics. Emphasis on development of the country from discovery through Reconstruction.

HPS 13053 The American Experience II
Uses principle theme of the development of United States since reconstruction. Examines political, economic, social, and cultural development.

HPS 13353 American Government
Introduces American government and the philosophy, structure and operation of it. Studies performance and problems of American government with emphasis on the question of the citizen's knowledge, role and responsibility.

HPS 21052 Kansas History and Politics
Study of settlement and development of Kansas from the time of Coronado's travels to the present. Introduces study of Kansas government. Keyed to students seeking teaching certification.

HPS 25353 World Civilization I
Introduces historical study of the beginnings and development of human culture and institutions, western and non-western. Basic introduction to historical study.

HPS 25453 World Civilization II
Examines development of civilization, western and non-western, in the modern era. Analysis of political, economic and cultural revolutions that have created contemporary culture and its tensions.

HPS 30151 Arizona Constitution
Overview of Arizona's history and constitution from territorial days to the present.

HPS 30251 United States Constitution
Overview of the history of the United States Constitution to establish a foundation of understanding.

HPS 30254 Vietnam Retrospective
Examines political and emotional impact of Vietnam on the nation and individuals caught up in this divisive conflict through fictional and non-fictional readings.

HPS 30353 World Geography
Study of geography. Discusses earth's natural resources as a limiting and conditioning influence upon the development of human culture and as a source of political and economic power. Studies developing environmental problems in the world and attempts to address those problems.

HPS 30354 Women in Politics
Historical and contemporary view of how women have been affected by politics and how they have influenced politics in a number of different nations including China, Eastern European countries and the United States. Develops a sense of relevance of politics to daily lives of women through reading biographies, autobiographies and journalistic works.

HPS 30355 History of the American Presidency
Focus on philosophical roots of power granted to the president by the Constitution and how the power has evolved, and explores relationships between the president and other branches of government. Encourages formation of individual views on the appropriate role of the president in the American system.

HPS 30356 History of the Cold War
Focus on major events that marked the philosophical conflict between the West and the communist world. Examines causes of the Cold War, arguments over its inevitability, principal crises and their resolutions, factors that contributed to its end, and various domestic consequences.

HPS 30554 United States History: A Multicultural Perspective
Focuses on understanding and appreciation of history and diversity of the United States. Emphasis on contributions of ethnic, racial, religious, and other diverse groups from the colonial period to today. Topics include examination of political and other implications of how diverse groups have functioned in each period of national development.

HPS 30560 Terrorism and Violence in the United States
Explores American patterns of terrorism and violence. Begins with historical analysis of acts committed against minority groups and concludes with acts against the authority of state and national government. Special attention given to the social, economic and political environment in which different motivations for terrorism and violence have and do erupt in the United States.

HPS 30653 American History: The Sixties
Examines various conflicts during the 1960s, including Vietnam and protests in the U.S., civil rights, changing views of morality, and long-term effects on contemporary America.

HPS 30654 Vietnam and the United States
Examines historical, geographic and social aspects of American involvement in the war in Vietnam.

HPS 30658 19th Century European History
Explore European history from the Congress of Vienna through the First World War. Survey political, economic, social and intellectual developments for a deeper understanding of this period.

HPS 30754 America's Rise to World Power
Examines factors leading to America's emergence as a world power with particular attention to those ideas, concepts and events that affect current affairs.

HPS 30854 Arizona History
Overview of Arizona from pre-historic times to the present.

HPS 31154 Constitutional Law: Civil Liberties
Examines varied issues such as flag desecration, publication of obscene material and state aid to non-public church-related schools within the context of the First Amendment of the Constitution.
HPS 31254 Constitutional Law: Criminal Procedure
Discusses Bill of Rights and Amendments IV, V and VI of the United States Constitution. Includes discussion of selected areas of criminal procedure with a basic knowledge of the law created by the United States Supreme Court, brief judicial decisions, identifying legal issues and pertinent arguments, presenting case law arguments in a cogent and concise manner, and summarizing major trends of constitutional development in criminal procedures.

HPS 31344 Natural History of the Southwest
Studies the common plants and animals of the Southwest, including their distribution, adaptation, behavior, and ecology.

HPS 31354 Constitutional Law: Equal Protection Law
Reviews United States Supreme Court decisions considering equal protection issues such as school desegregation, housing discrimination and employment rights.

HPS 31653 20th Century America
Study of the political, social, intellectual, and other aspects of American civilization in this century. Special emphasis on the last half of the 20th century.

HPS 31654 20th Century World History
Overview of the history of Europe, Asia, Latin America, and Africa in the twentieth century, addressing globalization and its consequences, colonization versus nationalism, militarization, collective security, effects of technology on nations, consequences of global, regional and civil wars throughout the century, and subsequent shift in influence to emerging nations.

HPS 32253 Political Parties
Studies American political party system, its organization, strengths, weaknesses, function, and techniques. Emphasis on post-World War II era and trends of the political party system.

HPS 33253 International Relations
Introduces international relations and foreign policy. Emphasis on causes of international conflict, the resolution of conflict and the study of war, particularly its prevention.
Prerequisite: HPS 13353 American Government or consent of instructor.

HPS 34023 Legal Research
Introduction to basic legal research skills, secondary and primary sources, methods of finding current primary law, computer aided legal research techniques, digests, legal treatises, periodicals, casebooks, and loose-leaf services.

HPS 34024 International Law
Introduces international law, the law of international institutions, international law sources, categories and types, NGO's, IGO's, and legal aspects of the structure and functions of international organizations such as the UN or EU.

HPS 34154 Southwest Culture
Examines Southwestern cultures and their prehistoric roots through an overview of history, language, religion, social structure, and arts of contemporary Native American cultures of Arizona and New Mexico.

HPS 34254 The Civil War
Covers the Civil War with a special view of and from the perspective of Abraham Lincoln.

HPS 34354 Seminar in American History and Government I
Examines a selection of readings and topics on American history and government. Common theme, assigned readings and individual projects required. Inquire in advance for information on selected topics.
Prerequisites: Junior or senior standing and one course in history or political science.

HPS 34454 Seminar in American History and Government II
Examines a selection of readings and topics on American history and government. Common theme, assigned readings and individual projects required. Inquire in advance for information on selected topics.
Prerequisites: Junior or senior standing and one course in history or political science.

HPS 34554 The Presidency
Examines American presidency from perspectives of history and political science. Studies institution and some men who have held the office. Particular emphasis on development of modern presidency (the period since 1933), the last presidential campaign and election, and the current nomination campaigns.

HPS 35054 Seminar in World History I
Examines a selection of readings and topics in world history. Common theme, assigned readings and individual projects required.
Prerequisites: Junior or senior standing and one course in history or political science.

HPS 35056 Frontier in American History
Emphasis on factors that have affected the commercial, political and natural development of the United States.

HPS 35057 Revolution in English History (1485-1830)
Studies political, religious, economic, and social development of the English people from 1485-1830. Emphasis on Reformation, Glorious Revolution and Industrial Revolution.

HPS 35058 The Cold War in Film
Focuses on the Cold War as represented in films of the era and historical context in which they were made. Covers how film embodies political, psychological and social milieu.

HPS 35154 Seminar in World History II
Examines selection of readings and topics on American history and government. Common theme, assigned readings and individual projects required. Inquire in advance for information on selected topics.
Prerequisites: Junior or senior standing and one course in history or political science.

HPS 35401 Field Research in Chicago
Students travel to Chicago to learn about conditions of poverty, ethnicity in larger cities, race issues, everyday living for people who have been marginalized from mainstream society, communities in Chicago, social welfare system, and the social work by Jane Addams and her work at Hull House.
HPS 3555 History of America 1840-1890
Examines selection of readings and topics in American history and government. Covers American's westward expansion, Civil War, Reconstruction and industrial and economic growth during this period.

HPS 3556 The Early Republic
Examines political, social, economic, and diplomatic development and westward expansion during formative period of American history including Washington, Jeffersonian and Jacksonian eras.

HPS 36054 Asian History
Studies major nations of Asia with special emphasis on modern development and economic, social and cultural factors.

HPS 36154 Middle East History and Culture
Examines politics, religions and economics of the Middle East including advent and spread of Islam, the Ottoman and Safavid empires, Western imperialism, and the modern period.

HPS 40053 United States History: The Democratic Experience
Covers a full spectrum of United States history from the colonial period to the present by covering significant periods, events and personalities that molded and shaped this democratic society. Highlights topics that define and illustrate the essence of the American experience. Focuses on creation and maturity of political, social and economic institutions in the United States.

HPS 40154 Philosophy and Ethics of Public Administrations
Exposition and development of theoretical framework for administration of public organizations. Examines ethical decision-making guidelines for the public sector.

HPS 40454 Comparative Political Systems
Comparison and analysis of major political/economic systems operating in the world today.

HPS 40654 Health Care Law and Ethics
Explores case law affecting health care administration. Includes topics such as health care reimbursement, patient access to health care, organization and operation of the health care business, and medical staff relations. Examines ethical issues such as defining death and harvesting organs, withholding or withdrawing medical care, surrogate motherhood and maternal-fetal conflict, and patient confidentiality and AIDS.

HPS 44000 Readings in the American Revolution Era
Specialized study of the American Revolutionary Era. Focuses on military, political, social, and ideological questions of the 1754-1787 era.

HPS 44001 Readings in American Criminal Law
Introduction to case law involving American criminal law and procedure. Designed for senior level students planning to attend law school. Covers major decisions regarding American criminal law, important ideas and terms and how to prepare for law school.

HPS 44002 Politics of the Novel
Examines various literature, novels, and films as an approach to understanding the American political framework of different political eras.

HPS 49000 Advanced Legal Research and Writing
Designed to expand legal research and writing skills of student. Content includes using legal resources on the Internet through such tools as directories, search engines and discussion groups.

HPS 49053 Senior Comprehensive in History
Involves written paper responses to examination questions with oral defense.
Prerequisite: Senior standing.

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

HPS 49300 Public Policy
Capstone course that guides student to the integration of political science, economics and sociology to increase understanding of policies and policy-making processes of the federal government.

HPS 49400 Global Issues in Historical Perspective
Capstone course that guides student in development of an integrative project that demonstrates achievement of learning outcomes in the History major. Integrates knowledge in the political, cultural, economic, social, geographic and global aspects of historical study. May be taken as an elective.

HUS 20153 Issues in Child Welfare
Emphasizes critical thinking skills necessary to understand complex issues surrounding child welfare and continuous preparation for meaningful adjustments to numerous crises encountered by children and families.
Prerequisite: PSY 12053 Principles of Psychology or SOC 10453 Introduction to Sociology.

HUS 20553 Social Welfare: Introduction to Human Services
Broad overview of the profession of Human Services and social welfare system. Examines historical developments of human services and social welfare and knowledge, values and skills required to function in the role of a human services professional. Allows participants to evaluate their strengths as a potential human services professional. Introduces field experience.
Prerequisite: PSY 12053 Principles of Psychology or SOC 10153 Social Thought or SOC 10453 Introduction to Sociology.

HUS 21253 The Family
Explores historical, anthropological and theoretical perspectives of family. Dynamics of family relationships, communication styles and interactions addressed, as well as issues relating to dating, love and friendship, human sexuality, relationships, life styles, divorce, child rearing, and other related issues.
Prerequisite: PSY 12053 Principles of Psychology or SOC 10153 Social Thought or SOC 10453 Introduction to Sociology.
HUS 26001 Issues in Advocacy
Designed around special theories, practices or interests of an individual or group of students.

HUS 26002 Issues in Case Management
In-depth analysis of case management as a key responsibility in the human service field.

HUS 30000 Social Welfare: Issues in Human Services
Overview of emerging issues in social welfare. Topics include culture and diversity, social justice, privatization, and emerging technologies in the field of social welfare.

HUS 30053 Human Services and the Community
Aids in understanding dynamics of strengthening communities through action. Covers skills and knowledge to promote and influence community change to overcome or prevent adversity such as domestic violence, teenage pregnancy, inequality, or problematic services delivery system. Introduces topics in applied social research and policy.

HUS 30153 Issues in Gerontology
Examines aging from a broad perspective. Studies the causes and consequences of aging and its sociological and economic impacts.
Prerequisite: PSY 12053 Principles of Psychology or SOC 10153 Social Thought or SOC 10453 Introduction to Sociology.

HUS 30253 Social Policy and the Community
Effect of social policy on practice, social policy analysis, and process of policy formulation as it relates to human services and other social welfare professions.

HUS 30254 Seminar in Family Issues
Identifies problems and issues that impact upon families in today's society. Provides strategies, programs and services for prevention, intervention and treatment.

HUS 30353 Nurturing Education for a Family Unit
Participation in comprehensive and validated educational and treatment program. Teaches how to guide families in establishing nurturing as a way of life and, thus, improving family relationships. Hands-on experience with parents and children provides insight into family dynamics, knowledge of positive and effective parenting, and opportunity to monitor and evaluate progress. Participants may choose to facilitate the following groups: children (4-7, 8-12), adolescents, teen parents, or adults.

HUS 30654 Marriage and Family
Study of the function of marriage and family in contemporary American society including the "why" of intimate relationships, couple/parent/child adjustment, three generational relationships, and process of break-up and remarriage.
CROSS LISTED WITH PSY 30654.

HUS 30953 Death and Dying
Confronts subject of death from new and alternative perspectives. Explores attitudes of death and the dying process, rituals, theories, and the social organization of death in many societies to gain knowledge in understanding feelings and attitudes toward death.

CROSS LISTED WITH PSY 30954.
Prerequisite: PSY 12053 Principles of Psychology or SOC 10453 Introduction to Sociology.

HUS 31254 Understanding Families in Crisis
Examines backgrounds, needs and coping mechanisms of people faced with family crises. Identifies resources for meeting crises such as abuse in the home, chemical dependency, unwed parenthood, divorce and remarriage, unemployment, long-term illness or disability, and death of a family member.

HUS 32253 Research Design and Analysis
Reviews basic research methods focusing on conceptual basis for experimentation. Includes basic design components such as control, sampling, data collection, and analysis.
CROSS LISTED WITH PSY 32253.
Prerequisites: PSY 12053 Principles of Psychology or SOC 10453 Introduction to Sociology and MAT 32044 Statistics.

HUS 38054 Family Dynamics and Substance Abuse Counseling
Primarily focuses on use of family systems perspective to examine treatment of families affected by substance abuse. Effects of substance abuse across the life span of the family considered. Additional topics include intervention and relapse prevention.

HUS 38154 Nutrition and Health in Substance Abuse and Recovery
Covers physiological requirements of carbohydrates, lipids, proteins, vitamins, minerals, and water. Examines effects of abused substances on nutrition, nutritional adjustments necessitated because of abuse and effects of substance abuse on states of the life cycle. Evaluates nutritional factors on the development of chronic illness.

HUS 38200 Grant Writing
Develops working knowledge of fund development process. Considers grant preparation and writing, annual and special appeals, board and donor relations, and issues in fundraising. Examines federal, state and private funding options; differences between for-profit and not-for-profit organizations; and management of grants, inclusive of budgets and evaluations of funded programs/projects.

HUS 40053 Methods Seminar in Human Services Practice
Identifies set of basic skills for different settings in which helpers work. Describes wide array of human services intervention strategies with particular focus on how to interview and/or counsel clients and make students aware of both technology and art of human services practice.

HUS 40154 Addiction Studies in the Movies
Focuses on addiction to alcohol and other drugs that have been portrayed in American cinema for the past 40 years. Explores how addiction has been represented and assists in learning about assessment, intervention and treatment through watching and critiquing movies.
HUS 40155 Intimacy and Addictions
Expands knowledge of relationship, romance and sex addictions. Present case presentation method review based on research and experience. Presentation includes hypothesis and intervention to address addiction.

HUS 40454 Ethics in Human Services
Examines ethical theories and application to practice and management of social service agencies. Explores relationship between federal/state regulations and the effect on client and provider.

HUS 40552 Counseling Theories and Dynamics
Introduces major systems and theories of counseling and psychotherapy including dynamics that contribute to an effective therapeutic approach. Use of didactic and experiential teaching methods.

HUS 40553 Senior Comprehensive in Human Services
Examination or project designed to assess student's achievement of goals of his/her major program.

HUS 40554 Skills and Techniques in Human Services I
Examine systems framework, skills, analysis of issues and current intervention strategies for working with individual clients and groups in diverse social service settings. Develop and enhance interviewing and effective communication skills. Opportunity for observation and participation in direct practice within a social service setting. Awareness of technology and art of human services practice.

HUS 41053 Internship: Human Services
Practices and expectations include goal and objective setting, journal writing, site meeting with the on-site supervisor and academic supervisor, on-going monitoring, and final formal evaluation.

HUS 42053 Internship: Human Services
Practices and expectations include goal and objective setting, journal writing, site meeting with the on-site supervisor and academic supervisor, on-going monitoring, and final formal evaluation.

HUS 44033 Research on Physiology and Addiction
Course expands on addiction knowledge through reading and writing about addictions based on research found in literature review.

HUS 48054 Value and Ethics in Substance Abuse Counseling
Examines ethical issues, ethical conduct and professional responsibility in addiction counseling. Topics include moral basis of ethical codes and assessment of values, attitudes and beliefs that influence decisions concerning professional and ethical issues.

HUS 48154 Substance Abuse Counseling in a Diverse Society
Develops awareness of culture and history through examination of student's personal beliefs and attitudes towards multiculturalism, preconditions for change in different groups and qualities necessary for culturally skilled counselors.

HUS 48254 Substance Abuse Counseling Practicum
No course description available.

HUS 49000 Seminar in Human Services
Capstone course that provides student opportunity to integrate and synthesize key concepts and theories through analysis and evaluation of current topics and issues impacting the human services profession and its clients. Examines policy and legislation, agency mandates, trends in treatment, and evaluates the same for sustainability in society from three areas: equity, economic and environmental.

HUS 49053 Senior Comprehensive in Human Services
Examination or project designed to assess student's achievement of goals of his/her major program.

ITS 12063 Introduction to Information Technology Systems
Introduces Window-based software including word processing, spreadsheets and databases with inclusion of graphic images. Overviews operating systems and graphical user interfaces.

ITS 12100 Web Design
Introduces web design using web development package and design concepts to create and maintain web pages. Covers emerging technologies such as Java script, cascading style sheets, dynamic content, dynamic formatting, and server scripting.

Prerequisites: ITS 12063 Introduction to Information Technology Systems or consent of instructor.

ITS 16163 Computer Programming
Overview of computer programming languages including PASCAL, COBOL and Visual Basic. Topics include I/O techniques, general rules and structured programming methodology.

ITS 17163 Game Programming
Introduction to game programming. Create customized game applications. Explanations include interface and required elements, game design, drawing graphics, player and computer actions, and logic required to create an effective game.

ITS 20544 Introduction to Microcomputers
Introduction to micro-computers, personal computers (PCs) and appropriate software applications to assist in future use of the computer to meet individual needs.

ITS 20550 Basic Computer Skills
Surveys major Microsoft tools including Word, Windows, PowerPoint, Excel, Access, and Outlook. Explores the Internet. No prior knowledge of computers required. Designed to assist user in meeting individual computer needs. Includes brief overview of the field of information technology.

ITS 23410 Internet Webmaster Foundations
Internet fundamentals covering viewing the internet, internet services, understanding internet search engines, plug-ins, security issues, and electronic commerce. Fundamentals of web authoring including web sufficiently.
ITS 23470 A+ Core Hardware

Install, configure and upgrade microcomputers; Diagnose and troubleshoot microcomputers; Identify motherboard, processor and memory characteristics; Understand basic networking concepts; Know basic printing components, connections and configurations; Practice safe, preventative and performance maintenance procedures.

ITS 23471 A+ Operating System Technologies


Prerequisite: ITS 23470 A+ Core Hardware.

ITS 23472 Internet

Identify basic internetworking concepts, components and infrastructure; Distinguish between internet protocols; Create and launch Websites; Understand search engines processes; Perform network troubleshooting and secure network processes; Understand Internet business concepts.

ITS 23473 CCNA Routing and Switching

CCNA certification designed to enable individuals new to networking technologies to understand terms, concepts, technologies, and devices commonly used in networking then apply knowledge to installation, configuration, and troubleshooting of Cisco switches and routers.

ITS 30044 Advanced Database Systems

Examines design, development and administration of large-scale database applications on a scale appropriate to business organizations.

ITS 30163 Database Management

Examines design, development and administration of large-scale database applications on a scale appropriate to needs of business organizations.

ITS 33470 Networking

Identify basic networking concepts; Distinguish between network transmission types and connectivity devices; Understand TCP/IP components and NT/Novell protocol suites; Demonstrate network planning for hardware, cabling and operating systems; Assess network security and secure remote connectivity; Perform network troubleshooting.

Prerequisites: ITS 23470 A+ Core Hardware and ITS 23471 A+ Operating System Technologies, or consent of instructor.

ITS 33474 Java Programmer

The Java platform is based on the idea that the same software should run on many different kinds of computers, consumer products, and other devices. This course is designed to give students an understanding of current Java programming languages. It provides the knowledge needed to compile, run and distribute simple Java applications.

Prerequisite: ITS 16163 Computer Programming or consent of instructor.

ITS 33475 Oracle SQL

Introduction to Oracle relational database concepts; Use of SQL for storing, retrieving, and manipulating data in relational database; Access data from more than one table using joins; Aggregate data using group functions, write sub-queries, and create and populate Oracle database tables; Define, maintain, and modify other database objects; Use SQL's Data Manipulation Language and transaction controls; Control both user and object level security in an Oracle database; Use basic PL/SQL.

Prerequisite: ITS 30163 Database Management, ITS 33470 Networking, or consent of instructor.

ITS 33476 Oracle Architecture and Administration

Introduction to concepts and procedures associated with Oracle architectural components. Topics include database administration strategies and procedures provided in Oracle8i, managing Oracle instance and use database tools, storage structure components and tables, methods for loading and reorganizing data, and concepts and tasks associated with managing security.

Prerequisite: ITS 33475 Oracle SQL.

ITS 33477 Oracle Performance and Tuning

Introduction to: Tools and techniques to improve performance of currently accepted Oracle server platforms; Files and events supporting tuning process; Application tuning issues impacting database performance; Tuning components and functions of shared pool and buffer cache. Monitor contents and usage of Redo Log buffer. Identify: Database configuration and I/O issues; SQL operations requiring sorts. Use: Direct writes for large sorts and allocate temporary space appropriately; Oracle tools to diagnose and resolve contention. Create tuning session; Gather, view and edit input data.

Prerequisite: ITS 33476 Oracle Architecture and Administration.
ITS 33478 Oracle Backup and Recovery
Introduction to backup and recovery goals and functions, archive processing and maintaining recovery catalog, identifying concepts associated with performing physical backups with or without Recovery Manager (RMAN), planning and implementing database recovery strategies, identifying and handling different types of failures, diagnosing errors, detecting corruption, recovering from loss of Recovery Catalog and Control File, and managing standby database. Prerequisite: ITS 33477 Oracle Performance and Tuning.

ITS 33479 Oracle Network Administration
Comprehend and explain detailed architecture of Net8 and steps in which connections are established between peers. Implement basic connection between client and server node using various naming methods. Configure Names server, Multi-threaded Server and Connection Manager. Learn differing methods to determine network problems and security risks, Advanced Security Options (ASO) such as encryption and check summing, and Utilities such as logging, tracing, and Trace Assistant. Prerequisite: ITS 33478 Oracle Backup and Recovery.

ITS 33480 MCSD Desktop Applications with Visual Basic
Designing and developing custom business solutions with Microsoft development tools, technologies, and platforms. Build Web-based, distributed, and commerce applications using products such as Microsoft SQL Server, Microsoft Visual Studio and Microsoft Component Services. Prerequisites: ITS 23470 A+ Core Hardware, ITS 23471 A+ Operating System Technologies, ITS 33470 Networking.

ITS 33481 MCSD Distributed Applications with Visual Basic
Emphasizes client/server applications using networks in multi-tier architecture to distribute presentation services, business logic, and data services. Applications access different data sources and COM components contained in applications typically participated in transactions. Can be shared by multiple users and multiple applications. Prerequisite: ITS 33480 Microsoft Desktop Applications With Visual Basic.

ITS 33482 MCSD SQL Server Administration
Implement, administer, and troubleshoot information systems that incorporate Microsoft Exchange 2000 Server. Prerequisites: ITS 30163 Database Management, ITS 33470 Networking or consent of instructor.

ITS 33483 MCSD SQL Server Database Design
Design the SQL Server 2000 Environment, including: developing the logical database model, implementing the physical database, retrieving and modifying data, programming business logic, tuning and optimizing data access and implementing security scenarios. Prerequisite: Consent of instructor.

ITS 33484 MCSD Web Solutions With Visual InterDev 6.0
Design and implement Web solutions with Microsoft Visual InterDev 6.0. Skills involved include analyzing business requirements, defining technical architectures, conceptual and logical design, designing user interface and user services, deriving physical design, establishing development environment, creating user and data services, testing solutions, developing Web applications, and managing a website. Prerequisite: Consent of instructor.

ITS 33485 Microsoft Windows Professional
Identify key features of current Windows operating systems; Set up and administer user accounts; Use groups to organize user accounts and administer file and print resources; Remotely administer shared folders, monitor event logs, and backup and restore data. Prerequisites: ITS 23470 A+ Core Hardware, ITS 23471 A+ Operating System Technologies, ITS 33470 Networking.

ITS 33486 Microsoft Windows Server
Design and implement infrastructure for business solutions based on current Windows platform and Microsoft server software. Implementation responsibilities include installing, configuring, and troubleshooting network systems. Prerequisite: ITS 33485 Microsoft Windows Professional.

ITS 33487 Microsoft Network Infrastructure Administration

ITS 33488 Microsoft Directory Services Administration
Install, configure, and troubleshoot current Windows Active Directory components, DNS for Active Directory, and Active Directory security solutions. Test measures skills required to manage, monitor, and optimize the desktop environment using Group Policy. Prerequisite: ITS 33487 Microsoft Network Administration.

ITS 33489 CCNP Scalable Cisco InterNetworks
Exam addresses tasks that network managers and administrators perform when managing access and controlling overhead traffic in growing routed networks once basic connectivity has been established. Specifically, router capabilities used to control traffic over Local Area Networks (LANs) and Wide Area Networks (WANs), as well as connecting corporate networks to an Internet Service Provider (ISP). Prerequisite: ITS 23473 CCNA Routing and Switching.

ITS 33490 CCNP Switching
Exam addresses how to build campus networks using multilayer switching technologies over high-speed Ethernet. Explores how routing and switching technologies work together with such functions as network performance, security, or design. Prerequisite: ITS 33489 CCNP Routing.

ITS 33491 CCNP Remote Access Networks
Build remote access network to interconnect central sites to branch offices and home office/telecommuters. Focus on using one or more available WAN technologies, permanent or dial-up, to connect the enterprise to branch offices and telecommuters. Control access to
central site and maximize bandwidth utilization over remote links. Software commands, configuration, and hardware related to establishing remote connections.

Prerequisite: ITS 33490 CCNP Switching.

**ITS 33492 CCNP InterNetwork Troubleshooting**
Advanced exploration of troubleshooting processes on Cisco routers and catalyst switches for multi-protocol client hosts and servers.

Prerequisite: ITS 33491 CCNP Remote Access Networks.

**ITS 33493 MS Windows Network Environment Management**
Develop skills in planning, implementing and maintaining a network infrastructure including network security, routing and remote access strategies, and planning and maintaining high server availability utilizing current Microsoft Windows network operating systems.

Prerequisite: ITS 33486 Microsoft Windows Server.

**ITS 37044 Operating Systems**
Study of microcomputer and minicomputer operating systems. Topics include batch processing, concurrent processing, memory management, and processor scheduling.

**ITS 41063 Internship: Information Technology Systems**
Practical experience in major area of study. Arranged individually and taken after completion of major coursework.

**ITS 42063 Internship: Information Technology Systems**
Further practical experience in major area of study. Arranged individually and taken after completion of major course work.

**ITS 43000 Information Technology Project Management**
Covers application of project management knowledge areas (project integration, scope, time, cost, quality, human resources, communications, risk, and procurement management) and process groups (initiating, planning, executing, controlling, and closing) to information technology projects.

Prerequisites: ACC 3xxx Survey course in Accounting, QAD 30063 Behaviors in Organizations, ITS 37044 Operating Systems, ITS 30163 Database Management or consent of instructor.

**ITS 43001 eLearning**
Examines adult learning theory principles including motivating adult learners, fostering adult learning programs and applying them to an eLearning environment. Also examines various forms of eLearning, benefits and drawbacks.

**ITS 43031 Oracle: Database Fundamentals**
Database administration strategies and procedures provided in current industry accepted Oracle database platforms; Introduction to the concepts and procedures associated with Oracle architectural component; Manage an Oracle instance and use database tools; Concepts associated with storage structure components and tables; Methods for loading and reorganizing data. Concepts and tasks associated with managing security.

Prerequisite: ITS 33415 Oracle SQL.

**ITS 43032 Oracle Database Fundamentals II**
In this course, students learn to identify the key features of Oracle database backup, recovery, and the architecture and administration of Oracle Net Services.

Prerequisite: ITS 43031 Oracle Database Fundamentals I.

**ITS 43101 Security**
Implementing and Administering security, including: communication security, infrastructure security, cryptography, access control, authentication, external attack and operational and organization security.

Prerequisite: ITS 43475 MS Windows Network Security.

**ITS 43214 MS Windows Security Implementation and Administration**
Develop skills necessary to implement various security scenarios for small, medium and large scale companies including: managing security templates, implementing service packs and patches, configuring security for communication channels, including managing SMB, IPSec, SSL and Wireless networking security protocols, managing user access and to implement Encryption and a Public Key Infrastructure.

Prerequisite: ITS 43475 MS Windows Network Security.

**ITS 43305 MCSD.NET Developing Web Applications**
Preparation to pass the Microsoft 70-305 certification exam which measures one's ability to develop and implement Web applications using Web forms, ASP.NET, and the Microsoft .NET Framework. Covers numerous web-related technologies in relationship to the multi-tiered applications design concepts covered in prior courses on the MCAD program. Develop web applications that sustain high-performance, richly information-centric user experiences that are secure, scalable, and take advantage of the broad range of services provided by the .NET Framework.

Prerequisite: ITS 43310 MCSD.NET Developing XML Web Services and Server Components.

**ITS 43306 MCSD.NET Developing Windows-Based Applications**
Design and develop custom business solutions with Microsoft development tools, technologies, and platforms; Build Web-based, distributed, and commerce applications using products such as MS SQL Server, MS Visual Studio.NET, and MS Component Services.

Prerequisite: ITS 33483 SQL 2000 Server Database Design.

**ITS 43310 MCSD.NET Developing XML Web Services and Server Components**
Creating and managing Microsoft Windows services and serviced components, using .NET remoting to implement client-activated and server-activated objects, building and consuming XML Web services, creating asynchronous Web methods and use of SOAP extensions, using Microsoft ADO.NET to work with XML and DataSets, configuring security -authorization, authentication, and identity management, testing and debugging components and XML Web Services, creating setup programs, configuring clients and servers, and implementing deployment.

Prerequisite: ITS 43306 MCSD.NET Developing Windows-Based Applications.
ITS 43474 Microsoft Directory Services Design
Analyze business requirements and design directory service architecture, including: Unified directory services such as Active Directory and Windows NT domains; Connectivity between and within systems, system components, and applications; Directory and database replication. Course measures skills required to analyze business requirements for desktop management and design solutions.
Prerequisite: ITS 33488 Microsoft Directory Services Administration.

ITS 43475 Microsoft Network Security
Analyze business security requirements and design security solutions, including: Controlling access to resources; Auditing access to resources; Authentication and encryption.

ITS 43476 Microsoft Exchange Server Administrator
Implement, administer, and troubleshoot information systems that incorporate Microsoft Exchange 2000 Server.
Prerequisite: ITS 43474 Microsoft Directory Services Infrastructure or ITS 43475 Microsoft Network Security.

ITS 43478 MCSD Defining Solution Architect
Analyze business requirements for a given scenario and define technical solution architectures that will optimize business results by using Microsoft development tools.
Prerequisite: ITS 33481 MCSD Distributed Applications with Visual Basic.

ITS 43479 CCDA Designing Cisco Networks
Focuses on designing small- to medium-sized networks (fewer than 500 nodes). Identify and analyze networking needs of customer, design network structure, identify appropriate network management solutions, and develop network prototype.
Prerequisite: ITS 23473 CCNA Routing and Switching.

ITS 43480 Microsoft Exchange Server Design
Design and deploy messaging systems that incorporate current Microsoft Exchange messaging systems.
Prerequisite: ITS 43474 Microsoft Directory Services Design or ITS 43475 Microsoft Network Security.

ITS 45566 Advanced Programming Techniques
Learn programming techniques using the object-oriented approach in the Visual Basic.NET environment. Covers development of user interfaces, coding, decision-making, and control structures. Advanced topics include class creation and usage, accessing databases, and creating web and console applications.

ITS 48064 Management Information Systems
Critical examination of information systems that support management decision-making and problem solving. Topics include information systems management, data processing systems, decision support systems, office automation, expert systems, and organizational information systems.

ITS 48163 Systems Analysis and Design
In-depth study of systems development life cycle. Utilizes blend of traditional development and current techniques. Systems Analyst Toolkit includes cross-phase coverage of communications, economic analysis and project management.

Prerequisites: ACC 3xxx Survey course in Accounting, OAD 30063 Behaviors in Organizations, ITS 37044 Operating Systems, ITS 30163 Database Management or consent of instructor.

ITS 49060 Comprehensive Information Technology Systems
Examination or project designed to assess student's achievement of goals of his/her major program.

ITS 49100 Methodologies of Project Development
Capstone course that guides student to emphasize various methodological approaches to software acquisition, development, testing, and implementation, and understand relevance of methodologies to Capability Model Theory, interdependence of phase deliverables, quality control techniques and methods, and tools for testing.
Prerequisites: ITS 33470 Networking, OAD 30563 Management or consent of instructor.

LAS 12513 Writing I: Entering the Disciplines
Taken in the first semester of the first year, this is a composition course that treats writing as a tool for learning and exploring content, as well as for expressing ideas. The course introduces students to the habits of mind and assumptions that inform the various disciplines. It also orients students to the Ottawa University plan of education and helps them to begin their own educational planning.

LAS 30012 Proseminar
Proseminar is the first course in Ottawa University's degree completion program. In addition to introducing students to the four breadth areas, this course will address the task of educational planning, but do so in the larger context of self-examination in the course of which students will develop a "learning autobiography" in which they reflect on the history of their learning experiences (formal and informal) in relation to the four breadth areas, and assess the strengths and weaknesses of their preparation. Finally, the course will serve as an introduction to the Ottawa University program, allowing students to get a sense of the nature and level of the University's expectations and reintroducing students who have been away from formal education for some time to the character and rhythms of the academic enterprise.

LAS 32513 Writing II: Integrating Disciplines
Taken in the junior year, and by all transfer students, this course explores the relationships among the subjects of knowledge, work and meaning. Students seek to integrate ideas and approaches of several disciplines in both individual and group projects.
Prerequisite: Completion of four distribution courses and junior status.

LAS 39000 Cross Cultural Issues in International Business
Provides theoretical and practical resources to examine and understand international cross-cultural issues. Guides search for understanding and comprehension of the many dimensions of a culture, enabling greater insight into how societal considerations effect the conduct of social interactions both within specific organizations and countries and on an international basis. Includes analysis of how a country's history, culture, economic paradigms, legal system, spiritual heritage, and social
development influence business, personal and inter-cultural relationships.

LAS 39014 The Individual in Society
Reflects on the Social/Civic and Value/meaning breadth areas. Begins to view these areas and places within society in critical vein. Relationships are made between values and ways one acts upon these values in society. Question rights and responsibilities of individual and how these conflict with rights and responsibilities to society.

LAS 42515 Writing III: Applying the Disciplines
This interdisciplinary seminar gives seniors (classified as having earned 92 or more credit hours) the opportunity to bring their entire college experience to bear on a complex issue. Working in small groups (usually four or five), students first identify and define a significant problem or issue (e.g., child abuse, athletics, and education, the energy crisis), and then articulate a way or ways to solve or cope with that problem or issue. The student group is given the major responsibility for the task. The tutor acts as a resource person and critic. Twice during the course, the group presents and defends its work before a "jury" of faculty and persons from the University community who have particular expertise in the areas of their research. The first presentation and defense occurs midway through the course, the second occurs during the last week of classes.
Prerequisite: LAS 32513 Writing II: Integrating the Disciplines, senior standing (92 credit hours or more) and an approved learning contract.

LAS 45012 Graduation Review
As the final course in the LAS sequence, Graduation Review asks students to revisit the breadth areas first introduced in Proseminar exploring them this time in the context of globalization and cross-cultural concerns. As in Proseminar, students will respond in discussions and reflective papers to issues raised by readings and/or other media selected for their quality and relevance to the areas in question. Close attention will be paid to the students' communication skills as well as their mastery of the course's substantive content. As a culminating experience, Graduation Review will also ask students to assess their Ottawa program (both the major and the liberal arts components) in terms of the process of their education and in terms of their achievement of the Ottawa University LAS program outcomes.

LAS 45513 Advanced Special Topics in Film
Advanced course pursues specific areas within art form.
Prerequisite: LAS 31214 Introduction to Film.

MAT 10443 Intermediate College Algebra
Emphasizes algebraic skill development such as linear and quadratic equations, rational exponents, radicals, and systems of equations. Designed to prepare students for College Algebra.
Prerequisite: Previous course in algebra, either high school algebra or college beginning level.

MAT 10543 Topics in Math
Covers number theory, geometries, introductory calculus, and introductory probability and statistics, with an emphasis on developing comprehension and familiarity with mathematical concepts.

MAT 10643 College Algebra
Review of basic algebra including inequalities, functions and graphs, roots of polynomial equations, and the exponential and logarithmic functions.
Prerequisite: Two years of high school algebra or MAT 10443 Intermediate College Algebra or consent of instructor.

MAT 11143 Pre-Calculus
Review of basic algebra and trigonometry with emphasis placed on skills and concepts needed in the calculus sequence. Includes study of polynomial, exponential, logarithmic, and trigonometric functions. Introduces sequences and series.
Prerequisite: MAT 10443 Intermediate College Algebra or consent of instructor.

MAT 11243 Mathematics for Elementary Teachers
Designed to enhance mathematical skills and knowledge, as well as the pedagogical approach. Emphasis on mathematical content and methods of presentation. Learn to communicate mathematical ideas, organize and analyze information, solve problems readily, and construct logical arguments.

MAT 20043 Discrete Mathematics
Emphasizes combinatorial problem-solving and graph theory. Presents modern point of view that not all applications arise in the analysis context. Concern with problem-solving in the discrete case. Includes graphs with models and applications, basic properties of graphs and digraphs, trees, combinatorial problems, elementary counting principles (especially in computer science), permutations and combinations, and formal languages.

MAT 20143 Business Mathematics
Focuses on basic mathematics skills, business mathematics applications and problem-solving strategies. Concepts include properties of real numbers, fundamental operations of rational numbers, fractions, decimals, percents, numerical and graphical descriptions of data, basic probability, and logical thinking.

MAT 21044 Calculus I
Studies basic notions of a derivative and integral with basic techniques and applications to elementary functions. Emphasis on intuitive understanding and theorem application. Includes computer laboratory component.
Prerequisite: MAT 11143 Pre-Calculus or equivalent.

MAT 21144 Calculus II
Study of integration techniques of infinite series and applications of derivatives and integrals to a wide variety of geometric, physical and behavioral problems. Includes computer laboratory component.
Prerequisite: MAT 21044 Calculus I or equivalent.

MAT 21543 Math Content for Grades K-4
Course is a review of arithmetic fundamental concepts. Skills covered include whole numbers and fractions, decimals, elementary algebra, word problem solving, data analysis, simple geometric concepts, and mean, median and mode.
MAT 21643 Math Content for Grades 5-8
Course is a review of arithmetic fundamental concepts. Skills covered include ratio and proportions, real numbers/integer, word problem solving, data analysis, basic algebraic constructs, geometric spatial concepts, and mean, median and mode.

Prerequisite/ Corequisite: MAT 21044 Calculus I or consent of instructor.

MAT 22043 Linear Algebra
Introduces algebra and geometry of vectors, matrices and linear transformations. Designed for all students using simultaneous equations and matrices. Also introduces reading and writing rigorous mathematical proofs.

Prerequisite/ Corequisite: MAT 21044 Calculus I or consent of instructor.

MAT 26043 College Geometry
Reviews and further explores axiomatic foundations of high school Euclidean geometry. Explores development of Euclidean geometry from early Greek civilization to the present with particular attention to development of non-Euclidean geometries.

Prerequisite: MAT 21044 Calculus I or consent of instructor.

MAT 30143 History of Mathematics
Covers mathematical concepts and personalities in their historical context. Topics include primes, continued fractions, diophantine equations, efforts to solve cubic quartic and quintic equations, geometric constructions, early attempts to approximate pi and graph coloring problems. Emphasis on interests and people of mathematics through the 1700s.

Prerequisite/ Corequisite: MAT 21144 Calculus II.

MAT 31044 Calculus III
Extension of study of differentiation and integration to vector function and functions of several variables. Emphasis on intuitive understanding of concepts and on applications. Includes computer laboratory component.

Prerequisite: MAT 21144 Calculus II.

MAT 31143 Mathematical Statistics
Axioms and theorems of elementary probability, random variables, probability distributions, expectation, mean, variance, moment generating functions of probability distributions, multivariate distributions, and the central limit theorem. Designed to prepare student to take actuarial exam in probability and statistics. Intended for mathematics majors.

Prerequisite: MAT 31044 Calculus III.

MAT 32044 Statistics
Introduces basic methods of research design and analysis of data including both descriptive and inferential statistics. Intended for non-mathematics majors.

Prerequisites: MAT 10443 Intermediate College Algebra and PSY 12053 Principles of Psychology or ECO 20163 Macroeconomics or SOC 10453 Introduction to Sociology.

MAT 33043 Differential Equations
Topics include various techniques for finding solutions of differential equations in one variable, general characteristics of solutions of first and second-order equations, boundary value problems, series solution techniques, and systems of linear equations. Studies historical development of the subject and applications to problems in sciences.

Prerequisite: MAT 31044 Calculus III.

MAT 36043 Non-Euclidean Geometry
Explores how Euclidean plane geometry is related to mathematics in general. Emphasis on geometry as logical system based on postulates and undefined terms. Covers fifth postulate of Euclid from a historical perspective and from attempts to prove the fifth postulate follows modern Non-Euclidean geometries.

MAT 36141 Actuarial Seminar
Focuses on preparing for actuarial exams given by actuarial societies. Work is done on old exams and other projects.

Prerequisites: MAT 31044 Calculus III and MAT 31143 Mathematical Statistics.

MAT 40041 Statistics Lab
Provides foundation for understanding of descriptive and inferential statistics, applications and statistical research.

MAT 42143 Abstract Algebra
Study of elementary number theory, groups, rings, and fields. Includes induction, fundamental theorem of arithmetic, congruence relations, isomorphism theorems, and quotient structures. Culminates with survey of Galois theory.

Prerequisite: MAT 22043 Linear Algebra and MAT 31044 Calculus III.

MAT 43443 Numerical Methods
Introduces numerical techniques and algorithms fundamental to scientific computer work including discussion of error, roots of equations, interpolation, systems of equations, numerical integration, and methods of solution of ordinary differential equations.

Prerequisites: MAT 22043 Linear Algebra, MAT 31044 Calculus III, ITS 16163 Computer Programming.

MAT 45143 Introduction to Real Analysis
Study of real number system and its application to limit concept. Includes proofs of basic theorems on derivatives, integrals and continuity. Emphasis on rigor.

Prerequisites: MAT 22043 Linear Algebra, MAT 31044 Calculus III.

MAT 49201 Integrative Seminar in Mathematics
Capstone course that guides student in development of an integrative project that demonstrates achievement of learning outcomes in the mathematics major.

MUS 10123 Introduction to Creative Listening
Development of understanding and enjoyment of music. Emphasizes aural approach and analyzes sounds that are applicable to all styles of music.

MUS 10223 Popular Music in America
Explores America's popular music from development of jazz through the 1950's as rock assumes prominence to emerging styles of the 1990's. Eminent musicians and groups reviewed for their contributions include Duke Ellington, Charlie Parker, Miles Davis, Elvis Presley, Buddy Holly, The Beatles, and Pink Floyd.
MUS 10323 Jazz in America
Introduction to the history of jazz from its development in America at the turn of the 20th century through the present. Emphasis on recognition of styles, prominent innovators and development of listening skills important for all forms of music.

MUS 12922 Class Piano I
Focuses on rudiments of music notations, scales and beginning keyboarding technique. Emphasis on preparation for music styles curriculum.

MUS 13022 Class Piano II
Continuation of Class Piano I.

MUS 13121 Trumpet and Horn
Develops understanding of brass instrument techniques and pedagogy. Includes development of performance skills and understanding of terminology related to brass instruments. Various methodologies employed and discussed.

MUS 13221 Clarinet and Double Reed Instruments
Develops understanding of woodwind instrument techniques and pedagogy. Includes development of performance skills and understanding terminology related to woodwind instruments. Various methodologies employed and discussed.

MUS 13321 Violin and Viola
Develops understanding of string instrument techniques and pedagogy. Includes development of performance skills and understanding terminology related to string instruments. Various methodologies, including Suzuki, discussed.

MUS 13421 Percussion and Instrument Repair
Develops understanding of percussion instrument techniques and pedagogy. Includes development of performance skills and terminology related to percussion instruments. Various methodologies discussed. Snare drum, timpani and xylophone emphasized.

MUS 13521 Trombone and Tuba
Develops understanding of trombone and tuba techniques and pedagogy. Includes development of performance skills and terminology related to brass instruments. Various methodologies employed and discussed.

MUS 13621 Flute and Saxophone
Develops understanding of flute and saxophone techniques and pedagogy. Includes development of performance skills and terminology related to woodwind instruments. Various methodologies employed and discussed.

MUS 13721 Cello and String Bass
Develops understanding of cello and string bass techniques and pedagogy. Includes performance skills and terminology related to string instruments. Various methodologies employed and discussed.

MUS 16121 Applied Piano
Private lesson.

MUS 16221 Applied Voice
Private lesson.

MUS 16321 Applied Organ
Private lesson.

MUS 16401 Applied Trumpet
Private lesson.

MUS 16402 Applied Horn
Private lesson.

MUS 16403 Applied Trombone
Private lesson.

MUS 16404 Applied Euphonium
Private lesson.

MUS 16405 Applied Tuba
Private lesson.

MUS 16421 Applied Brass
Private lesson.

MUS 16521 Applied Percussion
Private lesson.

MUS 16601 Applied Violin
Private lesson.

MUS 16602 Applied Viola
Private lesson.

MUS 16603 Applied Cello
Private lesson.

MUS 16604 Applied Bass
Private lesson.

MUS 16605 Applied Guitar
Private lesson.

MUS 16621 Applied Strings
Private lesson.

MUS 16701 Applied Flute
Private lesson.

MUS 16702 Applied Oboe
Private lesson.

MUS 16703 Applied Bassoon
Private lesson.

MUS 16704 Applied Clarinet
Private lesson.

MUS 16705 Applied Saxophone
Private lesson.

MUS 16721 Applied Woodwinds
Private lesson.
MUS 16821 Applied Guitar
Private lesson.

MUS 17221 University Concert Choir
40-member select choir that performs for official University events throughout the school year. Membership determined through audition.

MUS 17321 University Ringers
Five-octave English hand bell ensemble.

MUS 17421 Oratorio Choir
Non-auditioned 30- to 60-member choir comprised of student and community vocalists that perform an oratorio one semester a year.

MUS 17621 University Orchestra
40-piece orchestra comprised of student and community musicians that performs one concert per semester and at Vespers.

MUS 17721 Jazz Ensemble
20-piece big band emphasizing jazz education and improvisation that performs several times throughout the school year.

MUS 19221 Adelante Singers
Select group of 16 to 20 students who perform a diversified choral repertoire. Must be a member of University Choir to be in Adelante Singers.

MUS 19621 Wind Ensemble
15- or more-member band comprised of students and community musicians that generally functions with Symphonette.

MUS 19721 Pep Band
Performs at basketball and football games.

MUS 22823 Church Music
Study of music, history and liturgy of the Christian Church, biblical relationships between music and Christian theology, roles of the organ, choir and congregation, planning and selection of liturgy and music for worship, and performance practices for worship.

MUS 23823 Hymnology
Studies from historical perspective hymns in the worship context. Includes study of hymn writers and hymn texts as found in chorales, psalms, traditional hymns, gospel songs, and contemporary hymns. Also focuses on use of hymns as a teaching medium and basis for other compositions.

MUS 25124 Styles I
Investigates principles of voice leading, root part-writing, harmonic progressions, and triads in first and second inversions. Includes initial procedures of form analysis through study of rhythm, melody, phrase and phrase groupings, progression of music from antiquity to Renaissance period with emphasis on liturgical music, rise of international European styles, emergence of imitative and non-imitative polyphonic music, development of and scoring for wind and string instruments, and the development of simple part forms. Discussion of music from Near and Far East provides a multi-cultural perspective. Sight-singing and dictation skills furthered in the course and in coordination with computer software.

MUS 25224 Styles II
Pursues further understanding of voice leading and part-writing principles with use of cadences, non-chord tones and diatonic seventh chords. Also includes music history from the Baroque era emphasizing polyphonic models and development of opera to the waning Classical era with advancements in composite part forms, variation forms and sonata form. Emphasis on the development of the concerto, orchestration of string instruments, music from the Near and Far East providing a multicultural perspective, and sight-singing and dictation skills furthered both in the course and in coordination with computer software.

Prerequisite: MUS 25124 Styles I or consent of instructor.

MUS 32023 Pre K-12 Music Methods
Course is designed to prepare music education majors to teach general music at all levels. Students will develop performance skills in singing, playing hand-held percussion instruments, autoharp, recorder and guitar. Students will examine materials and methods appropriate for teaching music in a diverse, multi-cultural environment. Emphasizes general music, instrumental ensembles, vocal ensembles, student development, motivation and managing behavior in the music classroom. Includes an overview of middle/secondary school music program administration. Students will study current educational policies at the state and national levels and their impact on music education.

MUS 32123 Instrumental Ensembles Conducting, Methods and Literature
Emphasizes reading, analyzing and interpreting scores, integrating concepts from instrument method courses with ensemble settings and selecting sequential literature from various eras for instrumental ensembles. Opportunities for conducting ensembles provided.

MUS 32223 Choral Conducting, Methods and Literature
Emphasizes reading, analyzing and interpreting scores, integrating concepts from techniques courses with ensembles and selecting sequential literature from various eras for vocal ensembles. Opportunities for conducting ensembles provided.

MUS 32224 Styles III
Third semester of music theory and history in a comprehensive format. Progress with studies of secondary chord functions, modulation, mode mixture, the Neapolitan chord, and augmented sixth chords. Continued Assessment of form and further developments of multi-movement forms. Assessment of 19th century music with emphasis on tonal advancements, complexities of orchestral techniques as related to expanded usage of woodwinds and brass, augmentation of standardized forms, and the rise of nationalism. Sight-singing and dictation skills furthered both in the course and in coordination with computer software.

Prerequisite: MUS 25524 Styles II or consent of instructor.

MUS 32324 Styles IV
Investigates enharmonic spellings, expansion of the harmonic vocabulary, tonal harmony in late nineteenth and early twentieth-century music and other innovative practices of the twentieth century. Also examines the twentieth-century "isms" as applied to music
including but not limited to impressionism, expressionism, atonalism, neo-classicism, serialism, electronicism, and minimalism. Study of orchestra with the inclusion of percussion instruments and sight-singing and dictation skills furthered both in the course and in coordination with computer software.

Prerequisites: MUS 32224 Styles III or consent of instructor.

MUS 32825 Orchestration
Emphasis placed on score writing, range and registration characteristics of instrument in traditional orchestra and band settings. Actual products (scores) of arrangement and original composition produced and performed. Additional work with synthesizers and Finale music software expected.

Prerequisites: MUS 25524 Styles II or higher, ensemble participation and time.

MUS 34723 Secondary Music Methods
Emphasizes general music, instrumental ensembles, vocal ensembles, student development, motivation, and classroom control. Focuses on overall administration of middle/secondary school music programs. Studies current educational policies at the national and state levels and their impact on music educators.

MUS 41023 Internship: Music
Practical experience in major area of study. Arranged individually and taken after completion of major coursework.

MUS 42023 Internship: Music
Further practical experience in major area of study. Arranged individually and taken after completion of major coursework.

MUS 49023 Research and Performance
Independent research course leading to final competency projects that include presentation of senior recital and preparation of program notes. Culminates applied music studies and is a major component of the comprehensive.

Prerequisite: MUS 32324 Styles IV.

OAD 10163 Personal Finance
Analysis of issues and techniques necessary to understand, plan and manage individual and family personal finances. Topics include opportunity costs, investment, taxes, cost/use of credit, cost/use of various types of insurance, housing and transportation decisions, and retirement and estate planning. Particular emphasis on personal cash flow forecasting and management.

OAD 22563 Introduction to Health Care Delivery Systems
Introduces health care system in the United States. Stresses system's historical development, features, financing, management, resources, and politics.

OAD 22564 Health Care and Social Behavior
Analytic understanding of organizational, professional and interpersonal behavior that characterizes contemporary health care organizations. Topics include authority relations in health care settings, models of illness behavior and health services utilization, impact of organizational structure on employee and client attitudes and behavior, and culture of professional medicine in relation to patient care.

Prerequisites: PSY 12053 Principles of Psychology, SOC 10453 Introduction to Sociology.

OAD 30063 Behavior in Organizations
Study of human behavior in work organizations. Focuses on individual satisfaction and motivation as related to organizational structure, nature of task and focus of power. Topics include small group formation, maintenance, organizational conflict, communications, and leadership.

OAD 30064 Contemporary Labor Management Issues
Examines major problems of society, workers and the labor movement including substance abuse and testing, minority and women's rights, safety, automation, unemployment, and government policies.

OAD 30141 Emotional Intelligence in the Workplace
Research shows emotional intelligence (EI) is more important than IQ in determining outstanding job performance. Examines variety of instruments and writings used to build EI in workplace.

OAD 30161 Interpersonal Managing Skills
Examines interpersonal skills in dealing with people in a work setting. Emphasis on understanding others and exploration of personality types.

OAD 30261 Strategy for Career Advancement
Emphasizes practical techniques in areas of personal marketing, resume writing, interviewing, and communicating for career advancement.

OAD 30263 Theory of Negotiations
Basic course in negotiation. Emphasizes fundamental use of time, information and power to effect positive results at the bargaining table. Includes a review of the applicable employment laws affecting the collective bargaining process.

OAD 30264 Employment Law and Policies
Examines development and continuing changes in legislative and judicial influence on the workplace. Special emphasis given to NLRB, OSHA, EEOC, and DOL agencies.

OAD 30364 Conflict Resolution
Examines and develops skills in different dispute resolution methods. Topics include mediation, MED ARB, problem solving, grievance handling, listening skills, fact finding, and body language.

OAD 30463 History of American Business
Provides survey of United States history as the backdrop of America's importance as an industrial economic power. Introduces individuals who played important roles in the development of United States commerce. Explores concept of change in the understanding of history.

OAD 30563 Management
Discusses process for managing organizations including planning, organizing, leading, and evaluating. Examines administrative role in organizations and concepts relevant to its function and historical development of administrative thought.

Prerequisite: PSY 12053 Principles of Psychology.
OAD 30663 Performance Productivity Management
Examines performance in areas of productivity, creativity, wellness (physical, emotional, financial), relationship building, and life management.

OAD 30664 Labor Relations
Introduces labor relations. Topics include organized labor and management community, historical and legal framework, union behavior, and elements of collective bargaining.

OAD 30763 Business Statistics
Focuses on basic methods of research design and analysis of data including descriptive and inferential statistics. Topics include mean, median, mode, frequency distribution, range standard, deviation, probabilities of sampling selection, Z-value, T-value, regression and correlation, hypothesis testing, analysis of variance, and Chi-square analysis.

OAD 30764 Arbitration
Study of the function of arbitration in labor management relations including preparation for arbitration, conduct of hearing, ethics, evidence, grievance handling, and proof of standards used by arbitration in reaching a decision.

OAD 30864 Employer and Employee Relations
Examines multidisciplinary factors that are combined to create the current relationship between employers and employees and the effects of competition in the global market.

OAD 31063 Business Law
Introduces American legal system as it relates to business. Includes contracts, commercial paper, sales, agency, and property.

OAD 31564 Quantitative Methods in Business
Introduces use of quantitative methods in business. Includes elements of matrix algebra, set theory, linear programming, and mathematical functions relating to law of supply and demand and finance.

OAD 31664 Business Ethics
Introduces development of personal and group norms required for work places. Topics include moral reasoning in business, employee rights and responsibilities of corporations.

OAD 31863 Marketing
Analysis of consumer behavior and configuration of target markets. Emphasis on management of organization activities designed to satisfy target market planning, pricing, promotion, and distribution of the product or service.

OAD 32064 Women in Management
Examines problems women encounter and present as managers. Topics include psychological and type differences between males and females, organizational and political barriers to women's progress and adapting and succeeding in male-dominated environments.

OAD 32563 Human Resources Administration
Focuses on process and management of personnel function including task specialization, selection and placement, development and training, collective bargaining, appraisal, and compensation.

OAD 32864 Employment and Staffing
Investigation of policies and procedures used for effective employment and staffing, consideration of external and internal recruitment, selection procedures, internal staffing process, application of job design, and analysis as related to procedures of employment.

OAD 33064 Governmental Budgeting
Examines governmental budgeting process, procedures and cycles. Includes consideration of legislative taxation and appropriation processes at state and local levels. Evaluates contemporary approaches such as zero-base budgeting, planning programming budgeting systems and cost/benefit analysis.

OAD 33364 Strategic Management
Strategic management and its importance to business, government and nonprofit organizations. Topics include identifying mission and objectives, assessing the environment, identifying critical success factors and generating and evaluating strategic alternatives.

OAD 33560 Comparative Health Care Systems
Provides critical examination of structure and function of health care systems in major, advanced, capitalist countries (e.g., Canada, Japan, United Kingdom, France, Germany, and Sweden) in comparison to each other and to the United States. Emphasis placed on cost control, quality access, reform efforts, and cultural values. Prerequisite: OAD 22663 Introduction to Health Care Delivery System.

OAD 35500 Bankruptcy Law
Survey of bankruptcy law. Includes history of bankruptcy, sources of bankruptcy law, functions and roles of select individuals in the bankruptcy process, Bankruptcy Code Chapter 7 and Chapter 13 law and procedures including preparation of necessary documents, and Chapter 11 law.

OAD 35564 Special Topics in Health Services
An interdisciplinary exploration of special topics in the regulation of health care institutions.

OAD 36064 Managing Integration of Health Care Systems
Emphasizes multiple perspective approach to understanding management of complex, evolving health care delivery and reimbursement systems. Introduces basic functional areas and their integration, management roles and processes, organizational culture and politics, and interaction of organizations and their environments.

OAD 36164 Health Care as Social Policy
Examines development (and non-development) of health care as social policy in the United States and other countries and historical, social, economic and political context in which such policy evolves. Assesses health care reform proposals in light of current and forecasted societal need. Problem identification, analysis and solving skills emphasized.

OAD 36264 Human Resources Applied in Health Care
Examines and applies basic human resource management theory and principles to various health care settings. Concepts studied include planning, job analysis, recruitment, performance evaluation, compensation, training, employee rights, and labor law. Focuses upon
current human resource issues in health care such as cost containment, downsizing, increased regulation, and nontraditional employment arrangements.

OAD 36364 Leadership and Communication
Focus on leadership as action and understanding others and interpersonal theory as the connection between leadership and communication in an organizational context. Both didactic and experiential teaching methods used.

OAD 36464 Self-Care and Philosophy

OAD 36664 Ethics in Health Care
Examines a variety of ethical theories and their application to practice and management of health care. Explores ethical concerns and conflict among patients, providers, regulators, and reimbursement industry.

OAD 36764 TQM and Cost Containment Strategies in Health Care
Focuses on implementation of Total Quality Management (TQM) and cost containment strategies and frameworks in the health care workplace. Creates understanding of concepts such as team building, communications and analytical and creative thinking.

OAD 36964 Principles of Advertising
Overview of advertising function and its role in the marketing mix. Examines advertising objectives and strategies, client-agency relationships and production techniques for various media.

OAD 37064 Long-Term Care Administration
Emphasizes basic managerial functions applied to long-term care settings. Examines role and structure of long-term care services within integrated delivery system and community. Introduces financing mechanisms, legal and ethical issues, and administrative skill building such as planning, organizing, communicating, delegating, and change management.

OAD 38462 Communication and Change in Health Care
Examines change as part of organizational development. Applies behavioral sciences to create high performance organizations. Emphasizes communication and working with conflict that accompanies change.

OAD 38564 Behavior in Health Care Organizations
Explores theories and approaches used in managing employees and dynamics of formal and informal social units. Topics include individual perceptions and learning, employee motivation and job satisfaction, individual and cultural diversity in the workplace, group and organizational dynamics, organizational power and politics, and organizational culture.

OAD 38565 Marketing for Health Services
Analyze consumer needs and behaviors as related to health care. Examine relationship to development and marketing of products and services. Learn basic marketing activities designed to satisfy target markets: product design, pricing, market placement, promotion and distribution.

OAD 38663 Human Resources in Health Care Organizations
Examines relationships between employer and employee. Topics include development of appropriate and legally prescribed standards for measuring work performance, compensation, labor/employee relations, and recruitment, selection, training, development, and appraisal of employees.

OAD 39564 Organizational Theory
Studies theories regarding organizations from sociology and social psychology perspectives. Develops understanding of theories presented in readings and ability to apply theories to organizational experiences.

OAD 39664 Managing Organizational Conflict
Develops conceptual understanding of interpersonal and intergroup conflict in organizations and personal skills in resolving these conflicts as a principal party. Includes intervention strategies used by third parties to mediate conflicts, as well as participation in organizational simulation.

OAD 39764 Public Relations Writing
Development and enhancement of skills for effective writing in public relations settings. Emphasis on standard written communication. Includes development of presentations, press releases, newsletters, and brochures.

OAD 40059 Community-Based Administration
Examines development of leadership and management skills for employees of not-for-profit organizations, along with the relationship of management of a governing board. Topics include essential functions of management, leadership skills, contemporary process practices, strategic planning, and ethical issues.

OAD 40063 Financial Administration
Examines financing of an organization from the administrative viewpoint. Consideration of internal financial management, as well as external financing and capital structures.

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

OAD 40064 National Labor Relations Act, Board and Union
Covers background and application of the National Labor Relations Act (as amended) and its administration under the National Labor Relations Board and through courts. Includes review of applicable federal, state and local laws pertaining to the collective bargaining process. OAD 40163 Effective Grievance Procedures Provides formats, techniques and skills necessary for effective processing of grievances. Topics include system design, just cause and due process, investigative and research methods, contract interpretation standards, and methods of case presentation.
OAD 40263 Introduction to Comparative Law
Introduces comparative legal traditions focusing on civil and common law. Topics include French and German Civil Codes, origins of Anglo-Saxon common law, and comparisons and contrasts between the United States legal system and Civil Code systems such as the French and German systems.

OAD 40264 Planning and Budgeting
Overview of basic financial systems used in business settings. Includes business planning and budgeting tools and models such as balance sheets, income statements, cash flow analysis, time value of money concepts, and project planning techniques.

OAD 40363 Advertising Strategies
Focuses on advertising from a managerial viewpoint. Includes administration, advertising research agency relationships, media selection, budget regulation, and campaign planning.

OAD 40364 Practice of Negotiations
Advanced skill development emphasizing varied negotiations and ability to reach solutions. Students operate in teams and individually to bring about agreement involving at least four parties.

OAD 40464 Selling: Personnel Principles and Practices
Utilizes experiences of sales and marketing practitioners to address topics related to selling techniques and management of sales personnel.

OAD 40563 Public Relations
Survey of public relations including goal setting, attitude and opinion research, planning, implementation, evaluation, and change. Emphasis on communication theory as an integral part of the public relations process.

OAD 40663 Total Quality Management
Examines total quality management (TQM) process, its principles and applications such as teamwork, the managing of change, quality as an organizational value, and customer focus.

OAD 40764 Marketing Communication
Emphasizes various elements of marketing communication and their integration into the marketing function. Elements include public relations, advertising, sales promotion, and support materials.

OAD 40864 International Marketing
Examines differences between domestic and international marketing and provides framework for analyzing major risks and opportunities (informed markets) to develop techniques for preparing and implementing successful international marketing plans.

OAD 40964 International Finance
Introduces international financial markets, theory of exchange rate determination, concepts and measurement of foreign risk exposure, financial instruments to hedge exchange risk, and financing of multinational enterprises.

OAD 41063 Internship: Business
Experience in major area of study. Arranged individually and taken after completion of major coursework.

OAD 41064 International Business
Examines international business, its processes and institutions, especially the multinational corporation, from several perspectives: historical, business, political, social, cultural, economic, and environmental. Attention given to impact and effect of multinational corporations upon traditional societies and nationalistic governments. Considers the future of rapidly changing economies and financial markets in the world.

OAD 41065 Internship: Health Care
Practical experience in major area of study. Arranged individually and taken after completion of major coursework.

OAD 41164 International Management
Investigation of management issues and concerns in international settings and exploration of the impact of cultural variables on management. Evaluates the assignment of expatriates, host country nationals and globally selected managers and employees. Considers the variability required in the implementation of major business functions in international settings.

OAD 41264 Marketing Research
Introduction to marketing research. Covers gathering information needed to solve marketing problems, problem identification, data analysis and interpretation, and reporting research results.

OAD 41364 Consumer Behavior
Behavioral science approach to analyzing, predicting and studying consumer purchasing behavior. Links consumer behavior to marketing research and decision-making.

OAD 41464 Project Management
Provides theory and application in project planning, implementation, control, and completion. Includes network planning, project evaluation and review techniques (PERT), critical path methods (CPM), management by objectives, management by exception, cost analysis, and resource allocation/leveling.

OAD 41564 Compensation and Benefits
Examines human resource functions of salary administration, job evaluation, compensation, legal requirements, and benefit designs (including medical, life, retirement, and flexible benefits). Emphasis on role of compensation and benefits in attracting, retaining and motivating employees.

OAD 41664 Performance Appraisal
Analysis of methods commonly used by organizations to evaluate human performance. Addresses relationship of performance appraisal to the overall management of an organization, salary administration, promotions, and training.

OAD 41764 Training and Development
Studies current principles and practices in personnel planning, employee training and development. Topics include skill assessment, recognition of organizational and individual needs, and establishing learning objectives and methodologies.
OAD 41765 Brain Based Instruction
Explores learning approaches that are aligned with how the brain naturally learns. Student examines roles that emotions, multiple intelligences, meaningfulness, attitudes, stress, music, and movement play in the learning process. Provides practical skills to develop effective training programs for adult learners.

OAD 41864 Managing Cultural Diversity
Examines impact of gender, ethnicity and other cultural diversity dimensions on the work organization and management and supervision of a diverse workforce for organizational effectiveness while encouraging individual professional development.

OAD 42464 Concepts of Career Development
Examines contemporary career theory. Topics include self-assessment inventories, traditional and nontraditional job search techniques, career change, and contract negotiation.

OAD 42664 New Business Ventures
Examines environments within which small business concerns operate, emphasizing a balance between business and managerial functions. Topics include impact of governmental regulation and entrepreneurial perspective.

OAD 43264 Organizational Change
Provides theoretical models and practical experience in the process of organizational change from the planning stage to implementation and evaluation.

OAD 43464 Leadership
Focuses on integration of functional content areas in field of professional management. Apply theories and techniques of leadership to problems, cases and current issues.

OAD 43564 Administration of Public Organizations
Examines management principles applied to governmental agencies and other public organizations especially at state and local levels, interfacing public organization with legislative process, regulatory process and public interest. Includes strategies for increasing organizational effectiveness.

OAD 44264 Employee Assistance
Examines standards, values and impact of employee assistance programs (EAP). Emphasis on current EAP trends and their benefit to employees, supervisory personnel and management in business and industry.

OAD 45587 S.H.R.M. Certification Exam Preparation

OAD 45664 Recruitment and Selection
Focuses on issues and methods involved in recruiting employees effectively including topics related to selection techniques and work design.

OAD 46064 Strategic Planning Market in Health Care
Focuses on the importance of the strategic planning process as the foundation for health care business plans, goals, objectives, and performance appraisal. Special attention devoted to planning in the dynamic and volatile health care environment. Trace the development of the role of marketing in health care and work with the marketing process: product planning, pricing, promotion, and distribution. Prerequisites: OAD 31863 Marketing.

OAD 46164 Long-Term Care Policy and Regulation
Studies development of social policy related to United States health care for elderly. Investigates predicted trends in care delivery and reimbursement relative to aging population. Examines complex set of policies, rules and laws at federal and state levels that influence and regulate delivery and reimbursement.

OAD 46264 Health Care Finance

OAD 46364 Comprehensive Long-Term Care
Design and delivery of integrated long-term care services to meet psychological, physical, medical, and social needs of residents. Discuss strategies for managing interdisciplinary assessment, service delivery and reimbursement. Focuses on regulation, policy and procedure designed to protect resident interests, safety and well-being.

OAD 46464 Understanding Complex Organizations and Evolving Health Care Delivery Systems
Focuses on systems theory and applied systems models with particular attention to integrated delivery systems models and applications in the changing health care industry. Provides understanding of health care organizations. Identifies methods to simplify and improve operations.

OAD 46964 Risk Management in Health Care
Provides overview of risk management theory applied to health care settings. Includes risk management program design, roles of the risk manager and risk management information systems, summary of health provider liability law, adverse occurrence scanning and investigation, and settlement techniques and litigation defense.

OAD 48001 Finance and Regulation in Health Care Organizations
Continues exploration of management in health care organizations focusing on financial and regulatory environments. Examines budgeting as an application of planning and controlling. Utilizes managerial accounting as a tool to understand financial health of the organization. Explores interaction of various regulatory agencies with the health care industry. Examines managed care, insurance and other reimbursement models.
OAD 48362 Health Care Policy
Examines political and economic environment as it affects health care organizations. Provides general framework for understanding the making of public policy and applying this framework to health care policy.
Prerequisites: ECO 20163 Macroeconomics, ECO 20263 Microeconomics.

OAD 48563 Management of Health Care Organizations
Provides overview of management in health organizations with attention to management functions of planning, controlling and organizing. Emphasis on budgeting as application of planning and controlling. Covers setting of objectives, formulation of strategies, decision-making techniques of control, and different approaches to establishing authority and responsibility in organizations.

OAD 48664 Leadership in Health Care Organizations
Encompasses the history of leadership theory, leadership styles and the relationship of leadership to ethics, culture, shared governance, individual differences, organizational socialization, technology, decision-making, and organizational viability.

OAD 49000 Planning, Organizing and Leading in Health Care Organizations
Capstone course that guides student of an overview of basic management functions performed in health care organizations. Utilizes health care specific examples and cases to explore processes involved in planning and executing strategy, organizing and controlling resources, and effective leadership. Attention given to characteristics of effective management and organizational situations and improvement of practice of management.

OAD 49100 Strategies and Policies
Capstone course that guides student to the integration of functional areas of a business firm and analysis of mission and objectives, external environment, and internal strengths and limitations of an organization. Includes formulation of strategies.

OAD 49200 Seminar in Applied Human Resources
Capstone course that guides student in the integration of functional content areas in the field of professional human resources. Addresses human resource issues and applies human resource theories and techniques to problems and cases through a process of decision-making.
Prerequisite: Completion by human resources majors of all required core courses for human resources.

OAD 49300 Seminar in Applied Management
Capstone course that guides student in the integration of functional content areas in the field of professional management. Addresses management issues and applying management theories and techniques to problems and cases through a process of decision-making.
Prerequisite: Completion by management majors of all required core courses in management.

PAC 10131 Coed Weight Training
Examines principles and techniques of strength training and application during active participation in weightlifting. Assists students with devising a personal weight training program consistent with health related fitness principles developed to meet their personal goals.

PAC 10231 Coed Tennis
Provides understanding of rules that govern play in tennis and development of skills and knowledge necessary for successful play in both singles and doubles. Students provide their own racket and tennis balls.

PAC 10331 Body Conditioning
Examines principles and techniques of strength and cardiovascular training. Various testing techniques applied during active participation in weightlifting and aerobic exercise. Focuses on application of health related fitness principles to personal fitness programs.

PAC 10431 Racquetball
Provides understanding of rules that govern play in singles, doubles and cutthroat games of racquetball. Develops skills and techniques necessary for successful play and strategies important at all levels of competition. Students provide racket, eye protectors and racquetball.

PAC 10531 Racket Sports
Introductory course teaching fundamentals, techniques, strategies and rules of racquetball, badminton, tennis, and pickleball. Taught as individual and team sports. Each sport given equal time in course.

PAC 10631 Cycling
Experience bicycling for improved cardio-respiratory endurance, bicycle safety and physical fitness.

PAC 10931 Karate
Korean style of karate, called "tae kwon." Physical training divided into three basic parts: Kibon, Kota and Kunite. Stresses proper behavior, safety, conditioning, and attitudes. Actual ranking allowed. Student starts with white belt and, at the end of PAC 13091, is a 9th Kup or yellow tip belt.

PAC 11031 Advanced Swimming
An extension of the progression of knowledge acquired in beginning swimming as designed by the American Red Cross. Provides understanding of safety, basic survival and rescue skills, diving, and advanced strokes.

PAC 11131 Lifetime Fitness
Participate in a great variety of health-related aerobic activities designed to help develop a health-related fitness program. Activities include walking, stair stepping, jogging, aerobic dance, aerobic game play, and rope jumping. Studies current health and fitness concepts and basic nutrition concepts.

PAC 11231 Nontraditional Team Sports I
Introduces activities of a nontraditional nature. Games, such as ultimate Frisbee, earthball, flickerball and Olympic team handball, rely on basic fundamental skills. Used for purpose of examining values and beliefs related to moral and ethical behavior and responsible group membership. Because physical fitness is a secondary goal, all activities require students to be active throughout play.
PAC 11331 Folk and Square Dancing
Through active participation in beginning-level fold- and square dances, students explore concepts of responsible group membership, group dynamics and social interaction.

PAC 11631 Nontraditional Team Sports II
Participate in activities and use them to generate further realizations about group processes, responsible group membership and moral and ethical behavior. In addition to the journal, variety of reading assignments required.

PAC 11731 Golf
Learn and understand rules that govern play and develop skills and techniques necessary for successful play. Green fees must be paid by students for off-campus play.

PAC 11831 Bowling
Learn fundamental skills of bowling including push away, approach, arm swing, and delivery. Spot bowling and use of the hook stressed. Participate in a handicap league learning to calculate their averages and handicaps, as well as proper bowling etiquette.

PAC 12131 Walking for Fitness
Experience walking for fitness, which results in improvement in cardio-respiratory endurance. Gain knowledge of how walking can prepare for a lifetime of physical fitness.

PED 10433 Personal and Community Health
Studies holistic health and lifetime wellness related to individual and community health. Focuses on stress, human sexuality, nutrition, exercise, impact of the environment, and death. Includes physical activity related to developing health-related physical fitness.

PED 10732 First Aid
Emphasizes practical applications in resuscitation and emergency treatment of strokes, heart attacks, lifesaving for water emergencies, burns, cuts, abrasions, and broken bones. Red Cross certification in first aid and CPR is awarded upon completion of this course.

PED 10932 Introduction to Stress Management
Recognizing stress and finding solutions.

PED 11133 History and Principles of Health, Physical Education and Recreation
Studies the history, philosophy and principles of health, physical education and recreation based on resource materials, professional literature and current research.

PED 13733 Principles of Officiating Fall Sports
Techniques, qualifications, skills, and philosophies governing the act of officiating sports commonly played in fall: volleyball, soccer and football. Detailed knowledge of rules of each activity required. Practical experience in officiating required.

PED 14733 Principles Officiating Spring Sports
Techniques, qualifications, skills, and philosophies governing the act of officiating sports commonly played in spring: basketball, baseball and softball. Detailed knowledge of rules of each activity required. Practical experience in officiating required.

PED 18731 Teaching Character Through Sports
Leadership skills based on the five core values of the NAIA's Champions of Character Program (respect, responsibility, integrity, servant leadership and sportsmanship). Leads to Champions of Character Coaching Certification Program.

PED 20533 Care and Prevention of Athletic Injuries
Introduces the prevention, care and rehabilitation of athletic injuries. Learn to evaluate injuries common to sports, as well as preventative taping and wrapping of different anatomical joints.

PED 21433 Introduction to Nutrition
Covers fundamental principles of nutrition. Nutritional requirements of the human discussed for major segments of the life span. Interrelationship of various nutrients also discussed. CROSS LISTED WITH BIO 21443.

PED 22732 Methods of Coaching Football
Theory of coaching, officiating and administering intramural, recreational and interscholastic football programs. Field work required.

PED 22832 Methods of Coaching Volleyball
Theory of coaching, officiating and administering intramural, recreational and interscholastic volleyball programs. Field work required.

PED 23733 Teaching Fall Sports
Covers principles of teaching rules, strategies and skill performance in badminton, volleyball, soccer, and soccer-type games.

PED 23832 Methods of Coaching Track
Theory of coaching, officiating and administering intramural, recreational and interscholastic track programs. Field work required.

PED 23932 Methods of Coaching Soccer
Theory of coaching, officiating and administering intramural, recreational and interscholastic soccer programs. Field work required.

PED 24733 Teaching Spring Sports
Covers principles of teaching rules, strategies and skill performance in basketball, tennis, tumbling and gymnastics, and softball-type games.

PED 24832 Methods of Coaching Basketball
Theory of coaching, officiating and administering intramural, recreational and interscholastic basketball programs. Field work required.

PED 30032 Elementary and Secondary Principles and Practices of Rhythms and Dance
Introduces principles and practices of teaching various kinds of rhythmic activities. Prerequisite: PED 30833 Elementary Physical Education Methods or consent of instructor.
PED 30233 Psychology and Sociology of Sports
Essential component in professional preparation for careers in physical education, recreation and related areas. Examines centrality of sports in modern society. Topics include psychological effects of sports, roles of youth sports, team cohesion, and psychology of injury rehabilitation.
Prerequisite: PSY 12053 Principles of Psychology or SOC 10153 Social Thought.

PED 30333 Advanced Athletic Training
Detailed study of athletic injuries including physiology of injuries, theories of rehabilitation and the use of various modalities in treating athletes. Includes discussion of current issues in sports.
Prerequisite: PED 20333 Care and Prevention of Athletic Injuries.

PED 30833 Elementary Physical Education Methods
Provides knowledge of physical development of the child and awareness of resources for the child’s activity and recreation. Emphasis on materials and activities that provide optimal physical development for each individual.
Prerequisite: PSY 12053 Principles of Psychology.

PED 30834 Practicum in Teaching Physical Education in the Elementary School
Provides observation and teaching experiences in physical education in elementary and preschool classes and/or youth sports or recreation programs. Requires work in school settings.
Co-requisite: PED 30833 Elementary Physical Education Methods.

PED 30933 Health and Physical Education Methods for Elementary Classroom Teachers
Learn and use major concepts of health education, human movement and physical activity as central elements to foster active healthy lifestyles. Addresses integration of physical education and health concepts across curriculum instruction.

PED 31833 Recreation and Sports Programming
Emphasis on development of personal philosophy of recreation and importance of recreation in modern life. Develop skills needed to administer recreation programs in schools, churches and community.

PED 32533 Kinesiology
Study of the science of human motion and movement of the body and its parts. Emphasis on factors affecting the use of implements, such as force, friction, elasticity, projection, and angles, to analyze and improve performance.
Prerequisites: BIO 10043 Principles of Biology, BIO 20343 Human Anatomy and Physiology or consent of instructor.

PED 33532 Adaptive Physical Education
Study of physical education adapted to those whose physical inadequacy or functional defect can be improved through physical activity. Develop and understand physical education program for gifted, retarded, handicapped, and disadvantaged students.

PED 34533 Exercise Physiology
Studies the physical responses of the human body to the stress induced by physical activity. Prepares students interested in the physical training of both athletic and non-athletic population groups.
Prerequisites: BIO 10042 Principles of Biology Lab and BIO 10043 Principles of Biology, BIO 20342 Human Anatomy and Physiology Lab and BIO 20343 Human Anatomy and Physiology or consent of instructor.

PED 34610 Coaching Practicum
Observe and work under guidance in a school or recreation setting. Volunteer coaching opportunities.
Prerequisite: One coaching methods course, consent of supervising coach.

PED 34620 Sport Administration Practicum
Observe and work under guidance with game day management, sports information, athletic directors, area professional teams, or NAIA national office.
Prerequisite: Consent of supervisor.

PED 34630 Athletic Training Practicum
Observe and work under guidance of certified athletic trainers in basic principles and skills of athletic training.
Prerequisites: PED 10732 First Aid, PED 20533 Care and Prevention of Athletic Injuries, consent of athletic trainer.

PED 34640 Health and Fitness Practicum
Observe and work under guidance in facility supervision, fitness testing, programming, care and maintenance of equipment, etc.
Prerequisites: PAC 10131 Cool Weight Training, PAC 11131 Lifetime Fitness, PED 34533 Exercise Physiology.

PED 34650 Recreation Administration Practicum
Observe and work under guidance with The College intramural program, Kansas Kids’ Fitness Day, Student Activities Force, Ottawa Recreation Commission, and Ottawa Retirement Village.
Prerequisites: PED 23733 Teaching Fall Sports, PED 31833 Recreation and Sports Programming.

PED 35000 Preparation for the National Athletic Trainers Certification
Provides individual assistance to student’s pursuit of certification as an athletic trainer. Provides strict planning that is required to study all domains covered in the National Athletic Trainers Association Board of Certification (NATABOC) examination. Assesses comprehension of material and assists in increasing comprehension. Provides time to ask questions and receive mock exams from two certified athletic trainers.

PED 35033 Principles of Strength Training and Conditioning
Introduces professional field of strength training and conditioning whether working directly or indirectly with athletes. Demonstrates how to achieve maximum physical performance without incurring injury.
Prerequisites: BIO 20343 Human Anatomy and Physiology, PED 34533 Exercise Physiology.

PED 35500 Human Anatomy of Exercise Science
Provides complete review of human anatomy in preparation for an exercise science/sports medicine profession. Covers eleven systems of the human body with emphasis on skeletal, muscular, nervous, cardiovascular and respiratory systems. Learn how the human body works during exercise and recovers after.
PED 40433 Principles of Coaching
Domains include injuries; risk management; growth, development and learning; training, conditioning and nutrition; social and psychological aspects of coaching; skills, practice and strategies; teaching and administration; professional preparation and development. Successful completion of this course includes certification by the American Sport Education Program (ASEP).
Prerequisites: At least a junior classification, PAC 10131 Coed Weight Training, PAC 11131 Lifetime Fitness, PED 10732 First Aid or current CPR certification, PED 13733 Principles of Officiating Fall Sports OR PED 14733 Principles of Officiating Spring Sports, PED 20533 Care and Prevention of Athletic Injuries, and completion of one coaching methods course, or consent of instructor.

PED 41031 Internship: Health
Practical experience in major area of study. Arranged individually and taken after completion of major coursework.

PED 41033 Internship: Physical Education
Places student in a recreational dealing with program, management and leadership roles beyond formal course of study.

PED 41733 Theory of Administration in Health, Physical Education and Recreation
Course includes study of administrative philosophies and processes including administrative behavior, leadership and organizational procedures. Includes theory and practice involving tests and measurements in physical education and sport, as well as program evaluation procedures. Off-campus work required.

PED 42033 Internship: Physical Education
Places student in a recreational setting dealing with program, management and leadership roles beyond formal course of study.

PED 44033 Sports Pharmacology
Study of pharmaceutical products used in athletics including anti-inflammatory, recreational, performance enhancers, pain inhibitors, anti-infection, and common over-the-counter drugs.

PED 46000 Senior Seminar
Various professional certifications, career opportunities and graduate school options covered. Current issues in health, physical education and recreation researched.
Prerequisite: Senior standing.

PED 49033 Comprehensive in Physical Education
Identifies and discusses various professional certifications, career opportunities and graduate schools options. Provides experience in fitness testing and programming. Includes research and preparation for senior comprehensives.

PHL 11023 Basic Issues in Philosophy
Introduces nature and purpose of philosophical reflection. Emphasis on questions concerning metaphysics, epistemology, religion, ethics, and social/political philosophy. Students encouraged to develop their own ideas in dialogue with selected readings and other class members.

PHL 21723 Introduction to Logic
Examines nature and structure of reason as it bears upon communication, inquiry and argument. Emphasis on normative and critical functions of reason, basic rules of clear thinking and speech, and evaluation of arguments.

PHL 32024 Critical Thinking
Introduces elements and techniques involved in critical thinking, where "critical thinking" means the ability to recognize and evaluate arguments as they appear in natural language. Does not address formal or symbolic logic.

PHL 33024 Ethics and Society
Overview of philosophical and religious ethical systems and their applications in personal and social contexts. Emphasis on understanding one's own ethical system.

PHY 11041 Physical Science Lab
Corequisite: PHY 11043 Physical Science.

PHY 11043 Physical Science
Basic method and principles of physical sciences, examining selected concepts in physics, chemistry, geology, and astronomy with emphasis on relating fundamental physical laws to current environmental and social issues.
Corequisite: PHY 11041 Physical Science Lab.

PHY 22041 College Physics I Lab
Corequisite: PHY 22043 College Physics I.

PHY 22043 College Physics I
Designed primarily for students with specific interest in sciences. Examine fundamental laws of physics with application to contemporary problems. Topics include mechanics, relativity, heat, wave motion, and sound.
Prerequisite: MAT 11143 Pre-Calculus.
Corequisite: PHY 22041 College Physics I Lab.

PHY 22141 College Physics II Lab
Corequisite: PHY 22143 College Physics II.

PHY 22143 College Physics II
Topics include electricity and magnetism, light, optics, atomic and nuclear structure, and wave/particle duality.
Prerequisite: PHY 22043 College Physics I.
Corequisite: PHY 22141 College Physics II Lab.

PHY 24741 University Physics I Lab
Corequisite: PHY 24743 University Physics I.

PHY 24743 University Physics I
Calculus-based version of PHY 22043 College Physics I. Recommended for pre-engineering students.
Prerequisite: MAT 21044 Calculus I.
Corequisite: PHY 24741 University Physics I Lab.

PHY 24841 University Physics II Lab
Corequisite: PHY 24843 University Physics II.
PHY 24843 University Physics II
Calculus-based version of PHY 22143 College Physics II.
Prerequisite: MAT 21044 Calculus I.
Corequisite: PHY 24841 University Physics I Lab.

PLS 30000 Examination of the Criminal Justice
Designed to reinforce officer's knowledge and understanding of all facets of criminal justice system, subsystems and how they interrelate (police, defense and prosecuting attorneys, courts, institutional corrections, community-based corrections, and juvenile justice system). Emphasis on criminal justice system as a whole and necessity that its elements be integrated. Roles and interrelationships of local, county, state, and federal law enforcement agencies also examined.

PLS 30100 Individual Rights: Practices and Systems
Reviews major elements that comprise American law enforcement system including historical and contemporary development of the police role in society and common roots of different components of present structure. Major social, economic and political events that contributed to formation of American criminal justice system highlighted. Eternal balancing required to assure adherence to constitutional safeguards while maintaining social order, providing for public safety and delivering law enforcement services integrated throughout course. Full range of rights in American criminal justice system examined, not only in broad philosophical and social context but also in terms of specific application. Contrasts systems of policing in other countries with the American experience. Includes impact of case law on police policies and practices, discretion in administration of justice, due process, and contemporary influences in the justice system.

PLS 30200 Police Responsibilities and Ethics
Studies police responsibility within law enforcement agency and between criminal justice agencies and public and sources of police authority, both legal and moral examined. Emphasizes principles, values and theories, which underpin and shape effective and ethical policing to promote sound decision making skills and moral vulnerability of those who practice policing is illustrated. Examines conflicts of interest, police corruption and abuse of power, individual and organizational strategies promoting high levels of integrity, and professionalism throughout police service. Provides review of applicable case law relating to police officer misconduct and resultant liability, history of civil service process, impact of labor efforts, and contemporary components of police personnel systems. Officer-agency labor relations, collective bargaining, police associations and unions, and relevant labor law examined.

PLS 30300 Understanding Criminal Behavior
Studies dynamics of human behavior based on analysis of biological, cultural, sociological, and psychological factors. Examines socially deviant behavior, theoretical overviews and implications for social control, and the nature of social policy. Provides strategies for recognition and apprehension of serial offenders. Requires students to examine the field of criminology including theory, research and findings of biological, psychological and sociological studies of criminality through research and case studies. Includes crime as a form of deviant behavior, nature and extent of crime, societal reactions to crime, past and present theories and evaluation of prevention, control and treatment programs. Emphasis placed on police profession's experience in application of criminology theories, current trends and emerging research.

PLS 40000 Race, Crime and Social Policy
Examines prejudice, discrimination and effects on police in changing society. Analyzes significance of race, class and ethnicity to crime perpetration and criminal justice processing, role of racism in treatment of minorities by various components of criminal justice system, evolving public policy resulting from increases in immigration, and impact on law enforcement. Examines hate crimes, laws enacted to combat, and multidisciplinary approaches to enforcement.

PLS 40100 Public Safety Supervision
Emphasis on skills, traits and knowledge determined by police agencies as essential supervisory skills.

PLS 40200 Policing in Today's Communities
Focuses particularly on police response to the community recognizing that delivery of police services is much more than law enforcement. Stresses the skills of communication, intervention, negotiation and mediation. Ties directly to the expectation that police maintain order and engage in conflict resolution. Includes dynamics of human relationships and understanding various cultural differences that affect policing. Provides overview of origins, meaning and development of community policing programs. Uses role-playing and case studies to enhance learning experience.

PLS 40300 Leadership in Law Enforcement
Analysis of effective leadership in law enforcement by examining critical skills, knowledge and traits required to succeed at all levels within law enforcement. Emphasis placed on practices of exemplary law enforcement leaders including transforming organizational visions to applications.

PLS 49000 Selected Contemporary Topics in Policing
Capstone course that guides student to explore in detail current trends and issues in law enforcement in order to provide student with relevant and timely coursework. Covers contemporary enforcement and prevention approaches and their theoretical underpinnings currently operational on a national basis. Identifies controversial issues and explores suggestions for resolutions. Special topics considered may vary in light of evolving theoretical, legal or technological issues. Includes current day case studies from a variety of jurisdictions.

PSY 12053 Principles of Psychology
Introduces basic elements in understanding human behavior. Emphasis on basic concepts and terminology of psychology including the biological basis of behavior, sensation, perception, history of psychology, growth and development, motivation, learning, measurement and scientific methodology, emotion, personality, abnormal behavior, and psychotherapy.

PSY 20053 Psychology of Religion
Examines psychosocial and phenomenological antecedents of religious experience. Looks at the nature of religious experience and behavioral
consequences of religion from a position of "critical sympathy" rather than deconstruction. Emphasizes modern social science perspective and method in psychological theory. Readings taken from works of Weber, Durkheim, Jung, Douglas, Eliade, and James, among others.

PSY 20153 Survey of Developmental Psychology
Study of child's developmental process from the prenatal stage to adulthood: physical, psychological and social changes a child goes through in order to adjust to his/her environment. Emphasis on areas of abuse and neglect and how they foster mental illness. Look at methods of changing behavior of children with problems.

PSY 30153 Theories of Personality
Emphasizes modern psychoanalytic, behaviorist and humanistic theories of personality development. 
Prerequisite: PSY 12053 Principles of Psychology.

PSY 30254 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.

PSY 30353 Psychology of Abnormal Behavior
Study of biological, psychological and sociocultural influences contributing to abnormal behavior patterns. Includes history, identification, diagnosis, and treatment of various psychopathological disorders.

PSY 30454 Child Development
Assists in developing understanding of stages of development of the child and principle of research techniques to help develop socially, culturally, physically, emotionally, educationally, and mentally.

PSY 30554 Introduction to Addiction and Co-Dependency
Introduces foundations of substance abuse and addiction studies including patterns of use, abuse and dependence, behavioral and biological indications of withdrawal syndromes, special populations, and techniques for prevention.

PSY 30654 Marriage and Family
Study of the function of marriage and family in contemporary American society, including the "why" of intimate relationships, couple/parent/child adjustment, three generational relationships, and the process of break-up and remarriage.
CROSS LISTED WITH HUS 30654.

PSY 30754 Adult Psychology
Study of contemporary issues of adulthood using psychological and sociological perspectives. Topics include identity crisis, male/female relationships, processes of creativity, and the implications of adult development for behavior at work and home.

PSY 30853 History and Systems of Psychology
Review of the historical antecedents of contemporary psychology. 
Prerequisite: PSY 12053 Principles of Psychology or equivalent.

PSY 30954 Death and Dying
Confronts the subject of death from new and alternative perspectives. Explores attitudes of death and the dying process, rituals, theories, and the social organization of death in many societies to gain knowledge in understanding feelings and attitudes toward death.
CROSS LISTED WITH HUS 30953.
Prerequisite: PSY 12053 Principles of Psychology or SOC 10453 Introduction to Sociology.

PSY 31154 Introduction to Human Sexuality
Focuses on psychological issues important for developing a healthy self-identity related to being sexual and to interaction with others. Topics include meaning of intimacy, making choices about sexual behavior and enhancement of sexual relationships.

PSY 31254 Introduction to Community Psychology
Provides information about sub-field of psychology that focuses on environmental context of human behavior. Explores community psychology's concern with neighborhoods, communities and organizations as they influence quality of life for individuals who live and work within them.

PSY 31354 Physiological Psychology
Examines physical basis of human behavior and experience, how the brain and nervous system work, information flow, and processing at higher levels of organization. Addresses issues of intelligence, consciousness, addictions, and deviant behavior from a neurophysiological standpoint.

PSY 31554 Psychology of Women
Provides critical overview of issues relevant to the psychology of women. Topics include gender differences, socialization processes, relationships, stereotypes, sexuality, androgyny, women and the world of work, women and therapy, violence, and empowerment. Diversity issues (ethnicity/race, SES, sexual orientation, etc.) integrated throughout the course material.
Prerequisites: PSY 12053 Principles of Psychology, SOC 10453 Introduction to Sociology.

PSY 31854 Theories of Learning
Introduces essential features of major learning theories. Emphasis on learning process, historical perspective of learning theory and examining relationships that exist between learning theory and educational practices.

PSY 31954 Stress Management
Explores the physiological and psychological components of stress and stress reduction techniques such as meditation and psych-visualization.

PSY 32053 Child and Adolescent Development
Covers child's physical, psychological and social development from the prenatal stage through adolescence. Topics include abuse, neglect and dysfunction.

PSY 32153 Social Psychology
Examines social influences on human behavior including attitude formation and change, influence and persuasion, social attraction, theories of aggression, conformity, cultural impact, leadership styles,
power and status, social roles, and environmental influences.
Prerequisites: PSY 12053 Principles of Psychology.

PSY 32253 Research Design and Analysis
Reviews basic research methods focusing on conceptual basis for experimentation. Includes basic design components such as control, sampling, data collection, and analysis.
CROSS LISTED WITH HUS 32253.
Prerequisites: PSY 12053 Principles of Psychology or SOC 10453 Introduction to Sociology and MAT 32044 Statistics.

PSY 32353 Developmental Psychology
Examines theory and research on issues of human growth and development.

PSY 32454 Group Dynamics
Offers understanding of groups and group process. Emphasis on topics such as group discussion, group decision-making, participation in groups, power and authority, varieties of communication, preparing for meetings, and evaluating effectiveness of meetings.

PSY 32554 Introduction to Research Methods
Helps students acquire knowledge and develop analytic skills to evaluate and do research. Covers purpose and process of science and research, different kinds of research, fundamental techniques of data analysis, measures instruments and tasks, problems in research design, and use of reference materials.

PSY 32853 Personal Journeys Through Mask Making
An experiential course using the art of mask making to aid in the development of personal growth.

PSY 32854 Introduction to Art Therapy
Examines theory and practice of art "in therapy" and art "as therapy".

PSY 32951 The Suicide Syndrome
Explores three different suicide types, their underlying pathologies and intervention strategies.

PSY 33051 Family Systems Seminar
Introduces systems theory to individuals who work with families and systems in a variety of contexts including schools, social agencies, hospitals, churches, and businesses. Explores rules and patterns of families that enable people working with systems to more effectively perceive the nature of problems and intervene with meaningful solutions.

PSY 33154 Christian Counseling
Explores traditional Christian counseling approaches to mental health disorders.

PSY 33251 Spirituality and Psychotherapy
Explores connections between the field of psychology and dimensions of spirituality and psychological healing.

PSY 33351 Introduction to Gestalt Psychotherapy
Introduces theoretical concepts of Gestalt Psychotherapy through readings and questioning exercises.

PSY 33453 Tests and Measurements
Surveys types of tests and other measurement tools. Includes construction, application and interpretation with various populations.

PSY 33651 Healing Shame
Examines the internalization process of shame, its effects and how to begin the journey of uncovering and healing it primarily through development of Affect Theory.

PSY 34154 Adult Learning and Development
Emphasizes developmental changes in adulthood and aging. Topics include biological, social, and psychological influences related to adult roles, lifestyles and problems in aging.

PSY 40154 Dysfunctional Families
Introduces family systems theory with emphasis on traits of dysfunctional relationships.

PSY 40354 Introduction to Feminist Psychology
Provides overview of feminist psychology with attention to theoretical position and methodological concerns. Analyzes the historical development and trends in feminist psychology and impacts on the general field.

PSY 40454 The Aging Process
Describes aging process including sociological, psychological and biological aspects of aging. Examines basic principles of aging and implications of current demographic trends.
CROSS LISTED WITH SOC 40454.

PSY 40455 Intimate Relationships
Major topics include marriage, divorce, cohabitation, and being single. Discuss research methods for collecting and analyzing data, issues of interpersonal attraction, love and romance, and sexuality, and elements of relationships including selfishness, communication, power, jealousy, conflict, loneliness, and friendship. Therapeutic interventions presented.

PSY 40552 Counseling Theories and Dynamics
Introduces major systems and theories of counseling and psychotherapy including dynamics that contribute to an effective therapeutic approach. Use of didactic and experiential teaching methods.
CROSS LISTED WITH HUS 40552.

PSY 40554 Advanced Family Systems Seminar I
Provides understanding and perspectives of Natural Family Systems Theory through field research as an approved issue of particular interest.

PSY 40555 Advanced Family Systems Seminar II
Demonstration of learning outcomes from previous field research in a final written project or oral exam.
Prerequisites: PSY 40554 Advanced Family Systems Seminar I
PSY 40854 History and Systems of Psychology
Reviews historical antecedents of contemporary psychology, critical analysis of selected psychological theories and discussion of application of these theories in contemporary psychology.
Prerequisites: PSY 12053 Principles of Psychology.

PSY 41053 Internship: Psychology
Practical experience in major area of study. Arranged individually and taken after completion of major coursework.

PSY 41154 Theories Of Psychology
Explores different theoretical perspectives in psychology. Integrates historical-theoretical perspectives with selected current issues and approaches in psychology including self-help psychology.

PSY 42053 Internship: Psychology
Practical experience in major area of study. Arranged individually and taken after completion of major coursework.

PSY 42554 Behavioral Counseling
Investigates a variety of models of behavioral counseling and interventions with emphasis on usage and techniques. Includes applications for parenting, educational counseling and rehabilitation.

PSY 42654 Health Psychology
Comprehensive study of contributions of psychology to health promotion and maintenance, illness prevention and treatment and related health issues.

PSY 45564 Positive Psychology
Identifies specific elements of positive mental health and how they can be increased, including self-esteem, self-confidence, optimism, hope, self-efficacy, resilience, and sense of life's meanings. Explores the work of Martin Seligman and other psychologists.

PSY 45652 Compassion and Caring
Assists students in the exploration of compassion and caring from a social psychological perspective. Discover prosocial and altruistic behavior and identify situations and personality factors that influence development of compassion and caring.

PSY 45653 Rational-Emotive Behavior Therapy
Discusses treatment of commonly occurring emotional difficulties such as depression, anxiety, anger, and addictions through Rational-Emotive Techniques. Addresses applications for group therapy.

PSY 45654 Psychopathology: Assessment and Treatment Issues
Learn what psychopathology is, how to diagnosis and forms of interventions. Scope includes diagnosis, assessment, differential diagnosis, medication management, psychotherapy, treatment planning, collaboration with professionals, dual diagnosis, chemical dependency, hospitalization, day hospital, outpatient treatment, insurance, chronically mentally ill, and self-help groups. Students must be currently employed in a helping profession where experiential learning may be gained.

PSY 49053 Senior Comprehensive
Examination or project designed to assess student's achievement of goals of his/her major program.
Prerequisites: Senior standing.

PSY 49201 Seminar in Psychology
Capstone course that guides student in development of integrative written project that demonstrates personal achievement of learning outcomes in the psychology major. Culminates in a major theoretical paper, written in APA format, investigating and discussing a major issue or issues within the field and presented in seminar form in class.

REL 11123 Introduction to the Old Testament

REL 11223 Introduction to the New Testament

REL 30123 Biblical Book
In-depth study of a particular Biblical book. Varies from year to year.

REL 20224 Introduction to the Gospels
Examines historical background to the Gospels, uniqueness of the genre and content of the four Gospels with sensitivity to particular theological emphasis of each of the evangelists.

REL 20423 The Christian Spiritual Tradition
Examines historical and contemporary manifestations of the Christian spiritual tradition, using academic study and spiritual experience to learn about Christian spirituality and ways the Church has and does experience the Spirit of God.

REL 20623 Early Judaism
Examines period of Jewish history from 587 B.C.E. to 70 C.E., focusing on biblical and non-biblical Jewish history and the application of period lessons to the Gospels and early Church.

REL 21024 Christian Thought I
Introduces basic theological categories traditionally included within Christian systematic theologies. Examines revelation, God, Christology (doctrines of Christ), and Ecclesiology (doctrines of the Church). Categories approached from historical and contemporary perspectives.

REL 23723 Dimensions Of Faith
Introduces some of the more significant themes of Christian thought today. Themes include both traditional concepts and more contemporary developments in religious thought. Emphasis on one's personal interaction with these themes.

REL 30122 Philosophy of Religion
Introduces basic concepts of philosophy of religion. Addresses meaning of religion in context of ritual, worship, morality, and the sacred.
REL 30223 Jewish-Christian Relations
Examines 2000 year-old relationship between Jews and Christians, including Jewish and Christian history after 30 C.E., issues surrounding the Christian Jesus, Anti-Semitism, the Holocaust, the nation of Israel today, the place of Israel in God's plan of salvation, and present day Jewish-Christian relations.

REL 30323 The Pentateuch
Survey of theologically central documents of the Hebrew bible. Designed to acquaint students with characters, concepts and events that lay foundations for Jewish, Christian and, in some cases, Muslim religious traditions.

REL 30424 Myths, Symbols and Rituals
Explores function of myth, ritual and symbol in anthropological and psychological thought through interdisciplinary framework.

REL 30623 Christian Worldview and Challenge
Examines concept of worldview and its importance. Surveys a number of viable contemporary worldview options (e.g., Marxist, Darwinian Evolutionistic, New Age, Postmodern) and analyzes them in light of their philosophical coherence and relationship to orthodox Christianity.

REL 31023 Christian Thought II
Promotes further reflection upon central Christian doctrines: Pneumatology (doctrine of the Holy Spirit), Anthropology (doctrine of humanity), Soteriology (doctrine of salvation), and Eschatology (the doctrine of the last things).

REL 31223 Introduction to Biblical Hebrew
Introduces the Hebrew language, exploration of biblical texts in their original languages, and the pursuit of exegetical and interpretive work in those languages.

REL 32923 Contemporary Issues in Biblical Studies
Examines key issues relating to Biblical literature including historical uniqueness, reliability, historical Jesus, interpretation, and authority of the Bible.

REL 33024 Religion in American Society
Enables participants to increase their knowledge of Judaism, Catholicism and Protestantism. Develop awareness of own ultimate concerns. Analyze and identify way religion relates to modern societal issues. Provides biblical and historical investigation of origins and common roots of faiths, as well as distinct differences among them.

REL 33023 Liberation Theology
Liberation theology was born in the 1960s when Latin American theologians determined that the Gospel needed reexamination in light of Jesus' concern for and solidarity with the poor and marginalized. Drawing on similar concerns, feminist, womanist, black, third world, and ecumenical studies have contributed much to the current theological landscape. This course will examine the beginnings, the development, and the current state of liberation theology in its various forms and explore a reading of the Biblical text that pays special attention to the oppressed and excluded.

Prerequisite: REL 21024 Christian Thought I or REL 20223 Introduction to the Gospels.

REL 43823 World Religions
Studies different ways human beings, throughout time and around the globe, have expressed what they regard as basic problems and meanings of existence and how to deal with them. Provides tools to use in unlocking experiences central to several "primitive", Oriental and Hebraic religious traditions. Lecture, slides, music, sacred texts, scholarly literature, and class discussion assists in relating personal experiences to themes of world's religions.

Prerequisites: REL 10223 Introduction to the Gospels and REL 11023 Christian Thought I, or consent of instructor.

REL 34723 The Life and Meaning of Jesus
Examines Gospel literature as it relates to Jesus. Considers various historical approaches to the life and ministry of Jesus. Explores the significance of Jesus.

REL 35924 Exploring Religion
Through videos, classroom discussions, lectures, demonstrations, projects, text readings, and visits to spiritual centers, explore questions such as: What is a spiritual quest? What does "holy" mean? How do individuals and groups encounter the holy? How does one use religious language, stories and scripture? What is the purpose of rites and how do they work? What problems arise with various ideas about God, good and evil, sex, healing, and human destiny? What is the future of religion?

REL 40224 Christian Ethics
Survey of various approaches to Christian ethics from the standpoint of various Christian traditions. Application will be made to contemporary issues such as abortion, euthanasia, and environmental and sexual ethics.

Prerequisites: REL 10223, REL 11023, and PHIL 11023, or consent of instructor. 3 hrs.

REL 41023 Internship: Religion
Practical experience in major area of study. Arranged individually and taken after completion of major coursework.

REL 41223 Introduction to the New Testament Greek
Introduction to elements of grammar and vocabulary of Koine Greek. Includes reading and interpreting the New Testament Greek.

Prerequisites: REL 10223 Introduction to the Gospels, REL 11023 Christian Thought I and either ENG 23723 Intermediate Writing or ENG 31053 Advanced Expository Writing.

REL 41224 Sacred Literature of Major Religions
Covers basic teachings of sacred literature of Zoroastrianism, Islam, Christianity, Hinduism, Buddhism, and Daoism.

REL 41225 Early Christians

REL 41523 Issues in Science and Religion
Explores scientific methodology, religious methodology and relationship between these domains of inquiry. Brief survey of historical relationship between science and religion (e.g., Christianity