LAS 39014 The Individual in Society  (Greater Kansas City only)

Students work and reflect upon, with more depth, the social/civic and value/meaning breadth areas. Students go beyond the initial work of the proseminar and begin to view these areas and their places within society in a critical vein. Relationships are made between values and the ways in which one acts upon these values in society. Questions are raised as to the rights and responsibilities of the individual and how these may conflict with the rights of and responsibilities to society.

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 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 is paid to the students' communication skills as well as their mastery of the course's substantive content. As a culminating experience, graduation review also asks students to assess their Ottawa University 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.

Breadth Area Requirement at the Adult Campuses

The breadth area requirement at the adult campuses is applied with the flexibility appropriate to adult student experience and transcripted academic history. Students at the adult campuses are required to have coursework and/or evaluated experience in each of the four breadth areas: value/meaning, social/civic, science/description, and art/expression.

In order to ensure significant exposure to the University's four breadth areas all students are required to have the equivalent of adequate coursework in each of these areas, typically at least six credit hours. These hours may be documented by transcripted coursework and/or by a written reflection on relevant non-transcriptable experience. Courses are allocated to the various breadth areas as follows: courses in the Humanities count towards the value/meaning breadth area; courses in the social sciences towards the social/civic breadth area; courses in the sciences towards the science/description breadth area; and courses in the arts towards the art/expression breadth area. Where there are questions the faculty or a sub-committee of the faculty makes the appropriate determination. Nor is it assumed that every course a student has taken must fit under one of the breadth areas. Non-transcriptable experiences are assessed by the student's advisor beginning with the student's autobiographical reflection on his/her learning experiences in Proseminar. This assessment is based on the student's analysis of his/her experiences, including the documentation of those experiences, and the demonstration of how those experiences relate to the breadth areas in question.

The Major

Building upon the foundation of the LAS program's common structure, students become reflective inquirers in their chosen fields of study. The major, the student's chosen program of study, provides a focus and concentration of energies in a disciplined investigation that achieves a depth of understanding or skill in that program. The major is chosen after the student and his/her faculty advisor explore the options that are most valuable for the student's educational goals. With faculty guidance and approval, students may complete double majors or design individualized programs of study. The major that is ultimately chosen may prepare a student for a professional career, advanced graduate studies and/or personal fulfillment.

The goal of a major is to assist students to research and organize content in that area, create and articulate original views, integrate knowledge and solve problems. To achieve this goal, students are guided into a balanced major area in which assignments and activities are presented to foster intellectual and personal growth.

Learning Outcomes for All Ottawa University Majors

To demonstrate intellectual growth and competence in the major students will:

1. Acquire, comprehend, organize, and apply knowledge within the major area.
2. Analyze and evaluate knowledge within the major area.
3. Solve problems presented by the major field.
4. Demonstrate oral and written competence in the major field.
5. Describe the significance and value of the major in meeting the needs of a global community.
6. Exhibit behaviors indicative of continued learning in the field.

Assessment of Learning Outcomes

In addition to assessment strategies that are program-specific, each major requires students to complete a senior comprehensive, a capstone course or portfolio as a measure of student academic achievement of these six University-wide learning outcomes.

Certificates

Ottawa University offers undergraduate certificates in adult education, health care management, long-term care administration, professional accounting, business communication, human resource management, and marketing. The increased span of control and responsibilities experienced by employees in organizations today may require individuals to expand their breadth of functional business knowledge in a number of areas. These certificate programs allow students who may or may not have a bachelor's degree to build a knowledge base in a specific business or professional area.
1. All certificates require a minimum of 19 semester credit hours in the content area in addition to the general communication requirement.

2. A minimum of five courses within the required or elective content area must be taken at Ottawa University.

3. A minimum of 15 semester credit hours must be upper division credit.

4. A minimum grade of “C” must be earned in all courses for a certificate.

5. The general communication course must be taken first and successfully passed prior to taking coursework in the content area.

6. One course may be transferred from another institution.

Consult your advisor for required courses and certificate availability.

Concentrations

Ottawa University offers concentrations in adult education, communication, human resources, long-term care administration, management, management of community-based organizations, and marketing in selected majors. A concentration is an approved, cohesive selection of courses that allows an area of specialization that is directly associated with a student’s major and consists of coursework beyond the core courses required in the major. A concentration consists of at least 12 semester credits, all of which must be upper division. In addition:

1. At least half of the credits in the concentration must be taken at Ottawa University.

2. Required or elective courses in the concentration cannot be used as part of the core or elective courses of another minor or major.

3. A minimum grade of “C” must be earned in all courses in a concentration.

4. Courses for a concentration may require additional prerequisite courses.

Consult your advisor for required courses and concentration availability.

Minors

Ottawa University offers undergraduate minors in accounting, adult education, business administration, coaching, communication, exercise science, human resources, human services, information technology systems, management, marketing, psychology, recreation and sports administration, religion, theatre and women’s studies. These programs allow students to expand their knowledge in a specific area of interest. Please consult your advisor for availability of the minor and course offerings at your campus.

1. A minor consists of at least 18 semester credits at The College and 20 semester credits at the adult campuses, of which 12 must be upper division credit.

2. Required or elective courses in the minor cannot be used as part of the core or elective courses of another minor or major.

3. A minimum grade of “C” must be earned in all courses in a minor.

4. Courses for a minor may require additional prerequisite courses.

Electives

College years are not only a time for setting career goals and working toward these goals, but also a time for exploring a variety of areas of learning. These explorations are encouraged at Ottawa University through its approach to elective courses. Electives serve the purpose of broadening the required LAS courses and enriching the major course of study. Students are encouraged to look for interdisciplinary electives that complement their field of study instead of simply taking a random collection of courses. For those preferring greater specialization, some majors have associated concentrations or sets of related electives that provide in-depth academic and professional preparation.

Since Ottawa University promotes elective freedom, students may use electives to broaden their understanding and appreciation of subjects outside their majors. A strong elective program provides the student with the kind of diversity that affords new perspectives and encourages new enthusiasms. Electives can help students gain a greater understanding of their place in a complex and changing world that is contextualized by new technologies, cultural diversity, competing faiths, conflicting political systems, and the ongoing need to solve social problems and meet community needs.

Unique Aspects of an Ottawa University Education

Several aspects related to academics, such as a student’s personal relationship with his/her faculty advisor, make education at Ottawa University a unique experience. Some of these qualities are described below.

Advising Process

Each student at Ottawa University has a unique and important relationship with his/her faculty advisor. At Ottawa University, the function of advising is seen as an inherent faculty role. Each student has a primary advisor who serves as a continuing source of counsel and support. Students have frequent opportunities to meet with their advisors, and the relationship between student and advisor becomes one in which learning takes place as the student clarifies goals, develops the skills of educational planning and seeks to evaluate progress toward those goals.

Individual Development

Ottawa University above all is a student-centered institution. Each student participates in the selection or design of a specific educational program, which includes consideration of his/her own interests, abilities and goals and the educational experiences
needed to attain these goals. The process culminates in the development of an educational plan specifying the student’s graduation requirements.

Ottawa University is aware that each student differs in the pace and ability to set personal goals and plan educational experiences. There is also a recognition that additional experiences during the college years cause goals and plans to change. Ottawa University faculty are flexible and responsive to each student’s individual needs in the development and implementation of the educational plan. Ottawa University seeks to balance freedom and structure, giving each student both the freedom and the guidance needed to succeed.

Opportunities for Career Preparation
The development of skills needed in future careers is an important facet of the Ottawa University education. The emphasis on career planning begins in the first year LAS seminar in which interests and abilities are evaluated before setting career goals. The student and advisor select or develop a major, which becomes an integral part of the educational plan and is usually oriented toward the student’s career interests.

The flexibility of Ottawa University’s approach allows students to include practical non-classroom experiences in their programs. For example, internships, practicals, and student teaching provide students with valuable career-oriented knowledge and skills that often open doors to employment opportunities or career changes.

Assessment and Evaluation as a Part of the Learning Process
One principle of learning implies students learn best when they have immediate and precise feedback as to how they are performing. The goal of Ottawa University is to make evaluation a valuable part of the learning process itself, not an anxiety-producing hurdle that must be surmounted. Evaluation should take place in ways that help each person understand the strengths and weaknesses of his/her performance in a given area and determine what needs to be done to improve. The most effective feedback tells the student what the grade symbol means relative to the skill and knowledge objectives of a particular course or learning experience. Evaluation takes place in many ways, not merely through tests and term papers.

Each student at Ottawa University receives an evaluation of performance from the instructor in each course. Students, too, are encouraged to develop their own skills in self-evaluation as a part of becoming life-long learners who continue to learn and grow long after graduation.

Ottawa University is committed to student success in the achievement of the learning outcomes for LAS and the chosen major. In addition to a range of evaluation tools, each program provides the student an opportunity to demonstrate academic achievement through a designated primary assessment strategy: a senior comprehensive examination, a capstone course or a portfolio.

GRADUATION REQUIREMENTS

The College

1. Seminar Requirement: each student must satisfactorily complete the liberal arts interdisciplinary seminars:
   - LAS 12525 First Year Seminar (for entering first-year students only).
   - LAS XXXXX Interdisciplinary Seminars. Two seminars required, taken during the sophomore and junior year.
   - LAS 42515 Group Problem Solving. Requires 92 earned semester credit hours prior to enrolling.

2. Religion Course Requirement: Each student must satisfactorily complete for graduation requirements the following course:
   - REL 20224 The Gospels

3. Arts and Cultural Events: attendance at the arts and cultural events is part of the liberal arts studies requirement for graduation. Each student is expected to attend four events each semester. At the end of each semester, the student receives a grade for having attended. A total of six semesters of attendance is required for graduation. The requirement for transfer students depends upon the hours of semester credit earned at entry:
   - From 1 to 12 hours need 6 semesters
   - From 13 to 23 hours need 5 semesters
   - From 24 to 40 hours need 4 semesters
   - From 41 to 60 hours need 3 semesters
   - From 61 to 92 hours need 2 semesters
   - Over 92 hours need 1 semester

4. Major Requirement: each student is required to plan a major program in cooperation with an appropriate faculty advisor, involving at least 24 semester credit hours. At least 12 semester credit hours of the major must be taken at Ottawa University, and at least 12 semester credit hours of the major must be upper division courses. Only those required courses completed with a grade of “C” or better are counted toward satisfaction of the minimum number of major semester credit hours required by the department. Each major requires a comprehensive examination/project designed to assess the student’s achievement of the goals of his/her major program. In the case of a dual major, a separate and distinct comprehensive are required in each of the major areas.

5. Breadth Area Requirement: each student is required to select breadth area courses consistent with his/her educational goals and approved by the faculty advisor. The student must maintain passing work in these courses as evidenced by the course instructor’s evaluation. In order to be approved, a student’s educational plan must show encounter with all eight areas of academic pursuit. Courses that are designated as satisfying this requirement are reviewed regularly and identified in the course schedule each year.
### Area I: Creative and Performing Arts
- **ART 13023** Art Fundamentals
- **ENG 32723** Creative Writing
- **MUS 10523** American Popular Music: Swing Era
- **THE 14623** Introduction to Theatre
- **THE 31523** History of Theatre II

### Area II: Historical and Cultural Perspectives
- **ENG 10223** Contemporary Literature
- **ENG 10323** Intro to Literature and Film
- **ENG 28023** From Wilde to Wai-Lin
- **ENG 30003** Nature in Ireland
- **ENG 33023** Image and Text
- **ENG 34023** Protest Literature
- **HPS 11053** The American Experience
- **HPS 13053** American Experience II
- **HPS 13353** American Government
- **HPS 20153** The Great Plains
- **HPS 25353** World Civilization I
- **HPS 25453** World Civilization II
- **HPS 31654** Twentieth Century World History
- **SOC 26053** Cultural Anthropology

### Area III: Social and Behavioral Perspectives
- **COM 30163** Interpersonal Communication
- **ECO 20163** Macroeconomics
- **EDU 31132** The Exceptional Child
- **EDU 33035** Foundations in a Diverse Society
- **HPS 10153** World Regional Geography
- **HPS 23153** Human Geography
- **HPS 31053** Ethnicity in American History
- **HPS 32253** Political Parties
- **HUS 20553** Social Welfare: Intro. to Human Services
- **HUS 21253** The Family
- **OAD 42664** New Business Ventures
- **PSY 12053** Principles of Psychology
- **SOC 10153** Social Thought
- **SOC 30153** Indigenous People/Contemporary World

### Area IV: Mathematical Systems
- **ITS 16163** Computer Programming
- **MAT 10643** College Algebra
- **MAT 10743** Foundations of Mathematics
- **MAT 11143** Pre-Calculus
- **MAT 21044** Calculus

### Area V: Natural Sciences (must include lab)
- **BIO 10043** Principles of Biology
- **BIO 20343** Human Anatomy and Physiology w/Lab
- **BIO 30003** Nature in Ireland
- **BIO 30643** Environmental Biology and Lab
- **BIO 35000** Amazon Experience
- **CHE 10044** Concepts of Chemistry and Lab
- **CHE 12044** General Chemistry I and Lab
- **PHY 11043** Physical Science and Lab

### Area VI: Language and Communication
- **COM 10063** Survey of Mass Communication
- **COM 11023** Speech Prep and Delivery
- **COM 23263** Journalism I
- **COM 33263** Journalism II
- **ENG 23723** Intermediate Writing
- **ENG 31023** Advanced Expository Writing
- **FRE 10124** Elementary French I
- **FRE 10224** Elementary French II
- **SPA 10124** Elementary Spanish I
- **SPA 10224** Elementary Spanish II
- **SPA 20123** Intermediate Spanish I
- **SPA 20223** Intermediate Spanish II

### Area VII: Health and Wellness
- **BIO 21443** Intro to Nutrition
- **HUS 30153** Issues in Gerontology
- **OAD 10163** Personal Finance
- **PAC 10131** Coed Weight Training
- **PAC 10931** Karate
- **PAC 11131** Lifetime Fitness
- **PAC 11231** Nontraditional Team Sports
- **PAC 12131** Walking for Fitness
- **PED 10433** Personal and Community Health
- **PED 10932** Introduction to Stress Management
- **PED 20533** Care and Prevention of Athletic Injuries
- **SOC 30753** Human Sexuality

### Area VIII: Theological and Philosophical Perspectives
- **ENG 36023** Peace Literature
- **PHL 11023** Basic Issues in Philosophy
- **PHL 33024** Ethics and Society
- **REL 30123** Biblical Book
- **REL 30225** Jewish-Christian Relations
- **REL 33823** World Religions
- **REL 36523** Christianity in a Pluralistic Society
- **REL 36623** Feminist and Womanist Theologies
- **REL 43003** Non-Western Christianity

6. Skills Competency Requirement: each student must demonstrate minimal competency in reading, writing and computation to graduate from Ottawa University's The College.

» Reading competency is demonstrated by achieving at least a 19 composite ACT score or by passing a
qualifying examination before the end of the sophomore year. In the case of transfer students, a qualifying examination must be passed before the end of the first year at Ottawa University.

» Writing competency is demonstrated by achieving a composite score of 20 or higher on the ACT or by receiving a grade of “C” or better in ENG 23723 Intermediate Writing. In the case of transfer students, a grade of “C” or better in Composition II meets this requirement.

» Computational competency is demonstrated by passing any distribution course in area IV, mathematical systems. In the case of transfer students, a passing grade in college algebra or a more advanced mathematics course meets the requirement. Teacher Education students may demonstrate skills competency in reading and writing by achieving an adequate score on the Preprofessional Skills Test (PPST). Failure to demonstrate any of these basic competencies by the appropriate time results in the evaluation of the student’s continuation at Ottawa University’s The College.

7. Academic Performance Requirements: to receive a Bachelor of Arts degree from Ottawa University – The College, students are required to complete a minimum of 124 semester credit hours of coursework with a grade point average of 2.00 or better.

» No less than 24 semester credit hours of coursework must be completed at Ottawa University.

» No more than 62 semester credit hours of junior or community college work count toward the graduation requirement of 124 semester credit hours. Courses transferred from a junior or community college after 62 semester hours are subject to approval by the department chair or Academic Dean.

8. 40 semester credit hours of upper level coursework: graduating seniors are expected to earn at least 40 semester credit hours of upper level courses numbered 30000 or higher.

9. Graduation: graduating seniors are expected to attend the commencement and must appear personally at graduation to receive their diplomas. The provost, only in case of absence due to justifiable cause, can authorize graduation in absentia. For seniors graduating in absentia, students must notify The College registrar of the address to which diplomas should be mailed.

Adult campus students must complete:

» A minimum of 24 semester credit hours in residence with Ottawa University, including minimum of 8 semester credit hours in the liberal arts studies (LAS) sequence, namely Proseminar and Graduation Review, and including at least 12 semester credit hours in the major (does not include semester credit hours earned through credit by assessment).

» A minimum of 40 semester credit hours of upper-division coursework (300- and 400-level).

» A minimum of 28 semester credit hours in the major. Twelve semester credit hours must be upper division and taken in residence with Ottawa University. All grades for courses in the major must be at a “C” level or better.

» A cumulative grade point average of 2.00 or better.

» A minimum of 128 earned semester credit hours.

» A grade of “C” or better in all required LAS coursework.

*Adult campuses may impose additional degree or program requirements. Campus-specific requirements supersede the general information outlined above. Please contact the campus registrar for more details.

Adult Campuses - Graduate

» A minimum of 36 earned semester credit hours.

» A cumulative grade point average of 3.00 or better.

» No more than two grades of “C”.

International Instructional Sites

For information, please contact Ted Collins, campus executive officer, 913-266-8602.

Graduation Honors

(Applicable to Undergraduate Programs Only)

The Latin designation for honors refer to the medieval origins of academic ceremony: cum laude indicates distinction; magna cum laude, great distinction; and summa cum laude, highest distinction. At Ottawa University, students achieve a 3.50 to 3.79 grade point average (on a 4.00 scale) to graduate cum laude. Magna cum laude honors require a 3.80 to 3.89 grade point average. For the highest honors, summa cum laude, students must achieve a 3.90 or higher grade point average. To qualify for honors, students must complete a minimum of 40 semester credits at Ottawa University (excluding credit by assessment), and all transfer work is considered in the grade point calculation. Distinction in the comprehensive examination or project may be earned by students as judged by the faculty.

ACADEMIC DIVISIONS AND UNDERGRADUATE MAJORS

Because Ottawa University serves students in several geographic regions, not all programs are available at every campus. Four academic divisions encompass all Ottawa University
undergraduate programs at all locations. Each of these divisions represents one of the major domains of knowledge and inquiry, and together they form a comprehensive and unified view of the world. The four academic divisions at Ottawa University are:

» arts, humanities and sciences
» business, management and information technology
» education
» behavior and social science

Ottawa University's undergraduate majors are presented in the following pages by location.

**The Individualized Major**

In addition to the majors listed in the following sections, each campus offers students the opportunity of pursuing an individualized major on a topic or area of study of special interest. An individualized major is a program of study that may include courses and learning experiences from more than one subject area and from more than one division. The student and the faculty advisor collaborate to develop learning outcomes as well as assessment strategies, drawing on expertise provided by other faculty members and professionals in the chosen field. All individualized majors require the approval of the vice president for academic affairs. Individualized majors have been designed in areas such as: fire service management, labor and management relations, and studies in christian ministry. Students interested in learning more about individualized major opportunities are encouraged to contact a faculty advisor at any Ottawa University location.

(Note: The individualized major is not available at international instructional sites.)

**Special Study Opportunities**

In response to students' learning needs and styles, Ottawa University offers a variety of study opportunities in addition to regularly scheduled courses in a traditional classroom setting. Coursework may be delivered through directed study, independent study, or online. Students may enroll in special topics as an alternative to regular course offerings or internships that offer valuable experiential learning. Students should consult with their advisors regarding the availability of special opportunities at their locations.

**Online Programs**

Ottawa University offers online programs at the undergraduate and graduate levels. Some programs are totally online, while others are blended, combining face-to-face interaction with online interaction and instruction. Consult your advisor for availability of online programs at your campus.

**UNDERGRADUATE PROGRAMS BY LOCATION**

**Arizona Campuses**

**Bachelor of Arts**

» Biology*
» Business Administration
» Communication
» Dance* (Available Spring 2008)
» Early Childhood Education
» Education
» English*
» Health Care Management
» History*
» Human Resources
» Human Services
» Individualized
» Information Technology Systems
» Management
» Mathematics*
» Music*
» Police Science/Law Enforcement Administration
» Psychology
» Public Administration
* Degree completion program available to those students who seek secondary teacher certification.

Always consult your academic advisor for any additional course requirements that may be required and not noted herein.

**BIOLOGY**

**Secondary Education Only**

Biology fosters an understanding and respect for the patterns and processes of the living world. Students develop technical and analytical skills that allow them to identify and evaluate the significance of biological problems across all levels of organization from the cell to the biosphere. The curriculum integrates the societal implications and consequences of contributions made by the field with an understanding of the moral and ethical decisions related to the life sciences. In this manner, students develop a personal philosophy of the living world that includes compassion and responsible action toward all life. This major prepares graduates for a wide range of scientific careers including positions in the health professions, teaching, and research.

**Arizona Biology Teaching Certification**

Students seeking certification to teach must have a major area of study. This major area must include 30 semester credit hours of courses. Students should consult their academic advisor for more information regarding their major area. Students seeking
certification in areas of study additional to their major must have a minimum of 24 semester credit hours of courses in an area. Students should consult their academic advisor requiring additional areas of certification.

**Required Courses**

- CHE 10044 Concepts of Chemistry
- BIO 10043 Principles of Biology
- BIO 20043 Organismic Biology
- BIO 20343 Human Anatomy and Physiology
- BIO 30243 Microbiology
- BIO 30643 Environmental Biology
- BIO 31243 Genetics
- BIO 49201 Integrative Seminar in Biology (CAPSTONE COURSE)*

*Courses must be taken at Ottawa University.

**BUSINESS ADMINISTRATION**

The business administration major focuses students on how a business firm can achieve its objectives in a competitive local, regional, national, or global environment while maintaining ethical principles and practices. This major integrates a broad range of theories, concepts, methods, policies, and practices through the study of finance, economics, law, ethics, marketing, human resources, management, and organizational behavior. Students analyze and evaluate business systems in terms of their efficiency, productivity, profit, and service. They study the challenges and opportunities facing existing companies and new ventures. As potential entrepreneurs, students synthesize their knowledge, analyze markets, and develop business plans. They learn to make convincing presentations to employees, customers, managers, board members, and investors. They appreciate how responsible business practices can improve economic standards, social stability, and international trade. Graduates are prepared for a range of career opportunities in both for-profit and nonprofit private entities as well as the public sector.

Minor available in business administration. Please check with your advisor for availability at your campus.

**Required Courses**

- ACC 20364 Accounting for Business Operations
- ACC 30664 Managerial Accounting
- COM 32663 Business Communication
- ECO 30564 Economics for Managers
- MAT 20143 Business Mathematics
- OAD 30563 Management
- OAD 31063 Business Law
- OAD 31664 Business Ethics
- OAD 31863 Marketing
- OAD 40063 Financial Administration
- OAD 49100 Strategies and Policies (CAPSTONE COURSE)

**COMMUNICATION**

The communication major is designed to help students understand and master the concepts and methods of communication in a wide array of settings. It promotes analysis, synthesis and evaluation of communication contexts and strategies and solutions to achieve, effectively and efficiently, a desired outcome with a specific audience. Students in this major develop critical-thinking skills and an awareness of cultural, social, intergenerational, and political diversity as it relates to communication. They are encouraged to relate communication insights to their personal and professional lives as they become capable problem solvers. Students improve on their communication abilities and develop their own style, aesthetics and processes to achieve positive relationships in a variety of settings. As an integral part of the communication major, students will develop a philosophy for ethical, moral and lawful treatment of communication stakeholders. The communication major prepares graduates for a wide range of careers including public relations, marketing, advertising, mass media, technical writing, arts communication, government, business, and law.

Minor available in communication. Please check with your advisor for availability at your campus.

**Required Courses**

- COM 30163 Interpersonal Communication
- COM 30263 Small Group Communication OR PSY 32454 Group Dynamics
- COM 30363 Organizational Communication
- COM 40164 Intercultural and International Communication
- COM 40464 Persuasive Communication
- COM 49100 Applied Seminar in Communication (CAPSTONE COURSE)

**DANCE (AVAILABLE SPRING 2008)**

Ottawa University and Maricopa County Community Colleges have created an exciting partnership to offer a Bachelor of Arts in Dance. The degree prepares its graduates to teach dance at the secondary level, as the program is written to meet Arizona teacher certification requirements at the secondary level (grades 7-12).

**Required Courses from Mesa Community College**

- DAH 100 Introduction to Dance OR DAH 201 World Dance Perspectives
- DAN 150 Dance Performance I
- DAN 210 Dance Production I
- DAN 221 Dance Production II
- DAN 264 Choreography I
- DAN 280 Dance Practicum

18 semester credit hours in dance selected from world dance, musical theatre dance, modern dance, or modern jazz dance.

Students must attain level III competency in ballet and modern dance courses.
Required Ottawa University Dance Courses

DAN 30000  Kinesiology for Dance
DAN 40000  Secondary Dance Methods
DAN 49100  Dance Philosophy and Criticism
            (CAPSTONE COURSE)

EARLY CHILDHOOD EDUCATION

The early childhood education major is designed to meet the new Arizona State requirements that all teachers must be highly qualified in early childhood in order to teach students from birth to eight years old. These certification requirements need to be met by 2009.

Required Courses:

ECE 30000  Foundations of Early Childhood
ECE 30010  Child Growth and Development
ECE 30020  Early Childhood Methods for Reading
ECE 30030  Early Childhood Methods for Language Arts
ECE 30040  Early Childhood Methods for Social Studies
ECE 30050  Early Childhood Methods for Math
ECE 30060  Early Childhood Methods for Science
ECE 30070  Early Child Assessment and Monitoring
ECE 30080  Classroom Management for Young Children
ECE 49001  Early Childhood Student Teaching I (Pre-K)
ECE 49002  Early Childhood Student Teaching II (K-3)
EDU 31133  Application of Educational Technology
EDU 31133  Application of Educational Technology
EDU 43033  Structured English Immersion Methods
HPS 30151  Arizona Constitution
HPS 30251  United States Constitution

Elementary Education

Additional Education courses for Elementary teachers K-8:

EDU 31133  Application of Educational Technology
EDU 32734  Elementary Language Arts Methods
EDU 33134  Elementary Math Methods
EDU 32634  Elementary Reading Methods
EDU 33132  Elementary Science Methods
EDU 32834  Elementary Social Studies Methods
HPS 30151  Arizona Constitution
HPS 30251  United States Constitution

18 semester credit hours in an area of emphasis in a discipline outside the teacher education program (e.g. mathematics, language arts, social studies, science, etc.)

Secondary Education

Additional Education course for middle and high school teaching:

EDU 42634  Secondary Methods and Curriculum Development

HPS 30151  Arizona Constitution
HPS 30251  United States Constitution

24 to 30 semester credit hours in an area of emphasis in a discipline outside the teacher education program and a subject that is a desired, teachable major (e.g. mathematics, English, history, etc.)

EDUCATION

The elementary education major, the early childhood education major and secondary education programs are designed to produce teachers who have the knowledge, social competencies, methods, communication skills, and sensitivity to be effective in the school environment. Students complete methods courses, professional education courses, and field experiences and observations. They develop critical thinking skills through an analysis of educational history, philosophy and psychology; measurement and evaluation of learning; and classroom management. They gain awareness of cultural diversity and the social and political contexts of education. Elementary and early childhood majors must also demonstrate ability in liberal arts areas including mathematics, science, writing, communication, and the fine arts. The education major is based on state, regional and national certification/licensure criteria and testing competencies. The Ottawa University teacher education programs are state approved in Arizona.

Secondary education certification/licensure is not an academic major, but rather a required companion program to an academic major for students who wish to teach at the high school level. Students must complete a major in a high school subject area approved by the state (e.g. English, history, biology, mathematics), as well as professional knowledge and secondary methods courses, prior to the student teaching field experience. Prospective high school teachers learn to be sensitive to the unique needs, challenges and learning styles of a diverse adolescent student population.

Arizona Teacher Education Programs

Ottawa University has designed its undergraduate education programs to produce teachers who have the knowledge, social competencies, methodology, communication skills, and sensitivity to be effective instructors at the elementary, middle or high school level. Elementary and secondary education programs combine a liberal arts philosophy with state certification criteria and content covered in the Arizona educator proficiency Assessment (the State of Arizona exit exams required of all teacher certification candidates).

Admission to the Teacher Education Program

Students are encouraged to announce their intent to pursue teacher certification as part of their program of study during the initial coursework associated with their Proseminar course (the first formal course taken by all incoming undergraduate students). During this course, the student will work in harmony with his/her advisor to put together a program of study that will
guide and direct the student through the required courses leading to student teaching and certification.

Criteria for admission to the teacher education program(s) are:

- A 2.50 cumulative grade point average on all previously earned coursework prior to admission to OU (this same 2.50 GPA is required as a program exit and admission to student teaching).
- All students of teacher education must be eligible for a Class 1 or Class 2 fingerprint clearance. The "fingerprint clearance card" must be in the possession of the student prior to applying for student teaching and, eventually, teacher certification.

Required Coursework for Certification

The Ottawa University teacher education programs and the coursework associated for each are defined in detail in the handbook associated with teacher education licensing for the State of Arizona and Ottawa University – Arizona. Each program of study leading toward teacher certification must be aligned with a major (or majors) associated with the program of study. In addition to the overall outcomes for the major(s), each content area has outcomes related to that discipline. These outcomes are provided to students by their academic advisor.

At Ottawa University - Arizona, the major consists of a minimum of 28 semester credit hours beyond the introductory level and prerequisite requirements. Each major consists of core courses (required courses) and electives (courses selected by the student and approved by the advisor) that are appropriate for the designated major. Both core and elective courses count toward the minimum required 28 semester credit hours. Student performance in a core course must be at a grade of "C" or better. Further, a minimum of 28 semester credit hours in the major must be graded "C" or above.

Majors offered in the Bachelor of Arts program include but may not be limited to:

- Biology
- Dance (Available spring 2008)
- Early Childhood Education
- Elementary Education
- English
- History
- Management
- Mathematics
- Music

General Education Requirements

The Ottawa University teacher education program requires each person seeking teacher certification in the State of Arizona to complete a program of study that includes coursework in the area of general education. This work is designed to develop a broad understanding of the characteristics of the disciplines in the arts, humanities, natural sciences, and social sciences. The general requirements are also designed to assist the student in becoming competent in written and oral communication and in the use of mathematical properties, processes and symbols. Finally, these general education requirements are designed in part to prepare the teacher education student for a successful mastery of the required examinations associated with teacher certification in Arizona.

Certification

At the end of student teaching (the last requirement for education majors), students are issued an Institutional Recommendation form that alerts the State Department of Teacher Certification that the student has fulfilled all academic requirements associated with teacher certification in the State of Arizona. In addition to the institutional recommendation form, as part of the certification process, students must have successfully mastered the state competency exams associated with their area of certification and must possess a valid class 1 or class 2 fingerprint clearance card. Additionally, the student must have maintained a cumulative grade point average no less than a 2.50 in all education coursework. At Ottawa University – Arizona, the institutional recommendation is issued by the dean of instruction or his/her designee. Upon verification from the advisor of the student who certifies the program of study to be complete. The dean requires proof of "passing performance" in the Arizona Educator Professional Assessment along with a valid fingerprint card. With these documents in place, the student is eligible to approach the State Department for Teacher Certification, where he/she presents the appropriate fee before receiving his/her first teacher certification, which is valid for two years.

Professional Education Requirements for Secondary and Elementary Education Majors

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 31233</td>
<td>Educational Psychology</td>
</tr>
<tr>
<td>EDU 33034</td>
<td>History and Philosophy of Education</td>
</tr>
<tr>
<td>EDU 33434</td>
<td>Educational Tests and Measurement</td>
</tr>
<tr>
<td>EDU 41234</td>
<td>Classroom Management</td>
</tr>
<tr>
<td>EDU 44033</td>
<td>SEI Methods for ELL II</td>
</tr>
<tr>
<td>EDU 49001</td>
<td>Elementary Student Teaching I AND</td>
</tr>
<tr>
<td>EDU 49002</td>
<td>Elementary Student Teaching II OR</td>
</tr>
<tr>
<td>EDU 49021</td>
<td>Secondary Student Teaching I AND</td>
</tr>
<tr>
<td>EDU 49022</td>
<td>Secondary Student Teaching II</td>
</tr>
</tbody>
</table>

Content Area Coursework

Education students must develop an academic major in a particular discipline and complete additional coursework required in that content area. Certification programs offered at Ottawa University – Arizona are listed above. Specific coursework for teacher certification is defined in each content area section. Certification requirements are updated regularly. Students should consult with teacher education program personnel for current requirements. It is also important for student to remain in touch with his/her advisor to assure that current issues are addressed in the program of study.
ENGLISH

The English major promotes understanding, analysis, and evaluation of a wide range of authors, characters, themes, plots, and styles in world literature. Through varied approaches to literary criticism, students learn to appreciate the ways in which creative writing can capture the essence of the human condition. They are encouraged to relate literary insights to their own lives as they become productive, sensitive, and ethical problem-solvers. Students reflect on their values and discover what it means to be a socially responsible citizen. They are exposed to varied world views and learn to respect diversity and the opinions of others. By identifying the techniques and impacts of successful writers, students develop their expressive abilities, identify important personal issues, increase empathy for others, and discover their own voices and styles through the written word. The study of literature, composition, and linguistics is an important component of a liberal arts curriculum. English graduates may apply their abilities to a broad range of careers in law, journalism, advertising, public relations, publishing, communications, library science, technical writing, government, business, and education.

Required Courses

ENG 31023 Advanced Expository Writing OR ENG 40524 Process Writing
ENG 31723 Multicultural Literature
ENG 32523 The English Language
ENG 41823 Shakespeare Seminar
ENG 45023 Seminar: American Literature
ENG 45123 British Literature I
ENG 49201 Integrative Seminar in Criticism (CAPSTONE COURSE)

Arizona English Teaching Certification

Students seeking certification to teach must have a major area of study. This major area must include 30 semester credit hours of courses. Students should consult their academic advisor for more information regarding their major area. Students seeking certification in areas of study additional to their major must have a minimum of 24 semester credit hours of courses in an area. Students should consult their academic advisor requiring additional areas of certification.

HEALTH CARE MANAGEMENT

The health care management major promotes an understanding of complex, evolving, and integrated health care and reimbursement systems. Students analyze perspectives, methods, and values associated with the delivery and financing of health services. They evaluate client needs, fiscal constraints, management practices, ethical principles, public policies, promotional strategies, and system designs to discover ways to meet the growing demands for affordable, efficient, responsible, and effective health care. The major promotes organizational insight and managerial ability for those who desire leadership positions in health-related enterprises. It is especially suitable for health care professionals with technical/clinical degrees, nurses, reimbursement specialists, utilization review professionals, medical office or managed care personnel, and health insurance providers. Minimum of 30 credits required in professional clinical training and registry/certifications. Licensed practical nurses will require an additional 6 credit hours in electives.

Clinical Track (Available Spring 2008)

Required Courses

OAD 36020 Planning and Budgeting in Health Care
OAD 38663 Human Resources in Health Care Organizations
OAD 40654 Health Care Law and Ethics
OAD 46000 Health Care Policy and Regulation
OAD 48563 Management of Health Care Organizations
OAD 49500 Seminar in Applied Health Care Management (CAPSTONE COURSE)

Non-Clinical Track (Available Spring 2008)

This track is suitable for students who do not have prior registries or a health care background but want to prepare for leadership positions within health care organizations.

Prerequisites

Business Math or Equivalent

ECO 30564 Economics for Managers
OAD 36000 Medical Terminology
OAD 36010 Introduction to Health Care Delivery Systems

Required Courses

OAD 36020 Planning and Budgeting in Health Care
OAD 36064 Managing Integration of Health Care Systems
OAD 38663 Human Resources in Health Care Organizations
OAD 40654 Health Care Law and Ethics
OAD 46000 Health Care Policy and Regulation
OAD 48563 Management of Health Care Organizations
OAD 49500 Seminar in Applied Health Care Management (CAPSTONE COURSE)

Recommended Electives

OAD 38564 Behavior in Health Care Organizations
OAD 48664 Leadership in Health Care Organizations

HISTORY

The History major promotes an understanding of the impact of human events on the past and present. The study of United States history is supplemented with a review of western civilization and the historical legacy of other parts of the world. Students strive to comprehend the forces that have contributed to domestic and international stability and instability; consider
economic, social, and political developments, and ongoing struggles for human rights; and contextualize events through an understanding of issues related to gender, race, and culture. Students gain skills in critical interpretation and historiography. This major provides a strong foundation in the liberal arts and also prepares students for careers in teaching, law, government service, journalism, and other positions requiring a broad understanding of the forces that impact and shape the world.

Required Courses

- **HPS 30754** America's Rise to World Power
- **HPS 45553** Contemporary America 1945-Present
- **HPS 35054** Seminar in World History I
- **HPS 35154** Seminar in World History II
- **HPS 35555** The Early Republic
- **HPS 49400** Global Issues in Historical Perspective (CAPSTONE COURSE)

Arizona History Teaching Certification

Students seeking certification to teach must have a major area of study. This major area must include 30 semester credit hours of courses. Students should consult their academic advisor for more information regarding this major area. Students seeking certification in areas of study additional to their major must have a minimum of 24 semester credit hours of courses in an area. Students should consult their academic advisor for additional areas of certification.

HUMAN RESOURCES (Effective Spring 2008)

The human resources major helps students develop, support, and administer personnel in business organizations. Students understand the challenges of employment and staffing; the complexities of compensation and benefits; the policies and programs that promote employee responsibility, production, and satisfaction; and the methods to hire, retain, and terminate employees based on legal policies and ethical parameters, protecting both the rights of workers and the interests of the company. They learn the role of human dynamics in coordinating, training, and supporting a diverse workforce. As coordinators of human capital, students must become adept at communication, critical thinking and problem solving in such areas as data management, systems design, and conflict management within changing organizational structures and unstable economic conditions. Graduates are prepared for support or supervisory personnel positions in a range of corporate, civic, or nonprofit organizations.

Minor available in human resources. Please check with your advisor for availability at your campus.

Required Courses

- **OAD 30063** Behavior in Organizations OR **OAD 30563** Management
- **OAD 30264** Employment Law and Policies
- **OAD 32563** Human Resources Administration
- **OAD 32864** Employment and Staffing
- **OAD 41564** Compensation and Benefits
- **OAD 41764** Training and Development
- **OAD 49200** Seminar in Applied Human Resources

Recommended Electives

- **OAD 30664** Labor Relations
- **OAD 32561** Employee Safety and Health
- **OAD 32565** Human Resource Information Systems
- **OAD 41664** Performance Appraisal
- **OAD 41666** International Human Resources Management
- **OAD 41668** Practicum in Human Resources
- **OAD 41864** Managing Cultural Diversity

Additional courses may be required or recommended. Please consult your advisor for requirements and course offerings.

HUMAN SERVICES

The human services major provides an introduction to policies and programs designed to meet community needs among varied populations. Students think critically about issues of diversity and social equity; and learn to help people cope with personal challenges such as poverty, substance abuse, mental health, and relational crisis. They analyze the social, legal, political, and governmental forces that influence the delivery of human services; and gain abilities in program implementation, client interviewing, data gathering, counseling, consulting, and case management. Students may choose to specialize in advocacy, child and family services, corrections, gerontology, or mental health programs. This major follows guidelines of the National Organization for Human Service Education which promotes the knowledge and skills needed by professionals who plan to commit their lives to serving others. Careers in private and public sectors include welfare agencies; church ministries; community development programs; youth and adult group homes; senior centers; retirement and nursing homes; case management agencies; homeless shelters; poverty assistance programs; and government, corrections or law enforcement agencies.

Minor available in human services. Please check with your advisor for availability at your campus.

Required Courses

- **COM 30163** Interpersonal Communication
- **HUS 30000** Social Welfare: Issues in Human Services
- **HUS 30253** Social Policy and the Community
- **HUS 40553** Skills and Techniques in Human Services
- **PSY 12053** Principles of Psychology
INFORMATION TECHNOLOGY SYSTEMS

The information technology systems major provides knowledge and skills related to the programming, storage, networking, and communication of information in an organization. This preparation also includes basic concepts and principles of business practices along with skills in planning, problem-solving, decision-making, and systems analysis. Students develop a computer proficiency and gain the ability to apply information systems in organizations effectively, efficiently, and responsibly with an understanding of the critical nature of information management in a global economy. Graduates are prepared for private or public sector careers in database administration, systems analysis, network administration, software programming, Internet technologies, and help desk management.

Minor available in information technology systems. Please check with your advisor for availability at your campus.

Technical Core Courses

Minimum of 15 semester credit hours including all of the following:

- Database Management
- Introduction to Information Technology (includes end-user application tools)
- Networking
- Operating Systems
- Programming

Technical Specialty Courses

Minimum of 20 semester credit hours.

Can be technical electives in programming, database management, operating systems, or networking.

Can be industry-recognized certifications.

Can be an internship.

Technical Architecture Course

- ITS 48163 Systems Analysis and Design

Organizational Core Courses

Minimum of 15 semester credit hours including all of the following:

- COM 30163 Interpersonal Communication
- COM 30363 Organizational Communication OR COM/ENG 30124 Professional Writing OR COM 32663 Business Communication
- OAD 30063 Behavior in Organizations
- OAD 30563 Management
- OAD 31664 Business Ethics
- ITS 49100 Methodologies of Project Development (CAPSTONE COURSE)

Transfer courses applicable to the major may not be more than seven years old. Consult your academic advisor for any additional courses or conditions that might be required.

Minor available in information technology systems. Please check with your advisor for availability at your campus.

MANAGEMENT

The management major promotes the conceptual awareness and practical abilities needed to supervise personnel and help organizations run efficiently, effectively, and ethically. Students learn how to plan, budget, coordinate, and influence within an organizational setting. They develop ways to analyze systems; interpret data; set priorities; administer human resources; improve customer service; adapt to internal and external changes; and understand how a manager's personal responsibility, integrity, and empathy can help motivate a diverse workforce.

Communication, problem-solving, and decision-making are key skills that help students formulate strategic approaches to operational execution. Graduates are prepared for a wide range of leadership careers in business, government, and all types of organizations.

Minor available in management. Please check with your advisor for availability at your campus.

Required Courses

- MAT 20143 Business Mathematics
- ACC 30664 Managerial Accounting OR
- OAD 40264 Planning and Budgeting
- COM 32663 Business Communication
- ECO 30564 Economics for Managers
- OAD 30063 Behavior in Organizations
- OAD 30563 Management
- OAD 31664 Business Ethics
- OAD 32563 Human Resources Administration
- OAD 49300 Seminar in Applied Management (CAPSTONE COURSE)

Arizona Business Teaching Certification

Students seeking certification to teach must have a major area of study. This major area must include 30 semester credit hours of courses. Students should consult their academic advisor for more information regarding their major area. Students seeking certification in areas of study additional to their major must have a minimum of 24 semester credit hours of courses in an area. Students should consult their academic advisor requiring additional areas of certification.

MATHEMATICS

Secondary Teaching Certification Only

Mathematics is both a symbolic language and a way of thinking. A universal science and a key component of a liberal arts education, mathematics is a critical tool for technological advancement and practical problem-solving in a complex natural and social world. The major provides training in logic and critical
thinking, and helps students gain mastery of calculus, algebra, geometry, statistics, and computer programming. Graduates are prepared for a wide range of careers including teaching, computer science, engineering, finance, actuarial science, business, investments, behavioral sciences, and research.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 10443</td>
<td>Intermediate College Algebra</td>
</tr>
<tr>
<td>MAT 10643</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MAT 11143</td>
<td>Pre-Calculus</td>
</tr>
<tr>
<td>MAT 21044</td>
<td>Calculus I</td>
</tr>
<tr>
<td>MAT 21144</td>
<td>Calculus II</td>
</tr>
<tr>
<td>MAT 22043</td>
<td>Linear Algebra</td>
</tr>
<tr>
<td>MAT 31044</td>
<td>Differential Equations</td>
</tr>
<tr>
<td>MAT 49201</td>
<td>Integrative Seminar in Mathematics</td>
</tr>
</tbody>
</table>

Arizona Mathematics Teaching Certification

Students seeking certification to teach must have a major area of study. This major area must include 30 semester credit hours of courses. Students should consult their academic advisor for more information regarding their major area. Students seeking certification in areas of study additional to their major must have a minimum of 24 semester credit hours of courses in an area. Students should consult their academic advisor requiring additional areas of certification.

MUSIC

Ottawa University and Mesa Community College have created an exciting partnership to offer a Bachelor of Arts in Music. The degree will also prepare its graduates to teach music at the secondary level, as the program is written to meet Arizona teacher certification requirements at the secondary level (grades 7-12). A choral or instrumental emphasis is available.

Admission to the program is contingent on passing an audition which is judged by a panel of MCC music faculty. Students must also demonstrate piano proficiency and will be required to complete seven semesters of private lessons and ensemble work at the community college.

Choral Emphasis

Required Courses from Mesa Community College

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 semester credit hours in music theory and aural perception</td>
<td></td>
</tr>
<tr>
<td>6 semester credit hours in music history</td>
<td></td>
</tr>
<tr>
<td>7 semesters of private lessons and ensemble work, 4 semesters of piano proficiency, and passing of exit exam</td>
<td></td>
</tr>
</tbody>
</table>

Required Ottawa University Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 32223</td>
<td>Choral Conducting Methods</td>
</tr>
<tr>
<td>MUS 34724</td>
<td>Secondary Choral Music Methods</td>
</tr>
<tr>
<td>MUS 49023</td>
<td>Research and Performance (CAPSTONE COURSE)</td>
</tr>
</tbody>
</table>

Instrumental Emphasis

Required Courses from Mesa Community College

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 semester credit hours in music theory and aural perception</td>
<td></td>
</tr>
<tr>
<td>6 semester credit hours in music history</td>
<td></td>
</tr>
<tr>
<td>10 semester credit hours in music methods</td>
<td></td>
</tr>
<tr>
<td>7 semesters of private lessons and ensemble work, 1 semester of piano and 1 semester of voice OR 2 semesters of regular piano and 1 semester of jazz piano</td>
<td></td>
</tr>
</tbody>
</table>

Required Ottawa University Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 32123</td>
<td>Instrumental Conducting Methods</td>
</tr>
<tr>
<td>MUS 34723</td>
<td>Secondary Instrumental Music Methods</td>
</tr>
<tr>
<td>MUS 49023</td>
<td>Research and Performance (CAPSTONE COURSE)</td>
</tr>
</tbody>
</table>

Required Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 31000</td>
<td>Introduction to Education through Classroom Observation</td>
</tr>
<tr>
<td>EDU 31233</td>
<td>Educational Psychology</td>
</tr>
<tr>
<td>EDU 33034</td>
<td>History and Philosophy of Education</td>
</tr>
<tr>
<td>EDU 33434</td>
<td>Education Tests and Measurements</td>
</tr>
<tr>
<td>EDU 41234</td>
<td>Classroom Management</td>
</tr>
<tr>
<td>EDU 44033</td>
<td>Structured English Immersion Methods</td>
</tr>
<tr>
<td>EDU 49021</td>
<td>Secondary Student Teaching I</td>
</tr>
<tr>
<td>EDU 49022</td>
<td>Secondary Student Teaching II</td>
</tr>
<tr>
<td>HPS 30151</td>
<td>Arizona Constitution</td>
</tr>
<tr>
<td>HPS 30251</td>
<td>United States Constitution</td>
</tr>
</tbody>
</table>

POLICE SCIENCE/LAW ENFORCEMENT ADMINISTRATION

Offered Online

The police science/law enforcement administration major promotes the knowledge and skills necessary to maintain social order, protect individual rights, meet public needs, and uphold the laws and institutions of democracy. Students study the theoretical, ethical, judicial, and practical issues related to the operations and responsibilities of a complex law enforcement organization. Within the contexts of current events, poverty, race, ethnicity, human relations, urban expansion, and public policy, students analyze the causes of deviant behavior in juvenile and adult offenders. In addition to critical thinking problem solving, and communication skills, students develop increased empathy and a greater understanding of diversity. They evaluate scientific advances and new technologies that support effective crime detection, intervention, and prevention. Students explore ways to improve community relations and gain civic support for their critical mission to protect and serve. The police science bachelor of arts degree is intended for students who are graduates of a Rio Salado College—affiliated police academy and have successfully completed the community college’s associate’s degree in law enforcement technology. All other students pursue a bachelor’s degree in law enforcement administration. Graduates of these programs are prepared to advance in rank and leadership responsibility.
Required Courses

PLS 30000 Examination of the Criminal Justice System
PLS 30100 Individual Rights: Practices and Systems
PLS 30200 Police Responsibility, Ethics and Rights
PLS 30300 Understanding Criminal Behavior
PLS 40000 Race, Crime and Social Policy
PLS 40100 Public Safety Supervision
PLS 40200 Policing in Today's Communities
PLS 40300 Leadership in Law Enforcement
PLS 49100 Selected Contemporary Topics in Policing (CAPSTONE COURSE)

PSYCHOLOGY

Psychology is the study of human behavior. The major provides a foundation in human physiological, mental, intellectual, personality, and social development. Specific coursework is focused on research, theories and processes useful for understanding oneself and others both as individuals and as members of various societies, groups, cultures and organizations. Psychology students are encouraged to think critically, to analyze and integrate information from other disciplines and sources, and to draw conclusions which can lead to the application of psychology to the identification and realization of individual and group goals. The study of psychology partners well with liberal arts coursework and facilitates ethical thinking, self-awareness and empathy within a global community. Students are prepared for graduate study leading to professions in counseling and psychotherapy, teaching, church ministry, youth work, law enforcement, research, marketing, organizational development, personnel services, social advocacy, community services, rehabilitation, gerontology, and social work.

Minor available in psychology. Please check with your advisor for availability at your campus.

Required Courses

PSY 12053 Principles of Psychology
PSY 30153 Theories of Personality
PSY 30353 Psychology of Abnormal Behavior
PSY 31354 Physiological Psychology
PSY 32253 Research Design and Analysis
PSY 32353 Developmental Psychology
PSY 40854 History and Systems of Psychology
SOC 30653 Ethnic Relations and Multiculturalism
PSY 49201 Seminar in Psychology (CAPSTONE COURSE)

PUBLIC ADMINISTRATION

The public administration major promotes an understanding of the policies, purposes, philosophies, responsibilities, management methods, and challenges of civic leadership. Students analyze complex organizational systems; learn budgeting processes; apply new technologies; identify ethical issues; and evaluate the goals of local, state, and national governmental agencies in a changing society. Critical thinking, problem-solving and effective communication are important skills that students develop as they analyze case studies and commit themselves to continuous quality improvement. Graduates of this major are prepared to enter city, county, state, or national agencies that benefit from ethical management, efficient practices, positive public relations, and an empathetic response to the diverse social groups within and served by agencies.

Required Courses

ECO 30564 Economics for Managers
HPS 13353 American Government
HPS 49300 Public Policy
OAD 30063 Behavior in Organizations
OAD 33064 Governmental Budgeting
OAD 43564 Administration of Public Organizations
HPS 49300 Public Policy (CAPSTONE COURSE)

Certificates

Ottawa University offers undergraduate certificates in adult education, health care management, long-term care administration, professional accounting, business communication, human resource management, and marketing. The increased span of control and responsibilities experienced by employees in organizations today may require individuals to expand their breadth of functional business knowledge in a number of areas. These certificate programs allow students who may or may not have a bachelor's degree to build a knowledge base in a specific business or professional area.

1. All certificates require a minimum of 19 semester credit hours in the content area in addition to the general communication requirement.
2. A minimum of five courses within the required or elective content area must be taken at Ottawa University.
3. A minimum of 15 semester credit hours must be upper division credit.
4. A minimum grade of "C" must be earned in all courses for a certificate.
5. The general communication course must be taken first and successfully passed prior to taking coursework in the content area.
6. One course may be transferred from another institution.

Consult your advisor for required courses and certificate availability.

Concentrations

Ottawa University offers concentrations in adult education, communication, human resources, long-term care administration, management, management of community-based organizations, and marketing in selected majors. A concentration is an approved, cohesive selection of courses that allows an area of specialization that is directly associated with a student's major and consists of coursework beyond the core courses required.
Students analyze and evaluate business systems in terms of their efficiency, productivity, profit, and service. They study the challenges and opportunities facing existing companies and new ventures. As potential entrepreneurs, students synthesize their knowledge, analyze markets, and develop business plans. They learn to make convincing presentations to employees, customers, managers, board members, and investors. They appreciate how responsible business practices can improve economic standards, social stability, and international trade. Graduates are prepared for a range of career opportunities in both for-profit and nonprofit private entities as well as the public sector.

Minor available in business administration. Please check with your advisor for availability at your campus.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 20364</td>
<td>Accounting for Business Operations</td>
</tr>
<tr>
<td>ACC 30664</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>ECO 30564</td>
<td>Economics for Managers</td>
</tr>
<tr>
<td>OAD 30563</td>
<td>Management</td>
</tr>
<tr>
<td>OAD 31063</td>
<td>Business Law</td>
</tr>
<tr>
<td>OAD 31664</td>
<td>Business Ethics</td>
</tr>
<tr>
<td>OAD 31863</td>
<td>Marketing</td>
</tr>
<tr>
<td>OAD 40063</td>
<td>Financial Administration</td>
</tr>
<tr>
<td>OAD 49100</td>
<td>Strategies and Policies</td>
</tr>
</tbody>
</table>

(CAPSTONE COURSE)

**HEALTH CARE MANAGEMENT**

The health care management major promotes an understanding of complex, evolving, and integrated health care and reimbursement systems. Students analyze perspectives, methods, and values associated with the delivery and financing of health services. They evaluate client needs, fiscal constraints, management practices, ethical principles, public policies, promotional strategies, and system designs to discover ways to meet the growing demands for affordable, efficient, responsible, and effective health care. The major promotes organizational insight and managerial ability for those who desire leadership positions in health-related enterprises. It is especially suitable for health care professionals with technical/clinical degrees, nurses, reimbursement specialists, utilization review professionals, medical office or managed care personnel, and health insurance providers. Minimum of 30 credits required in professional clinical training and registry/certifications. Licensed practical nurses will require an additional 6 credit hours in electives.

**Clinical Track (Available Spring 2008)**

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAD 36020</td>
<td>Planning and Budgeting in Health Care</td>
</tr>
<tr>
<td>OAD 38663</td>
<td>Human Resources in Health Care</td>
</tr>
<tr>
<td></td>
<td>Organizations</td>
</tr>
<tr>
<td>OAD 40654</td>
<td>Health Care Law and Ethics</td>
</tr>
<tr>
<td>OAD 46000</td>
<td>Health Care Policy and Regulation</td>
</tr>
<tr>
<td>OAD 48563</td>
<td>Management of Health Care Organizations</td>
</tr>
</tbody>
</table>
OAD 49500 Seminar in Applied Health Care Management (CAPSTONE COURSE)

Non-Clinical Track (Available Spring 2008)

This track is suitable for students who do not have prior registries or a health care background but want to prepare for leadership positions within health care organizations.

Prerequisites

Business Math or Equivalent
ECO 30564 Economics for Managers
OAD 36000 Medical Terminology
OAD 36010 Introduction to Health Care Delivery Systems

Required Courses

OAD 36020 Planning and Budgeting in Health Care
OAD 36064 Managing Integration of Health Care Systems
OAD 38663 Human Resources in Health Care Organizations
OAD 40654 Health Care Law and Ethics
OAD 46000 Health Care Policy and Regulation
OAD 48563 Management of Health Care Organizations
OAD 49500 Seminar in Applied Health Care Management (CAPSTONE COURSE)

Recommended Electives

OAD 38564 Behavior in Health Care Organizations
OAD 48664 Leadership in Health Care Organizations

HUMAN RESOURCES (Effective Spring 2008)

The human resources major helps students develop, support, and administer personnel in business organizations. Students understand the challenges of employment and staffing; the complexities of compensation and benefits; the policies and programs that promote employee responsibility, production, and satisfaction; and the methods to hire, retain, and terminate employees based on legal policies and ethical parameters, protecting both the rights of workers and the interests of the company. They learn the role of human dynamics in coordinating, training, and supporting a diverse workforce. As coordinators of human capital, students must become adept at communication, critical thinking and problem solving in such areas as data management, systems design, and conflict management within changing organizational structures and unstable economic conditions. Graduates are prepared for support or supervisory personnel positions in a range of corporate, civic, or nonprofit organizations.

Minor available in human resources. Please check with your advisor for availability at your campus.

Prerequisites

Computer Literacy
Business Math or Equivalent
Financial Analysis or Equivalent (Accounting or Economics)

Required Courses

OAD 30063 Behavior in Organizations OR
OAD 30563 Management
OAD 30264 Employment Law and Policies
OAD 32563 Human Resources Administration
OAD 32864 Employment and Staffing
OAD 41564 Compensation and Benefits
OAD 41764 Training and Development
OAD 49200 Seminar in Applied Human Resources

Recommended Electives

OAD 30664 Labor Relations
OAD 32561 Employee Safety and Health
OAD 32565 Human Resource Information Systems
OAD 41664 Performance Appraisal
OAD 41666 International Human Resources Management
OAD 41668 Practicum in Human Resources
OAD 41864 Managing Cultural Diversity

Additional courses may be required or recommended. Please consult your advisor for requirements and course offerings.

MANAGEMENT

The management major promotes the conceptual awareness and practical abilities needed to supervise personnel and help organizations run efficiently, effectively, and ethically. Students learn how to plan, budget, coordinate, and influence within an organizational setting. They develop ways to analyze systems; interpret data; set priorities; administer human resources; improve customer service; adapt to internal and external changes; and understand how a manager's personal responsibility, integrity, and empathy can help motivate a diverse workforce. Communication, problem-solving and decision-making are key skills that help students formulate strategic approaches to operational execution. Graduates are prepared for a wide range of leadership careers in business, government, and all types of organizations.

Minor available in management. Please check with your advisor for availability at your campus.

Required Courses

ACC 30664 Managerial Accounting OR
OAD 40264 Planning and Budgeting
OAD 30063 Behavior in Organizations
OAD 30563 Management (Two tracks available)
OAD 32563 Human Resources Administration
OAD 49300 Seminar in Applied Management (CAPSTONE COURSE)
In addition, two courses must be completed from the following:

- COM 30163 Interpersonal Communication OR COM 30363 Organizational Communication OR COM 40164 Intercultural and International Communication
- COM 40464 Persuasive Communication OR OAD 30363 Organizational Communication
- OAD 30364 Conflict Resolution OR OAD 39664 Managing Organizational Conflict
- OAD 31664 Business Ethics
- OAD 32064 Women in Management
- OAD 41464 Project Management
- OAD 41664 Performance Appraisal
- OAD 43264 Organizational Change

Certificates

Ottawa University offers undergraduate certificates in adult education, health care management, long-term care administration, professional accounting, business communication, human resource management, and marketing. The increased span of control and responsibilities experienced by employees in organizations today may require individuals to expand their breadth of functional business knowledge in a number of areas. These certificate programs allow students who may or may not have a bachelor's degree to build a knowledge base in a specific business or professional area.

1. All certificates require a minimum of 19 semester credit hours in the content area in addition to the general communication requirement.
2. A minimum of five courses within the required or elective content area must be taken at Ottawa University.
3. A minimum of 15 semester credit hours must be upper division credit.
4. A minimum grade of “C” must be earned in all courses for a certificate.
5. The general communication course must be taken first and successfully passed prior to taking coursework in the content area.
6. One course may be transferred from another institution.

Consult your advisor for required courses and certificate availability.

Concentrations

Ottawa University offers concentrations in adult education, communication, human resources, long-term care administration, management, management of community-based organizations, and marketing in selected majors. A concentration is an approved, cohesive selection of courses that allows an area of specialization that is directly associated with a student’s major and consists of coursework beyond the core courses required in the major. A concentration consists of at least 12 semester credits, all of which must be upper division. In addition:

1. At least half of the credits in the concentration must be taken at Ottawa University.
2. Required or elective courses in the concentration cannot be used as part of the core or elective courses of another minor or major.
3. A minimum grade of “C” must be earned in all courses in a concentration.
4. Courses for a concentration may require additional prerequisite courses.

Consult your advisor for required courses and concentration availability.

Minors

Ottawa University offers undergraduate minors in accounting, adult education, business administration, coaching, communication, exercise science, human resources, human services, information technology systems, management, marketing, psychology, recreation and sports administration, religion, theatre and women's studies. These programs allow students to expand their knowledge in a specific area of interest. Please consult your advisor for availability of the minor and course offerings at your campus.

1. A minor consists of at least 18 semester credits at The College and 20 semester credits at the adult campuses, of which 12 must be upper division credit.
2. Required or elective courses in the minor cannot be used as part of the core or elective courses of another minor or major.
3. A minimum grade of “C” must be earned in all courses in a minor.
4. Courses for a minor may require additional prerequisite courses.

Greater Kansas City Campus

Bachelor of Arts

- Business Administration
- Elementary Education
- Health Care Management
- Human Resources
- Individualized
- Information Technology Systems
- Management (Two tracks available)
- Psychology

BUSINESS ADMINISTRATION

The business administration major focuses students on how a business firm can achieve its objectives in a competitive local, regional, national, or global environment while maintaining ethical principles and practices. This major integrates a broad
range of theories, concepts, methods, policies, and practices through the study of finance, economics, law, ethics, marketing, human resources, management, and organizational behavior. Students analyze and evaluate business systems in terms of their efficiency, productivity, profit, and service. They study the challenges and opportunities facing existing companies and new ventures. As potential entrepreneurs, students synthesize their knowledge, analyze markets, and develop business plans. They learn to make convincing presentations to employees, customers, managers, board members, and investors. They appreciate how responsible business practices can improve economic standards, social stability, and international trade. Graduates are prepared for a range of career opportunities in both for-profit and nonprofit private entities as well as the public sector.

Minor available in business administration. Please check with your advisor for availability at your campus.

Required Courses

- ACC 20364 Accounting for Business Operations
- ACC 30664 Managerial Accounting
- ECO 20163 Macroeconomics
- ECO 20263 Microeconomics
- OAD 30063 Behavior in Organizations OR
- OAD 32563 Human Resources Administration
- OAD 30563 Management
- OAD 31063 Business Law
- OAD 31664 Business Ethics
- OAD 31863 Marketing
- OAD 40063 Financial Administration
- OAD 41064 International Business
- OAD 49100 Strategies and Policies (CAPSTONE COURSE)

ELEMENTARY EDUCATION

The elementary education major is designed to produce teachers who have the knowledge, social competencies, methods, communication skills, and sensitivity to be effective in the school environment. Students complete methods courses, professional education courses, and field experiences and observations. They develop critical thinking skills through an analysis of educational history, philosophy and psychology; measurement and evaluation of learning; and classroom management. They gain awareness of cultural diversity and the social and political contexts of education. Elementary education majors must also demonstrate ability in liberal arts areas including mathematics, science, writing, communication, social studies, and the fine arts. The education major is based on state, regional and national certification/licensure criteria and testing competencies. The Ottawa University teacher education program is state approved in Kansas and is also accredited by the National Council for the Accreditation of Teacher Education (NCATE).

Graduates of the elementary education major are prepared to serve in a variety of school settings, both public and private.

Kansas Teacher Education Program

The Ottawa University – Greater Kansas City teacher education program's mission is to be a learning community in which committed teachers are reflective inquirers with knowledge and skills to use best practices in order to provide every student a quality education.

Governance

The OU–Greater Kansas City teacher education unit is the professional education unit responsible for all OU teacher education programs in Kansas. The responsibility of the Unit is governance of the teacher education program, including establishment of policy, curriculum approval, and program changes.

The OU–Greater Kansas City teacher education committee (OUKTEC) is the administrative body charged with administering the program in Kansas, including the approval of candidates at each transition point.

Admission to the Teacher Education Program – Transition Point 1

Students apply formally for admission to the teacher education program during preprofessional education courses.

Criteria for admission to the teacher education program are:

- Completion of an application to the program.
- A cumulative grade point average of 2.50.
- Effective August 1, 2006, students new to a teacher education program will be required to have College-Base (C-Base) examination scores on file in the department of teacher education.
- Two letters of recommendation from a high school faculty member, college faculty member or professional who can verify the candidate's suitability for the teaching profession.
- Grade of “C” or higher in teaching profession.
- Provision of a current health certificate to the teacher education department.

Required Coursework for Licensure

The Ottawa University teacher education program handbook required in the preprofessional education courses serves as the official document regarding specific requirements for licensure.

General Education Requirements

The Ottawa University teacher education program requires that each person seeking licensure complete a program that includes coursework in the area of general education. This work is designed to develop a broad understanding of the characteristics of the disciplines in the arts, humanities, natural sciences, and social sciences. It is also designed to assist the student in becoming competent in written and oral communication and in the use of mathematical properties, processes and symbols.
Admission to Student Teaching – Transition Point 2

Students must make a formal application to the OUKTEC for student teaching. Applications are reviewed and approved by the committee.

Student Teaching – Transition Point 3

To be approved for student teaching, a student must have completed all teacher education program requirements for the specific license being sought. The student must maintain a cumulative grade point average no less than the state licensure requirement (currently 2.50) and earn a 2.75 or greater grade point average for all professional education and content area coursework. The student also must have no grade lower than “C” in preprofessional, professional and content area courses and have passing PPST or C-BASE scores on file in the teacher education department. Student teaching represents the capstone experience for the professional training and comes at the end of all coursework. The student must submit an electronic portfolio for assessment.

Licensure – Transition Point 4

At the end of student teaching, students complete an application for licensure. Students must have fulfilled all requirements of the program and successfully completed their student teaching experience, and have submitted a completed electronic portfolio for approval. Information concerning grade point averages, passing PPST or C-BASE scores, passing Professional Learning and Teaching Test (PLT) scores, and the passing scores on the state required content test(s) must also be on file in the teacher education program office. This application, with a recommendation from the licensure officer of the University and accompanied by a fee paid by the student, is sent to the Kansas State Department of Education in Topeka. Teaching licenses are issued by the Kansas State Department of Education. Students seeking teaching licenses for states other than Kansas should consult with teacher education program personnel for information.

Licensure Programs

Elementary Education (K-6)

Pre-Professional Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 20000</td>
<td>Technology for Educators</td>
</tr>
<tr>
<td>EDU 30731</td>
<td>The Teaching Profession Part I</td>
</tr>
<tr>
<td>EDU 30732</td>
<td>The Teaching Profession Part II</td>
</tr>
<tr>
<td>MAT 10543</td>
<td>Topics in Math</td>
</tr>
<tr>
<td>PSY 20153</td>
<td>Survey of Developmental Psychology</td>
</tr>
</tbody>
</table>

Professional Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 31132</td>
<td>The Exceptional Child</td>
</tr>
<tr>
<td>EDU 31233</td>
<td>Educational Psychology</td>
</tr>
<tr>
<td>EDU 31633</td>
<td>Assessment in Today’s Classroom</td>
</tr>
<tr>
<td>EDU 33035</td>
<td>Foundations of Schools in a Diverse Society</td>
</tr>
<tr>
<td>EDU 40632</td>
<td>Managing the Educational Environment</td>
</tr>
</tbody>
</table>

Content Area Coursework

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 20033</td>
<td>Integrating Fine Arts</td>
</tr>
<tr>
<td>EDU 30000</td>
<td>Elementary Reading Methods and Practicum: Part I</td>
</tr>
<tr>
<td>EDU 30001</td>
<td>Elementary Reading Methods and Practicum: Part II</td>
</tr>
<tr>
<td>EDU 30030</td>
<td>Elementary Math Methods and Practicum: Part I</td>
</tr>
<tr>
<td>EDU 30031</td>
<td>Elementary Math Methods and Practicum: Part II</td>
</tr>
<tr>
<td>EDU 30530</td>
<td>Elementary Science Methods and Practicum: Part I</td>
</tr>
<tr>
<td>EDU 30531</td>
<td>Elementary Science Methods and Practicum: Part II</td>
</tr>
<tr>
<td>EDU 31632</td>
<td>Reading in the Content</td>
</tr>
<tr>
<td>EDU 32734</td>
<td>Elementary Language Arts Methods</td>
</tr>
<tr>
<td>EDU 32834</td>
<td>Elementary Social Studies Methods</td>
</tr>
<tr>
<td>EDU 40233</td>
<td>The Differentiated Classroom</td>
</tr>
<tr>
<td>PED 30933</td>
<td>Health and Physical Education Methods for Elementary Classroom Teachers</td>
</tr>
</tbody>
</table>

All students seeking elementary licensure must develop a 20 semester credit hour area of emphasis in a discipline outside the education program. Consult your academic advisor for applicable coursework.

Student Teaching Block

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 40933</td>
<td>Reflective Teaching</td>
</tr>
<tr>
<td>EDU 49001</td>
<td>Elementary Student Teaching I</td>
</tr>
<tr>
<td>EDU 49002</td>
<td>Elementary Student Teaching II</td>
</tr>
</tbody>
</table>

Licensure requirements are updated regularly. Students should consult with teacher education program personnel for current requirements.

HEALTH CARE MANAGEMENT

Online Program

The health care management major promotes an understanding of complex, evolving, and integrated health care and reimbursement systems. Students analyze perspectives, methods, and values associated with the delivery and financing of health services. They evaluate client needs, fiscal constraints, management practices, ethical principles, public policies, promotional strategies, and system designs to discover ways to meet the growing demands for affordable, efficient, responsible, and effective health care. The major promotes organizational insight and managerial ability for those who desire leadership positions in health-related enterprises. It is especially suitable for health care professionals with technical/clinical degrees, nurses, reimbursement specialists, utilization review professionals, medical office or managed care personnel, and health insurance providers. Minimum of 30 credits required in professional clinical training and registry/certifications. Licensed practical nurses will require an additional 6 semester credit hours in electives.
Clinical Track (Available Spring 2008)

Required Courses
OAD 36020 Planning and Budgeting in Health Care
OAD 38663 Human Resources in Health Care Organizations
OAD 40654 Health Care Law and Ethics
OAD 46000 Health Care Policy and Regulation
OAD 48563 Management of Health Care Organizations
OAD 49500 Seminar in Applied Health Care Management (CAPSTONE COURSE)

Non-Clinical Track (Available Spring 2008)

This track is suitable for students who do not have prior registries or a health care background but want to prepare for leadership positions within health care organizations.

Prerequisites

Business Math or Equivalent
ECO 30564 Economics for Managers
OAD 36000 Medical Terminology
OAD 36010 Introduction to Health Care Delivery Systems

Required Courses
OAD 36020 Planning and Budgeting in Health Care
OAD 36064 Managing Integration of Health Care Systems
OAD 38663 Human Resources in Health Care Organizations
OAD 40654 Health Care Law and Ethics
OAD 46000 Health Care Policy and Regulation
OAD 48563 Management of Health Care Organizations
OAD 49500 Seminar in Applied Health Care Management (CAPSTONE COURSE)

Recommended Electives
OAD 38564 Behavior in Health Care Organizations
OAD 48664 Leadership in Health Care Organizations

HUMAN RESOURCES (Effective Spring 2008)

The human resources major helps students develop, support, and administer personnel in business organizations. Students understand the challenges of employment and staffing, the complexities of compensation and benefits; the policies and programs that promote employee responsibility, production, and satisfaction; and the methods to hire, retain, and terminate employees based on legal policies and ethical parameters, protecting both the rights of workers and the interests of the company. They learn the role of human dynamics in coordinating, training, and supporting a diverse workforce. As coordinators of human capital, students must become adept at communication, critical thinking and problem solving in such areas as data management, systems design, and conflict management within changing organizational structures and unstable economic conditions. Graduates are prepared for support or supervisory personnel positions in a range of corporate, civic, or nonprofit organizations.

Minor available in human resources. Please check with your advisor for availability at your campus.

Prerequisites

Computer Literacy

Business Math or Equivalent

Financial Analysis or Equivalent (Accounting or Economics)

Required Courses
OAD 30063 Behavior in Organizations OR OAD 30563 Management
OAD 30264 Employment Law and Policies
OAD 32563 Human Resources Administration
OAD 32864 Employment and Staffing
OAD 41564 Compensation and Benefits
OAD 41764 Training and Development
OAD 49200 Seminar in Applied Human Resources

Recommended Electives
OAD 30664 Labor Relations
OAD 32561 Employee Safety and Health
OAD 32565 Human Resource Information Systems
OAD 41664 Performance Appraisal
OAD 41666 International Human Resources Management
OAD 41668 Practicum in Human Resources
OAD 41864 Managing Cultural Diversity

Additional courses may be required or recommended. Please consult your advisor for requirements and course offerings.

INFORMATION TECHNOLOGY SYSTEMS

The information technology systems major provides knowledge and skills related to the programming, storage, networking, and communication of information in an organization. This preparation also includes basic concepts and principles of business practices along with skills in planning, problem-solving, decision-making, and systems analysis. Students develop a computer proficiency and gain the ability to apply information systems in organizations effectively, efficiently, and responsibly with an understanding of the critical nature of information management in a global economy. Graduates are prepared for private or public sector careers in database administration, systems analysis, network administration, software programming, Internet technologies, and help desk management. Minor available.
Minor available in information technology systems. Please check with your advisor for availability at your campus.

**Technical Core Courses**
Minimum of 15 semester credit hours including all of the following:
- Database Management
- Introduction to Information Technology (includes end-user application tools)
- Networking
- Operating Systems
- Programming

**Technical Specialty Courses**
Minimum of 20 semester credit hours.
Can be technical electives in programming, database management, operating systems, or networking
Can be industry-recognized certifications.
Can be an internship.

**Technical Architecture Course**
ITS 48163 Systems Analysis and Design

**Organizational Core Courses**
Minimum of 15 semester credit hours including all of the following:
- COM 30163 Interpersonal Communication OR Public Speaking
- COM 32663 Business Communication
- OAD 30063 Behavior in Organizations
- OAD 30563 Management
- OAD 31664 Business Ethics
- ITS 49100 Methodologies of Project Development (CAPSTONE COURSE)

Transfer courses applicable to the major may not be more than seven years old. Consult your academic advisor for any additional courses or conditions that might be required.

**MANAGEMENT (TWO TRACKS AVAILABLE)**
The management major promotes the conceptual awareness and practical abilities needed to supervise personnel and help organizations run efficiently, effectively, and ethically. Students learn how to plan, budget, coordinate, and influence within an organizational setting. They develop ways to analyze systems; interpret data; set priorities; administer human resources; improve customer service; adapt to internal and external changes; and understand how a manager’s personal responsibility, integrity, and empathy can help motivate a diverse workforce. Communication, problem-solving, and decision-making are key skills that help students formulate strategic approaches to operational execution. Graduates are prepared for a wide range of leadership careers in business, government, and all types of organizations.

This program is available in two tracks. Consult your academic advisor for the track that best suits your individual academic needs and goals.

Minor available in management. Please check with your advisor for availability at your campus.

**Required Courses**
- ACC 30664 Managerial Accounting OR OAD 40264 Planning and Budgeting
- OAD 30063 Behavior in Organizations
- OAD 30563 Management
- OAD 31664 Business Ethics
- OAD 32563 Human Resources Administration
- OAD 49300 Seminar in Applied Management (CAPSTONE COURSE)

Four additional courses must be selected from the following list:
- COM 30163 Interpersonal Communication
- OAD 32064 Women in Management
- OAD 39664 Managing Organizational Conflict
- OAD 41664 Project Management
- OAD 41664 Performance Appraisal
- OAD 43264 Organizational Change
- COM 40465 Professional Communication Styles, Tools, and Techniques
- ACC 20364 Accounting for Business Operations
- COM 31864 Group Processes
- ECO 20263 Microeconomics
- ITS 48163 Systems Analysis and Design
- ITS 48064 Management Information Systems
- OAD 30141 Emotional Intelligence in the Workplace
- OAD 30264 Employment Law and Politics
- OAD 30664 Labor Relations
- OAD 31063 Business Law
- OAD 40663 Total Quality Management
- OAD 41564 Compensation and Benefits
- OAD 41764 Training and Development
- OAD 42464 Concepts of Career Development
- OAD 42664 New Business Ventures
- OAD 44264 Employee Assistance
- OAD 45664 Recruitment and Selection

**PSYCHOLOGY**
Psychology is the study of human behavior. The major provides a foundation in human physiological, mental, intellectual, personality, and social development. Specific coursework is focused on research, theories and processes useful for understanding oneself and others both as individuals and as members of various societies, groups, cultures and organizations. Psychology students are encouraged to think critically, to analyze and integrate information from other disciplines and sources, and to draw conclusions which can lead to the application of
psychology to the identification and realization of individual and group goals. The study of psychology partners well with liberal arts coursework and facilitates ethical thinking, self-awareness and empathy within a global community. Students are prepared for graduate study leading to professions in counseling and psychotherapy, teaching, church ministry, youth work, law enforcement, research, marketing, organizational development, personnel services, social advocacy, community services, rehabilitation, gerontology, and social work.

Minor available in psychology. Please check with your advisor for availability at your campus.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 12053</td>
<td>Principles of Psychology</td>
</tr>
<tr>
<td>PSY 32353</td>
<td>Developmental Psychology</td>
</tr>
<tr>
<td>PSY 32153</td>
<td>Social Psychology</td>
</tr>
<tr>
<td>MAT 32044</td>
<td>Statistics</td>
</tr>
<tr>
<td>PSY 30153</td>
<td>Theories of Personality</td>
</tr>
<tr>
<td>PSY 30353</td>
<td>Psychology of Abnormal Behavior</td>
</tr>
<tr>
<td>PSY 31354</td>
<td>Physiological Psychology</td>
</tr>
<tr>
<td>PSY 32253</td>
<td>Research Design and Analysis</td>
</tr>
<tr>
<td>PSY 40854</td>
<td>History and Systems of Psychology</td>
</tr>
<tr>
<td>PSY 49201</td>
<td>Seminar in Psychology (CAPSTONE COURSE)</td>
</tr>
</tbody>
</table>

*Additional courses may be required. Please see your academic advisor.

**Certificates**

Ottawa University offers undergraduate certificates in adult education, health care management, long-term care administration, professional accounting, business communication, human resource management, and marketing. The increased span of control and responsibilities experienced by employees in organizations today may require individuals to expand their breadth of functional business knowledge in a number of areas. These certificate programs allow students who may or may not have a bachelor’s degree to build a knowledge base in a specific business or professional area.

1. All certificates require a minimum of 19 semester credit hours in the content area in addition to the general communication requirement.
2. A minimum of five courses within the required or elective content area must be taken at Ottawa University.
3. A minimum of 15 semester credit hours must be upper division credit.
4. A minimum grade of “C” must be earned in all courses for a certificate.
5. The general communication course must be taken first and successfully passed prior to taking coursework in the content area.
6. One course may be transferred from another institution.

Consult your advisor for required courses and certificate availability.

**Concentrations**

Ottawa University offers concentrations in adult education, communication, human resources, long-term care administration, management, management of community-based organizations, and marketing in selected majors. A concentration is an approved, cohesive selection of courses that allows an area of specialization that is directly associated with a student’s major and consists of coursework beyond the core courses required in the major. A concentration consists of at least 12 semester credits, all of which must be upper division. In addition:

1. At least half of the credits in the concentration must be taken at Ottawa University.
2. Required or elective courses in the concentration cannot be used as part of the core or elective courses of another minor or major.
3. A minimum grade of “C” must be earned in all courses in a concentration.
4. Courses for a concentration may require additional prerequisite courses.

Consult your advisor for required courses and concentration availability.

**Minors**

Ottawa University offers undergraduate minors in accounting, adult education, business administration, coaching, communication, exercise science, human resources, human services, information technology systems, management, marketing, psychology, recreation and sports administration, religion, theatre and women's studies. These programs allow students to expand their knowledge in a specific area of interest. Please consult your advisor for availability of the minor and course offerings at your campus.

1. A minor consists of at least 18 semester credit hours at The College and 20 semester credits at the adult campuses, of which 12 must be upper division.
2. Required or elective courses in the minor cannot be used as part of the core or elective courses of another minor or major.
3. A minimum grade of “C” must be earned in all courses in a minor.
4. Courses for a minor may require additional prerequisite courses.

**Wisconsin Campus**

**Bachelor of Arts**

- Accounting
- Business Administration
- Communication
- Health Care Management
- Human Resources
- Human Services
» Individualized (Adult Education)
» Information Technology Systems
» Management
» Management of Computer Services
» Psychology

ACCOUNTING

The accounting major helps students understand and master the conceptual framework used to measure and report an organization’s financial events. In accordance with professional and ethical standards, students analyze and evaluate accounting practices and systems to understand how they should and do function in business entities. They learn fiduciary responsibility and how to communicate with internal and external stakeholders. This major promotes skills in problem-solving, decision-making, systems analysis, and planning within financial, economic, managerial, and technological contexts. Accounting is an important foundation for careers in finance, auditing and administration within both the public and private sectors.

Minor available in accounting. Please check with your advisor for availability at your campus.

Required Courses

ACC 20364 Accounting for Business Operations
ACC 20464 Accounting for Investing and Financing Activities
ACC 30163 Cost Accounting OR
ACC 40264 Advanced Cost Accounting
ACC 33164 Intermediate Accounting I
ACC 33264 Intermediate Accounting II
ACC 36264 Federal Income Tax*
ACC 40164 Advanced Accounting I
ACC 40165 Advanced Accounting II
ACC 44163 Auditing
OAD 40063 Financial Administration
ACC 49060 Seminar in Applied Accounting (CAPSTONE COURSE)

*If transferred from another University, must be taken within the last five years.

BUSINESS ADMINISTRATION

The business administration major focuses students on how a business firm can achieve its objectives in a competitive local, regional, national, or global environment while maintaining ethical principles and practices. This major integrates a broad range of theories, concepts, methods, policies, and practices through the study of finance, economics, law, ethics, marketing, human resources, management, and organizational behavior. Students analyze and evaluate business systems in terms of their efficiency, productivity, profit, and service. They study the challenges and opportunities facing existing companies and new ventures. As potential entrepreneurs, students synthesize their knowledge, analyze markets, and develop business plans. They learn to make convincing presentations to employees, customers, managers, board members, and investors. They appreciate how responsible business practices can improve economic standards, social stability, and international trade. Graduates are prepared for a range of career opportunities in both for-profit and nonprofit private entities as well as the public sector.

Minor available in business administration. Please check with your advisor for availability at your campus.

Required Courses

COM 30163 Interpersonal Communication
COM 30263 Small Group Communication OR
PSY 32454 Group Dynamics
COM 30363 Organizational Communication
COM 40164 Intercultural and International Communication
COM 40464 Persuasive Communication
COM 49100 Seminar in Applied Communication (CAPSTONE COURSE)

COMMUNICATION

The communication major is designed to help students understand and master the concepts and methods of communication in a wide array of settings. It promotes analysis, synthesis and evaluation of communication contexts and strategies and solutions to achieve, effectively and efficiently, a desired outcome with a specific audience. Students in this major develop critical-thinking skills and an awareness of cultural, social, intergenerational, and political diversity as it relates to communication. They are encouraged to relate communication insights to their personal and professional lives as they become capable problem solvers. Students improve on their communication abilities and develop their own style, aesthetics and processes to achieve positive relationships in a variety of settings. As an integral part of the communication major, students will develop a philosophy for ethical, moral and lawful treatment of communication stakeholders. The communication major prepares graduates for a wide range of careers including public relations, marketing, advertising, mass media, technical writing, arts communication, government, business, and law.

Minor available in communication. Please check with your advisor for availability at your campus.

Required Courses

COM 30163 Interpersonal Communication
COM 30263 Small Group Communication OR
PSY 32454 Group Dynamics
COM 30363 Organizational Communication
COM 40164 Intercultural and International Communication
COM 40464 Persuasive Communication
COM 49100 Seminar in Applied Communication (CAPSTONE COURSE)
HEALTH CARE MANAGEMENT

The health care management major promotes an understanding of complex, evolving, and integrated health care and reimbursement systems. Students analyze perspectives, methods, and values associated with the delivery and financing of health services. They evaluate client needs, fiscal constraints, management practices, ethical principles, public policies, promotional strategies, and system designs to discover ways to meet the growing demands for affordable, efficient, responsible, and effective health care. The major promotes organizational insight and managerial ability for those who desire leadership positions in health-related enterprises. It is especially suitable for health care professionals with technical/clinical degrees, nurses, reimbursement specialists, utilization review professionals, medical office or managed care personnel, and health insurance providers. Minimum of 30 credits required in professional clinical training and registry/certifications. Licensed practical nurses will require an additional 6 semester credit hours in electives.

Clinical Track (available spring 2008)

Required Courses

- OAD 36020 Planning and Budgeting in Health Care
- OAD 38663 Human Resources in Health Care Organizations
- OAD 40654 Health Care Law and Ethics
- OAD 46000 Health Care Policy and Regulation
- OAD 48563 Management of Health Care Organizations
- OAD 49500 Seminar in Applied Health Care Management (CAPSTONE COURSE)

Non-Clinical Track (available spring 2008)

This track is suitable for students who do not have prior registries or a health care background but want to prepare for leadership positions within health care organizations.

Required Courses

- OAD 36020 Planning and Budgeting in Health Care
- OAD 36064 Managing Integration of Health Care Systems
- OAD 38663 Human Resources in Health Care Organizations
- OAD 40654 Health Care Law and Ethics
- OAD 46000 Health Care Policy and Regulation
- OAD 48563 Management of Health Care Organizations

Recommended Electives

- OAD 38564 Behavior in Health Care Organizations
- OAD 48664 Leadership in Health Care Organizations

HUMAN RESOURCES (Effective Spring 2008)

The human resources major helps students develop, support, and administer personnel in business organizations. Students understand the challenges of employment and staffing; the complexities of compensation and benefits; the policies and programs that promote employee responsibility, production, and satisfaction; and the methods to hire, retain, and terminate employees based on legal policies and ethical parameters, protecting both the rights of workers and the interests of the company. They learn the role of human dynamics in coordinating, training, and supporting a diverse workforce. As coordinators of human capital, students must become adept at communication, critical thinking and problem solving in such areas as data management, systems design, and conflict management within changing organizational structures and unstable economic conditions. Graduates are prepared for support or supervisory personnel positions in a range of corporate, civic, or nonprofit organizations.

Minor available in human resources. Please check with your advisor for availability at your campus.

Prerequisites

- Computer Literacy
- Business Math or Equivalent
- Financial Analysis or Equivalent (Accounting or Economics)

Required Courses

- OAD 30063 Behavior in Organizations OR
  OAD 30563 Management
- OAD 30264 Employment Law and Policies
- OAD 32563 Human Resources Administration
- OAD 32864 Employment and Staffing
- OAD 41564 Compensation and Benefits
- OAD 41764 Training and Development
- OAD 49200 Seminar in Applied Human Resources

Recommended Electives

- OAD 30664 Labor Relations
- OAD 32561 Employee Safety and Health
- OAD 32565 Human Resource Information Systems
- OAD 41664 Performance Appraisal
- OAD 41666 International Human Resources Management
- OAD 41668 Practicum in Human Resources
- OAD 41864 Managing Cultural Diversity
Additional courses may be required or recommended. Please consult your advisor for requirements and course offerings.

HUMAN SERVICES

The human services major provides an introduction to policies and programs designed to meet community needs among varied populations. Students think critically about issues of diversity and social equity; and learn to help people cope with personal challenges such as poverty, substance abuse, mental health, and relational crisis. They analyze the social, legal, political, and governmental forces that influence the delivery of human services; and gain abilities in program implementation, client interviewing, data gathering, counseling, consulting, and case management. Students may choose to specialize in advocacy, child and family services, corrections, gerontology, or mental health programs. This major follows guidelines of the National Organization for Human Service Education which promotes the knowledge and skills needed by professionals who plan to commit their lives to serving others. Careers in private and public sectors include welfare agencies; church ministries; community development programs; youth and adult group homes; senior centers; retirement and nursing homes; case management agencies; homeless shelters; poverty assistance programs; and government, corrections or law enforcement agencies.

Minor available in human services. Please check with your advisor for availability at your campus.

Required Courses

- HUS 30000  Social Welfare: Issues Human Services
- HUS 30253  Social Policy and the Community
- HUS 40454  Ethics in Human Services
- HUS 40553  Skills and Techniques in Human Services I
- HUS 40554  Skills and Techniques in Human Services II
- HUS 49000  Seminar in Human Services (CAPSTONE COURSE)
- PSY 30353  Psychology of Abnormal Behavior
- SOC 30653  Ethnic Relations and Multiculturalism

INFORMATION TECHNOLOGY SYSTEMS

The information technology systems major provides knowledge and skills related to the programming, storage, networking, and communication of information in an organization. This preparation also includes basic concepts and principles of business practices along with skills in planning, problem-solving, decision-making, and systems analysis. Students develop a computer proficiency and gain the ability to apply information systems in organizations effectively, efficiently, and responsibly with an understanding of the critical nature of information management in a global economy. Graduates are prepared for private or public sector careers in database administration, systems analysis, network administration, software programming, Internet technologies, and help desk management. Minor available.

Minor available in information technology systems. Please check with your advisor for availability at your campus.

Technical Core Courses

Minimum of 15 semester credit hours including all of the following:
- Database Management
- Introduction to Information Technology (includes end-user application tools)
- Networking
- Operating Systems
- Programming

Technical Specialty Courses

Minimum of 20 semester credit hours.
- Can be technical electives in programming, database management, operating systems, or networking
- Can be industry-recognized certifications
- Can be an internship

Technical Architecture Course

- ITS 48163 Systems Analysis and Design

Organizational Core Courses

Minimum of 15 semester credit hours including all of the following:
- COM 30163  Interpersonal Communication
- COM 30363  Organizational Communication OR
- COM/ENG 30124  Professional Writing OR
- COM 32663  Business Communication
- OAD 30063  Behavior in Organizations
- OAD 30563  Management
- OAD 31664  Business Ethics
- ITS 49100  Methodologies of Project Development (CAPSTONE COURSE)

Transfer courses applicable to the major may not be more than seven years old. Consult your academic advisor for any additional courses or conditions that might be required.

MANAGEMENT

The management major promotes the conceptual awareness and practical abilities needed to supervise personnel and help organizations run efficiently, effectively, and ethically. Students learn how to plan, budget, coordinate, and influence within an organizational setting. They develop ways to analyze systems; interpret data; set priorities; administer human resources; improve customer service; adapt to internal and external changes; and understand how a manager's personal responsibility, integrity, and empathy can help motivate a diverse workforce. Communication, problem-solving and decision-making are key skills that help students formulate strategic approaches to operational execution. Graduates are prepared for a wide range of leadership careers in business, government, and all types of organizations.

Minor available in management. Please check with your advisor for availability at your campus.
Computer Technical Core

Minimum of 18 semester credit hours including all of the following:

- Introduction to Computer Concepts
- Computer Programming
- Operating Systems OR
  - System Analysis and Design
- Database Management
- Networking

PSYCHOLOGY

Psychology is the study of human behavior. The major provides a foundation in human physiological, mental, intellectual, personality, and social development. Specific coursework is focused on research, theories and processes useful for understanding oneself and others both as individuals and as members of various societies, groups, cultures and organizations. Psychology students are encouraged to think critically, to analyze and integrate information from other disciplines and sources, and to draw conclusions which can lead to the application of psychology to the identification and realization of individual and group goals. The study of psychology partners well with liberal arts coursework and facilitates ethical thinking, self-awareness and empathy within a global community. Students are prepared for graduate study leading to professions in counseling and psychotherapy, teaching, church ministry, youth work, law enforcement, research, marketing, organizational development, personnel services, social advocacy, community services, rehabilitation, gerontology, and social work.

Minor available in psychology. Please check with your advisor for availability at your campus.

Required Courses

- PSY 30153 Theories of Personality
- PSY 30353 Psychology of Abnormal Behavior
- PSY 31354 Physiological Psychology
- PSY 32253 Research Design and Analysis
- PSY 40854 History and Systems of Psychology
- PSY 49201 Seminar in Psychology (CAPSTONE COURSE)

*Additional courses may be required. Please see your academic advisor.

Certificates

Ottawa University offers undergraduate certificates in adult education, health care management, long-term care administration, professional accounting, business communication, human resource management, and marketing. The increased span of control and responsibilities experienced by employees in organizations today may require individuals to expand their breadth of functional business knowledge in a number of areas. These certificate programs allow students who may or may not have a bachelor's degree to build a knowledge base in a specific business or professional area.
1. All certificates require a minimum of 19 semester credit hours in the content area in addition to the general communication requirement.

2. A minimum of five courses within the required or elective content area must be taken at Ottawa University.

3. A minimum of 15 semester credit hours must be upper division credit.

4. A minimum grade of “C” must be earned in all courses for a certificate.

5. The general communication course must be taken first and successfully passed prior to taking coursework in the content area.

6. One course may be transferred from another institution. Consult your advisor for required courses and certificate availability.

Concentrations

Ottawa University offers concentrations in adult education, communication, human resources, long-term care administration, management, management of community-based organizations, and marketing in selected majors. A concentration is an approved, cohesive selection of courses that allows an area of specialization that is directly associated with a student’s major and consists of coursework beyond the core courses required in the major. A concentration consists of at least 12 semester credits, all of which must be upper division. In addition:

1. At least half of the credits in the concentration must be taken at Ottawa University.

2. Required or elective courses in the concentration cannot be used as part of the core or elective courses of another minor or major.

3. A minimum grade of “C” must be earned in all courses in a concentration.

4. Courses for a concentration may require additional prerequisite courses. Consult your advisor for required courses and concentration availability.

Minors

Ottawa University offers undergraduate minors in accounting, adult education, business administration, coaching, communication, exercise science, human resources, human services, information technology systems, management, marketing, psychology, recreation and sports administration, religion, theatre, and women’s studies. These programs allow students to expand their knowledge in a specific area of interest. Please consult your advisor for availability of the minor and course offerings at your campus.

1. A minor consists of at least 18 semester credits at The College and 20 semester credits at the adult campuses, of which 12 must be upper division credit.

2. Required or elective courses in the minor cannot be used as part of the core or elective courses of another minor or major.

3. A minimum grade of “C” must be earned in all courses in a minor.

4. Courses for a minor may require additional prerequisite courses.

The College

Most courses at The College are 3 semester credit hours unless otherwise noted. For exceptions contact the faculty advisor.

Bachelor of Arts

- Accounting
- Art
- Biology
- Business Administration
- Communication
- Elementary Education
- English
- Exercise Science
- Health Care Management
- History
- Human Services
- Individualized
- Information Technology Systems
- Mathematics
- Music
- Physical Education
- Psychology
- Religion
- Sociology
- Theatre

*Indicates teacher certification available.

ACCOUNTING

The accounting major helps students understand and master the conceptual framework used to measure and report an organization's financial events. In accordance with professional and ethical standards, students analyze and evaluate accounting practices and systems to understand how they should and do function in business entities. They learn fiduciary responsibility and how to communicate with internal and external stakeholders. This major promotes skills in problem-solving, decision-making, systems analysis, and planning within financial, economic, managerial, and technological contexts. Accounting is an important foundation for careers in finance, auditing and administration within both the public and private sectors.

Minor available in accounting. Please check with your advisor for availability at your campus.
Required Courses

ACC 20364 Accounting for Business Operations
ACC 20464 Accounting for Financing and Investing Activities
ACC 30163 Cost Accounting
ACC 33164 Intermediate Accounting I
ACC 33264 Intermediate Accounting II
ACC 36264 Federal Income Tax
ACC 40164 Advanced Accounting
ACC 44163 Auditing
ACC 49060 Seminar in Applied Accounting (CAPSTONE COURSE)

Other Required Courses

ECO 20163 Macroeconomics
ECO 20263 Microeconomics
HPS 13353 American Government
MAT 32044 Statistics
OAD 30563 Management
OAD 31664 Business Ethics
OAD 31863 Marketing
OAD 40063 Financial Administration
PSY 12053 Principles of Psychology

ART

Art fosters individual creativity and cultural identity. Art can be studied for its aesthetic, psychological, anthropological, historical, religious, social, and commercial significance. It can be created for expressive, therapeutic and political purposes. Students learn to appreciate, contextualize, and evaluate art as a means of visual communication. They explore different media and techniques as they develop their own talents in drawing, painting, design, sculpture, and varied crafts. As an important component of a liberal education, art promotes sensitivity, self-exploration, creativity, and multicultural awareness. Those majoring in this area may find careers in teaching; art history; painting; sculpture; illustration; publishing; advertising; art collection and appraisal; museum management; graphic design; and theatre, film, or video production.

Drawing/Painting/Design Emphasis

Required Courses

ART 13023 Art Fundamentals
ART 20623 Art History I
ART 20723 Art History II
ART 22023 Drawing and Composition I
ART 23023 Design I
ART 23523 Painting I
ART 33023 Design II
ART 49024 Art Comprehensive

And one of the following (depending on the emphasis):

ART 23423 Graphic Art
ART 32023 Drawing and Composition II
ART 33523 Painting II

7-12 semester credit hours of advanced studio courses and/or internship.

Sculpture/Crafts/Design Emphasis

Required Courses

ART 13023 Art Fundamentals
ART 20623 Art History I
ART 20723 Art History II
ART 22023 Drawing and Composition I
ART 23023 Design I
ART 23723 Ceramics I
ART 33023 Design II
ART 33723 Ceramics II
ART 49024 Art Comprehensive

7-12 semester credit hours of advanced studio courses and/or internship.

The College Teacher Licensure in Art (PreK-12)

See the education section for required education licensure coursework.

ART 10321 Photography
ART 10921 Fibers
ART 11121 Crafts
ART 13023 Art Fundamentals
ART 20623 Art History I
ART 20723 Art History II
ART 22023 Drawing and Composition I
ART 23023 Design I
ART 23423 Graphic Art
ART 23523 Painting I
ART 23723 Ceramics I
ART 24000 Computer Graphics
ART 30423 PreK-Elementary Art Methods
ART 30523 Middle School-Secondary Art Methods
ART 33023 Design II
ART 49024 Art Comprehensive

Plus independent study in advanced/upper level studio work and/or internship.

BIOLOGY

Biology fosters an understanding and respect for the patterns and processes of the living world. Students develop technical and analytical skills that allow them to identify and evaluate the significance of biological problems across all levels of organization from the cell to the biosphere. The curriculum integrates the societal implications and consequences of contributions made by the field with an understanding of the
moral and ethical decisions related to the life sciences. In this manner, students develop a personal philosophy of the living world that includes compassion and responsible action toward all life. This major prepares graduates for a wide range of scientific careers including positions in the health professions, teaching, and research.

Required Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 12043</td>
<td>General Biology I w/lab and seminar</td>
</tr>
<tr>
<td>BIO 22043</td>
<td>General Biology II w/lab</td>
</tr>
<tr>
<td>BIO 31143</td>
<td>Ecology w/ Lab</td>
</tr>
<tr>
<td>BIO 31243</td>
<td>Genetics w/ Lab</td>
</tr>
<tr>
<td>BIO 32100</td>
<td>Cell Biology and Immunology w/ Lab OR</td>
</tr>
<tr>
<td>BIO 30243</td>
<td>Microbiology</td>
</tr>
<tr>
<td>BIO 38000</td>
<td>Biology Seminar</td>
</tr>
<tr>
<td>BIO 35523</td>
<td>Research Methods</td>
</tr>
<tr>
<td>BIO 49043</td>
<td>Senior Research and Comp Exam (CAPSTONE PROJECT)</td>
</tr>
</tbody>
</table>

Additional Required Courses

Select at least 10 semester credit hours:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 32100</td>
<td>Cell Biology and Immunology w/ Lab</td>
</tr>
<tr>
<td>BIO 30243</td>
<td>Microbiology w/ Lab</td>
</tr>
<tr>
<td>BIO 30001</td>
<td>Nat. Hist. of Kansas Vertebrates</td>
</tr>
<tr>
<td>BIO 35000</td>
<td>Amazon Experience OR</td>
</tr>
<tr>
<td>BIO 30003</td>
<td>Nature in Ireland</td>
</tr>
<tr>
<td>BIO 40350</td>
<td>Comp. Vert. Anatomy w/ Lab</td>
</tr>
<tr>
<td>BIO 41023</td>
<td>Animal Physiology</td>
</tr>
<tr>
<td>BIO 40143</td>
<td>Biochemistry</td>
</tr>
<tr>
<td>BIO 43000</td>
<td>Human Developmental Biology w/ Lab</td>
</tr>
</tbody>
</table>

Required Supporting Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 12044</td>
<td>General Chemistry I and Lab</td>
</tr>
<tr>
<td>CHE 12144</td>
<td>General Chemistry II and Lab</td>
</tr>
<tr>
<td>CHE 32043</td>
<td>Organic Chemistry I and Lab</td>
</tr>
<tr>
<td>CHE 33143</td>
<td>Organic Chemistry II and Lab</td>
</tr>
<tr>
<td>PHY 22043</td>
<td>College Physics I and Lab</td>
</tr>
<tr>
<td>PHY 22143</td>
<td>College Physics II and Lab</td>
</tr>
</tbody>
</table>

BUSINESS ADMINISTRATION

The business administration major focuses students on how a business firm can achieve its objectives in a competitive local, regional, national, or global environment while maintaining ethical principles and practices. This major integrates a broad range of theories, concepts, methods, policies, and practices through the study of finance, economics, law, ethics, marketing, human resources, management, and organizational behavior. Students analyze and evaluate business systems in terms of their efficiency, productivity, profit, and service. They study the challenges and opportunities facing existing companies and new ventures. As potential entrepreneurs, students synthesize their knowledge, analyze markets, and develop business plans. They learn to make convincing presentations to employees, customers, managers, board members, and investors. They appreciate how responsible business practices can improve economic standards, social stability, and international trade. Graduates are prepared for a range of career opportunities in both for-profit and nonprofit private entities as well as the public sector.

Minor available in business administration. Please check with your advisor for availability at your campus.

Required Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAD 30563</td>
<td>Management</td>
</tr>
<tr>
<td>OAD 31063</td>
<td>Business Law</td>
</tr>
<tr>
<td>OAD 31664</td>
<td>Business Ethics</td>
</tr>
<tr>
<td>OAD 31863</td>
<td>Marketing</td>
</tr>
<tr>
<td>OAD 40063</td>
<td>Financial Administration</td>
</tr>
<tr>
<td>OAD 49100</td>
<td>Strategies and Policies</td>
</tr>
<tr>
<td></td>
<td>(CAPSTONE COURSE)</td>
</tr>
</tbody>
</table>
Additional Required Courses

Plus 9 semester credit hours from the following:

ACC 20364  Accounting for Business Operations
ACC 20464  Accounting for Financing and Investing Activities
ECO 20163  Macroeconomics
ECO 20263  Microeconomics
MAT 32044  Statistics
MAT 32044  College Algebra
SOC 10453  Introduction to Sociology OR
SOC 26053  Cultural Anthropology
PSY 12053  Principles of Psychology

Pick 4 from the following if not choosing a concentration:

ECO 30363  Money and Banking
OAD 32563  Human Resources Administration
OAD 36964  Principles of Advertising
OAD 30063  Behavior in Organizations
OAD 30463  History of American Business
OAD 40563  Public Relations
OAD 41064  International Business
OAD 41464  Project Management
OAD 42664  New Business Ventures

Concentrations are available in entrepreneurship, global operations, leadership, human resource administration, and business communication. Please consult your advisor for requirements and course offerings.

COMMUNICATION

This richly interdisciplinary major reflects the diversity of the field of communication, which requires energetic innovation, highly developed rhetorical skills, political and legal savvy, and aesthetic vision. The major at The College provides a program that combines hands-on opportunities in radio, sales, journalism, forensics, debate, and professional photography, as well as internships with sound and television studios, with theoretical grounding in such areas as public relations, organizational communication, and advertising.

The communication major prepares graduates for a wide range of careers, including public relations, marketing, radio and television production, publishing, arts communication, business, law, politics, and advertising.

Minor available in communication. Please check with your advisor for availability at your campus.

Required Core Courses:

COM 10063  Survey of Mass Communication
COM 11023  Speech Preparation and Delivery
COM 20923  Voice and Diction
COM 23263  News and Feature Reporting
COM 30163  Interpersonal Communication
COM 49263  Senior Comprehensive

Additional Required Courses

Choose at least three different production courses from the following:

COM 10051  Media Sales Workshop
COM 10121  Intercollegiate Forensics
COM 10662  Radio Workshop
COM 20361  Newspaper Production
COM 20461  Yearbook Production
COM 20561  Video Production
COM 30051  Advanced Media Sales Workshop
COM 30121  Advanced Intercollegiate Forensics
COM 30361  Advanced Newspaper Production
COM 30461  Advanced Yearbook Production
COM 30661  Advanced Radio Workshop
COM 40561  Advanced Video Production

Required Supporting Courses

One of the following:

ITS 12100  Web Design
ENG 30124  Professional Writing
OAD 31063  Business Law
PHL 33024  Ethics and Society

Students not selecting a specific concentration should choose 16 semester credit hours from the COM course offerings including one additional production course. A concentration may be added to meet the requirement of electives.

Concentrations

Any of the following concentrations may be added to the communication major at The College. All communication major requirements must be met to acquire a concentration. Students may acquire multiple concentrations. No two courses may count toward two concentrations unless it is listed in the requirements of both concentrations. Concentrations are available in advertising, broadcast/radio, business communication, journalism, public relations, speech performance, and visual communication. Please consult your advisor for requirements and course offerings.

EDUCATION

The elementary education major and secondary education licensure program are designed to produce teachers who have the knowledge, social competencies, methods, communication skills, and sensitivity to be effective in the school environment. Students complete methods courses, professional education courses, and field experiences and observations. They develop critical thinking skills through an analysis of educational history, philosophy and psychology; measurement and evaluation of learning; and classroom management. They gain awareness of cultural diversity and the social and political contexts of education. Elementary education majors must also demonstrate ability in liberal arts areas including mathematics, science, writing, communication, and the fine arts. The education major is based on state, regional, and national licensure criteria and
testing competencies. The Ottawa University teacher education program is state approved in Kansas and is also accredited by the National Council for the Accreditation of Teacher Education (NCATE).

Secondary education licensure is not an academic major, but rather a required companion program to an academic major for students who wish to teach at the secondary level. Students must complete a major in a secondary subject area approved by the state as well as professional knowledge and secondary methods courses prior to the student teaching field experience. Prospective high school teachers learn to be sensitive to the unique needs, challenges and learning styles of a diverse adolescent student population.

Graduates of the elementary education major and secondary education licensure program are prepared to serve in a variety of school settings, both public and private.

Kansas Teacher Education Program

The Ottawa University—Greater Kansas City teacher education program’s mission is to be a learning community in which committed teachers are reflective inquirers with knowledge and skills to use best practices in order to provide every student a quality education.

Governance

The OU–Greater Kansas City teacher education unit is the professional education unit responsible for all OU teacher education programs in Kansas. The responsibility of the unit is governance of the teacher education program, including establishment of policy, curriculum approval, and program changes.

The OU–Kansas teacher education committee (OUKTEC) is the administrative body charged with administering the program in Kansas, which includes the approval of candidates at each transition point.

Admission to the Teacher Education Program – Transition Point 1

Students apply formally for admission to the teacher education program during preprofessional education courses.

Criteria for admission to the teacher education program are:

- Completion of an application to the program.
- A cumulative grade point average of 2.50.
- Effective August 1, 2006, students new to a teacher education program will be required to have College-BASE (C-BASE) examination scores on file in the teacher education department.
- Two letters of recommendation from a high school faculty member, college faculty member, or professional who can verify the candidate’s suitability for the teaching profession.
- Grade of “C” or higher in introduction to teaching/orientation to the teaching profession.

- Provision of a current health certificate to the teacher education department.

Admission to Student Teaching – Transition Point 2

Students must make a formal application to the OUKTEC for student teaching. Applications are reviewed and approved by the committee. To be approved for student teaching, a student must have completed all teacher education program requirements for the specific license being sought. The student must maintain a cumulative grade point average no less than the state licensure requirement (currently 2.50) and earn a 2.75 or greater grade point average for all professional education and content area coursework. The student also must have no grade lower than a “C” in preprofessional, professional and content area courses and have passing C-BASE scores on file in the teacher education department. The student must submit an initial copy of an electronic portfolio for assessment.

Student Teaching – Transition Point 3

Student teaching represents the capstone experience for the professional training and comes at the very end of all coursework. The student must submit a final copy of an electronic portfolio for assessment.

Licensure – Transition Point 4

At the end of student teaching, students complete an application for licensure. Students must have fulfilled all requirements of the program, successfully completed their student teaching experience, and have submitted a competed electronic portfolio for approval. Information concerning grade point averages, passing C-BASE scores, passing Professional Learning and Teaching Test (PLT) scores, and passing scores on the state required content test(s) must also be on file in the Teacher Education Program Office. This application, with a recommendation from the Licensure Officer of the University and accompanied by a fee paid by the student, is sent to the Kansas State Department of Education in Topeka. Teaching licenses are issued by the Kansas State Department of Education. Students seeking teaching licenses for states other than Kansas should consult with teacher education program personnel for information.

Licensure Programs

| Art ....................................................... (PreK-12) |
| Biology ............................................... (6-12) |
| Elementary Education ............................. (K-6) |
| English ................................................. (6-12) |
| History .................................................... (6-12) |
| Mathematics ......................................... (6-12) |
| Physical Education .................................. (PreK-12) |

Required Coursework for Licensure

The Ottawa University teacher education program handbook serves as the official document regarding required coursework for licensure.
Pre-professional Requirements

Required for all teacher education programs.

EDU 10932 Introduction to Teaching OR
EDU 10934 Orientation to Teaching (required for transfer students during their first semester at Ottawa University)

EDU 20000 Technology for Educators
PSY 20153 Survey of Developmental Psychology

Professional Education Requirements

Required for all teacher education programs and must have completed all pre-professional courses to enroll in the following:

EDU 31132 The Exceptional Child
EDU 31233 Educational Psychology
EDU 31633 Assessment in Today's Classroom
EDU 33035 Foundations of Schools in a Diverse Society
EDU 40632 Managing the Educational Environment

Student Teaching Semester

EDU 40932 Reflective Teaching and Action Research
EDU 49001 Elementary Student Teaching I AND
EDU 49002 Elementary Student Teaching II OR
EDU 49021 Secondary Student Teaching I AND
EDU 49022 Secondary Student Teaching II

Elementary Education

Required Courses for Elementary Education Licensure (K-6):

All elementary majors must develop a 20 semester credit hours area of emphasis in a discipline outside of the teacher education program. Consult your academic advisor for applicable coursework.

All elementary majors must have been admitted to the teacher education program and have taken the C-BASE to enroll in the following:

EDU 20033 Integrating the Fine Arts
EDU 33132 Elementary Science Methods
EDU 30030 Elementary Math Methods and Practicum I
EDU 30031 Elementary Math Methods and Practicum II
EDU 31733 Reading and Language Arts Methods I
EDU 32735 Elementary Reading/Language Arts Methods and Practicum
EDU 32834 Elementary Social Studies Methods
PED 30933 Health and Physical Education Methods for Elementary Classroom Teachers

Secondary School Licensure Requirements

Required Courses for Secondary Education Licensure (PreK-12 or 6-12):

Secondary level licensure students must develop an academic major in a particular discipline (see catalog requirements for the major) and take the following additional courses:

EDU 34500 Secondary Methods and Reading in the Content Area
EDU 34600 Specialized Methods and Practicum

Licensure requirements are updated regularly. Students should consult with teacher education program personnel for current requirements.

ENGLISH

The English major is designed to imbue students with sensitivity to multiculturalism and to the profound power of language. Upper-level requirements for research and criticism prepare students intentionally for graduate school and professional careers. Close reading of a wide diversity of authors and texts, as well as specific attention to issues of peace and social/environmental justice, provide flexibility to accommodate shifts in canonicity, theory, and pedagogical research while supporting individual exploration. By identifying the techniques and impact of successful writers, students develop their own expressive abilities, identify important personal issues, increase empathy for others, and discover their own voices and styles through written discourse. Graduates with an English major apply their abilities in a range of careers from law, journalism, publishing, advertising, film criticism, education, and technical writing, to ministry, business, politics, and public relations.

Required Courses

36-40 semester credit hours which include:

ENG 10223 Contemporary Literature OR
ENG 10323 Introduction to Literature and Film
ENG 26023 From Homer to Herrick
ENG 27023 From Voltaire to Victoria
ENG 28023 From Wilde to Wai-Lin

Choose one of the following

ENG 31023 Advanced Expository Writing OR
ENG 32723 Creative Writing

Choose four of the following courses:

ENG 33023 Image and Text
ENG 33523 Environmental Literature
ENG 34023 Protest Literature
ENG 34523 Literature and Spirituality/Literature and the Sacred
ENG 36023 Peace Literature
ENG 37023 Literature of Personal Discovery
Choose three of the following:

ENG 41823  Shakespeare Seminar and
ENG 45023  Seminar in American Literature OR
ENG 45123  Seminar in British Literature OR
ENG 46023  Seminar in Genre Studies

Licensure requirements are updated regularly. Students should consult with teacher education program personnel for current requirements.

EXERCISE SCIENCE

Students in this major play an important role in promoting physical fitness, preventive health care, stress management, healthy lifestyles, mental disciplines, motivation, and teamwork. Graduates of this program are prepared for careers or further study in the fitness industry, sports, teaching, coaching, personal training, corporate fitness, occupational or physical therapy, and recreation administration.

Minors available in exercise science, coaching, and recreation and sports administration. Please consult your advisor for requirements and course offerings.

For details on physical education major, see page 89.

Required PAC Courses

PAC 10131  Coed Weight Lifting
PAC 11131  Lifetime Fitness OR
PAC 11231  Non-Traditional Team Sports I

Required Core Courses

BIO 20343  Human Anatomy and Lab
PED 11133  History and Principles of Health, Physical Education, and Recreation
PED 10732  First Aid OR current certifications including CPRs
PED 20533  Care and Prevention of Athletic Injuries
PED 30233  Psychology and Sociology of Sport
PED 30303  Sports Nutrition
PED 30333  Advanced Athletic Training
PED 32533  Kinesiology
PED 33532  Adaptive Physical Education
PED 34533  Exercise Physiology and Lab
PED 35500  Human Anatomy of Exercise Science
PED 41043  Internship in Exercise Science
PED 41733  Theory of Administration of Health, Physical Education and Recreation
PED 46000  Senior Seminar

Required Supporting Courses

BIO 10043  Principles of Biology and Lab
BIO 21443  Introduction to Nutrition
CHE 10044  Concepts of Chemistry and Lab OR
CHE 12044  General Chemistry and Lab

COM 30163  Interpersonal Communication OR
COM 11032  Speech Preparation and Delivery
ENG 23723  Intermediate Writing OR
ENG 31023  Advanced Expository Writing
OAD 30563  Management
PSY 12053  Principles of Psychology

Personal Training and Strength and Conditioning Tracks

PED 40033  Essentials of Strength Training and Conditioning OR
PED 40233  Essentials of Personal Training
PED 40533  Program Design Practicum
PED 23733  Teaching Fall Sports OR
PED 24733  Teaching Spring Sports

HISTORY

The teaching of history has changed dramatically over the past thirty years: voices that were largely silent—women, ethnic minorities, the poor, and even children—are now being heard in academe, and the major in history at The College embraces and reflects this essential change. Students of history are exposed to the broad sweep of world history as well as the parameters of American History and government. Against this backdrop, students explore questions of place, time, power, prejudice, and theory. Students do not simply engage primary and secondary texts; they practice history hands-on in practicums and internships that take students into national parks, battlegrounds, Smithsonian exhibits.

The study of history, like any effort that promotes critical thinking and careful judgment, prepares its practitioners for any number of careers, including government, law, teaching, politics, museum curator, park ranger, and journalism.

Required Courses

HPS 10153  World Regional Geography
HPS 11053  American Experience I
HPS 13053  American Experience II
HPS 20153  The Great Plains
HPS 24053  Practicum in History
HPS 25353  World Civilization I
HPS 25453  World Civilization II
HPS 32053  Seminar in Research Methods and Historiography
HPS 34354  Seminar in American History & Govt I OR
HPS 35054  Seminar in World History I
HPS 49053  Senior Comprehensive in History

Select 12 hours from among the following courses:

• HPS 13353  American Government
HPS 23153  Human Geography
HPS 30251  United States Constitution
HPS 30453  Geography of North America
the knowledge and skills needed by professionals who plan to
commit their lives to serving others. Careers in private and public
sectors include welfare agencies; church ministries; community
development programs; youth and adult group homes; senior
centers; retirement and nursing homes; case management
agencies; homeless shelters; poverty assistance programs; and
government, corrections or law enforcement agencies.

Minor available in human services. Please check with your
advisor for availability at your campus.

Required Courses
HPS 30553  Social Welfare: Introduction to
Human Services
HUS 21253  The Family
HUS 30253  Social Policy and the Community
HUS 40553  Skills and Techniques in Human Services
HUS 41053  Internship: Human Services
HUS 42053  Internship: Human Services

Minimum requirement for internship is 8 semester credit hours.

Other Required Courses
ENG 23723  Intermediate Writing OR
ENG 31023  Advanced Expository Writing

Elective Courses
ENG 20833  Children's Literature
EDU 31132  Psychology of the Exceptional Child
ENG 31723  Multicultural Literature
HPS 13353  American Government
HPS 25453  World Civilization II
ITS 12063  Introduction to Information Technology Systems
MAT 32044  Statistics
MUS 10323  Jazz in America
OAD 30563  Management
PAC 11231  Nontraditional Team Sports I
PED 21433  Introduction to Nutrition
PHL 11023  Basic Issues in Philosophy
PSY 32253  Research Design and Analysis
SOC 26053  Cultural Anthropology
SOC 30753  Human Sexuality
SPA 10124  Elementary Spanish I
SPH 11023  Speech Preparation and Delivery
THE 11421  Applied Theatre

HUMAN SERVICES

The human services major provides an introduction to policies
and programs designed to meet community needs among varied
populations. Students think critically about issues of diversity
and social equity; and learn to help people cope with personal
challenges such as poverty, substance abuse, mental health,
and relational crisis. They analyze the social, legal, political,
and governmental forces that influence the delivery of human
services; and gain abilities in program implementation, client
interviewing, data gathering, counseling, consulting, and case
management. Students may choose to specialize in advocacy,
child and family services, corrections, gerontology, or mental
health programs. This major follows guidelines of the National
Organization for Human Service Education which promotes
Advocacy Emphasis

Required Courses

HUS 20153   Issues in Child Welfare
HUS 26001   Issues in Advocacy

Children and Families Emphasis

Required Courses

HUS 20153   Issues in Child Welfare
SOC 30753   Human Sexuality

Corrections Emphasis

Required Courses

HUS 20153   Issues in Child Welfare
SOC 40753   Sociology of Deviance

Gerontology Emphasis

Required Courses

HUS 30153   Issues in Gerontology
HUS 30953   Death and Dying

Mental Health Emphasis

Required Courses

HUS 26002   Issues in Case Management
SOC 40753   Sociology of Deviance

Other focus areas can be created and approved by the department of social sciences.

INFORMATION TECHNOLOGY SYSTEMS

The information technology systems major provides knowledge and skills related to the programming, storage, networking, and communication of information in an organization. This preparation also includes basic concepts and principles of business practices along with skills in planning, problem-solving, decision-making, and systems analysis. Students develop a computer proficiency and gain the ability to apply information systems in organizations effectively, efficiently, and responsibly with an understanding of the critical nature of information management in a global economy. Graduates are prepared for private or public sector careers in database administration, systems analysis, network administration, software programming, Internet technologies, and help desk management.

Minor available in information technology systems. Please check with your advisor for availability at your campus.

Required Technical Core

ITS 13063   Foundations of Information Technology
ITS 16163   Computer Programming I
ITS 21063   Practicum in Information Technology
             (+4 semester credit hours minimum, 8 credit semester hours maximum)
ITS 30163   Database Management
ITS 33470   Networking
ITS 41063   Internship: ITS
ITS 43000   IT Project Management
ITS 48163   Systems Analysis and Design
ITS 49100   Methodologies of Project Development (CAPSTONE COURSE)

Required Supporting Courses

COM 30163   Interpersonal Communication
ENG 23723   Intermediate Writing OR
ENG 30124   Professional Writing
MAT 21044   Calculus I OR
MAT 32044   Statistics
OAD 30063   Behavior in Organizations
OAD 30563   Management

Students not selecting a concentration should choose four courses from the following:

ITS 12100   Web Design
ITS 30044   Advanced Database Systems
ITS 32563   Rapid Applications Development
ITS 35003   Application Security
ITS 35055   Wireless Networking
ITS 43101   Principles of Information Security
ITS 45566   Advanced Programming Techniques
ITS 43475   Network Security
ITS 47000   Internet Security
ITS 47003   Hacking and Network Defense
ITS 48263   Systems Analysis and Design II

Concentrations are available in programming and networking/security. Please consult your advisor for requirements and course offerings.

MATHEMATICS

Mathematics is both a symbolic language and a way of thinking. A universal science and a key component of a liberal arts education, mathematics is a critical tool for technological advancement and practical problem-solving in a complex natural and social world. The major provides training in logic and critical thinking, and helps students gain mastery of calculus, algebra, geometry, statistics, and computer programming. Graduates are prepared for a wide range of careers including teaching, computer science, engineering, finance, actuarial science, business, investments, behavioral sciences, and research.

Students seeking licensure to teach must have a major area of study. This major area must include 30 semester credit hours of courses. Students should consult their academic advisor for more information regarding their major area. Students seeking certification in areas of study additional to their major must have a minimum of 24 semester credit hours of courses in an area. Students should consult their academic advisor requiring additional areas of certification.
Required Courses

MAT 21044 Calculus I
MAT 21144 Calculus II
MAT 22043 Linear Algebra
MAT 26043 College Geometry
MAT 30143 History of Mathematics
MAT 31044 Calculus III
MAT 32044 Statistics
MAT 33043 Differential Equations
MAT 42143 Abstract Algebra
MAT 43443 Numerical Methods
MAT 45143 Introduction to Real Analysis

Other Required Courses

ITS 16163 Computer Programming

The College Teacher Licensure in Mathematics (6-12)

See the education section for required education licensure coursework.

ITS 16163 Computer Programming
MAT 21044 Calculus I
MAT 21144 Calculus II
MAT 22043 Linear Algebra
MAT 26043 College Geometry
MAT 30143 History of Mathematics
MAT 31044 Calculus III
MAT 32044 Statistics
MAT 42143 Abstract Algebra

Recommended Courses

MAT 33043 Differential Equations
MAT 43443 Numerical Methods

MUSIC

The music program promotes an understanding and appreciation of musical expression as part of a liberal arts education. Students increase their knowledge of theory and history across diverse musical cultures. Music majors develop their abilities through ear-training, sight-singing, harmony, orchestration, composition, and conducting. Music majors and other community members have a wide range of performance opportunities through college choirs, instrumental ensembles, and individual recitals. These performers develop a wide musical repertoire that reinforces spiritual values, promotes the university’s mission, and provides an important outreach to local and regional audiences. Graduates may go on to be professional musicians; composers; arrangers; producers; music teachers; or creative associates in film, theatre, or television.

Required Courses

MUS 43423 Music History I
MUS 46423 Music History II

MUS 25324 Music Theory and Aural Skills I
MUS 35324 Music Theory and Aural Skills II
MUS 36324 Music Theory and Aural Skills III
MUS 46324 Music Theory and Aural Skills IV
MUS 49023 Research and Performance

Applied Lessons (12 semester credit hours)

Ensemble Participation (8 semester credit hours)

Other Requirements

Piano Proficiency, Junior Recital and Senior Recital

PHYSICAL EDUCATION

The physical education major prepares students with the knowledge and skills required for teaching motor skills, physical fitness, and designing, developing, and managing recreation and/or fitness programs. A multidisciplinary program that integrates principles and practices from the natural, social, and behavioral sciences, the physical education major provides opportunities for men and women from different racial, ethnic, and cultural backgrounds to perform together in the spirit of competition, cooperation, and celebration. Students use their individual and collective abilities toward further development of their bodies, minds, values, and attitudes. Consistent with the University’s mission statement, students’ physical accomplishments and interactions are based on a commitment to sportsmanship and ethics. Students in this major play an important role in promoting physical fitness, preventive health care, stress management, healthy lifestyles, mental discipline, motivation, and teamwork. Graduates of this program are prepared for careers or further study in the fitness industry, sports, teaching, coaching, personal training, corporate fitness, occupational or physical therapy, and recreation administration.

Minors available in exercise science, coaching, and recreation and sports administration. Please consult your advisor for requirements and course offerings.

For details on the exercise science major, see page 85.

Recreation and Sports Administration Emphasis

Required Courses

PAC 10131 Coed Weight Training
PAC 11131 Lifetime Fitness
PAC 11231 Nontraditional Team Sports I
PAC 11331 Folk and Square Dancing
PAC XXXX Additional PAC
PED 10732 First Aid OR
PED 11133 History and Principles of Health, Physical Education and Recreation
PED 13733 Principles of Officiating Fall Sports OR
PED 14733 Principles of Officiating Spring Sports
undergraduate programs by location: The College

PED 20533 Care and Prevention of Athletic Injuries
PED 23733 Teaching Fall Sports OR
PED 24733 Teaching Spring Sports
PED 30233 Psychology and Sociology of Sports
PED 30833 Elementary Physical Education Methods
PED 31833 Recreation and Sports Programming
PED 34610 Coaching Practicum OR
PED 34630 Athletic Training Practicum
PED 34650 Recreation Administration Practicum
PED 40433 Principles of Coaching
PED 41033 Internship: Physical Education
PED 41733 Theory of Administration in Health, Physical Education and Recreation
PED 46000 Senior Seminar

Other Required Courses
BIO 10042 Principles of Biology Lab
BIO 10043 Principles of Biology
COM 30163 Interpersonal Communication OR
SPH 11023 Speech Preparation and Delivery
ENG 23723 Intermediate Writing OR
ENG 31023 Advanced Expository Writing
OAD 30563 Management
OAD 31063 Business Law
OAD 31863 Marketing
PED 33532 Adaptive Physical Education
PSY 12053 Principles of Psychology

Elective Courses
ACC 20024 Fundamentals of Accounting
HPS 13353 American Government
ITS 12063 Introduction to Information Technology Systems
PED 23733 Teaching Fall Sports
PED 34533 Exercise Physiology

Required PAC Courses
PAC 10131 Coed Weight Lifting
PAC 11131 Lifetime Fitness
PAC 11231 Non-traditional Team Sports
PAC 11331 Folk and Square Dancing
PAC XXXX Additional PAC

Required PED Courses
PED 10433 Personal and Community Health
PED 11133 History and Principles of Health, Physical Education and Recreation
PED 20533 Care-Prevention of Athletic Injuries
PED 23733 Teaching Fall Sports
PED 24733 Teaching Spring Sports
PED 30233 Psychology and Sociology of Sports
PED 30833 Elementary Physical Education Methods
PED 30834 Practicum in Teaching Physical Education in Elementary School
PED 33532 Adaptive Physical Education
PED 34533 Exercise Physiology
PED 41733 Theory of Administration in Health, Physical Education and Recreation

The College Teacher Licensure in Physical Education (Pre K-12)

See the education section for required education licensure coursework.

Coaching

This is not a major. Courses designed to introduce students to and prepare them for coaching in organized athletic programs. It is a supplement to any other major field of study and is encouraged for students seeking teacher certification or pursuing other majors who desire to pursue a coaching position or career in an educational or recreation setting. Completion of the program results in coaching certification through the American Sport Education Program (ASEP).

Additional PAC and coaching methods courses.

Coaching

This is not a major. Courses designed to introduce students to and prepare them for coaching in organized athletic programs. It is a supplement to any other major field of study and is encouraged for students seeking teacher certification or pursuing other majors who desire to pursue a coaching position or career in an educational or recreation setting. Completion of the program results in coaching certification through the American Sport Education Program (ASEP).

Required Courses
PAC 10131 Coed Weight Training
PAC 11131 Lifetime Fitness
PED 10732 First Aid Or Current First Aid and Adult and Infant CPR certification

Required Supporting Courses
BIO 10043 Principles of Biology ans Lab
BIO 20343 Human Anatomy Physiology and Lab

PSYCHOLOGY

Psychology is the study of human behavior. The major provides a foundation in human physiological, mental, intellectual, personality, and social development. Specific coursework is focused on research, theories and processes useful for understanding oneself and others both as individuals and as members of various societies, groups, cultures, and organizations.
Psychology students are encouraged to think critically, to analyze and integrate information from other disciplines and sources, and to draw conclusions which can lead to the application of psychology to the identification and realization of individual and group goals. The study of psychology partners well with liberal arts coursework and facilitates ethical thinking, self-awareness and empathy within a global community. Students are prepared for graduate study leading to professions in counseling and psychotherapy, teaching, church ministry, youth work, law enforcement, research, marketing, organizational development, personnel services, social advocacy, community services, rehabilitation, gerontology, and social work.

Minor available in psychology. Please check with your advisor for availability at your campus.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 12053</td>
<td>Principles of Psychology</td>
</tr>
<tr>
<td>PSY 20153</td>
<td>Survey of Developmental Psychology</td>
</tr>
<tr>
<td>PSY 30153</td>
<td>Theories of Personality</td>
</tr>
<tr>
<td>PSY 30353</td>
<td>Psychology of Abnormal Behavior</td>
</tr>
<tr>
<td>PSY 31354</td>
<td>Physiological Psychology</td>
</tr>
<tr>
<td>PSY 32153</td>
<td>Social Psychology</td>
</tr>
<tr>
<td>PSY 32253</td>
<td>Research Design and Analysis</td>
</tr>
<tr>
<td>PSY 40553</td>
<td>Counseling Theories and Dynamics</td>
</tr>
<tr>
<td>PSY 40854</td>
<td>History and Systems of Psychology</td>
</tr>
</tbody>
</table>

Minor available in religion. Please consult your advisor for requirements and course offerings.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHL 11023</td>
<td>Basic Issues in Philosophy</td>
</tr>
<tr>
<td>REL 20224</td>
<td>Introduction to the Gospels</td>
</tr>
<tr>
<td>REL 21024</td>
<td>Christian Thought I</td>
</tr>
<tr>
<td>REL 30123</td>
<td>Biblical Book</td>
</tr>
<tr>
<td>REL 30323</td>
<td>The Pentateuch</td>
</tr>
<tr>
<td>REL 31023</td>
<td>Christian Thought II</td>
</tr>
<tr>
<td>REL 33823</td>
<td>World Religions</td>
</tr>
<tr>
<td>REL 40224</td>
<td>Christian Ethics</td>
</tr>
<tr>
<td>REL 41523</td>
<td>Issues in Science and Religion</td>
</tr>
<tr>
<td>REL 44823</td>
<td>The Life and Thought of Paul</td>
</tr>
<tr>
<td>REL 49023</td>
<td>Comprehensive in Religion</td>
</tr>
</tbody>
</table>

Plus 3 semester credit hours from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHL 33024</td>
<td>Ethics and Society</td>
</tr>
<tr>
<td>REL 30225</td>
<td>Jewish-Christian Relations</td>
</tr>
<tr>
<td>REL 31223</td>
<td>Introduction to Biblical Hebrew</td>
</tr>
<tr>
<td>REL 33023</td>
<td>Liberation Theology</td>
</tr>
<tr>
<td>REL 36523</td>
<td>Christianity in a Pluralistic Society</td>
</tr>
<tr>
<td>REL 36623</td>
<td>Feminist and Womanist Theologies</td>
</tr>
<tr>
<td>REL 41223</td>
<td>Introduction to New Testament Greek</td>
</tr>
</tbody>
</table>

**Other Required Courses (choose one)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 23723</td>
<td>Intermediate Writing OR</td>
</tr>
<tr>
<td>ENG 31023</td>
<td>Advanced Expository Writing</td>
</tr>
</tbody>
</table>

**SOCIOLOGY**

The sociology major promotes the systematic study of collective human behavior. Students are required to explore social processes within and among varied groups and societies; to analyze the beliefs and actions of individuals within the context of social norms, values, conventions, structures, institutions, and patterns of behavior; to develop a greater awareness of culture, race, and ethnicity and the sources of social conflict and misunderstanding; to explore methods for promoting group interaction and cooperation; to assess, evaluate, and explain social behavior, programs, and processes; to gather and interpret data in valid, reliable, and generalizable ways; and to think critically about social issues and develop ways to solve complex problems in a global community. Graduates are prepared for advanced study or careers in social research, consulting, teaching, law enforcement, community organization, urban planning, organizational development, and administration of social service agencies.

**Sociology Emphasis**

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 10453</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>SOC 11753</td>
<td>Social Problems and American Values</td>
</tr>
<tr>
<td>SOC 26053</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>SOC 26052</td>
<td>Topics in Social Sciences</td>
</tr>
</tbody>
</table>
SOC 30653  Ethnic Relations and Multiculturalism  
SOC 30753  Human Sexuality  
SOC 32253  Research Design and Analysis  
SOC 40753  Sociology of Deviance  
SOC 40854  Field Research

Other Required Courses  
ECO 20163  Macroeconomics  
HPS 25353  World Civilization I  
HPS 25453  World Civilization II  
MAT 32044  Statistics  
PSY 32153  Social Psychology

Anthropology Emphasis  
Required Courses  
SOC 10453  Introduction to Sociology  
SOC 26052  Topics in Social Sciences  
SOC 26053  Cultural Anthropology  
SOC 32253  Research Design and Analysis  
SOC 40753  Sociology of Deviance  
SOC 40854  Field Research

Other Required Courses  
ART 20623  Art History I  
BIO 31143  Ecology  
ENG 31723  Multicultural Literature  
SPA 10124  Elementary Spanish I  
HPS 25353  World Civilization I  
HPS 25453  World Civilization II  
PSY 32153  Social Psychology  
REL 33823  World Religions

THEATRE
The Theatre major introduces students to dramatic literature, acting, directing, design, and criticism. Theatre production is a synthesis of many art forms including creative writing, voice, movement, dance, painting, visual composition, sound, music, lighting, costume design, and set construction. Through an introduction to different theatrical styles, periods, and conventions, students can visualize and recreate playwrights’ attempts to capture universal themes, conflicts, and human relationships across time, place and culture. This exercise in creative empathy and expression can help students understand themselves, others and the world community. In addition to serving as a strong liberal arts foundation, the theatre program includes main-stage productions and dramatic activities that prepare students for graduate study and professional schools or careers in stage, film or television production; theatre history, playwriting, criticism, and teaching; or theatre management, public relations, promotion, and communication.

Minor available in theatre. Please consult your advisor for availability at your campus.

Required Courses  
THE 11421  Applied Theatre OR  
THE 31241  Advanced Applied Theatre  
THE 14723  Intro to Understanding Theatre thru Video  
THE 20011  Theatrical Singing  
THE 20023  Acting I  
THE 31523  History of Theatre I  
THE 31623  History of Theatre II  
THE 35023  Reader’s Theatre  
THE 36023  Advanced Voice Practicum  
THE 40023  Acting II  
THE 40623  Directing  
THE 41023  Theatre Internship  
THE 45523  Playscript Analysis  
THE 49023  Senior Comprehensive

*Applied theatre is taken each semester (maximum of eight) except while enrolled in theatre practicum or performance comprehensive.

Other Required Courses  
COM 30163  Interpersonal Communication  
ENG 41823  Shakespeare Seminar  
MUS 16221  Applied Voice  
PSY 12053  Principles of Psychology

Certificates
Ottawa University offers undergraduate certificates in adult education, health care management, long-term care administration, professional accounting, business communication, human resource management, and marketing. The increased span of control and responsibilities experienced by employees in organizations today may require individuals to expand their breadth of functional business knowledge in a number of areas. These certificate programs allow students who may or may not have a bachelor’s degree to build a knowledge base in a specific business or professional area.

1. All certificates require a minimum of 19 semester credit hours in the content area in addition to the general communication requirement.

2. A minimum of five courses within the required or elective content area must be taken at Ottawa University.

3. A minimum of 15 semester credit hours must be upper division credit.

4. A minimum grade of “C” must be earned in all courses for a certificate.

5. The general communication course must be taken first and successfully passed prior to taking coursework in the content area.

6. One course may be transferred from another institution.

Consult your advisor for required courses and certificate availability.
Concentrations

Ottawa University offers concentrations in adult education, communication, human resources, long-term care administration, management, management of community-based organizations, and marketing in selected majors. A concentration is an approved, cohesive selection of courses that allows an area of specialization that is directly associated with a student’s major and consists of coursework beyond the core courses required in the major. A concentration consists of at least 12 semester credits, all of which must be upper division. In addition:

1. At least half of the credits in the concentration must be taken at Ottawa University.
2. Required or elective courses in the concentration cannot be used as part of the core or elective courses of another minor or major.
3. A minimum grade of “C” must be earned in all courses in a concentration.
4. Courses for a concentration may require additional prerequisite courses.

Consult your advisor for required courses and concentration availability.

Minors

Ottawa University offers undergraduate minors in accounting, adult education, business administration, coaching, communication, exercise science, human resources, human services, information technology systems, management, marketing, psychology, recreation and sports administration, religion, theatre and women’s studies. These programs allow students to expand their knowledge in a specific area of interest. Please consult your advisor for availability of the minor and course offerings at your campus.

1. A minor consists of at least 18 semester credits at The College and 20 semester credits at the adult campuses, of which 12 must be upper division credit.
2. Required or elective courses in the minor cannot be used as part of the core or elective courses of another minor or major.
3. A minimum grade of “C” must be earned in all courses in a minor.
4. Courses for a minor may require additional prerequisite courses.

Pre-professional Programs

Pre-med, Pre-health Professions and Graduate Studies

The health professions are a growing field, with careers as medical doctors (MD), dentists, physician assistants, pharmacists, medical technologists, nurses, laboratory researchers, and many others. The professional schools are looking for college graduates who help patients with personal, social and spiritual problems, in addition to their physical well-being. Ottawa University’s broad, comprehensive pre-professional programs prepare students for medical school, dental school, and a full range of other demanding programs within the health professions, and for graduate degrees (MS and PhD). All professional degree programs expect students to come with a breadth of exposure to chemistry, physics, and mathematics and foundational courses in biology (genetics, ecology, microbiology, zoology, and human anatomy and physiology). The pre-professional major is a demanding program that prepares committed, diligent students for the career of their choice. Through the skilled assistance of professors in the department of natural science and mathematics, who are also academic advisors, students develop a “custom” course program from this full spectrum of science offerings to prepare them for their desired career.

PRE-MINISTERIAL PROGRAM

Study for the ministry does not presuppose any particular undergraduate course of study. In addition to a sense of vocation for the ministry, most seminaries are more concerned with whether an applicant has acquired a broad background of knowledge and the skills of communication and critical thinking than with his/her undergraduate major. As a result, students may attend seminary having pursued virtually any area of concentration. It is clear, however, that some majors may be more helpful to seminary studies than others, and pre-ministerial students are urged to choose a course of study that will enhance their effectiveness both in seminary and in the ministry. Thus, pre-ministerial students often major in psychology, sociology, English, human services, philosophy, or religion (though some seminaries discourage applicants from an undergraduate major in religion, since so much of that study will be duplicated in their seminary training). In keeping with the need for a broad background of knowledge, pre-ministerial students are urged to be sure that they have an adequate introduction to the major areas of liberal arts study and, in particular, to the disciplines dealing with the study of society, government, economics, ethics, philosophy, literature, human behavior, and the arts. In addition, pre-ministerial students are encouraged to acquire particular kinds of managerial and interpersonal skills that will be of use in their ministry and, therefore, should consider the following courses as especially relevant to their pre-ministerial program, regardless of their particular major:

- ACC 20024 Fundamentals of Accounting
- COM 30163 Interpersonal Communication
- ENG 23723 Intermediate Writing
- ENG 31023 Advanced Expository Writing
- ITS 12063 Introduction to Information Technology Systems
- PHL 21723 Introduction to Logic
- PSY 32153 Social Psychology
- SPH 11023 Speech Preparation and Delivery
PRE-LAW PROGRAM

Admittance to professional school of law is available to students with a variety of major fields of concentration. Law schools are less interested in a specific program of study that could be called a pre-law major, but rather are interested in a number of specific skills, most of which are concentrated in the use of language and the communication arts.

Students seeking admittance to law schools are advised to select a major appropriate to their own interests but to be sure to include as many courses as possible to assist them for the use of the English language in its written and oral forms. In addition, students are encouraged to consider that the practice of law involves the handling and administration of other people's money and estates and will also involve dealing with all types of individuals. Thus, students are well advised to seek those courses that prepare them to understand human growth and development, general psychological principles, and sufficient accounting or related business courses to familiarize them with the administrative details of the handling of financial affairs. Therefore, in addition to the student's specific major field, the following courses should be considered as recommended for pre-law majors:

- ACC 20364 Accounting for Business Operations
- ACC 20464 Accounting for Investing and Financing Activities
- ECO 20163 Macroeconomics
- ENG 23723 Intermediate Writing
- ENG 31023 Advanced Expository Writing
- ITS 12063 Introduction to Information Technology
- PHL 21723 Introduction to Logic
- PSY 12053 Principles of Psychology
- PSY 32153 Social Psychology
- SOC 10153 Social Thought
- SPH 11023 Speech Preparation and Delivery

PRE-ENGINEERING STUDIES

Many of the problems facing our society need technological solutions that will come only with a strong work force of engineers and scientists. Just to be technically trained will not be sufficient. Engineers must be sensitive to the environmental, societal, and human implications of both problems and solutions. It is essential that engineers be liberally educated to meet the demands of a changing world. At Ottawa University, the primary objective is to provide such a liberal arts education. The pre-engineering curriculum is designed to do this while providing a grounding in science and mathematics courses to prepare the student for the upper-level engineering courses that he/she will encounter after transferring to an engineering college to complete his/her studies.

The pre-engineering program operates as follows: The student meets with the Pre-Engineering Advisor at Ottawa University and develops a contract. In most cases, all the requirements for a degree from The University can be met in the three-year period except for the required major in mathematics and the 124 semester credit hour rule for graduation. The contract specifies that after appropriate courses in applied mathematics are completed at an engineering school chosen by the student, the major in mathematics will be considered fulfilled. The same type of specifications is made concerning the 124 semester credit hour requirement. When Ottawa University receives official transcripts showing that these additional courses and hours have been completed, a Bachelor of Arts degree is granted. This program is the same regardless of the engineering school chosen and the area of interest, civil, mechanical, electrical, etc. In the advising process, it is beneficial for the student to be guided by a catalog from the school to which he/she wishes to transfer. It is important that the pre-engineering advisor be contacted as soon as possible so that an individualized (adult education) plan can be developed. For a list of required mathematics courses at Ottawa University, see the required major courses for mathematics in this catalog.

The student should be prepared with a solid mathematics background in high school work, including geometry, two years of algebra and trigonometry or pre-calculus. In addition to the technical courses, the student should take courses in such areas as English composition, psychology, religion, sociology, and economics, not only to meet graduation requirements at both Ottawa University and the engineering school but, more importantly, because they are the foundation of a liberally educated person.

International Undergraduate Programs

For information, please contact Ted Collins, campus executive officer, 913-266-8602.

Online Undergraduate Programs

Ottawa University offers a number of undergraduate and graduate programs online. Some of these programs are also offered in classroom format. Students interested in online programs should contact one of the adult campus locations or for international programs contact Ted Collins, campus executive officer, 913-266-8602.

Online programs are available in health care management, management and police science/law enforcement administration.

For more information about an online programs, contact us through e-mail at admis@ottawa.edu or contact an Ottawa University campus in your area.

HEALTH CARE MANAGEMENT

The health care management major promotes an understanding of complex, evolving, and integrated health care and reimbursement systems. Students analyze perspectives, methods, and values associated with the delivery and financing of health services. They evaluate client needs, fiscal constraints, management practices, ethical principles, public policies, promotional strategies, and system designs to discover ways to
meet the growing demands for affordable, efficient, responsible, and effective health care. The major promotes organizational insight and managerial ability for those who desire leadership positions in health-related enterprises. It is especially suitable for health care professionals with technical/clinical degrees, nurses, reimbursement specialists, utilization review professionals, medical office or managed care personnel, and health insurance providers. Minimum of 30 credits required in professional clinical training and registry/certifications. Licensed practical nurses will require an additional 6 credit hours in electives.

Clinical Track (available spring 2008)

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAD 36020</td>
<td>Planning and Budgeting in Health Care</td>
</tr>
<tr>
<td>OAD 38663</td>
<td>Human Resources in Health Care Organizations</td>
</tr>
<tr>
<td>OAD 40654</td>
<td>Health Care Law and Ethics</td>
</tr>
<tr>
<td>OAD 46000</td>
<td>Health Care Policy and Regulation</td>
</tr>
<tr>
<td>OAD 48563</td>
<td>Management of Health Care Organizations</td>
</tr>
<tr>
<td>OAD 49500</td>
<td>Seminar in Applied Health Care Management (CAPSTONE COURSE)</td>
</tr>
</tbody>
</table>

Non-Clinical Track (available spring 2008)

This track is suitable for students who do not have prior registries or a health care background but want to prepare for leadership positions within health care organizations.

Prerequisites

Business Math or Equivalent

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 30564</td>
<td>Economics for Managers</td>
</tr>
<tr>
<td>OAD 36000</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>OAD 36010</td>
<td>Introduction to Health Care Delivery Systems</td>
</tr>
</tbody>
</table>

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAD 36020</td>
<td>Planning and Budgeting in Health Care</td>
</tr>
<tr>
<td>OAD 36064</td>
<td>Managing Integration of Health Care Systems</td>
</tr>
<tr>
<td>OAD 38663</td>
<td>Human Resources in Health Care Organizations</td>
</tr>
<tr>
<td>OAD 40654</td>
<td>Health Care Law and Ethics</td>
</tr>
<tr>
<td>OAD 46000</td>
<td>Health Care Policy and Regulation</td>
</tr>
<tr>
<td>OAD 48563</td>
<td>Management of Health Care Organizations</td>
</tr>
<tr>
<td>OAD 49500</td>
<td>Seminar in Applied Health Care Management (CAPSTONE COURSE)</td>
</tr>
</tbody>
</table>

Recommended Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAD 38564</td>
<td>Behavior in Health Care Organizations</td>
</tr>
<tr>
<td>OAD 48664</td>
<td>Leadership in Health Care Organizations</td>
</tr>
</tbody>
</table>

POLICE SCIENCE/LAW ENFORCEMENT ADMINISTRATION

The police science/law enforcement administration major promotes the knowledge and skills necessary to maintain social order, protect individual rights, meet public needs, and uphold the laws and institutions of democracy. Students study the theoretical, ethical, judicial, and practical issues related to the operations and responsibilities of a complex law enforcement organization. Within the contexts of current events, poverty,
race, ethnicity, human relations, urban expansion, and public policy, students analyze the causes of deviant behavior in juvenile and adult offenders. In addition to critical thinking, problem solving, and communication skills, students develop increased empathy and a greater understanding of diversity. They evaluate scientific advances and new technologies that support effective crime detection, intervention, and prevention. Students explore ways to improve community relations and gain civic support for their critical mission to protect and serve. This program is delivered online. The Police Science Bachelor of Arts degree is intended for students who are graduates of a Rio Salado College—affiliated police academy and have successfully completed the community college’s associate’s degree in law enforcement technology. All other students pursue a bachelor’s degree in law enforcement administration. Graduates of these programs are prepared to advance in rank and leadership responsibility.

Required Courses

- PLS 30000 Examination of the Criminal Justice System
- PLS 30100 Individual Rights: Practices and Systems
- PLS 30200 Police Responsibility, Ethics and Rights
- PLS 30300 Understanding Criminal Behavior
- PLS 40000 Race, Crime and Social Policy
- PLS 40100 Public Safety Supervision
- PLS 40200 Policing in Today’s Communities
- PLS 40300 Leadership in Law Enforcement
- PLS 49100 Selected Contemporary Topics in Policing (CAPSTONE COURSE)

GRADUATE PROGRAMS

Graduate Program Goal Statement

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

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

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

Outcomes for Graduate Study

The University-wide outcomes for graduate programs were designed as an active expression of the Ottawa University mission and purposes. They were developed by faculty and formally adopted by the graduate council and University academic council. The overall guiding purpose of graduate study is to provide adult-oriented, practical and professional programs:

- To prepare individuals for master’s level professional positions in a given field.
- To improve opportunities for individuals seeking advancement within the field.
- To prepare individuals to make parallel moves into related fields and specialties.

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

All Ottawa University graduate programs have in common five general outcomes that relate to intellectual and professional development.

To demonstrate cognitive development, graduate students will:

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

To demonstrate affective development, graduate students will:

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

Academic Advisement

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

Graduate Program Admission

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

- Completed application form and fee. If you are applying to either the MA in PC or MA in HR-SAC programs, please download this form. [Link]
- Official transcript indicating an earned bachelor's degree from a regionally accredited institution with a minimum junior/senior grade point average (GPA) of 3.00 on a 4.00 scale (see additional GPA and course requirements for Arizona professional counseling program).
- Official transcripts of graduate coursework, if applicable. Please note the MA in PC and MA in HR-SAC programs require a two-page essay on career development.
- Knowledge of introductory statistics as demonstrated by a course grade of “C” or better, standardized examination score, or similar type of acceptable evidence. (MA in Ed, MA in PC applicants only).
- Three letters of recommendation from individuals familiar with the applicant's academic and professional abilities.
- Current resume. Preference is given to applicants with at least two years of relevant employment or volunteer experience. A copy of a current state certification or teaching license is also required for all concentrations in the MA in Ed program with the exception of school guidance counseling and montessori studies.
- Essay of 300-500 words describing the applicant's professional development and expectations for graduate study and demonstrating the ability to organize thoughts in a clear, concise manner.
- Personal interview with program director or designate (Greater Kansas City and Arizona professional counseling applicants only).
- Those interested in applying to the MBA program at the Wisconsin campus should consult the Wisconsin campus on its admission requirements.
- International students interested in applying to the graduate program should consult the graduate program at the location where they are applying.

Provisional admission may be granted to a student under the following conditions:

1) Junior/senior GPA is between 2.5 and 2.9.
2) Student has not completed necessary preparatory coursework required for the program to which they are applying.
3) Student lacks satisfactory grades in preparatory coursework.
4) Student lacks professional or interpersonal skills required for full admission into a program leading to licensure, based upon recommendation by the admissions committee.

Students granted provisional admission based on criterion must successfully complete 12 semester credit hours of OU coursework with no course grade below a “B” in order to be granted full admission. Students granted provisional admission based on any of the other criteria must meet all other requirements outlined in their provisional acceptance in order to be granted full admission.

Special Graduate Students

Individuals with a bachelor's degree from a regionally accredited college or university may apply to take individual courses as a special student. In Arizona, a maximum of nine credits may be taken as a special graduate student before an application for formal admission is submitted. Completion of coursework as a special student does not guarantee admission to a graduate program or the transfer of the coursework into a program. Individuals enrolled in a graduate program at another school may also apply to take courses as a special student with a written request from the school at which they are pursuing their degree. Please note that special graduate students are not eligible for financial aid programs.

Post-master’s Graduate Programs Admission

Applicants for the certificate of advanced graduate studies (CAGS) must be formally admitted to the program. Completed application packets are received up to the final day of registration for each academic term. A completed application requires the following:

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

See additional admission requirements for Arizona professional counseling program.

General Policy on Transfer Credit

Students may transfer courses completed at a regionally-accredited institution with a grade of “B” or better as follows:
9 semester credit hours for a 36- to 44-hour degree, 12 semester credit hours for a 45- to 50-hour degree, and 15 semester credit hours for a 60-hour degree.

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

Additional hours may be transferred into Ottawa University graduate programs of 50 semester credit hours or more with departmental approval.

Standards of Progress

The term "standards of progress" defines a minimum standard of progress that the University expects graduate students to achieve as they work toward their educational goals. To be eligible for continued enrollment in good standing, a student must maintain the standards noted below:

- Grade Point Average (GPA)
  - Maintain a cumulative “B” (3.0) average in their graduate program. A satisfactory level of academic achievement is determined on the basis of the student’s cumulative grade point average calculated on the basis of all graduate work attempted. A student is in academic good standing only if his or her cumulative grade point average is 3.0 or higher.
  - Students granted provisional admission due to GPA issues must successfully complete 12 semester credit hours of OU coursework with no course grade below a “B” in order to be granted full admission. Students granted provisional admission based on any of the other criteria (see acceptance letter) must meet all other requirements outlined in their provisional acceptance by the completion of 12 semester credit hours in order to be granted full admission.

- Deficient Grades
  - A student may receive no more than two grades of “C”. A graduate course in which a grade of “C” was received may be repeated, but a student must repeat any graduate course taken for which a grade of “D” or “F” was received. If a student withdraws from a “repeated” course, it may be taken again. In situations where the course needed to be repeated is no longer available or offered, a similar course may be substituted with the approval of the Program Director, however, the student’s ability to retake a course may be limited by curriculum changes or academic policy changes. Regardless of the GPA, a student will not be allowed to graduate with a final grade of “D” or “F” in any course.

- Sufficient Progress
  - Students must complete no less than six hours of applicable credit within each year after enrolling in the program to be considered an active student.
  - The maximum time frame to complete a 36 semester credit hours program is five years.
  - The maximum time frame to complete programs exceeding 36 semester credit hours is seven years.
  - Inactive students wishing to re-enter the program must consult with the program director for approval and will be subject to any curriculum changes that have occurred since their last enrollment.
  - A student who does not attempt any coursework in an academic year will be required to participate in an abbreviated reapplication process as outlined by the division.

Students who fall below the minimum standards of progress are subject to the following actions: academic probation, dismissal from the degree program, or be required to reapply to the degree program. Please see below for additional details regarding these actions. Students are advised to contact their financial aid advisor for information as to how these situations may potentially impact their financial aid.

Academic Probation

The following situations may be grounds for academic probation:

- A student who fails to maintain a cumulative “B” (3.0) average.
- A student who earns a “D”.
- A student who earns a “F”.

A student may be placed on academic probation for no less than one semester or term. The student will remain on academic probation until he or she obtains a cumulative average of 3.0 or higher. A student may be placed on academic probation only once. The probationary status permits the student to continue in the program while working with his or her academic advisor to address deficiencies and take corrective action for improvement. A student placed on academic probation is considered active in his/her degree program; however, the student may not register for more than six semester credits per term while on probation. The student may be restricted to registration in less credits at the program director’s discretion.

Academic Dismissal

The following situations are grounds for dismissal from the degree program:

- If the student fails to attain a 3.0 in any course while on probation.
- If the student earns a grade below “B” in any course while on probation.

The program director will issue a letter of dismissal to the student. Once dismissed, a student is prohibited from enrolling in any courses at the University unless readmitted per the policy stated below.
Appeal for Readmission due to Academic Dismissal

The University recognizes that extenuating circumstances may occur which are beyond the student's control and which contribute to the student's poor academic performance. A student may appeal an academic dismissal by filing a formal written appeal to the program director. The program director will appoint a committee chair to form a review committee consisting of at least two additional committee members for review of the appeal. The following outlines this procedure:

- Within 10 working days after receipt of the written appeal and the formation of the committee, the committee will make a decision and communicate it, in writing, to the involved parties.
  - The chair will be responsible to maintain a log of all activities of the appeal review committee.
  - This log will include minutes of meetings and all actions taken.
  - Either party may submit a written petition to the campus executive officer or his/her designee appealing the committee decision. This should be done as soon as possible after the committee decision is communicated to the involved parties.

- The campus executive officer or his/her designee will review the committee decision and gather any additional information found to be necessary for the review.
  - Within 10 working days after completing the review process, the campus executive officer or his/her designee will make a decision and communicate it, in writing, to the involved parties.

- The decision of the campus executive officer or his/her designee may be appealed to the chief academic officer or his/her designee.

- The decision of the chief academic officer or his/her designee may be appealed to the president.

- The decision of the president is final.

Policy on Student Impairment, Ethical Misconduct, Problematic Behavior, and Incompetence

I. Introduction

The purpose of this policy is to clarify and identify areas of professionalism and ethical conduct expected of the students in the graduate programs at Ottawa University, and to describe the procedures for identifying, assessing, and addressing issues related to impairment, ethical misconduct, problematic behavior, and incompetence.

This policy of conduct applies to all students who enroll in graduate courses, independent of their degree/certificate program.

II. Definitions

Impairment is defined as an interference in professional functioning that is reflected in one or more of the following ways:

- Inability or unwillingness to acquire and integrate professional standards into one's repertoire of professional behavior;
- Inability to acquire professional skills and reach an accepted level of competency; or
- Inability to control personal stress, psychological dysfunction, or emotional reactions that may affect professional functioning.

More specifically, such health or mental health conditions often include, but are not limited to, the following:

- Physical and emotional hardships
- Chemical dependency
- Stress, burnout, and workaholism
- Extreme personal/relationship difficulties
- Emotional and mental disorders

III. Procedures

Formal Intervention

Initial formal, written reports of suspected unethical or unprofessional conduct should be made to the appropriate program director. The written statement should address the following questions:

1. What are the actual behaviors that are of concern and how are those behaviors related to the goals of the program?
2. How and in what settings have these behaviors been manifested?
3. What were the negative consequences for the program, training agency or others (e.g., clients, other students) of the problematic behaviors?
4. Who observed the behaviors in question?
5. Who or what was affected by the behavior (other students, clients, agency, atmosphere, training program, etc.)?
6. What was the frequency of this behavior?
7. Has the student been made aware of this behavior, and, if so, how was it done, and has the feedback to the student regarding the behavior been documented in any way? What was the student's response to the feedback?
8. How serious is this behavior on the continuum of ethical and professional behavior?
9. (adapted from Lamb, Cochran, and Jackson, 1991)

Determining Appropriate Action

The program director or a review team appointed by the program director will take appropriate action to evaluate the nature and severity of the issues raised in the complaint. Faculty, site supervisors, or others identified in the report as related to the incident(s)/behavior(s) in question can be contacted for additional information on the complaint.
The program director and the review team will schedule a meeting with the student within ten days of receiving the written complaint. At this meeting, areas to be reviewed and discussed will likely include the nature, severity, and consequences of the situation and specifics, as outlined in the nine questions above. The student will be asked to reply to the issues raised. In addition, possible avenues of remediation will be discussed: the student will be asked to make suggestions for remediation, as well as those presented by members of the review team.

Remediation

While each case is different and requires individual assessment, the following factors may indicate that the problem is more serious and may represent impairment rather than a problematic behavior:

1. The student does not acknowledge, understand or address the problematic behavior when it is identified.
2. The problematic behavior is not merely a reflection of a skill deficit that can be rectified by training.
3. The quality of service delivered by the person suffers.
4. The problematic behavior is not restricted to a small area of professional functioning.
5. The behavior has the potential for ethical or legal ramifications if not addressed.
6. A disproportionate amount of attention by personnel is required.
7. Behavior that does not change as a function of feedback.
8. Behavior negatively affects public image of agency of the University or training site.

Ample time will be allowed in this meeting for the student to present his/her view of the situation and to ask questions.

After this meeting with the student, the review team will meet to determine the next steps. If it is determined that further steps are required in response to the situation, they will develop a written plan for remediation or some other appropriate course of action and will schedule a meeting to discuss this concern with the student within four weeks of their initial meeting with the student. Students may submit their own ideas for remediation in writing to the appropriate program director during this period. The review team will consider the student’s recommendations in developing their own recommendations. The plan will be in writing and documented by the program director.

The written report of the review team will be reviewed in a second meeting with the student within thirty days of the first meeting.

Team findings and recommendations may include, but are not limited to:

1. Student continues in program activities while completing, under monitoring, a recommended plan for remediation.
2. Student continues in program but with a limitation on program activities while completing, under monitoring, a recommended plan of remediation.
3. Student is temporarily suspended from program activities (leave of absence) while completing, under monitoring, a recommended plan of remediation.
4. Student is permanently suspended from program with recommendations for personal remediation.

The student will be given the opportunity to accept the recommendations, to provide a written rebuttal, and/or to appeal. If the student chooses to provide a rebuttal, the review team will meet again to consider any new evidence presented by the student, and will provide written documentation of their decision within four weeks of the date the rebuttal was received.

If the student wishes to appeal the review team’s decision, he or she may contact the program director.

Regardless of the outcome of the meeting, the student and the program director (and the director of the student’s undergraduate or graduate program, if appropriate) will schedule a follow-up meeting to evaluate the student’s progress, and to recommend potential sources of guidance and assistance when necessary.

Examples of actions that may be included in the remediation plan include—but are not limited to—an increase in didactic instruction, a decrease in course load, a decrease in or temporary suspension of responsibilities, increased supervision and/or faculty advisement, leave of absence, and individual assistance. Progress may be reviewed periodically until the situation is considered remedied. Additional reviews may be scheduled as necessary.

Emergency Dismissal

The program director may impose an emergency dismissal when a student’s behavior constitutes a grave breach of professional ethics, when behaviors place other people’s welfare in jeopardy, or threatens to disrupt the educational process of the school. Students placed on emergency dismissal will not be permitted to continue to participate in some or all of the activities related to undergraduate or graduate study (e.g., to take examinations or submit papers or other course work, engage in practicum/internship activities) without written permission from the program director. Emergency dismissals will remain in effect until the review team recommends another course of action.

Second Master’s Degrees

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

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

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

Financial Assistance

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

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

Financial aid applications may require four to six weeks.

Student Rights and Responsibilities

Student rights and responsibilities are fully described in the Ottawa University student handbooks, which may be obtained from your advisor or a receptionist at any of the campuses.

GRADUATE PROGRAMS BY LOCATION

Arizona Campuses

Certificate of Graduate Studies

Certificate of Advanced Graduate Studies

Master of Arts
  » Education
  » Human Resources
  » Professional Counseling

Master of Business Administration

Post-baccalaureate Teacher Certification Program in Elementary and Secondary Education

Professional Education Program for Certified Teachers

CERTIFICATE OF GRADUATE STUDIES (CGS)

The certificate of graduate studies is designed for students who wish to expand their knowledge in specific professional areas. These certificates require a minimum of 15 semester credit hours of non-duplicated Ottawa University coursework. Certificates may be earned in any approved concentration area. Consult your program director for course/certificate availability.

CERTIFICATE OF ADVANCED GRADUATE STUDIES (CAGS)

The certificate of advanced graduate studies (CAGS) is designed for professionals who have earned a master’s degree or its equivalent from a regionally accredited school and are seeking additional professional training. The CAGS is awarded upon the completion of a minimum of 15 semester credit hours of approved coursework.

Concentrations Available:
  » Behavioral Health Counseling
  » Community College Counseling
  » Early Childhood Education
  » Educational Intervention
  » Educational Leadership
  » Expressive Arts Therapy
  » Human Resources
  » Management and Leadership
  » Marriage and Family Therapy
  » School Guidance Counseling
  » School Psychology
  » Treatment of Trauma, Abuse and Deprivation

MASTER OF ARTS IN EDUCATION

Concentrations Available:
  » Community College Counseling
  » Curriculum and Instruction
  » Early Childhood Education
  » Education Intervention
  » Educational Leadership
  » Education Technology
  » Montessori Early Childhood Education
  » Montessori Elementary Education
  » Professional Development
  » School Guidance Counseling
  » School Psychology
  » Special Education Cross-Categorical
The Master of Arts in Education is a 30, 36, 45, or 60 semester credit hours program depending on one's study concentration. Formal course work 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), concentration, and elective courses (in some programs). The program has been created to provide graduates with the skills and knowledge necessary to:

- Improve and enhance their teaching and services to students.
- Provide their students with an enhanced learning environment.
- Prepare and plan for change in 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.

Additional graduate level courses may be applicable toward an advanced post-master’s program such as the certificate of advanced graduate studies in education administration, school guidance counseling, education intervention, and community college counseling.

**Thesis Option**

For students who are interested, a thesis research track is available. Please discuss this option with a graduate advisor.

**MONTESSORI PROGRAM INFORMATION**

**Policies and Procedures for Montessori Programs**

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

**Concurrent Application/Enrollment:**

**The Master of Arts in Education**

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

**Tuition and Fees for 21 Semester Credit Hours of Ottawa University Montessori Coursework**

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

**Tuition and Fees for 15 Semester Credit Hours of Ottawa University Foundation Coursework**

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

**A Special Note: Montessori Programs**

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

For questions regarding teacher certification, please contact the director of graduate studies in education or the associate dean of education at Ottawa University's Phoenix campus.

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

**COMMUNITY COLLEGE COUNSELING**

Prepares the student with a proactive, up-to-date body of knowledge required of the guidance counselor in the community college setting with its diverse community of students. Included is instruction in counseling theories and techniques in guidance counseling, personality theories and personality development, testing theories and applications, group counseling and group dynamics, career counseling and career resources, and individual assessment processes.

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

- EDF 7103 Philosophy, Accountability and Change
- EDF 7203 Diverse Community of Learners
- EDF 7303 Leadership and Management of Change
- EDF 7163 Research: Assessment and Evaluation
- EDF 8503 Master’s Research Project

**Concentration Courses (27 semester credit hours)**

- EDC 7133 Counseling and the Helping Professions
- EDC 7433 Social and Cultural Concerns in Counseling
- EDC 7803 Psychological Testing
- EDC 7823 Life Planning and Career Development
- EDC 7833 Human Growth and Development
EDC 7923 Counseling Theories
EDC 7933 Group Counseling
EDC 8013 Professional Issues in Counseling
EDC 8463 Practicum in a School Counseling
HRC 7000 Statistics Workshop (NC)

Elective Courses (3 semester credit hours)
Select from:
EDC 7753 Assessment Techniques for At-Risk Learners
EDC 7603 Conflict Resolution in Educational Environment
EDC 7703 School and Community Resources Education Intervention
EDC 8113 Theory and Techniques in Marriage and Family Counseling
EDC 8213 Family Systems Theory
EDC 8284 Child and Adolescent Therapy

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

Foundation Courses (15 semester credit hours)
EDF 7103 Philosophy, Accountability and Change
EDF 7163 Research: Assessment and Evaluation
EDF 7203 Diverse Community of Learners
EDF 7303 Leadership and Management of Change
EDF 8503 Master’s Research Project

Concentration Courses (15 semester credit hours)
EDC 7291 Differentiated Instruction
EDC 7295 Theory and Practice of Curriculum Development
EDC 7297 Curriculum Evaluation
EDC 7299 Curriculum Design and Content Standards
HRC 7000 Statistics Workshop (NC)

Elective Courses (9 semester credit hours)
EDC 7293 Instructional Theory and Techniques
EDC 7703 School and Community Resources for Educational Intervention
EDC 7753 Assessment Techniques for At-Risk Learners

Other EDC, EDF or advisor approved transfer courses (3 semester credit hours).

EARLY CHILDHOOD EDUCATION
The early childhood education concentration is designed to meet the new Arizona state requirements that all teachers must be highly qualified in early childhood if they are going to teach students birth through eight years old. These certification requirements need to be met by 2009.

Foundation Courses (15 semester credit hours)
EDF 7103 Philosophy, Accountability and Change
EDF 7203 Diverse Community of Learners
EDF 7303 Leadership and Management of Change
EDF 7163 Research: Assessment and Evaluation

Concentration Courses (21 semester credit hours)
ECC 7000 Foundations of Early Childhood
ECC 7010 Child Growth and Development
ECC 7020 Child Guidance and Classroom Management
ECC 7030 Child/Family Cultural and Community Relationships
ECC 7040 Early Childhood Development and Math/Science Methods
ECC 7050 Early Childhood Development and Methods for Teaching Language, Literacy, Reading, Social Studies, and the Arts
ECC 7060 Quality Practices for Behaviors of Young Children Required Practicum (8 semester credit hours)

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

Foundation Courses (15 semester credit hours)
EDF 7103 Philosophy, Accountability and Change
EDF 7163 Research: Assessment and Evaluation
EDF 7203 Diverse Community of Learners
EDF 7303 Leadership and Management of Change
EDF 8503 Master’s Research Project

Concentration Courses (15 semester credit hours)
EDC 7603 Conflict Resolution in an Educational Environment
EDC 7653 Theory and Techniques for Education Intervention
EDC 7703 School and Community Resources for
Education Intervention
EDC 7753 Assessment Techniques for At-Risk Learners
EDC 7793 Materials and Strategies for Success with At-Risk Learners

Elective Courses (6 semester credit hours)
With advisor approval, select two courses from other graduate offerings or from the professional education program (PEP).

EDUCATIONAL LEADERSHIP
The educational leadership concentration is designed for teachers interested in becoming school administrators. THPS program is designed to meet the ISLCC standards (Interstate School Leaders Licensure Consortium) required for Arizona state certification.

Foundation Courses (15 semester credit hours)
EDF 7103 Philosophy, Accountability and Change
EDF 7203 Diverse Community of Learners
EDF 7303 Leadership and Management of Change
EDF 7163 Research: Assessment and Evaluation
EDF 8503 Master's Research Project

Concentration Courses (21 semester credit hours)
EDC 7713 School and Community Relations
EDC 7723 Instructional Design and Evaluation
EDC 7733 The Principalship
EDC 7153 Education Law
EDC 7743 School Finance
EDC 8073 Clinical Supervision? Assessment
EDC 8453 Field Experience in Education

SPECIAL EDUCATION CROSS-CATEGORICAL
Foundation Courses (15 semester credit hours)
The special education cross-categorical concentration is designed to serve children with mental, physical, emotional, and behavioral disabilities. This degree meets all of the requirements for teacher certification in special education.
EDF 7103 Philosophy, Accountability and Change
EDF 7203 Diverse Community of Learners
EDF 7303 Leadership and Management of Change
EDF 7163 Research: Assessment and Evaluation
EDF 8503 Master's Research Project

Concentration Courses (21 semester credit hours plus 8 hours of practicum)
EDC 8303 Foundations of SPED Cross-categorical
EDC 8313 Introduction to Behavioral Disabilities and Emotional Learning
EDC 8323 Survey of Special Education
EDC 8333 Methods/Strategies for Teaching Students with Disabilities
EDC 8343 Special Services in Schools
EDC 8353 Assessment and Diagnosis of Mild Disabilities
EDC 8363 Behavioral Principles and Disabilities
EDC 8373 Best Practices for Educating Students with Disabilities
EDC 8383 Special Education Practicum (8 credits—3 to 4 disabilities)

Other Required Courses (1-3 semester credit hours)
EDC XXXX Structured English Immersion I

EDUCATION TECHNOLOGY
This concentration incorporates theory and application of technology into contemporary programs in school systems from pre-kindergarten through graduate studies. Included are program applications in distance learning, models regarding the administration of technology programs, computer assisted instruction, and the integration of technology within various education offerings, programs, and organizational systems. An emphasis is placed on global perspectives in facilitating learning.

Foundation Courses (15 semester credit hours)
EDF 7103 Philosophy, Accountability and Change
EDF 7203 Diverse Community of Learners
EDF 7403 School Counseling in a Changing Environment
EDF 7163 Research: Assessment and Evaluation
EDF 8503 Master’s Research Project

Concentration Courses (18 semester credit hours)
EDC 7613 Introduction to Educational Technology: Theory and Application
EDC 7623 Foundations in Distance Learning
EDC 7633 Administration of the Technology Program
EDC 7643 Computer Assisted Instruction
EDC 7663 Technology Integration in K-12 Schools
EDC 7683 Instructional Theory and Strategy in Technology Integration

Elective Courses (3 semester credit hours)
Other EDC or EDF or adviser approved course or transfer credit.

MONTISSORI EARLY CHILDHOOD EDUCATION (AGES 2 1/2-6)
The concentration in Montessori early childhood education (ages 2 1/2-6) involves a partnership with the Center for Montessori Teacher Education/New York, an American Montessori Society affiliate. This program operates on a two-year cycle beginning each August and continues until April of the following year. Classes meet one weekend per month, usually Friday evening and all day Saturday and Sunday. At times,
Monday may be included. A detailed schedule is sent prior to the beginning of the program. A practicum phase begins the second year of the program or can be deferred. Special workshops in movement, art, science, geography, and music are given throughout the two-year program.

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

- EDF 7103 Philosophy, Accountability and Change
- EDF 7163 Research: Assessment and Evaluation
- EDF 7203 Diverse Community of Learners
- EDF 7303 Leadership and Management of Change
- EDF 8503 Master's Research Project

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

- EDC 7173 Montessori Education: Philosophical Approach, Curriculum Design and Teaching Strategies (Early Childhood)
- EDC 7283 Methods of Observation/Clinical Experiences/Child Development
- EDC 7363 Early Childhood/Montessori Methods
- EDC 7373 Early Childhood Language and Reading Methods
- EDC 7383 Early Childhood Math Methods
- EDC 7773 Early Childhood Practicum (I) Ages 2 1/2 - 6
- EDC 7783 Early Childhood Practicum (II) Ages 2 1/2 - 6

**Montessori Elementary Education (Ages 6-9)**

The concentration in Montessori elementary education (ages 6-9) involves a partnership with the Center for Montessori Teacher Education/New York, an American Montessori Society affiliate. This program begins with an introductory course in June of each year (for students who do not have early childhood certification). The program continues with a summer session mid-June to mid-July, a weekend session in January and a summer session in June for one week. A nine-month practicum can begin the second year of the program or be deferred to the following year.

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

- EDF 7103 Philosophy, Accountability and Change
- EDF 7163 Research: Assessment and Evaluation
- EDF 7203 Diverse Community of Learners
- EDF 7303 Leadership and Management of Change
- EDF 8503 Master's Research Project

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

- EDC 7183 Montessori Education: Philosophical Approach and Methods of Observations/Clinical Experiences
- EDC 7563 Montessori Math and Geometry Methods
- EDC 7573 Elementary Language Arts and Reading Methods
- EDC 7583 Montessori Cultural Subjects Methods
- EDC 7673 Curriculum Design and Teaching Strategies (Montessori Elementary)
- EDC 7863 Elementary Practicum (I) Ages 6-9
- EDC 7883 Elementary Practicum (II) Ages 6-9

**Professional Development**

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

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

- EDF 7103 Philosophy, Accountability and Change
- EDF 7163 Research: Assessment and Evaluation
- EDF 7203 Diverse Community of Learners
- EDF 7303 Leadership and Management of Change
- EDF 8503 Master's Research Project

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

With advisor approval, select from:

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

**Elective Courses (9 semester credit hours)**

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

**Transferable Credits**

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

**School Psychology**

School psychology will follow the requirements of the Arizona Department of Education. Students are required to complete 60 credit hours (1200 hours) of a paid internship in a school setting. The MA in Ed with a concentration in school psychology will prepare candidates to facilitate the educational, social, and