emotional development of children and adolescents in school settings.

School psychology students will learn to work collaboratively with educators, parents, and students to provide preventive and remedial psychological services. The program integrates theoretical and practical training, which provides candidates with expertise in the following areas: psychological and educational foundations, evaluation, intervention, consultation, research, and professional ethics and standards.

**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 (taken at the end of program prior to project)
- **EDF 8503** Master’s Research Project

**Concentration Courses (45 semester credit hours)**

- **EDC 7102** Professional and Historic Issues in School Psychology
- **EDC 7112** Issues and trends in Exceptional Education
- **EDC 7122** Assessment and Intervention: Academic and Alternative
- **EDC 7132** Assessment and Intervention: Personality behavioral; Social and Emotional
- **EDC 7142** Techniques of Educational and Psychological Measurement
- **EDC 7152** Educational Statistical Methods I
- **EDC 7162** Educational Statistical Methods II
- **EDC 7172** Special Education Law
- **EDC 7182** Psychopharmacology
- **EDC 7192** Consultation Strategies for School Psychologist
- **EDC 7202** Social and Cultural Bases of Assessment
- **EDC 8102** Internship I Practicum in School Psychology (600 hours)
- **EDC 8122** Internship II Practicum in School Psychology (600 hours)

**Elective Courses**

3 semester credit hours from this list or other approved graduate course in counseling. Select from:

- **EDC 7804** Educational Testing Seminar (2 semester credit hours)
- **EDC 8143** Intro to Substance Abuse, Addiction, and Related Disorders
- **EDC 8454** Wellness Counseling
- **EDC 8083** Fundamental Theory and Treatment of Trauma, Abuse and Deprivation
- **EDC 8273** Family and Societal Gender Issues

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**MASTER OF ARTS IN HUMAN RESOURCES**

**Concentrations**

- Human Resources
- Substance Abuse Counseling

Ottawa University’s Master of Arts in Human Resources degree is designed for working adults who wish to increase their human resources skills. Not only is the program designed to provide professional growth for human resources professionals but also for individuals who are seeking licensure in substance abuse counseling – level III (Arizona only) (individuals are responsible for contacting the Arizona Board of Behavioral Health Examiners for complete information on licensure). The program has been created to provide graduates who work in human resources and management with the skills and knowledge necessary to:

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

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

The Master of Arts in Human Resources consists of no less than 36 semester credit hours of formal coursework designed to help the adult student acquire subject matter mastery, apply knowledge and conduct research in various areas within the broad field of human resources.

**Thesis Option**

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

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**HUMAN RESOURCES**

**Concentration Courses (30 semester credit hours)**

- **HRC 7361** Managing Human Resource Costs
- **HRC 7411** Human Resources Planning and Administration
- **HRC 7561** Recruitment, Selection and Placement
- **HRC 7601** Training and Development
- **HRC 7611** Organizational Behavior and Theory
- **HRC 7741** Employment Law
- **HRF 7001** Value Systems and Professional Ethics
- **HRF 7111** Trends, Issues and Perspectives in Human Resources
HRF 7161 Research: Assessment and Evaluation
HRF 8481 Applied Case studies in Human Resources
(Capstone)*

• Must have completed 30 semester credit hours before enrolling in course.

Elective Courses (6 semester credit hours)
Select 2 courses from the following or any approved bus course
(see advisor for approved BUS electives)
HRC 7461 Wage, Salary, and Benefit Administration
HRC 7661 Organizational Consultation Skills
HRC 7811 Career Development
HRC 7841 Managing a Culturally Diverse Workforce
HRC 8552 Advanced Special Topics: SHRM
Certification Preparation
*(PHR - Recommended)

SUBSTANCE ABUSE COUNSELING
Note: Students within this degree concentration are selected,
advised, and supervised through the professional counseling
graduate program.

Foundation Courses (12 semester credit hours)
HRC 7111 Trends, Issues and Perspectives in Human
Resources
HRC 7871 Employee Assistance and Counseling
PYF 7162 Methods and Models of Research
PYF 8012 Professional and Ethical Issues in
Counseling

Concentration Courses (24 semester credit hours)
PYC 7922 Counseling Theories
PYC 7932 Group Counseling and Dynamics
PYC 7422 Social and Cultural Concerns in Counseling
PYF 7132 Counseling and the Helping Professions
PYC 8142 Introduction to Addictions and Related
Disorders
PYC 8152 Psychophysiology and Pharmacology of
Addictions
PYC 8162 Prevention, Assessment, and Treatment of
Addictions
PYF 8400 Practicum I in Addiction Counseling
PYF 8410 Practicum II in Addiction Counseling

MASTER OF ARTS IN
PROFESSIONAL COUNSELING

Ottawa University offers several distinct educational
opportunities. The Master of Arts in Professional Counseling
(MA in PC) meets the educational requirements in Arizona for
licensure as an associate counselor. Students have the option
of completing concentrated areas of study. The post-master’s
certificates of advanced graduate studies (CAGS) is a program
reserved for master’s level professionals who have received a
master’s degree in counseling or a related field.

Students may be eligible to waive practicum requirements and
substitute an approved elective if they are licensed by the Arizona
Board of Behavioral Health Examiners and have two years of
work experience as a substance abuse counselor. Students must
receive approval from the director of counseling.

Concentrations Available:
• Christian Counseling
• Expressive Arts Therapy
• Marriage and Family Therapy
• Treatment of Trauma, Abuse and Deprivation

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

The goal of the Master of Arts in Professional Counseling is to
graduate well-qualified, competent, caring individuals who are
prepared to:
• Achieve professional licensure as a licensed associate
counselor (LAC in Arizona).
• Understand and follow ethical guidelines for professional
counselors.
• Practice only at his/her level of competence.
• Have good, basic diagnostic skills.
• Have a good understanding of various treatment options
relative to diagnosis/client needs (including multicultural
sensitivity).
• Offer a good understanding of resources and referrals to
meet client needs.
• Model healthy personal and interpersonal behaviors
(e.g., conflict management)
• Demonstrate professional communication skills (spoken
and written).
• Continue professional development through life-long
learning.
• Have basic skills for management and practice
development.
• Be a contributing member of his/her community.

Advanced graduate study prepares individuals to perform more
effectively in current areas of service and to qualify for positions
of greater responsibility. Independently licensed counselors may
work in educational/university, health care, business, mental
health agency counselin, and private practice settings, and/or
may provide consulting, supervision, and training services.
Admissions Requirements for Graduate Study in Professional Counseling

The admissions selection process is designed to identify students who have potential for completing the counseling program and achieving licensure as a professional counselor. Due to the sensitive nature of work in the area of professional counseling, students are admitted on the basis of many different expressions of their qualities and abilities: academic preparation, work experience, and factors relating to character and personality.

Academic Preparation

Admission requirements include an undergraduate degree from a regionally accredited college or university and 12 semester credit hours of psychology or related behavioral science/health services/social science courses. The program prerequisite courses are abnormal psychology, developmental psychology/human development, theories of personality, or equivalents. It is strongly recommended that the applicant has taken an undergraduate statistics course in addition to the 12 hours named above; if not, those admitted to the program will be required to complete a graduate statistics workshop. A minimum GPA of 3.0 (on 4.0 scale) in field-related coursework is expected. Similar proficiency is expected in upper-level work (final 60 hours of bachelor degree work) in the humanities and related science courses. Performance in coursework in areas such as computer technology, media design, engineering, and others not as directly relevant to preparation in behavioral health is given less weight in evaluating academic preparation. Applicants must provide transcripts for all undergraduate and post-graduate work.

Work Experience

Students who have volunteer and/or work experience in professional counseling environments bring an added level of preparation. This type of experience may be considered when academic coursework has not been in the psychology/health services/social sciences area. Personal psychotherapy experiences may provide a familiarity with professional counseling activities, but this is not an automatic qualifier for appropriateness for graduate study in professional counseling. A current resume, outlining all work and volunteer experiences, and noting reasons for leaving positions, is required of all applicants.

Non-Academic Preparation

Section E.1 (teaching, training, and supervision) of the American Counseling Association Code of Ethics and Standards of Practice states: Counselors do not endorse students or supervisees for certification, licensure, employment, or completion of an academic or training program if they believe students or supervisees are not qualified for the endorsement.

Personal preparation for graduate-level study in professional counseling assumes that the individual demonstrates sustained personal, emotional, relationship, and lifestyle stability.

Reference Forms

Applicants must submit three completed reference forms from former professors, professionals within the mental health field, or work supervisors qualified to comment on the applicant’s potential for successful graduate study in professional counseling. These questionnaires require comments on the applicant’s intellectual, academic, personal, social, and emotional qualities that may pertain to graduate study and to success in the field of counseling psychology. Reference forms are included with the application packet. It is the applicant’s responsibility to forward them to those individuals from whom s/he wishes a reference. The reference information is then forwarded directly to the graduate office to be added to other application materials.

Personal Statement on Career Development

Applicants must submit a two-page essay. The topic of the essay should center on professional career development. The applicant should address how past experiences have influenced their current decision to pursue higher education. Ultimately, the essay should illustrate to the reader why the applicant wishes to be in the counseling profession. The essay should demonstrate the ability to organize thoughts in writing and present them in a clear manner.

Interview

An interview may be requested of some applicants.

Certificate of Advanced Graduate Studies

An individual who holds a masters degree in counseling or a related field and wishes to complete academic eligibility for licensure as a professional counselor and/or seeks continuing professional education may apply for the certificate of advanced graduate studies option. A minimum of 15 hours of coursework in the professional counseling graduate program is required for the CAGS certificate. Admission standards: master’s degree in an approved area of counseling official transcripts; resume of work and volunteer experiences; two three letters of reference; completion of appropriate prerequisite coursework for courses selected in CAGS study; interview.

Additional Information

Professional Certification/Licensure

All the programs offered in the Master of Arts in Professional Counseling are designed to meet the education requirements of the Arizona Board of Behavioral Health Examiners in Professional Counseling. Final decisions regarding licensure rest with a respective state’s licensing Board. Students interested in certification in a specialized area (e.g., art therapy, marriage and family therapy) are responsible for requesting updated information from certifying bodies about current certification requirements in order to plan their graduate coursework. Final decisions regarding certification in areas of concentration are determined by the certifying bodies. Post-graduate individuals with a master’s degree in professional counseling or equivalent, which does not fulfill all the course/training requirements to
meet eligibility for licensure, may complete such requirements through our certificate in advanced graduate studies (CAGS) program. Also, professionals who are already licensed and wish to expand their expertise into new areas of specialization may do so through our CAGS program.

Counseling Career Education Ladder

Individuals with bachelor's degrees who wish to pursue graduate studies in counseling-related studies, but are not in a position to complete the 60 semester credit hour program at this time should consider completing the 36 semester credit hours MA in HR in Substance Abuse Counseling. Later, using many of the Ottawa University courses in transfer, one may be eligible to complete a 60 semester credit hours Master of Arts in Professional Counseling as a second master's degree. The minimum residency requirement for a second master's degree in MA in PC is 30 semester credit hours. The coursework for the first master's degree should be completed no earlier than seven years before starting on the second master's degree.

Field Placement: Practicum and Internship

The field placements of practicum and internship provide the counseling student an opportunity to provide behavioral health services in a community agency setting under the direct supervision of a licensed professional. During these experiences students are required to participate in a classroom seminar. The seminar provides a training opportunity for the student to exercise new skill sets, focus in on particular areas of interest, and refine theoretical integration utilizing case conceptualizations. Practicum and internship start dates are the spring I and summer terms. Students should consult with their academic advisor in regards to the best time for them to begin their field placements.

Practicum

The practicum field placement is two semesters in length and requires that a student collect, at a minimum, 300 hours of supervised field experience at their practicum site. Students attend seminar for one and half hours weekly. Practicum seminar is a pass/fail course. Students must successfully complete all assignments in practicum I to be eligible for enrollment in practicum II and continuation of their practicum experience. Students may not collect hours when not enrolled in a section of practicum.

Internship

The internship field placement is three semesters in length and requires that a student collect, at a minimum, 600 hours of supervised field experience at their internship site. Students attend an internship seminar for two hours weekly. Internship seminar is a pass/fail course. To begin internship a student must of successfully completed practicum I and practicum II. Students are required to pass internship I to be eligible for enrollment in internship II and continuation of their Internship experience. Furthermore, students must successfully complete all assignments in internship II to be eligible for enrollment in internship III and continuation of their internship experience. Students may not collect hours when not enrolled in a section of internship.

Eligibility

To be eligible for practicum a student must be in good academic standing, have a minimum grade point average of 3.0 on a scale of 4.0 and have completed, at a minimum, 18 semester credit hours in the degree program. Additionally, to be eligible a student must have taken and passed both counseling in the helping professions and professional and ethical issues in counseling with a "B" or better.

Practicum/Internship Field Placement Procedures

Students interested in beginning practicum are required to attend a practicum/internship workshop. The workshop is free of charge and initiates the field placement process. The following outlines the current process. Students are advised that the process is subject to change.

- Students must purchase student malpractice insurance
- Complete a practicum/internship site agreement
- Submit two faculty recommendations
- Complete and sign an enrollment form.

Supervision

Each practicum or internship site must assign a permanent supervisor who provides weekly supervision to the counselor trainee. This site supervisor must be certified as an independent practitioner at the master's level or above in an area covered by the Board of Behavioral Health Examiners, licensed by the Board of Psychologist Examiners, or certified as a school counselor or school psychologist by the Board of Education (for school guidance counselor MA in Ed students). In addition to the site supervision, each student is assigned to a trainee group which meets with an Ottawa University faculty member.

Prerequisites for Field Placement - Practicum

(MA in PC and MA in HR counseling students)

- Minimum of 18 semester credit hours of graduate coursework including PYF 8012 Professional and Ethical Issues in Counseling.
- Recommendations from two graduate instructors. (Obtain forms from office of graduate studies.)
- Approved practicum proposal showing a minimum of 300 contact hours written for the selected site.
- Signed site agreement form.
- Active malpractice liability insurance.
- Enrollment in an Ottawa University practicum supervision group
- Final approval by field placement coordinator.
Prerequisites for Field Placement - Internship

- Successful completion of practicum.
- Recommendations from practicum group supervisor and from a faculty member from a clinical or specialization course.
- Approved internship proposal showing a minimum of 600 contact hours over three semesters.
- Signed site agreement form.
- Active malpractice liability insurance.
- Enrollment in an Ottawa University internship supervision group.
- Final approval by field placement coordinator.

Practicum and Internship Proposal

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

Special Statement on Attendance for Counseling Students

Attendance at all class meetings is expected. The content of courses in counseling and the nature of counselor training require counseling students to look at aspects of human values, beliefs and behaviors that may be personally disturbing to them. It is necessary, however, for professional counselors to understand the full range of human development and experience and to maintain proper respect for the client as an individual, whether or not the professional agrees with or approves of aspects of the client's life. It is important that counseling students remain open to learning about the humanness of their potential clients. An individual student also may find that certain course content may trigger an issue from his/her past or present life that makes staying in class for a particular presentation emotionally difficult; therefore, it is important for counseling students to have a means to excuse themselves from a course activity that may be personally disturbing. The procedure to follow in such cases is as follows:

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

Satisfactory Progress

Academic

Graduate students in the professional counseling (MA in PC) program are expected to maintain a minimum GPA of 3.0 each term while in the program. Students who receive more than two grades of “C” or less or who obtain a GPA less than 3.0 in coursework may be dismissed from the program immediately. Courses with grades below a “C” are not accepted towards the degree. Students in the MA in PC program are encouraged to apply for a leave of absence if circumstances in their lives become prohibitive and interfere with expected attendance and timely, adequate completion of course and training activities.

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. Inactive students wishing to re-enter the MA in PC or MA in HR-SAC programs 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 to include a 300-500 word essay on career development, two letters of reference, and an interview with the admissions committee.

Non-academic: Special Statements on Student Behavior

Due to the sensitive nature of the work of counselors, student progress is also evaluated on factors such as personal integrity and emotional maturity.

The progress of each graduate counseling students will be reviewed once a year by MA in PC administration and faculty. The review will focus on the development of the student’s character and academic process. The criteria for the review is based upon the goals of the counseling programs (see page 106).

Graduate counseling students are expected to conduct themselves with honesty and integrity with respect to research, clinical activities, reports, presentations, and other course requirements. Examples of academic dishonesty include, but are not limited to: misrepresentation of another author’s words and/or ideas as one’s own without proper referencing/footnoting in a paper or presentation, fabrication and misrepresentation of research results or clinical documentation or logs, signing supervisors’ or other approvers’ names to supervision or other reference forms, submitting the same paper/presentation or substantial portions of it for two separate courses without prior consent of the instructors concerned, allowing another student to use your product as his or her own without proper credit to you as the author, writing a paper for or providing answers on a project/assessment for another student who is representing these as his or her own, having another individual complete an assignment or assessment for you which you offer as your own product without proper identification of the contributor/editor. Academic dishonesty can result in dismissal from the program. All students who attend graduate counseling classes must also abide by the following:
Policy on Student Impairment, Ethical Misconduct, Problematic Behavior, and Competence

Introduction

The purpose of this policy is to clarify and identify areas of professionalism and ethical conduct expected of the students in the graduate professional counseling program at Ottawa University (and/or taking courses designated as PYC/PYF in the professional counseling curriculum), and to describe the procedures for identifying, assessing, and addressing issues related to impairment, ethical misconduct, problematic behavior, and competence.

The program for graduate studies in professional counseling at Ottawa University has a responsibility to protect clients, students, faculty, and the public from harm. The program also has a responsibility to protect students’ rights. This policy has been developed with both of these principles in mind.

The policies are consistent with the American Counseling Association’s code of ethics and standards of practice. It is the responsibility of each student and faculty member to uphold the standards of professional and ethical conduct and to confront and question instances when unprofessional or unethical conduct is suspected. To have knowledge of unprofessional or unethical conduct and not confront it places one in violation of Section H.2 of the code of ethics and standards of practice of the American Counseling Association, which explicitly assigns professionals the responsibility to monitor peer conduct and confront unethical behavior. This policy of conduct applies to all students who enroll in PYC/PYF courses, independent of their degree/certificate program.

Definitions

Impairment

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

A person may experience health or mental health difficulties without being considered impaired. Thus, a definition of the term impairment must include both a deterioration in functioning and an associated health or mental health condition.

The following examples serve to illustrate some, but not all, possible forms of student impairment:

- A student is witnessed by his peers to be drinking alcohol during class breaks. He is falling behind in his academic work, and often falls asleep in class. Both faculty and students have noticed a drastic change in his behavior over the past few months.

- A student who is typically known to be quite competent and organized gradually begins to fall behind academically. At first, she works with her instructors to make up the work. Then, after several weeks of sporadic attendance, she no longer attempts to get caught up. Other students notice that she is tearful and withdrawn whenever they see her. When they express their concern, she tells them she thinks she has become severely depressed.

- A clinical supervisor begins to notice that a student has been arriving on site later and later over the past several weeks. When she asks the student about this behavior, he makes an excuse and promises to improve. Not only does he continue to arrive late, he also begins to make significant mistakes on paperwork and to miss appointments with clients. Meanwhile, he tells several classmates that he is considering divorcing his wife of 10 years. He appears visibly distraught and distracts to his peers.

(Source: Wright State School of professional psychology handbook)

Incompetence

Defined as a lack of ability, which may include either professional or interpersonal skill, or academic deficiency. When students continue to provide psychological services beyond their current level of competence, this is an ethical violation.

Ethical Misconduct

Occurs when the ethical principles of psychologists and code of conduct produced by the American Psychological Association (APA) and/or the American Counseling Association’s code of ethics and standards of practice are not followed. These codes are intended to provide both the general principles and the specific decision rules to cover most situations encountered by psychologists/counselors in their professional activities. They have as their primary goal the welfare and protection of the individuals and groups with whom psychologists/counselors work. It is the individual responsibility of each psychologist/counselor to aspire to the highest possible standards of conduct. Psychologists/counselors respect and protect human and civil rights, and do not knowingly participate in or condone unfair discriminatory practices.

Problematic Behavior

Refers to a student’s behaviors, attitudes, or characteristics that may require remediation, but are perceived as not excessive or
unexpected for professionals in training. Performance anxiety, discomfort with clients' diverse lifestyles and ethnic backgrounds, and lack of appreciation of agency norms are examples of problematic behaviors that are usually remedied and not likely to progress into impairment status. (Adapted from Lamb, Cochran and Jackson, 1991. Professional Psychology: Research and Practice, 22, 291-296.)

Procedures
Impairment, incompetence, ethical misconduct, and/or problematic behavior may be identified in a variety of ways and by a variety of persons, including but not limited to students, faculty, University staff, clinical supervisors, clients, and/or members of the public. Responses to concerns may range from informal advisement, to formal review with remediation, to formal review with temporary suspension from program, or to dismissal from graduate program.

Courses of Action
In some situations, informal action may be an appropriate first step. Here, the student, staff person, clinical supervisor, or faculty member speaks directly with the individual, discussing the area(s) of concern and attempting to guide the individual towards change. The individual making the informal intervention should document concerns and actions, as well as the student's responses, in the form of notes, that are forwarded to the director of graduate studies in professional counseling. These notes would be retained in confidence and no further action would be taken unless there are similar reports by others and/or indication that the informal action was not successful for this student. Any reports to the director by this student are also documented by the director and held in confidence in the director's files.

Making a formal charge of unethical or unprofessional conduct with either the director or assistant director of graduate studies in professional counseling is an appropriate initial action when the violation does not seem amenable to an informal corrective action or if the violation is of a more serious nature. It is also possible for the students, staff, clinical supervisors, faculty, or members of the general public to employ both informal and formal approaches. For example, one who intervenes informally in an instance of suspected unethical or unprofessional conduct and is not satisfied with the results of that intervention may decide to proceed to formal action.

Students, staff, clinical supervisors, faculty, or members of the general public who are unsure whether to intervene informally or formally (or whether they are obligated to take action at all) are urged to seek counsel and advice from the director or assistant director of graduate studies in professional counseling.

Formal Intervention
Initial formal, written reports of suspected unethical or unprofessional conduct should be made either to the director of graduate studies in professional counseling or, if related to practicum/internship activities, to the assistant director of graduate studies in professional counseling. The written statement should address the following questions:

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

(Adapted from Lamb, Cochran and Jackson, 1991.)

Determining Appropriate Action
The director and/or assistant director of graduate studies in professional counseling, or an investigative committee appointed by the director, will take appropriate action to evaluate the nature and severity of the issues raised in the complaint. Faculty, 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 director and assistant director of graduate studies in professional counseling (and the director of another OU graduate program in which the student is enrolled, i.e., business or education, if appropriate) (hereafter known as the review team) will schedule a meeting with the student within 10 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 addressed in the complaint. 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.

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

» The student does not acknowledge, understand or address the problematic behavior when it is identified.
» The problematic behavior is not merely a reflection of a skill deficit that can be rectified by training.
» The quality of service delivered by the person suffers.
» The problematic behavior is not restricted to one area of professional functioning.
The behavior has the potential for ethical or legal ramifications if not addressed.

A disproportionate amount of attention by training personnel is required.

Behavior that does not change as a function of feedback.

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 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 director of graduate studies in professional counseling 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 director of graduate studies in professional counseling. The written report of the review team will be reviewed in a second meeting with the student within four weeks of the first meeting.

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

- Student continues in program activities while completing, under monitoring, a recommended plan for remediation.
- Student continues in program but with a limitation on program activities while completing, under monitoring, a recommended plan of remediation.
- Student is temporarily suspended from program activities (leave of absence) while completing, under monitoring, a recommended plan of remediation.
- 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 three 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 associate dean of human services and business. Regardless of the outcome of the meeting, the student and the director of graduate studies in professional counseling (and the director of the student’s graduate program, if appropriate) will schedule a follow-up meeting to evaluate the student’s adjustment to the process, and to recommend potential sources of guidance and assistance when necessary.

The remediation process will follow the written plan, which must include scheduled review dates and target dates for each issue identified. 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 clinical responsibilities, increased supervision and/or faculty advisement, leave of absence, and individual psychotherapy. Progress must be reviewed at least once each semester for one year, or until the situation is considered remedied. Additional reviews may be scheduled as necessary. After each review, a copy of the current Remediation Plan, including student comments and the review team’s signatures must be filed in the student’s portfolio. If progress is viewed by the review team as insufficient, they may recommend either a change in the remediation plan or dismissal. The student will have an opportunity for rebuttal or appeal, as described above. Further grievance procedures follow those outlined in the Ottawa University student handbook (p. 49).

Emergency Suspension

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

Additional Points of Emphasis

- Clearly not every contingency can be covered in this policy.
- Exceptions may be made in unusual circumstances and/or if public/student welfare is at risk.
- Confidentiality should be maintained at all times.
- This policy is subject to annual review/revision.

Degree Requirements

Core/Foundation Courses

All students in the 60 semester credit hour degree program are required to complete the following:

Required Sequence of Courses for First 30 Semester Credit Hours:

- **PYF 7001** Graduate Counseling Seminar in Clinical Foundations***
- **PYC 7922** Counseling Theories
- **PYC 7422** Social and Cultural Concerns in Counseling
- **PYF 7132** Counseling and the Helping Professions
- **PYC 7832** Human Growth and Development
- **PYC 7932** Group Counseling and Dynamics
graduate programs by location: Arizona

PYF 7162  Methods and Models of Research
PYF 8012  Professional and Ethical Issues in Counseling
PYC 7802  Psychological Testing
PYC 7822  Life Planning and Career Development
PYC 8112  Theory and Techniques in Marriage and Family Counseling
PYC 8040  Advanced Psychodiagnostics and Treatment Planning
PYC 8142  Introduction to Substance Abuse Addiction and Related Disorders
PYF 8400, 8410 Practicum (300 hours) and two semesters*
PYF 8500, 8510, 8520 Internship (600 hours) and three semesters**

* Students must have earned a “B” or better in both ethics and counseling in the helping professions. Students must participate in the Practicum informational seminar prior to scheduling an appointment with coordinator of field placement.

** Students must have successfully completed 300 hours of practicum prior to beginning internship.

*** Students who did not meet the program prerequisite courses of abnormal psychology, developmental psychology/human development, theories of personality, or equivalents at admission are required to complete this course.

MA in PC Blackboard Shell

The counseling programs share the MA in PC Blackboard shell. Students are encouraged to regularly check the MA in PC Blackboard for announcements, PGS schedules, program information, etc. Blackboard is accessible from the main Ottawa website (www.ottawa.edu) under the hyperlink “Student” which is located in the top right hand corner. Use the following information to sign on:
Username: mapc
Password: mapc

Students should not change the password or enter personal data as this is a public domain.

Graduate Statistics Workshop (non-credit):

Students who enter the program without background preparation in statistics will be required to complete a non-credit, one-day graduate statistics workshop within their first 6 semester credit hours in the program. However, this workshop is recommended for all professional counseling students.

Comprehensive Examination (non-credit):

The Counselor Preparation Comprehensive examination (CPCE) is a standardized, national assessment that is offered three times each calendar year. The multiple choice format assesses core competency areas: human growth and development, social and cultural foundations, helping professions, group work, career and lifestyle development, appraisal, research and program evaluation, and professional orientation and ethics. For further information on this assessment, see www.cce-global.org/cpce.htm.

This comprehensive examination may be taken at any time after completing all core/foundation courses (and may be repeated, if necessary).

Professional Growth Seminars

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

- MA in HR – Substance Abuse Counseling -
  18 semester credit hours
- MA in PC – 36 semester credit hours

A schedule of upcoming seminars is available on the MA in PC Blackboard. Reservations may be made by downloading the PGS order form from blackboard, completing the form, and either mailing or faxing the form to the designated address/fax.

Students are responsible for submitting copies of the certificates to the Office of Graduate Studies. PGS hours are reviewed and sent to the Office of the Registrar for transcript posting. Students are encouraged to keep copies of all materials which are submitted for later re-verification.

One half of all PGS, regardless of counseling program, must be from Ottawa University sponsored PGS. Non-OU workshops PGS should be endorsed by approved professional organizations. Final approval of non-OU PGS is at the discretion of the Director.

Certificate of Graduate Studies Concentration Areas (CGS)

Students have the option of applying to the following programs and completing a program of concentrated study:

- Expressive Arts Therapy
- Marriage and Family Therapy
- Treatment of Trauma, Abuse and Deprivation

The following outlines the application procedure for all areas of concentrated study except Christian counseling:

- Completed application and fee (if applicable)
- Official transcripts of all graduate work and studio expressive arts courses (for the expressive arts therapy concentration).
- For expressive art therapy, a portfolio representative of the applicant’s expressive arts development.
- Resume of work and volunteer experience related to the concentration area.
- A 500-word essay relating one’s self-knowledge to the counseling profession in general and to the area of concentrated study in particular
- Two letters of recommendation
EXPRESSIVE ARTS THERAPY

This concentrated area of study offers an opportunity for students to develop and integrate clinical skills with therapeutic art. Expressive arts can be utilized with a variety of populations and with in a wide range of settings. Expressive arts therapy approaches include art therapy, music therapy, dance therapy, phototherapy, poetry/writing, as well as other expressive arts mediums.

Pre-requisites for entry into expressive arts therapy program:
- 18 semester credit hours of studio expressive arts courses.
- 18 semester credit hours in degree program.
- Application and interview with portfolio for approval.

Commitment to the Art Therapy Specialty

Students admitted to the expressive arts therapy specialty are expected to complete the entire specialty program in the sequence specified for program activities.

Concentration Courses

After core courses have been completed, the following concentration courses are to be completed in the listed sequence:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PYC 8132</td>
<td>Expressive Arts Therapies</td>
</tr>
<tr>
<td>PYC 8192</td>
<td>Introduction to Art Therapy: History and Theory</td>
</tr>
<tr>
<td>PYC 8172</td>
<td>Applications and Integration of Expressive Arts Therapy</td>
</tr>
<tr>
<td>PYC 8312</td>
<td>Principles, Techniques, and Practice in Expressive Art Therapy</td>
</tr>
<tr>
<td>PYC 8332</td>
<td>Assessment Techniques in Expressive Arts Therapy</td>
</tr>
<tr>
<td>PYC 8342</td>
<td>Clinical Issues in Expressive Arts Therapy</td>
</tr>
<tr>
<td>PYC 8352</td>
<td>Expressive Arts Therapy Graduate Thesis/Portfolio</td>
</tr>
</tbody>
</table>

MARRIAGE AND FAMILY THERAPY

This concentrated area of study is designed to meet the educational requirements for certification through the American Association of Marriage and Family Therapists (AAMFT) and licensure, in Arizona as a Marriage and Family Therapist (LMFT).

Concentration Courses

After core courses have been completed, the following concentration courses are to be completed:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>PYC 8202</td>
<td>Legal and Ethical Issues in Marriage and Family Therapy</td>
</tr>
<tr>
<td>PYC 8212</td>
<td>Family Systems Theory</td>
</tr>
<tr>
<td>PYC 8222</td>
<td>Advanced Techniques in Marriage and Family Therapy</td>
</tr>
</tbody>
</table>
Clinical Issues and Techniques in Marriage and Family Therapy
Family of Origin Therapy
Advanced Group Therapy: A Systems Approach
Family and Society Gender Issues
Child and Adolescent Therapy
Counseling Adults I: Early to Middle Adulthood
Counseling Adults II: Late Adulthood

TREATMENT OF TRAUMA, ABUSE AND DEPRIVATION (TAD)
This concentration allows students to develop understanding and clinical skills for working with individuals, families, and groups who are recent victims or adult survivors of violence, abuse, emergency and disaster, loss, and/or neglect and deprivation.

Concentration Courses
Required Courses
PYC 8122 Human Sexuality
PYC 8212 Family Systems Theory
PYC 8082 Fundamental Theory for Treatment of Trauma, Abuse, and Deprivation
PYC 8422 Clinical Assessment and Treatment of Trauma, Abuse, and Deprivation
PYC 8442 Advanced Clinical Theories in Trauma, Abuse, and Deprivation
PYC 8552 Advanced Special Topics - Course or Independent Study on topic related to TAD

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

MASTER OF BUSINESS ADMINISTRATION
Ottawa University’s Master of Business Administration has been developed to serve the needs of adult learners and organizations with a high quality professional preparation in business within which the importance of personal values and professional ethics are incorporated. The Master of Business Administration emphasizes a global perspective on business, communication skills and direct application to students’ current and future career goals. The program is intended for individuals who want to increase their knowledge of essential business functions and develop leadership skills and expertise in strategic management. Students have the option of completing courses in an evening classroom setting, online or a combination of both. Online students attend a weekend session at the beginning of each 12-week term to meet their instructors and receive courseware training and academic advising. The MBA degree consists of no less than 36 semester credit hours of formal coursework designed to help the adult learner acquire subject matter mastery and apply knowledge within the field of business administration. Students seeking additional professional training beyond the MBA core may acquire this training through a concentration or certificate. Consult your graduate advisor for details and availability.

Current study concentrations available for the CAGS include:
- Human Resources
- Human Resources Management
- Human Resources Development
- Leadership and Management
- Organizational Change Management

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

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

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

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

Concentrations Available:
FINANCE
BUS 7600 Managerial Finance (Required Prerequisite)

Four courses from the following:
BUS 7801 Money and Capital Markets
BUS 7802 Working Capital Management
BUS 7803 Security Analysis
BUS 7804 International Finance
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.

**Professional Education Program for Licensed Teachers**

**MASTER OF ARTS IN HUMAN RESOURCES**

Ottawa University’s Master of Arts in Human Resources degree is designed for working adults who wish to increase their human resources skills.

The program has been created to provide graduates who work in human resources and management with the skills and knowledge necessary to:

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

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

The Master of Arts in Human Resources consists of no less than 36 semester credit hours of formal coursework designed to help the adult student acquire subject matter mastery, apply knowledge and conduct research in various areas within the broad field of human resources. Students seeking additional professional training beyond the core courses may acquire this training through a concentration of certificate. Consult your graduate advisor for details and availability.

**Thesis Option**

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

**Applied Track Required Courses**

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

**Greater Kansas City Campus**

**Master of Arts**

- Human Resources

**Master of Business Administration**

**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
Research Track Required Courses

HRF 7001 Value Systems and Professional Ethics
HRF 7111 Trends, Issues and Perspectives in Human Resources
HRF 7161 Research: Assessment and Evaluation
HRF 8451 Field Experience
HRF 8501 Master’s Research Project

Elective Courses
Consult your graduate advisor for elective course availability.

MASTER OF BUSINESS ADMINISTRATION

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Current study concentrations available include:

- Finance
- Human Resources
- Leadership and Management

Foundation Courses (30 semester credit hours)

BUS 7000 Organizational Behavior and Theory
BUS 7100 Human Resource Planning and Administration
BUS 7200 Value Systems and Professional Ethics
BUS 7450 Strategic Marketing
BUS 7500 Managerial Economics
BUS 7600 Managerial Finance
BUS 7700 Management Information Systems
BUS 7800 Management Accounting
BUS 7900 Social, Cultural, Legal, and Political Influences on Business

BUS 8500 Graduate Seminar: Business Policies and Strategies (CAPSTONE COURSE)

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

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

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

Concentrations Available:

FINANCE

BUS 7600 Managerial Finance (required prerequisite)

Four courses from the following:

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

HUMAN RESOURCES

BUS 7100 Human Resource Planning and Administration (Required Prerequisite)

Four courses from Human Resource Offerings

LEADERSHIP AND MANAGEMENT

BUS 7000 Organizational Behavior and Theory (Required Prerequisite)

Four courses from the following:

BUS 7681 Project Management
HRC 7341 Emotional Intelligence in the Workplace
HRC 7711 Organizational Change Theory and Strategy
HRC 7861 Negotiation and Conflict Resolution
HRC 7961 Managing Organizational Conflict
BUS 7001 Contemporary Issues in Business Leadership
BUS 7002 Foundations of Leadership
BUS 7003 Developing Leaders and Leadership Capability
Wisconsin Campus

Master of Business Administration

Certificate of Advanced 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.

**MASTER OF BUSINESS ADMINISTRATION**

Ottawa University's Master of Business Administration has been developed to serve the needs of adult learners and organizations with a high quality professional preparation in business within which the importance of personal values and professional ethics are incorporated. The Master of Business Administration emphasizes a global perspective on business, communication skills and directed application to students' current and future career goals. The program is intended for individuals who want to increase their knowledge of essential business functions and develop leadership skills and expertise in strategic management. Students have the option of completing courses in an evening classroom setting, online or a combination of both. Online students attend a weekend session at the beginning of each 12-week term to meet their instructors and receive courseware training and academic advising. The MBA degree consists of no less than 36 semester credit hours of formal coursework designed to help the adult learner acquire subject matter mastery and apply knowledge within the field of business administration. Students seeking additional professional training beyond the MBA core may acquire this training through a concentration or certificate. Consult your graduate advisor for details and availability.

Current study concentration available for the CAGS include:

» Leadership and Management

Foundation Courses (30 semester credit hours)

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<td>BUS 8500</td>
<td>Graduate Seminar: Business Policies and Strategies (CAPSTONE COURSE)</td>
</tr>
</tbody>
</table>

International Graduate Programs

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

Online Graduate Programs

Consult a graduate advisor at your location about the availability of online courses.

Professional Education Programs

Ottawa University offers graduate-level professional education programs for teachers who seek continuing educational enrichment and to advance their professional careers. Currently programs are offered for teachers who are licensed or certified to teach at the elementary and secondary levels in Arizona and Kansas. For information on these programs for professional educators, contact the Ottawa University adult campus in your area.
None
UNDERGRADUATE COURSE DESCRIPTIONS

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

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

ACC 20464 Financing and Investing Activities

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

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

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

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

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

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

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

ACC 40464 Not-For-Profit Accounting
Study of accounting principles for governmental and not-for-profit sectors and related financial reporting and disclosure requirements. Examines objectives of financial reporting for these entities and theoretical structure underlying these principles.

ACC 41063 Internship: Accounting
Practical experience in major area of study, arranged individually and taken after completion of major coursework.

ACC 44163 Auditing
Independent analysis of financial statements and the determination of their fairness and reliability. Analysis includes assessing the internal control system, applying statistical sampling and evaluating employee competence. Examines professional judgment, generally accepted auditing standards and the code of professional ethics. Prerequisites: ACC 33164 Intermediate Accounting I, ACC 36264 Federal Income Tax, OAD 31063 Business Law, MAT 32044 Statistics.

ACC 49060 Seminar in Applied Accounting
Capstone course that guides student to the analysis of accounting theories as applied to financial accounting, application of advanced accounting topics for accounting professionals including computer applications, and exploration of accounting theory and financial accounting standards board's
NOTICES AND UPDATES AS THEY APPLY TO VARIOUS FINANCIAL STATEMENTS. PREREQUISITES: ACC 30163 COST ACCOUNTING, ACC 44163 AUDITING, ACC 40164 ADVANCED ACCOUNTING OR CONSENT OF ADVISOR.

ART 10121 Calligraphy
Introduces calligraphy.

ART 10221 Watercolor
Introduces watercolor.

ART 10321 Photography
Introduces photography.

ART 10421 Cartooning
Introduces cartooning.

ART 10821 Illustration
Introduces illustration.

ART 10921 Fibers
Introduces fibers.

ART 11021 Collage
Introduces Collage.

ART 11121 Crafts
Introduces crafts.

ART 13023 Art Fundamentals
Introduction to the visual arts through careful observation, discussion and analysis as students interpret significant works of art. PREREQUISITE: ALL UPPER LEVEL ART COURSES.

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

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

ART 22023 Drawing and Composition I
Intermediate level drawing course. Covers drawing by observation and intuition, expression through a variety of media and study of composition. Preparation of drawing portfolio required. PREREQUISITES: ART 13023 ART FUNDAMENTALS, PREVIOUS DRAWING AND SKETCHING EXPERIENCE RECOMMENDED.

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

ART 23423 Graphic Art
Intermediate level commercial art course. Studies and applies basic printmaking techniques. Prepares artwork for reproduction, design logos, symbol creation, commercial adaptation, and development of computer-aided designs. PREREQUISITES: ART 13023 ART FUNDAMENTALS AND PREVIOUS COMMERCIAL ART EXPERIENCE OR ART 23023 DESIGN I.

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

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

ART 24000 Computer Graphics
Learn to use computer technology to produce art. Paint/Painter 7.1 software used to produce works. Portfolio of work produced after introduction to tools and hands-on manipulation of software.

ART 30121 Art for Educators I
Provides art foundation to assist educators with establishing art curriculum.

ART 30122 Art Methods for K-12 Art Educators
Prepares teacher candidates to teach art. Topics include history and philosophy of art education, art pedagogy, classroom management, promoting art department, as well as outreach to the community and assessment.

ART 30124 Concepts of Elementary Art
No course description available.

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

ART 30321 American Fiber Arts
Overview of textile and fiber art history from colonial times to present in the United States and their importance in America's political, economic and social identity.
ART 30423 Pre-K – Elementary Art Methods
Provides art foundation to assist educators with establishing art curriculum for PreK - Elementary.

ART 30523 Middle School-Secondary Art Methods
Provides art foundation to assist educators establishing art curriculum for Middle School - Secondary.

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

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

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

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

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

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

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

ART 33823 Ceramics III
Continuation of Ceramics II.

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

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

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

ART 40000 Advanced Computer Graphics
Course is a continuation of Computer Graphics II. Focus is on animated graphics.

ART 41063 Internship: Art
Practical experience in the major area of study, arranged individually and taken after the completion of the major course work.

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

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

ART 49100 Seminar Applied Photography/
Graphic Design
Design, research and complete a project in the areas of photography and graphic design.

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

BIO 12043 General Biology I
Introductory course for biology majors which studies the intricacies of living systems and research as process. Topics include scientific methodology, experimental design, data acquisition/manipulation, and presentation of findings. Students examine processes across the following levels of organization: molecules, cells, tissues, organs, organ systems, and organisms, corresponding lab.
BIO 20042 Organismic Biology Lab
Two 2 semester credit hour labs per week. Corequisite: BIO 20043 Organismic Biology.

BIO 20043 Organismic Biology
Integrated study of structure and function of plants and animals with special attention paid to phylogenetic origins and relationships of taxonomic groups. Prerequisite: BIO 10043 Principles of Biology.

BIO 20342 Human Anatomy and Physiology Lab
Two semester credit hour labs per week that verify and supplement lecture material. Corequisite: BIO 20343 Human Anatomy and Physiology.

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

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

BIO 22043 General Biology II
A continuation of BIO 12043. Topics include the study of the mechanisms of evolution, geologic history, phylogeny, organismal diversity, ecology, and behavior.

BIO 30003 Nature in Ireland
An interdisciplinary course culminating with a mandatory field experience in Ireland. Students study the geologic, floral, and faunal histories of Ireland, as well as various perceptions and depictions of nature in Irish culture, from the perspective of Irish writers. This course provides an opportunity for inquiry-based examination of a foreign culture. Cross listed with ENG 30003.

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

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

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

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

BIO 31241 Genetics Lab
Two semester credit hour lab meets once a week. Corequisite: BIO 31243 Genetics.

BIO 31243 Genetics
Non-laboratory course covering classical and modern genetics and discussion of selected readings on contemporary genetic issues. Prerequisite: BIO 10043 Principles of Biology.

BIO 31343 Natural History of Kansas Vertebrates w/ Lab
Emphasis of the course is identification, life history strategy and habitat requirements of vertebrate species within the major physiographic provinces of the state.

BIO 31344 Nature of the Southwest
Study of the common plants and animals of the Southwest, including their distribution, adaptation, behavior and ecology.

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

BIO 32101 Cell Biology and Immunology Lab
Corequisite Lab for BIO 32100 Cell Biology & Immunology.

BIO 32950 Project WET (Water Education for Teachers)
Provides participants with knowledge to integrate water-related activities in the classroom. Provides K-12 curriculum for over 90 broad-based water resource activities over all disciplines.
BIO 33523 Environmental Literature
An examination of a variety of literary works from several genres, focusing on the portrayal of physical environments and the connections between these environments and human spheres of influence. This course explores how human beings relate to the natural world, and how that relation influences the way we read texts and the world around us. Authors to be studied might include Leopold, Thoreau, Defoe, the Brontes, Wordsworth, Merwin, Snyder and Kingsolver. CROSS LISTED WITH ENG 33523, LAS 33523.

BIO 35000 Amazon Experience
Course participants will meet weekly in a seminar setting to explore the relationships within rainforest ecosystems. Course includes a field experience in an Amazonian Rainforest, led by experienced field guides. Credit awarded is variable. Students participating in the seminar and field experience will earn 2 semester credit hours. Students choosing to develop an in-depth seminar presentation in addition to the seminar and field experience will earn 3 semester credit hours.

BIO 35523 Biology Research
Introduces concepts related to the development of a literature review, collection of preliminary data, and creation of a project proposal to be conducted in the next academic year.

BIO 36000 Special Topics in Biology
Students explore a particular area of interest through selected readings, assignments, lectures or field experiences.

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

BIO 40143 Biochemistry
Introduces the structure of biomolecules. Topics include: protein, carbohydrates, lipid structure and metabolism, enzyme kinetics, photosynthesis and protein synthesis.

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

BIO 41023 Animal Physiology
A comparative study of animal physiology as adaptation. Topics include thermal regulation, osmoregulation, digestion, circulation, respiration, excretion, sensation, movement and energy metabolism in vertebrates and invertebrates.

BIO 41043 Internship: Biology
Students participate as assistants in off-campus clinical or lab settings in some area of professional medicine or biology. Specific examples of acceptable programs include: pharmacy lab, veterinary or human medicine clinics, and research labs and private companies. Requirements include a written report on a specific disease or research study and journal writing.

BIO 41523 Issues in Science and Religion
Explores scientific methodology, religious methodology and the relationship between these domains of inquiry. Brief survey of the historical relationship between science and religion (e.g., Christianity and the rise of western scientific method, the Galileo affair, etc.) and contemporary controversial issues such as Big Bang and evolution. CROSS LISTED WITH REL 41523, LAS 41523.

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

BIO 42543 Animal Behavior
Introduction to biological basis of animal behavior with emphasis on adaptive significance of behavioral phenomena. Special topics include genetic basis of behavior, perceptual and effectual systems, ethology, neurophysiology, learning, animal communication, sexual behavior, and social systems. Prerequisites: BIO 20043 Organismic Biology and consent of instructor.

BIO 43000 Human Developmental Biology and Lab
Study of developmental processes in living organisms. Utilizes comparative view of developmental patterns generated by cellular, chemical and genetic control mechanisms. Lectures focus primarily on human development and address common developmental defects. Includes corresponding lab.

BIO 44042 Medical Terminology
Directed-study course for students entering fields of professional medicine. Learn terminology applicable to the organ systems of the human body. Language acquisition enhanced by learning "interchangeable word-bytes".
BIO 49041 Integrative Survey
Integrative study and review of major concepts and principles of biology.

BIO 49043 Senior Research and Comprehensive Exam
Students conduct an individualized research project under faculty supervision. Results are submitted in the form of a final report and departmental seminar. Students also take a written comprehensive exam over the curriculum. Prerequisite: BIO 35523 Research Methods.

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

CHE 10044 Concepts of Chemistry

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

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

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

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

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

COM 10051 Media Sales Workshop
Participation in target marketing, selling advertisement, sponsorship and producing advertisements for multiple forms of media. May be repeated for a total of eight semester credit hours (cumulative with COM 30051).

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

COM 10121 Intercollegiate Forensics
Provides students with active training in speech communications and includes traveling on the competitive speech and debate teams. May be repeated for a total of 8 semester credit hours. Prerequisite: Instructor permission.

COM 10661 Radio Workshop
Provides opportunity to work with the campus radio station to develop an "on air" radio show to learn radio operations. May be repeated for a total of 8 semester credit hours (cumulative with COM 30061).

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

COM 11023 Speech Preparation and Delivery
Provides instruction and practice in speaking before a group. Development of speech content, organization, research, and delivery is emphasized. Includes practice of impromptu, persuasive, and informative speeches.

COM 20121 Intercollegiate Forensics
Provides students with active training in speech communications and includes traveling on the competitive speech and debate team. May be repeated for a total of 8 semester credit hours (cumulative with COM 30121). Prerequisite: Instructor permission.

COM 20163 Media Laws and Ethics
Examines the law governing mass media as well as ethical dilemmas in media. Explores the process of establishing high standards as well as understanding choices to be made when faced with legal and ethical decisions regarding mass media.
COM 20164 Introduction to Persuasive Communication
Study of communication skills to diagnose and solve personal and professional communication problems. Learn interviewing skills; listening and responding creatively; give and take productive criticism; use feedback to analyze and enhance communication.

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

COM 20223 Argumentation and Debate
Studies the principles of argumentation and practice in debate techniques with special emphasis on reasoning and research, case construction, refutation and rebuttal. Use of the collegiate debate question to give practical experience in various forms of debate. Prerequisite: COM 11023 Speech Preparation and Delivery.

COM 20361 Newspaper Production
Participation in news gathering, production, editing and publication of the campus newspaper. May be repeated for a total of eight semester credit hours (cumulative with COM 30361). Prerequisite/Corequisite: COM 23263 News and Feature Reporting or consent of instructor.

COM 20461 Yearbook Production
Participation as a photographer, caption writer, and limited layout designer of campus yearbook. May be repeated for a total of 8 semester credit hours (cumulative with COM 30461). Prerequisite/Corequisite: COM 23563 Personal and Professional Photography or consent of instructor.

COM 20523 Oral Interpretation
Development and understanding of prose, poetry and dramatic literature from selection through analysis to performance, both individually and in groups.

COM 20561 Video Production
Participation in pre-production, production, and post-production of film and visual media, video Web streaming, broadcasting, podcasts, and other original video projects. May be repeated for 8 semester credit hours (cumulative with COM 40561). Prerequisite: Consent of instructor or COM 31163.

COM 20923 Voice and Diction
Study of the speech organs and their functions, building awareness of the individual speaking voice. Study of the International Phonetic Alphabet with the goal of achieving Standard American speech. Training and development of articulation, projection, voice quality, rate, and pitch.

COM 23263 News and Feature Reporting
Instruction in basic print news gathering, reporting and writing techniques. Work on the campus student newspaper and/or yearbook provides laboratory component.

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

COM 23633 Language of Film
Examines the elements of cinema, terminology of film production, and introduces the field of film analysis. Focuses on film literacy including the awareness of the development of this medium and its genres, the audio and visual process of filmmaking, trends in the film industry and the analytic tools to learn to read films as informed and framed viewers.

COM 30051 Advanced Media Sales Workshop
Participation in target marketing, selling advertisement, sponsorship and producing advertisements for multiple forms of media. May be repeated for a total of 8 semester credit hours (cumulative with COM 10051). Prerequisite: Permission of instructor or two semester credit hours of COM 10051.

COM 30121 Advanced Intercollegiate Forensics
Provides students with in-depth training in speech communications and includes a commitment to traveling on the competitive speech and debate team. May be repeated for a total of 8 semester credit hours (cumulative with COM 20121). Prerequisite: Permission of instructor.

COM 30123 Layout and Design
Introduction to journalism editing skills, newsroom leadership and design of newspapers and magazines, including typography, graphics and photographs. Work related to production of Web-based news pages.

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

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

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

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

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

COM 30361 Advanced Newspaper Production
Participation in news gathering, production, editing and publication of the campus newspaper. May be repeated for a total of 8 semester credit hours (cumulative with COM 20361). Prerequisite/Corequisite: COM 23263 News and Feature Reporting, consent of instructor, or two semesters of COM 20361.

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

COM 30461 Advanced Yearbook Production
Participation in production, editing and publication of the campus yearbook. May be repeated for a total of 8 semester credit hours (cumulative with COM 20461). Prerequisite/Corequisite: Consent of instructor or 2 semester credit hours of COM 20461.

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

COM 30563 Visual Communication
Survey of the theory and practice of visual communication. Includes theoretical explanation, visual grammar and laboratory opportunities to apply and develop visual communication literacy. Provides strategies for effective visual communication.

COM 30661 Advanced Radio Workshop
Provides opportunity for leadership and to work with the campus radio station. May be repeated for a total of 8 semester credit hours (cumulative with COM 10661). Prerequisite: Consent of instructor or 2 semester credit hours of COM 10661.

COM 30663 Advanced Public Speaking
Theory and practice in delivering common forms of verbal presentations to the community, organizations and at work. Development of speech content, organization and delivery. Practice of broadcasting, impromptu, persuasive, humorous, and informative speeches and presentations.

COM 31163 Introduction to Video Production
Theory and practice of video production including equipment, videography, production, and post production techniques. Emphasis on corporate video production and usage. Requires organizing and assisting in videotape production of theatre and music department events. Students are required to produce videography projects.

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

COM 31563 Broadcast Management I
In-depth experience as a member of the student executive staff of the campus radio station, or as a staff assistant, or in a specific area of broadcasting.

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

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

COM 33263 Advanced Reporting and Editing
Instruction in intermediate and advanced newsgathering, reporting and writing techniques, editing for associated press style, grammar, quality, and elements of newspaper design and layout. Other topics include communication law and ethics. Work on campus student newspaper and/or yearbook provides laboratory component. Prerequisite: COM 23263 News and Feature Reporting.

COM 35563 Special Topics in Communication
Designed around special theories, practices or interests of an individual or group of students.

COM 36364 Leadership and Communication
Focus on leadership as action and understanding others and interpersonal theory as the connection between leadership and communication in an organizational context. Both didactic and experiential teaching methods used. CROSS LISTED WITH OAD 36364.
COM 36673 Teaching Through Film
Explores film to promote understanding of cultural diversity. Examines the power of media effects and the use of cinematography as a catalyst for public dialogue and political change. Evaluates the practice of visual learning techniques and digital storytelling as a pedagogical tool. CROSS LISTED WITH EDU 36673, LAS 36673.

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

COM 38000 Introduction to Online Research
An introduction to basic concepts and tools used in online information research. Emphasis is placed on effective techniques for accessing and searching research databases, subject specific databases, and other specialized online resources. Strategies for critically evaluating information is also be discussed.

COM 39664 Managing Organizational Conflict
Focus on leadership as action and understanding others and interpersonal theory as the connection between leadership and communication in an organizational context. Both didactic and experiential teaching methods used. CROSS LISTED WITH OAD 39664.

COM 39764 Public Relations Writing
Overview of advertising function and its role in the marketing mix. Examines advertising objectives and strategies, client-agency relationships and production techniques for various media. CROSS LISTED WITH OAD 36964.

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

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

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

COM 40464 Persuasive Communication
Study of assertive communication skills to diagnose and solve personal and professional communication problems, develop persuasive interviewing skills, listen and respond creatively, give

and take productive criticism, and use feedback to analyze and enhance communication.

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

COM 40561 Advanced Video Production
Participation in pre-production, production, and post-production of film, audio, visual media, video Web streaming, broadcast, pod cast, and leadership in original video production. May be repeated for a total of 8 semester credit hours (cumulative with COM 20561). Prerequisite: Consent of instructor or 2 semester credit hours of COM 20561.

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

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

COM 41563 Broadcast Management II
In-depth experience as a member of the student executive staff of the campus radio station, or as a staff assistant, or in a specific area of broadcasting.

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

COM 49100 Seminar in Applied Communication
Capstone course that guides student in applying key communication theories and research to students' chosen specialization. Emphasis on pivotal role of communication professionals in organizations. Prerequisite: Completion of at least three core communication courses or consent of advisor.
COM 49262 Senior Comprehensive
Capstone course culminating in a project or paper fulfilling senior comprehensive examination requirements for a specific communication emphasis area.

DAN 30000 Kinesiology of Dance
Study of skeletal/muscular systems and anatomical and biomechanical principles as they apply to dance performance. Topics include an understanding of scientific principles to achieve optimal performance.

DAN 30010 Teaching Dance in Elementary School
Covers theories and methods of teaching dance and movement in the elementary school setting. Includes planning, facilitating, and assessing dance and movement experiences for students in grades K-6.

DAN 40000 Secondary Dance Methods
Theories and methods of teaching dance and movement in the secondary school setting. Topics include planning, facilitating, and assessing dance and movement experiences for students in grades 7-12.

DAN 49000 Dance Philosophy and Criticism
Exploration of the aesthetic and philosophical meaning of dance examined through critical reading, writing, observation, and discussion of dance.

ECE 30000 Foundations of Early Childhood
Provides students with an overview of developmentally appropriate settings for children from birth through age eight. Focuses on play as a foundation of children's learning. Students explore the roles and responsibilities for the Early Childhood professional, integrating the influences of Early Childhood history, philosophy, and curricular methods. Observations in Early Childhood Education is required.

ECE 30010 Child Growth and Development
Presents major theories and research findings in the social, emotional, cognitive and physical domains for development of young children from conception to age eight. Emphasis is placed on application of educational psychological theories related to the theories children need in a pluralistic society. Students use professional strategies to observe and record the behavior of infants, toddlers, preschool and primary age children.

ECE 30020 Early Childhood Methods/Reading
Examines the development of language and literacy in young children from birth through age eight. Students explore theoretical foundations of early literacy development and the implementation of various models to support young children as readers and writers. Other topics include: working with families to support early literacy development, selecting quality children's literature, assessing early literacy development, integrating literacy throughout the curriculum and adaptations for individual children in diverse and inclusive settings.

ECE 30030 Early Childhood Methods/Language
Presents strategies for optimum language development. Supports children's language and literacy (including English language learners) in home, classroom, and community settings. Provides appropriate teacher/child(ren) verbal interactions, classroom environments and activities. Addresses ages birth through age eight.

ECE 30040 Early Childhood Methods/Social Studies
A philosophical, historical and cultural approach to the study of education in the United States. Current educational concerns that effect teaching and schools are studied.

ECE 30050 Early Childhood Methods/Math
Examines theories of cognitive development framework to understand how young children acquire math skills, concepts and abilities.

ECE 30060 Early Childhood Methods/Science
Examines theories of cognitive development framework to understand how young children acquire math skills, concepts and abilities.

ECE 30070 Early Childhood Assessment and Monitoring
Develops skills and methods of observing young children in structured and unstructured environments. The course includes developmental expectations of behavior of toddlers through elementary age children and environmental and social strategies to help children develop impulse control.

ECE 30080 Classroom Management/Young Children
Various approaches for effective classroom management and discipline is emphasized. Strategies are provided to assist potential teachers in determining appropriate actions and procedures to establish and maintain an effective learning environment.

ECE 30090 Typical and Atypical Behavior of Young Children
Overview of children with exceptional cognitive, physical, social and emotional characteristics. Topics include analysis of developmental and educational needs imposed by the exceptionality, as well as the identification, intervention strategies, methods, and programs designed to meet this needs. Applicable federal and state laws and requirements are also reviewed, including but not limited to Individuals with Disabilities Educational Act, Americans with Disabilities Act, Individualized Family Service Functions, and Individualized Education Plans.
ECE 49001 Early Childhood Student Teaching I
(Birth-PreK)
Supervised field placement in an approved early childhood site to further develop the knowledge, skills and attitudes necessary to be an effective teacher/caregiver in an early childhood program. Direct training and supervision provided by the on-site mentor and university supervisor. Enrollment in student teaching requires approval of faculty advisor.

ECE 49002 Early Childhood Student Teaching II
(K-3rd Grade)
Supervised field placement in an approved early childhood site to further develop the knowledge, skills and attitudes necessary to be an effective teacher/caregiver in an early childhood program. Direct training and supervision provided by the on-site mentor and university supervisor. Enrollment in student teaching requires approval of faculty advisor.

ECO 20163 Macroeconomics
Focuses on inflationary consequences of monetary and fiscal policies designed to eliminate poverty and unemployment, significance of money and government deficits on attainment of goals of high employment and economic growth in a non-inflationary environment, and role of the dollar in international trade.

ECO 20263 Microeconomics
Study of the role of prices in allocating and developing scarce resources to meet the needs and demands of consumers, the impact of the profit motive on business size and efficiency, the economic power of large-scale business firms, and the interplay of private and public choice through price controls, business regulation and taxation. Prerequisite: ECO 20163 Macroeconomics.

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

ECO 30364 Public Policy and Economics
Examines key concepts in economics and their application to public policy. Provides an account of the theory of public choice and its applications. Examines the principles of economics at work and in everyday life, and explores American and British policy including protectionism, Internet governance, telecommunications, and environmental policy.

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

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

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

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

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

EDU 10934 Orientation to the Teaching Profession
Orientation to teacher licensure seeking candidates who have had extensive, recent (within last seven years) experience in the classroom and/or who have taken “Introduction to Teaching” prior to entering Ottawa University.

EDU 20000 Technology for Educators
Develops skills needed to integrate technology into teaching and learning. Covers multimedia, word processing, spreadsheets, Internet searching, and legal and ethical use of technology. Begin construction of electronic portfolio, which demonstrates candidate is ready to be recommended for teacher licensure. Present portfolio at end of student teaching. Corequisite: EDU 30731 The Teaching Profession: Part I.

EDU 20033 Integrating the Fine Arts
Design, implement and evaluate art experiences that are interrelated with other disciplines and developmentally appropriate, meaningful and challenging for all students. Lessons (designed and taught) demonstrate that the learners are developing positive disposition towards artistic exploration and expression.
EDU 20833 Children's Literature
Designed to acquaint future teachers, librarians and parents with a wide variety of literature for children and criteria for selecting literature. Emphasis on developing ways to make reading a lifetime involvement.

EDU 22000 Test Taking Strategies
This course assists students in strategies to successfully take tests. Topics include general guidelines for preparation, as well as specific strategies for true/false, multiple choice, matching, and essay tests.

EDU 22005 Effective Lesson Planning
Course examines steps required in creating well-planned lessons. Topics include integration of content areas and use of technology. Students apply this knowledge by the creation of a unit consisting of several lesson plans.

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

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

EDU 30030 Elementary Mathematics Methods and Practicum: Part I
Approaches and methodologies used in teaching mathematics in the elementary school. Emphasizes knowledge of mathematical concepts and their use in developing understanding of computational skills and logic of mathematics.

EDU 30031 Elementary Mathematics Methods and Practicum: Part II
Helps teacher candidates know, understand and use the major content and processes, as defined in state and national standards, with kindergarten through sixth grade students. Observe and practice mathematical procedures in authentic settings. Field experience required. Prerequisites: EDU 10932 Introduction to Teaching, EDU 31132 The Exceptional Child and EDU 31233 Educational Psychology.

EDU 30133 Environmental Studies
Emphasizes content in social studies, health and science for grades K-9. Focuses on understanding the world from each of the subject areas and how each area influences the others. Covers traditional social sciences including geography and economics, as well as the scientific method. Follows an integrated approach in planning, methodology and assessment, including assessment projects for social studies and science that have been developed for use in elementary schools. Projects focus on integrating all content areas.

EDU 30234 Adolescent Psychology
Introduces concepts and theoretical positions underlying adolescent personality traits, stages of growth development, learning development, and cultural, family and peer relationships. Develops psychological perspectives in adolescent behaviors, motives and values.

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

EDU 30433 Elementary Science and Health Methods/Practicum II
Continuation of Elementary Science and Health Methods I. Students complete all requirements for course in this section.

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

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

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

**EDU 30731 The Teaching Profession: Part I**
Explores current and future teaching profession. Introduces Ottawa University's mission and teacher education program's conceptual framework. Learn about topics such as reflective inquiry, standards driven classrooms, use of technology, and diversity of learners. Skills assessed in relation to profession. Develop electronic portfolios.

**EDU 30732 The Teaching Profession: Part II**
Observe three school districts. One full day is spent in each school so candidates are exposed to educational settings in high, medium and low socio-economic areas, schools with diverse populations and have the opportunity to work with faculty from diverse backgrounds. *Prerequisite: Required to be taken immediately following EDU 30731 The Teaching Profession: Part I*

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

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

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

**EDU 31133 Application of Educational Technology**
Students acquire necessary skills and technologies for the classroom including those required for the development of an electronic portfolio. The portfolio serves as a comprehensive illustration of the competencies required for teacher certification. This portfolio is required to be submitted at the end of the student's program of study.

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

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

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

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

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

**EDU 32235 Elementary Math Methods and Practicum**
Helps teacher candidates know, understand and use the major content and processes, as defined in state and national standards, with kindergarten through sixth grade students. Observe and practice mathematical procedures in authentic settings. Field experience required. *Prerequisites: EDU 10932 Introduction to Teaching, EDU 31132 The Exceptional Child and EDU 31233 Educational Psychology.*

**EDU 32333 Schools in Multicultural Society**
Emphasis on understanding the organization and control of schools in the U.S., and the level framework within which teachers and schools operate. Includes presentations by state and local level representatives, and field experience in multicultural settings.
EDU 32634 Elementary Reading Methods
Designed to assist prospective teachers in exploring and questioning how reading is taught. Students develop skills in a variety of methods and approaches to reading programs in the elementary school.

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

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

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

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

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

EDU 33036 Urban Education Issues
Students explore the issues and challenges of urban education through site visits, teacher interviews, observations and selected readings.

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

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

EDU 33232 Reading and Decoding
Study of the phonetic and linguistic elements in the English language as related to the teaching of reading.

EDU 33434 Education Tests and Measurements
Provides understanding of the function of testing and measurement in education, emphasizing the construction, selection, administration, and application of tests. Assessment instruments include aptitude, ability and intelligence measures, and personality and interest inventories.

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

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

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

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

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

EDU 34731 Secondary Physical Education Methods
Provides knowledge of Physical Education at the secondary level. Topics include lesson planning, resource development, and physical as well as psychological development of the older child. Emphasis on physical activities and development related to age group disabilities.
EDU 36673 Teaching Through Film
Explores film to promote understanding of cultural diversity. Examines the power of media effects and the use of cinematography as a catalyst for public dialogue and political change. Evaluates the practice of visual learning techniques and digital storytelling as a pedagogical tool. CROSS LISTED WITH COM 36673, LAS 36673.

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

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

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

EDU 40534 Process Writing
Teaches essential writing skills at both the elementary and secondary levels. Evaluation techniques also emphasized. CROSS LISTED WITH ENG 40524.

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

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

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

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

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

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

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

EDU 43013 Foundations of ESL Education

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

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

EDU 44033 SEI Methods for ELL II
Course examines the format and alignment of ELL Proficiency Standards to the Arizona Language Arts Academic Standards. It also analyzes and apply disaggregated data to differentiate instruction as well integrate diagnostic, formative, and summative assessments for ELLs. In addition, the course describes the legal, historical and educational reasons for SEI. The course further identifies and uses multiple strategies to improve student achievement by integrating: 1. comprehensible
input; 2. ongoing, specific and immediate feedback; 3. grouping structures and techniques; 4. building background and vocabulary development; and 5. integrating student engagement. It also identifies the socio-cultural influences on ELLs such as language shift, identity issues, and the role of culture in learning.

EDU 45033 SEI Methods for ELL III
The course examines the format and alignment of ELL Proficiency Standards to the Arizona Language Arts Academic Standards. It also analyzes the content and use of the Stanford English Language Proficiency (SELP) Assessment in guiding ELL instruction, as well as describing the legal, historical and educational reasons for SEI. The course build upon the systemic foundation and skill development set forth in EDU 44033 and further identifies and uses multiple strategies to improve student achievement by integrating: 1. comprehensible input; 2. ongoing, specific and immediate feedback; 3. grouping structures and techniques; 4. building background and vocabulary development; and 5. integrating student engagement.

EDU 45500 Classroom Clinical Practice
Course is designed specifically for candidates who have met requirements identified in the Teacher Education Program Handbook (Performance based documentation in lieu of student teaching).

EDU 45552 Special Needs Learners
No course description.

EDU 46033 Speech Pathology/Therapy Practicum
A supervised clinical practicum in a clinic or school setting integrating the practice, theory and technique of speech pathology. 200 field hours including screening assessment, planning and treatment.

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

EDU 48004 Student Teaching: Practicum in Special Education Cross-Category
Specialized work on an individualized basis, consisting of practice in actual service in a department, program, or discipline, representing at least three of the five disability areas of mental retardation, emotional disability, specific learning disability, orthopedic impairments, and other health impairments.

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

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

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

EDU 49003 Electronic Portfolio
Students submit their electronic portfolio, which illustrates the competencies required for teacher certification.

EDU 49004 Issues in Education
Reviews literature on a current issue in education. Develop an annotated bibliography and write a summary of findings.

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

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

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

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

ENG 10323 Introduction to Literature and Film
Observes interactions between literature and film. Through writings, projects, and discussions, students analyze film versions of classical literature, prose and poetry through borrow filmic techniques and experimental films with literary features.
ENG 20123 World Literature
Consists of critical readings of timeless and timely works of imaginative literature in translations. Principle aim is to bring students in contact with their western traditions. Substantial time spent on Greek mythology, as well as such authors as Cervantes, Flaubert, Dostoevsky, Tolstoy, Hamsun, Ibsen, Chekhov, Camus, and Garcia Marquez. Stress skills of perceptive inferential reading and make use of the interpretative essay incorporating insightful response.

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

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

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

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

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

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

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

ENG 26023 From Homer to Herrick
Engages in primary analysis and response to significant literature from antiquity through the Renaissance.

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

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

ENG 30003 Nature in Ireland
An interdisciplinary course culminating with a mandatory field-experience in Ireland. Students study the geologic, floral and faunal histories of Ireland, as well as various perceptions and depiction of nature in Irish culture, from the perspective of Irish writers. This course provides an opportunity for inquiry-based examination of a foreign culture. CROSS LISTED WITH BIO 30003.

ENG 30013 Poetry Analysis
Students read a range of modern poetry; develop vocabulary and strategies for analyzing and writing poetry; interact with forms and varieties of poetry from poems as objects, patterned words in a visual field, chants, songs, conversations, form, and large structures of poetic writing.

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

ENG 30125 Creative Nonfiction
Students employ the elements of fiction writing to express personal experiences, and also social, ethical, and political ideas. Develop skills as writers which enable them to develop their authentic voices.

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

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

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

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

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

ENG 30723 Research Paper Prep Skills II
Examines the research process in depth, including library research, CD-ROM and Internet search engines, and the collection of primary research data. Students produce a series of short research projects using correct in-text citations and bibliography listings, with an emphasis on APA style.

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

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

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

ENG 31723 Multicultural Literature
Study of works by African-American, Hispanic, Native American, female, and other historically marginalized authors, specifically to address issues of culture, value and self-development. Literature poses critical issues that arise in increasingly diverse societies of our shrinking world. Prerequisite: 2000-level English course or consent of instructor.

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

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

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

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

ENG 32725 Intermediate Creative Writing
Focuses on strengthening creative writing skills, expanding those skills by exploring different genres: editing, revising, and polishing manuscripts; and marketing. Prerequisite: ENG 32723 Creative Writing, an equivalent course, or consent of the advisor/instructor.

ENG 33000 Myth, Symbol and Ritual in Kenya
Interdisciplinary seminar which examines myths, symbols, and ritual in Kenya as intersections of popular culture, spiritual life, political history, and sacred spaces. The course culminates in travel to Kenya, including field experience, original research, and reflective writing. CROSS LISTED WITH LAS 33000 AND REL 33000.

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

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

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

ENG 34224 Readings in Literature
Discussion and analysis of groups of readings from novels, poetry, plays, and nonfiction. Individually designed to meet student needs and interests.
ENG 34324 Readings in Non-Fiction

Read five non-fiction works and write an essay/review of each work. Essay/review is shaped around student’s particular interests in history and biography. Essay/reviews then discussed in terms of relevance.

ENG 34523 Literature and Spirituality/The Sacred

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

ENG 35624 Journal Writing

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

ENG 36023 Peace Literature

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

ENG 37023 Literature of Personal Discovery

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

ENG 37623 Madness: Multifaceted Approach

Interdisciplinary seminar which interrogates the literary, artistic, and cultural representations of madness across culture and time. CROSS LISTED WITH LAS 37623.

ENG 38023 Jazz and Blues Riffs

An interdisciplinary examination of jazz and blues in the context of twentieth century American culture. CROSS LISTED WITH LAS 38023.

ENG 38223 Existentialism in Philosophy and Arts

An investigation of historical prerequisites and the meaning of existentialism. Readings include Kierkegaard, Nietzsche, Kafka, Rilke, Sartre, Heidegger, Dostoevsky, etc. CROSS LISTED WITH PHL 38223, LAS 38223.

ENG 40123 Literary Criticism

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

ENG 40224 British and American Poets

Analyzes works of major British and American poets.

ENG 40323 Theory of Poetry

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

ENG 40424 Women in Literature

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

ENG 40524 Process Writing

Teaches essential writing skills at both elementary and secondary levels. Evaluation techniques also emphasized. CROSS LISTED WITH EDU 40534.

ENG 40624 Modern Fiction

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

ENG 40724 Research Writing

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

ENG 41823 Shakespeare Seminar

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

ENG 42725 Advanced Creative Writing

Focuses on mastering different aspects of writing by an intense study of various genres. Prerequisites: ENG 32723 Creative Writing and ENG 32725 Intermediate Creative Writing or consent of the advisor/instructor.

ENG 45023 Seminar in American Literature

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

ENG 45123 Seminar in British Literature

Analyzes major British literature with emphasis on genre, period, or author, to gain understanding of the critical approaches necessary for a thorough investigation of literature.
ENG 46023 Seminar in Genre Studies
This course engages the student in a concerted study of the history, structure and theory of a particular genre (the novel, poetry, drama, short story).

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

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

FRE 10124 Elementary French I
Intensive introduction to present-day French focusing on basic patterns, pronunciation, beginning vocabulary, and idioms. Emphasis designed to develop balanced language skills as needed by a student who pursues an academic program in France or who wants an introduction and appreciation of the language and culture. Work in language laboratory required. Students with some previous knowledge of French should consult the instructor as to proper course enrollment.

FRE 10224 Elementary French II
Continuation of basic grammar, refinement of pronunciation, further vocabulary building, systematic practice in comprehension, use of normal conversational patterns, and increased emphasis on reading. Work in language laboratory required. Prerequisite: FRE 10124 Elementary French I or equivalent.

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

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

FRE 31000 Seminar in French Literature and Culture
This course examines French literature and culture through selected texts and authors belonging to the main cultural periods of French history. Students are exposed to different genres, including poetry, drama, narrative and the essay, as they are introduced to basic concepts of literary criticism and textual interpretation.

FRE 49000 Integrative Seminar in French Studies
Capstone course that guides student in development of an integrative project that demonstrates achievement of learning outcomes in the French Studies major. Course is organized around language, selected cultural themes and literary genres.

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

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

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

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

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

FSM 31464 Fire Protection Systems and Prevention Program
Features and applications of fixed fire protection systems and applicable National Fire Protection Association standards governing such systems. Includes fire code development, political considerations in enforcement, permit regulations, plan review processes, public education programs, analyzes arson as a community problem, and other related aspects of fire prevention programs.
FSM 31664 Fire Service Information Management Services
Examines aspects of computer architecture, hardware and software used for information management including computer systems, operating systems, applications and database structures for public safety information management. Features major components of incident reporting requirements, computer-aided dispatching systems, radio communications, and mobile data terminal use in fire service operations. Details combine computer-aided dispatch/records management systems, fire service incident reporting and other specialized computer applications in the fire services.

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

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

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

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

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

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

HPS 10053 Introduction to World Geography
Introduces concepts, facts and terminology of physical, cultural and economic geography. Topics include the application of spatial relationships to regional analysis and map studies.

HPS 10153 World Regional Geography
Survey of the developed and developing regions of the world, emphasizing regional differentiation, as well as concepts of location, place, human environment interaction, and cultural diffusion.

HPS 11053 The American Experience I
Introduces the study of American history and its cultural, intellectual, political, economic, religious, racial, and diplomatic topics. Emphasis on development of the country from discovery through Reconstruction.

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

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

HPS 20153 The Great Plains
From northern Texas to the Canadian prairie provinces. Examines the physical environment, resources, land use patterns and ethnic cultures of the region. The historical and political development of Kansas plays a central role in the course.

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

HPS 23153 Human Geography
The location and distribution of human cultural patterns throughout the world. Provides an overview of the spatial analysis of earth’s human inhabitants, with a comprehensive view of settlement patterns and land use issues, and introduces the landscape as a cultural text.

HPS 24053 Practicum in History
Experience aspects of the discipline through a semester long practicum.

HPS 25353 World Civilization I
Introduces historical study of the beginnings and development of human culture and institutions, western and non-western. Basic introduction to historical study.
HPS 25453 World Civilization II
Examines development of civilization, western and non-western, in the modern era. Analysis of political, economic and cultural revolutions that have created contemporary culture and its tensions.

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

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

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

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

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

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

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

HPS 30453 Geography of North America
Introduces spatial processes and patterns with the context of North America. Focuses on the physical environment, exploration, mapping settlement patterns, population, migration, agriculture and transportation. Primary objective is to gain an understanding of the regional variation in various social and economic phenomena in the United States.

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

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

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

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

HPS 30655 Women/The Civil Rights Movement
Course explores role of women in the civil rights movement in the United States. Students assess the impact of female activism in the 18th and 19th centuries as the foundation for accomplishments in the last century. Course focuses primarily on African American women. Also addresses contributions of women of other ethnic or religious groups.

HPS 30656 Women's History in Modern America
Focuses on women's history in the twentieth century. Explore the concept of the "new woman" and her activism in the political, social and cultural arenas. Assess the struggles and contributions of women in the post World War II era and resultant changes in American society.

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

HPS 30754 America's Rise to World Power
Examines factors leading to America's emergence as a World power with particular attention to those ideas, concepts and events that affect current affairs.
HPS 30854 Arizona History
Overview of Arizona from pre-historic times to the present.

HPS 30953 American Women's History
Surveys women's history in America from pre-colonial history to the present, and explores the intersections of race, class, and ethnicity in structuring women's lives today.

HPS 31053 Ethnicity in American History
Considers the histories of a variety of immigrant groups arriving in the United States from colonial settlement through the twentieth century, and examines issues of nativism, patterns of acculturation and assimilation, and adjustment to the American economic and political systems, religious experiences, and other issues connected to the ongoing adaptation to life in the U.S.

HPS 31154 Constitutional Law: Civil Liberties
Examines varied issues such as flag desecration, publication of obscene material and state aid to non-public church-related schools within the context of the first amendment of the Constitution.

HPS 31254 Constitutional Law: Criminal Procedure
Discusses Bill of Rights and amendments IV, V and VI of the United States Constitution. Includes discussion of selected areas of criminal procedure with a basic knowledge of the case law created by the United States Supreme Court, brief judicial decisions, identifying legal issues and pertinent arguments, presenting case law arguments in a cogent and concise manner, and summarizing major trends of constitutional development in criminal procedures.

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

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

HPS 31453 Religion in American Culture
Examine and explore the prominent place of religion in this religiously pluralistic country. Explores institutional and non-institutional developments with Protestantism, Catholicism, Judaism and Islam. The course concludes with an examination of religion and material culture.

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

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

HPS 32053 Seminar in Research of Methods and Historiography
Introduce traditional and emerging methods of historical research. Construct an extensive annotated bibliography as a purposeful entry into the senior comprehensive project. Prerequisite: Third-year status.

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

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

HPS 34022 Litigation
Introduces the student to the major characteristics of the civil and criminal processes. Students become familiar with the various types of procedural rules of these processes and their applications. Other topics include the drafting of pleadings and other documents required in the litigation process.

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

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

HPS 34025 Pivotal US Supreme Court Decisions
Course explores decisions made by the U.S. Supreme Court in the last two centuries that have had tremendous social and political impact. Analyze the procedure to appeal a ruling to the Supreme Court. The cases range from Marbury v. Madison (1803) to Bush v. Gore (2000).
HPS 34154 Southwest Culture
Examines Southwestern cultures and their prehistoric roots through an overview of history, language, religion, social structure, and arts of contemporary Native American cultures of Arizona and New Mexico.

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

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

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

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

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

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

HPS 35057 Revolution in English History (1485-1830)
Studies political, religious, economic, and social development of the English people from 1485-1830. Emphasis on reformation, glorious revolution and industrial revolution.

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

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

HPS 35500 World War II Through Film
Examines World War II through film.

HPS 35520 World War I Through Film
Examines World War I through film.

HPS 35555 History of America 1840-1890
Examines selection of readings and topics in American history and government. Covers American's westward expansion, Civil War, reconstruction and industrial and economic growth during this period.

HPS 35556 The Early Republic
Examines political, social, economic, and diplomatic development and westward expansion during formative period of American history including Washington, Jeffersonian and Jacksonian eras.

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

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

HPS 36155 European History Renaissance/Revolution
Course addresses the consequences of the Renaissance on Western Civilization. Students explore the revolutions in religion, industry, and political structure. Course culminates in a study of the French Revolution and the Napoleonic Wars.

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

HPS 40054 American Political Theory
Course examines the political thought of the great thinkers of the revolutionary and constitutional periods with emphasis on the debates and their philosophical underpinnings.
HPS 40154 Philosophy and Ethics of Public Administrations
Exposition and development of theoretical framework for administration of public organizations. Examines ethical decision-making guidelines for the public sector.

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

HPS 41052 Internship: History
Practical experience in the major area of study. Arranged individually and taken after completion of the major course work.

HPS 42052 Internship: History
Practical experience in the major area of study. Arranged individually and taken after completion of the major course work.

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

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

HPS 44003 Interwar Period in US History
Course focuses on the roaring twenties and the challenging thirties. It addresses changes in society following World War I and economic factors leading to the Great Depression. Course also addresses consequences of the depression on American culture and politics.

HPS 45500 The Judicial Process
Course examines the role of the Supreme Court in our modern political system, how it functions within the separation of powers, and the evolution of the court from the original concept to the framers. Students examine the court philosophy as it has affected major court decisions such as Brown vs. Board of Education, Nivon vs. The United States and Roe vs. Wade.

HPS 45552 World Revolutions
Examines major world revolutions from 1774 to present with emphasis on revolutionary cause, process and outcome.

HPS 45553 Contemporary America 1945 to Present
Study of the political, social, intellectual, and other aspects of American civilization since World War II.

HPS 45554 World War II
Course addresses origins, course and consequences of World War II in both the European and Pacific theaters. Students analyze the effects of war on the home front in belligerent nations and on soldiers in the field.

HPS 45560 Special Topics in U.S. Foreign Relations
Student studies United States’ relations with a particular region or in a certain time period with instructor’s guidance. Student explores impact of American foreign policy on involved countries and their populations and analyze relevance to current issues.

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

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

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

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

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

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

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

HUS 21253 The Family
Explores historical, anthropological and theoretical perspectives of family. Dynamics of family relationships, communication styles and interactions addressed, as well as issues relating to dating, love and friendship, human sexuality, relationships, life styles, divorce, child rearing, and other related issues. 
Prerequisite: PSY 12053 Principles of Psychology or SOC 10153 Social Thought or SOC 10453 Introduction to Sociology.

HUS 26001 Issues in Advocacy
Designed around special theories, practices or interests of an individual or group of students.

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

HUS 26003 Issues in Human Services
Student selects a human service topic and examine academic literature and research to understand the causality of the problem, prevalence of other problems generated as a result of the underlying issue/problem, societal conditions that precipitate and contribute to such problems and review literature that helps us understand approaches to overcoming problems in society through treatment, prevention, advocacy and other approaches.

HUS 26004 Issues in Public Health
Survey course that explores current local, national, and global issues in public health. Topics include AIDS/HIV, teen pregnancy, substance abuse, sexually transmitted diseases, environmental pollutants, negative effects of tobacco, and various viruses. Health care issues, socialized medicine, the W.H.O. and other issues and organizations that monitor local, national, and world health are also examined.

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

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

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

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

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

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

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

CROSS LISTED WITH PSY 30654.

HUS 30953 Death and Dying
Confronts subject of death from new and alternative perspectives. Explores attitudes of death and the dying process, rituals, theories, and the social organization of death in many societies to gain knowledge in understanding feelings and attitudes toward death. 
CROSS LISTED WITH PSY 30954.

Prerequisite: PSY 12053 Principles of Psychology or SOC 10453 Introduction to Sociology.

HUS 31254 Understanding Families in Crisis
Examines backgrounds, needs and coping mechanisms of people faced with family crises. Identifies resources for meeting crises such as abuse in the home, chemical dependency, unwed parenthood, divorce and remarriage, unemployment, long-term illness or disability, and death of a family member.
HUS 32253 Research Design and Analysis
Reviews basic research methods focusing on conceptual basis for experimentation. Includes basic design components such as control, sampling, data collection, and analysis.
CROSS LISTED WITH PSY 32253. Prerequisites: PSY 12053 Principles of Psychology or SOC 10453 Introduction to Sociology and MAT 32044 Statistics.

HUS 35401 Field Research in Chicago
Students travel to Chicago to learn about conditions of poverty, ethnicity in larger cities, race issues, everyday living for people who have been marginalized from mainstream society, communities in Chicago, social welfare system, and the social work by Jane Addams and her work at Hull House.

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

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

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

HUS 40053 Methods Seminar in Human Services Practice
Identifies set of basic skills for different settings in which helpers work. Describes wide array of human services intervention strategies with particular focus on how to interview and/or counsel clients and make students aware of both technology and art of human services practice. Prerequisites: HUS 20553 Social Welfare: Introduction to Human Service, HUS 30253 Social Policy and the Community, PSY 20153 Survey of Developmental Psychology.

HUS 40154 Addiction Studies in the Movies
Focuses on addiction to alcohol and other drugs that have been portrayed in American cinema for the past 40 years. Explores how addiction has been represented and assists in learning about assessment, intervention and treatment through watching and critiquing movies.

HUS 40155 Intimacy and Addictions
Expands knowledge of relationship, romance and sex addictions. Present case presentation method review based on research and experience. Presentation includes hypothesis and intervention to address addiction.

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

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

HUS 40553 Skills and Techniques in Human Services I
Examine systems framework, skills, analysis of issues and current intervention strategies for working with individual clients and groups in diverse social service settings. Develop and enhance interviewing and effective communication skills. Opportunity for observation and participation in direct practice within a social service setting. Awareness of technology and art of human services practice.

HUS 40554 Skills and Techniques in Human Services II
Emphasis on skill development working with individuals, groups, families, and community resources. Interviewing and/or counseling clients; in-depth analysis of case management in social service professions. Students have the opportunity to begin direct practice in a social service setting as part of coursework.

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

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

HUS 44033 Research on Physiology and Addiction
Course expands on addiction knowledge through reading and writing about addictions based on research found in literature review.
HUS 48054 Value and Ethics in Substance Abuse Counseling
Examines ethical issues, ethical conduct and professional responsibility in addiction counseling. Topics include moral basis of ethical codes and assessment of values, attitudes and beliefs that influence decisions concerning professional and ethical issues.

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

HUS 48254 Substance Abuse Counseling Practicum
No course description available.

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

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

ITS 12062 Business Computing Essentials
Course provides students with basic computer skills, an introduction to Windows, software basics, internet connectivity, and PC troubleshooting and maintenance.

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

ITS 12100 Web Design
Introduces Web design using Web development package and design concepts to create and maintain Web pages. Covers emerging technologies such as Java script, cascading style sheets, dynamic content, dynamic formatting, and server scripting. Prerequisites: ITS 12063 Introduction to Information Technology Systems or consent of instructor.

ITS 13063 Foundations of Information Technology
Provides understanding of organizational systems, planning and decision processes and how information is used for decision support in organizations. Quality and decision theory, information theory, and practice essential for providing viable information to the organization. Concepts of IS for competitive advantage, data as a resource, IS and IT planning and implementation, total quality management (TQM) and reengineering, project management and development of systems, and end-user computing.

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

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

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

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

ITS 21063 Practicum in Information Technology
Demonstrate material learned in solving substantial practical problems in a realistic setting. Understand major aspects of the Information Technology life cycle in detail. Objectives accomplished with help of a faculty member and/or supervisor.

ITS 23410 Internet Webmaster Foundations
Internet fundamentals covering viewing the internet, internet services, understanding internet search engines, plug-ins, security issues, and electronic commerce. Fundamentals of Web authoring including Web page authoring basics and HTML. beginner to advanced. Network fundamentals including basics of networking, internetworking concepts, introduction to local and wide area networks, TCP/IP concepts, extending Web server abilities and introduction to network security.

ITS 23470 A+ Core Hardware
Install, configure and upgrade microcomputers; diagnose and troubleshoot microcomputers; identify motherboard, processor and memory characteristics; understand basic networking concepts; know basic printing components, connections and configurations; practice safe, preventative and performance maintenance procedures.
ITS 23471 A+ Operating System Technologies
Prerequisite: ITS 23470 A+ Core Hardware.

ITS 23472 Internet
Identify basic internetworking concepts, components and infrastructure; distinguish between internet protocols; create and launch Websites; understand search engines processes; perform network troubleshooting and secure network processes; understand Internet business concepts.

ITS 23473 CCNA Routing and Switching
CCNA certification designed to enable individuals new to networking technologies to understand terms, concepts, technologies, and devices commonly used in networking then apply knowledge to installation, configuration, and troubleshooting of Cisco switches and routers.

ITS 23474 E-Commerce Designer
Standards, technologies and practices for both business-to-business and business-to-consumer e-commerce models. Analysis and facilitation of relationships among marketing, promotion, customer service, user interaction, purchasing methods, and secure transactions using SSL and SET, payment gateways, inventory control, shipping and order information, and site performance testing and evaluation.  
Prerequisite: ITS 23472 Internet.

ITS 23475 Site Designer
Create and manage Websites using HTML, FrontPage, Dreamweaver, Flash, HomeSite, DHTML, XML, and various multimedia and CSS standards. Implement latest strategies to develop third-generation Websites, evaluate design tools, discuss future technology standards, and explore incompatibility issues surrounding current browsers. Emphasizes theory, Web design and construction, information architecture concepts, Web project management, scenario development and performance evaluations.  
Prerequisite: ITS 23472 Internet.

ITS 24003 Supporting/Troubleshooting Desktop Applications MS Windows XP Operating System
Students will learn to configure and troubleshoot applications, resolve issues related to application usability for other applications and customization, configure and troubleshoot network connections for applications, as well as configuring application security.

ITS 25000 Outlook 2003
Students will learn how to use Outlook to communicate, manage messages, use the calendar, navigate and use the application effectively, use contacts, tasks, and notes, as well as to integrate other office applications with this version of MS Office.

ITS 25003 Microsoft Word 2003
Students will learn to work with text, paragraphs, documents, manage files, use tables, and work with pictures and charts in this version of MS Office.

ITS 25007 Excel 2003
Students will learn to work with cells, files, format worksheets, page setup and printing, workbooks, formulas, functions, and to use charts and objects in this version of MS Office.

ITS 25009 Access 2003
Students will learn to plan and design databases, build and modify tables, build and modify forms, view and organize information, define relationships, and produce reports in this version of MS Office.

ITS 25011 PowerPoint 2003
Students will learn to work with text, paragraphs, documents, manage files, use tables, and work with pictures and charts in this version of MS Office.

ITS 25100 Certified Wireless Network Administrator
Students will learn to install, configure, and operate Wireless LANs. Topics to include radio frequency fundamentals, organizations and standards, spread spectrum technologies, network architecture, wireless network management, hardware installation, physical and MAC layers, site surveying, and wireless LAN security.

ITS 26000 A+ Essentials
Students will be exposed to the essential knowledge necessary to identify the names, purposes, and characteristics of personal computer components, operating systems, laptop/portable computers, printers and scanners, as well as how to install, configure, optimize, upgrade and troubleshoot these components. Other topics include the fundamental principles of wired/wireless networks, computer security, environmental issues, communication and professionalism.
ITS 26003 A+ IT Technician
Students will learn to apply the A+ essentials in a mobile or corporate technical environment with a high level of face-to-face client interaction. Prerequisite: ITS 26000 A+ Essentials.

ITS 26005 A+ Remote Support Technician
Students will learn to apply the A+ essentials in a remote-based work environment where client interaction, client training, operating system and connectivity issues are emphasized. Prerequisite: ITS 26000 A+ Essentials.

ITS 27000 Linux+
Course offers an extensive introduction to Linux technology. Topics include the critical concepts of installation, operation, administration, troubleshooting services, and maintenance of Linux operating systems.

ITS 28000 Basic Telecommunications
Course provides students with the skills necessary to understand analog and digital concepts and telecommunications fundamentals. Topics include networks, business communication systems, signaling, Internet telephony, and switching.

ITS 28003 Data Communications
Course provides students with the skills necessary to understand network architecture, packet switching, fiber optics, and data communication channels and devices.

ITS 28005 Computer Telephony Integration Essentials
Course provides students with the skills necessary to understand the dynamics of connecting a computer to a telephone system for routing calls through switches. Other topics include applications, architecture, and system development.

ITS 28007 Local Area Network
Course provides students with the skills necessary to understand concepts and technology of LAN topologies, information transfer, transmission techniques, media standards, and network management.

ITS 28009 Broadband Technologies
Course provides students with the skills necessary to understand transmitting multiple signal types simultaneously by way of divided channels, voice and data integration, and frame relay. Other topics include SDH, ATM, ISDN, DSL, and VPN.

ITS 28013 Voice Over IP Essentials
Course provides students with the skills necessary to understand Internet transmission of voice and fax, VoIP networks, bandwidth compression, the Gateway, and packet prioritization. Other topics include RSVP, H.320, H.323, and WAN engineering issues.

ITS 30044 Advanced Database Systems
Examines design, development and administration of large-scale database applications on a scale appropriate to business organizations.

ITS 30163 Database Management
Examines design, development and administration of large-scale database applications on a scale appropriate to needs of business organizations.

ITS 32563 Rapid Applications Development
Combines software development methods, tools, and management techniques to achieve rapid application development. Emphasizes object oriented analysis and design to achieve reuse of system components. Prerequisite: ITS 16163 Computer Programming.

ITS 33470 Networking
Identify basic networking concepts; distinguish between network transmission types and connectivity devices; understand TCP/IP components and NT/Novell protocol suites; demonstrate network planning for hardware, cabling and operating systems; assess network security and secure remote connectivity; perform network troubleshooting. Prerequisites: ITS 23470 A+ Core Hardware and ITS 23471 A+ Operating System Technologies, or consent of instructor.

ITS 33474 Java Programmer
The Java platform is based on the idea that the same software should run on many different kinds of computers, consumer products, and other devices. This course is designed to give students an understanding of current Java programming languages. It provides the knowledge needed to compile, run and distribute simple Java applications. Prerequisite: ITS 16163 Computer Programming or consent of instructor.

ITS 33475 Oracle SQL
Introduction to Oracle relational database concepts; use of SQL for storing, retrieving, and manipulating data in relational database; access data from more than one table using joins; aggregate data using group functions, write sub-queries, and create and populate Oracle database tables; define, maintain, and modify other database objects; use SQL's data manipulation language and transaction controls; control both user and object level security in an Oracle database; use basic PL/SQL. Prerequisite: ITS 30163 Database Management, ITS 33470 Networking, or consent of instructor.

ITS 33476 Oracle Architecture and Administration
Introduction to concepts and procedures associated with Oracle architectural components. Topics include database administration strategies and procedures provided in Oracle8i, managing Oracle instance and use database tools, storage structure components and tables, methods for loading and
reorganizing data, and concepts and tasks associated with managing security. Prerequisite: ITS 33475 Oracle SQL.

ITS 33477 Oracle Performance and Tuning
Introduction to: tools and techniques to improve performance of currently accepted Oracle server platforms; files and events supporting tuning process; application tuning issues impacting database performance; tuning components and functions of shared pool and buffer cache. Monitor contents and usage of redo log buffer. Identify: database configuration and I/O issues; SQL operations requiring sorts. Use: direct writes for large sorts and allocate temporary space appropriately; oracle tools to diagnose and resolve contention. Create tuning session; gather, view and edit input data. Prerequisite: ITS 33476 Oracle Architecture and Administration.

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

ITS 33479 Oracle Network Administration
Comprehend and explain detailed architecture of Net8 and steps in which connections are established between peers. Implement basic connection between client and server node using various naming methods. Configure names server, multi-threaded server and connection manager. Learn differing methods to determine network problems and security risks, advanced security options (ASO) such as encryption and check summing, and utilities such as logging, tracing, and trace assistant. Prerequisite: ITS 33478 Oracle Backup and Recovery.

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

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

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

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

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

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

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

ITS 33487 Microsoft Network Infrastructure Administration
Install, manage, monitor, configure, and troubleshoot DNS, DHCP, remote access, network protocols, IP routing, and WINS in a current Windows network infrastructure. Test measures skills required to manage, monitor, and troubleshoot network address translation and certificate services. Prerequisite: ITS 33486 Microsoft Windows Server.

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

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

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

**ITS 33491 CCNP Remote Access Networks**
Build remote access network to interconnect central sites to branch offices and home office/telecommuters. Focus on using one or more available WAN technologies, permanent or dial-up, to connect the enterprise to branch offices and telecommuters. Control access to central site and maximize bandwidth utilization over remote links. Software commands, configuration, and hardware related to establishing remote connections. Prerequisite: ITS 33490 CCNP Switching.

**ITS 33492 CCNP InterNetwork Troubleshooting**
Advanced exploration of troubleshooting processes on Cisco routers and catalyst switches for multi-protocol client hosts and servers. Prerequisite: ITS 33491 CCNP Remote Access Networks.

**ITS 33493 MS Windows Network Environment Management**
Develop skills in planning, implementing and maintaining a network infrastructure including network security, routing and remote access strategies, and planning and maintaining high server availability utilizing current Microsoft Windows network operating systems. Prerequisite: ITS 33486 Microsoft Windows Server.

**ITS 35003 Application Security**
Course explores security concepts such as authentication, authorization, integrity, confidentiality, and non-repudiation. Topics include basic security concepts, services, and technologies as well as the challenges in the application, transport, and message layers of applications. Prerequisite: ITS 16163.

**ITS 35005 WIRELESS NETWORKING**
Course exposes students to the full range of wireless data communications standards and technologies available today. Topics include technologies from Bluetooth to satellites, as well as wireless personal area networks (WPANs), wireless local area networks (WLANs), wireless metropolitan area networks (WMANs), and wireless wide area networks (WWANs). Security aspects of each wireless technology are also explored. Prerequisite: ITS 33470.

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

**ITS 38000 Convergence Technologies Professional**
Course provides students with the skills necessary to understand data networking, internet and networking operations, components and strategies required in building a successful network telephony networking. Other topics include standard circuit-switching networks, analog and digital signaling, integration, troubleshooting, convergence technologies, industry standards and protocols, Voice-over IP convergence and convergence topology. Completion of this course prepares students for professional-level certification.

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

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

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

**ITS 43000 Information Technology Project Management**
Covers application of project management knowledge areas (project integration, scope, time, cost, quality, human resources, communications, risk, and procurement management) and process groups (initiating, planning, executing, controlling, and closing) to information technology projects. Prerequisites: ACC 3xxx Survey course in Accounting, OAD 30063 Behaviors in Organizations, ITS 37044 Operating Systems, ITS 30163 Database Management or consent of instructor.

**ITS 43001 eLearning**
Examines adult learning theory principals including motivating adult learners, fostering adult learning programs and applying them to an eLearning environment. Also examines various forms of eLearning, benefits and drawbacks.
ITS 43031 Oracle: Database Fundamentals
Database administration strategies and procedures provided in current industry accepted Oracle database platforms; introduction to the concepts and procedures associated with Oracle architectural component; manage an Oracle instance and use database tools; concepts associated with storage structure components and tables; methods for loading and reorganizing data. Concepts and tasks associated with managing security. 
Prerequisite: ITS 33475 Oracle SQL.

ITS 43032 Oracle Database Fundamentals II
In this course, students learn to identify the key features of Oracle database backup, recovery, and the architecture and administration of Oracle net services. Prerequisite: ITS 43031 Oracle Database Fundamentals I.

ITS 43101 Security
Implementing and administering security, including: communication security, infrastructure security, cryptography, access control, authentication, external attack and operational and organization security. Prerequisite: ITS 43475 MS Windows Network Security.

ITS 43214 MS Windows Security Implementation and Administration
Develop skills necessary to implement various security scenarios for small, medium and large scale companies including: managing security templates, implementing service packs and patches, configuring security for communication channels, including managing SMB, IPSec, SSL and wireless networking security protocols, managing user access and to implement encryption and a public key infrastructure. Prerequisite: ITS 43475 MS Windows Network Security.

ITS 43305 MCSD.NET Developing Web Applications
Preparation to pass the Microsoft 70-305 certification exam which measures one’s ability to develop and implement Web applications using Web forms, ASP.NET, and the Microsoft .NET framework. Covers numerous Web-related technologies in relationship to the multi-tiered applications design concepts covered in prior courses on the MCAD program. Develop Web applications that sustain high-performance, richly information-centric user experiences that are secure, scalable, and take advantage of the broad range of services provided by the .NET Framework. Prerequisite: ITS 43310 MCSD.NET Developing XML Web Services and Server Components.

ITS 43310 MCSD.NET Developing XML Web Services and Server Components
Creating and managing Microsoft Windows services and serviced components, using .NET remoting to implement client-activated and server-activated objects, building and consuming XML Web services, creating asynchronous Web methods and use of SOAP extensions, using Microsoft ADO.NET to work with XML and DataSets, configuring security -authorization, authentication, and identity management, testing and debugging components and XML Web services, creating setup programs, configuring clients and servers, and implementing deployment. Prerequisite: ITS 43306 MCSD.NET Developing Windows-Based Applications.

ITS 43474 Microsoft Directory Services Design
Analyze business requirements and design directory service architecture, including: unified directory services such as active directory and Windows NT domains; connectivity between and within systems, system components, and applications; directory and database replication. Course measures skills required to analyze business requirements for desktop management and design solutions. Prerequisite: ITS 33488 Microsoft Directory Services Administration.

ITS 43475 Microsoft Network Security
Analyze business security requirements and design security solutions, including: controlling access to resources; auditing access to resources; authentication and encryption.

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

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

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

ITS 43480 Microsoft Exchange Server Design
Design and deploy messaging systems that incorporate current Microsoft Exchange messaging systems. Prerequisite: ITS 43474 Microsoft Directory Services Design or ITS 43475 Microsoft Network Security.
ITS 44000 Oracle Database 10g: Admin I-A
Introduction to Oracle relational database concepts. Use of SQL for storing, retrieving and manipulating data in relational databases; access data from more than one table using joins; aggregate data using group functions, write sub-queries, and create and populate Oracle database tables; define, maintain and modify other database objects; use SQL's data manipulation language and transaction controls; control both user and object level security in an Oracle database; use basic PL/SQL. Tools and techniques to improve performance of currently accepted Oracle server platforms; files and events supporting tuning process; application of tuning issues impacting database performance; tuning components and functions of shared pool and buffer cache. Monitor contents and usage of redo log buffer. Identify database configuration and I/O issues; SQL operations requiring sorts. Use direct writes for large sorts and allocate temporary space appropriately; Oracle tools to diagnose and resolve contention. Create tuning session, gather, view, and edit input data.

ITS 44001 Oracle Database 10g: Admin I-B
Continuation of ITS 44000 Oracle database 10g: Admin I-A. Prerequisite: ITS 44000

ITS 44002 Oracle Database 10g: Admin II-A
Introduction to Oracle relational database concepts; use of SQL for storing, retrieving and manipulating data in relational database; access data from more than one table using joins; aggregate data using group functions; write sub-queries, and create and populate Oracle database tables; define, maintain, and modify other database objects; use SQL’s data manipulation language and transaction controls; control both user and object level security in an Oracle database; use basic PL/SQL.

ITS 44003 Oracle Database 10g: Admin II-B
Continuation of ITS 44002 Oracle Database 10g: Admin II-A. Prerequisite: ITS 44002

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

ITS 47000 Internet Security
Course exposes students to the technologies, terms, and processes related to internet security. Topics include general security, network security, operating system security, and methods for testing security. Both UNIX and Microsoft Windows operating systems are covered. Prerequisites: ITS 43101 and ITS 43475.

ITS 47003 Hacking and Network Defense
With the threats of cyber terrorism and corporate espionage increasing, the need for trained network security professionals continues to grow. This course explores penetration-testing tools and techniques that ethical hackers and security testers use to protect computer networks. Topics include discovering vulnerabilities and solutions recommended for tightening network security and protecting data from potential attackers. Prerequisite: ITS 43475.

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

ITS 48163 Systems Analysis and Design
In-depth study of systems development life cycle. Utilizes blend of traditional development and current techniques. Systems analyst toolkit includes cross-phase coverage of communications, economic analysis and project management. Prerequisites: ACC 3xxx Survey course in Accounting, OAD 30063 Behaviors in Organizations, ITS 37044 Operating Systems, ITS 30163 Database Management or consent of instructor.

ITS 48263 Systems Analysis and Design II
Introduces the logical and physical design considerations that must be addressed during the development of applications software and provides a solid background in the analysis and design of information systems. Topics include system development life cycle; structured requirements specification development; system modeling and analysis tools; and cost-benefit analysis. Prerequisite: ITS 48163 System Analysis and Design or permission of instructor.

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

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

LAS 10000 College Skills Lab
A pass/fail lab for new students, covering issues including educational planning, study skills, academic policies, note-taking techniques and other topics crucial to college success.
LAS 12525 First-Year Seminar

The first-year seminar is designed to evoke questions, to develop habits of mind that lead to independent thinking, and to orient students to the academic realities of college. Discussion and small group work are emphasized. Reading and focused writing assignments are required. The thematic focus for individual sections is determined by instructors; students rank their preferences and are assigned to one of their top three choices.

LAS 30012 Proseminar

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

LAS 31214 Introduction to Film

Introduces the art form of film and emphasizes careful viewing of American and International films of high quality.

LAS 32513 Writing II: Integrating Disciplines

Taken in the junior year, and by all transfer students, this course explores the relationships among the subjects of knowledge, work and meaning. Students seek to integrate ideas and approaches of several disciplines in both individual and group projects.

Prerequisite: Completion of four distribution courses and junior status.

LAS 33000 IDS: Myth, Symbol and Ritual in Kenya

Interdisciplinary seminar which examines myths, symbols, and ritual in Kenya as intersections of popular culture, spiritual life, political history, and sacred spaces. The course culminates in travel to Kenya, including field experience, original research, and reflective writing. CROSS LISTED WITH ENG 33000 AND REL 33000.

LAS 33523 IDS: Environmental Literature

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

LAS 36673 IDS: Teaching Through Film

Explores film to promote understanding of cultural diversity. Examines the power of media effects and the use of cinematography as a catalyst for public dialogue and political change. Evaluates the practice of visual learning techniques and digital storytelling as a pedagogical tool. CROSS LISTED WITH COM 36673, EDU 36673.

LAS 37623 IDS: Madness: Multifaceted Approach

Interdisciplinary seminar which interrogates the literary, artistic, and cultural representations of madness across culture and time. CROSS LISTED WITH ENG 37623.

LAS 38023 IDS: Jazz and Blues Riffs

An interdisciplinary examination of jazz and blues in the context of twentieth century American culture. CROSS LISTED WITH ENG 38023.

LAS 38223 IDS: Existentialism Philosophy and Arts

An investigation of historical prerequisites and the meaning of existentialism. Readings include Kierkegaard, Nietzsche, Kafka, Rilke, Sartre, Heidegger, Dostoevsky, etc. CROSS LISTED WITH ENG 38223, PHL 38223.

LAS 39000 Cross Cultural Issues in International Business

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

LAS 39014 The Individual in Society

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

LAS 41523 IDS: Issues in Science and Religion

Explores scientific methodology, religious methodology and the relationship between these domains of inquiry. Brief survey of the historical relationship between science and religion (e.g., Christianity and the rise of western scientific method, the Galileo affair, etc.) and contemporary controversial issues such as Big Bang and evolution. CROSS LISTED WITH BIO 41523, REL 41523.
LAS 42015 Cultural Field Experience
Course is based on field experience with background reading related to the area/culture visited. The student will experience sites of cultural, historical and environmental significance; will read literature preparatory to the trip, and write reports based on prominent learning.

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

LAS 45012 Graduation Review
As the final course in the LAS sequence, graduation review asks students to revisit the breadth areas first introduced in Proseminar exploring them this time in the context of globalization and cross-cultural concerns. As in proseminar, students respond in discussions and reflective papers to issues raised by readings and/or other sources 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 own program (both the major and the liberal arts components) in terms of the process of their education and in terms of their achievement of the Ottawa University LAS program outcomes.

LAS 45513 Advanced Special Topics in Film
Advanced course for those who have taken Introduction to Film. Pursues specific area within art form.

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

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

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

MAT 10743 Foundations of Mathematics
Introduction to mathematical logic and set theory. Provides exposure to mathematical proof. Topics include, truth tables, logical connectives, sentential logic, axioms, quantifiers, predicate logic, set, subset, set theoretic operations, relations and functions.

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

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

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

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

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

MAT 21144 Calculus II
Study of integration techniques of infinite series and applications of derivatives and integrals to a wide variety of geometric, physical and behavioral problems. Includes computer laboratory component. Prerequisite: MAT 21044 Calculus I or equivalent.
MAT 21543 Math Content for Grades K-4
Course is a review of arithmetic fundamental concepts. Skills covered include whole numbers and fractions, decimals, elementary algebra, word problem solving, data analysis, simple geometric concepts, and mean, median and mode.

MAT 21643 Math Content for Grades 5-8
Course is a review of arithmetic fundamental concepts. Skills covered include ratio and proportions, real numbers/integers, word problem solving, data analysis, basic algebraic constructs, geometric spatial concepts, and mean, median and mode.

MAT 22043 Linear Algebra
Introduces algebra and geometry of vectors, matrices and linear transformations. Designed for all students using simultaneous equations and matrices. Also introduces reading and writing rigorous mathematical proofs. Prerequisite/Corequisite: MAT 21044 Calculus I or consent of instructor.

MAT 26043 College Geometry
Reviews and further explores axiomatic foundations of high school Euclidean geometry. Explores development of Euclidean geometry from early Greek civilization to the present with particular attention to development of non-Euclidean geometries. Prerequisite: MAT 21044 Calculus I or consent of instructor.

MAT 30143 History of Mathematics
Covers mathematical concepts and personalities in their historical context. Topics include primes, continued fractions, diophantine equations, efforts to solve cubic quartic and quintic equations, geometric constructions, early attempts to approximate pi, and graph coloring problems. Emphasis on interests and people of mathematics through the 1700s. Prerequisite/Corequisite: MAT 21144 Calculus II.

MAT 31044 Calculus III
Extension of study of differentiation and integration to vector function and functions of several variables. Emphasis on intuitive understanding of concepts and on applications. Includes computer laboratory component. Prerequisite: MAT 21144 Calculus II.

MAT 31143 Mathematical Statistics
Axioms and theorems of elementary probability, random variables, probability distributions, expectation, mean, variance, moment generating functions of probability distributions, multivariate distributions, and the central limit theorem. Designed to prepare student to take actuarial exam in probability and statistics. Intended for mathematics majors. Prerequisite: MAT 31044 Calculus III.

MAT 32044 Statistics
Introduces basic methods of research design and analysis of data including both descriptive and inferential statistics. Intended for non-mathematics majors. Prerequisites: MAT 10443 Intermediate College Algebra and PSY 12053 Principles of Psychology or ECO 20163 Macroeconomics or SOC 10453 Introduction to Sociology.

MAT 33043 Differential Equations
Topics include various techniques for finding solutions of differential equations in one variable, general characteristics of solutions of first and second-order equations, boundary value problems, series solution techniques, and systems of linear equations. Studies historical development of the subject and applications to problems in sciences. Prerequisite: MAT 31044 Calculus III.

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

MAT 36141 Actuarial Seminar
Focuses on preparing for actuarial exams given by actuarial societies. Work is done on old exams and other projects. Prerequisites: MAT 31044 Calculus III and MAT 31143 Mathematical Statistics.

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

MAT 42143 Abstract Algebra
Study of elementary number theory, groups, rings, and fields. Includes induction, fundamental theorem of arithmetic, congruence relations, isomorphism theorems, and quotient structures. Culminates with survey of Galois theory. Prerequisite: MAT 22043 Linear Algebra and MAT 31044 Calculus III.

MAT 42243 Abstract Algebra II
Examines ring, module and fields. Culminates with a survey of Galois theory.

MAT 43443 Numerical Methods
Introduces numerical techniques and algorithms fundamental to scientific computer work including discussion of error, roots of equations, interpolation, systems of equations, numerical integration, and methods of solution of ordinary differential equations. Prerequisites: MAT 22043 Linear Algebra, MAT 31044 Calculus III, ITS 16163 Computer Programming.

MAT 44643 Point Set Topology
Topics include open set, closed set, topology, topological space, continuous function, connected space, compact space, and classification of 2-d surfaces.