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SUMMER II UNDERGRADUATE COURSE SCHEDULE
June 30 – August 23, 2014

Legend

Majors
BAD—Business Administration
HCMC – Health Care Management (Clinical)
HCMN – Health Care Management (Non-Clinical)
HRS— Human Resources
HUS— Human Services
MBA—Master of Business Administration
MGT—Management
PSY—Psychology

UNDERGRADUATE COURSE OFFERING

----------Monday 6:30—9:30 p.m.----------

COM 30363 Organizational Communication Section JA – 3 credits / JB – 4 credits
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.
Instructor: John Wheatley, MA

OAD 36020 Planning and Budgeting in Health Care Section JA
Addresses basic budgeting and management systems applicable to various health care industries. Exqamines development of business budgets using tools and models such as balance sheets, income statements, cash flow analysis, time value of money concepts and project planning techniques specific to health care organizations.
Instructor: Charles Neal, MBA

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

PSY 30353 Psychology of Abnormal Behavior Section JA – 3 credits / JB – 4 credits
Study of biological, psychological and sociocultural influences contributing to abnormal behavior patterns. Includes history, identification, diagnosis, and treatment of various psychopathological disorders.
Instructor: Jodi Goodin, PhD

----------Tuesday 6:30—9:30 p.m.----------

ITS 20550 Basic Computer Skills Section JA – 3 credits / JB – 4 credits
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.
Instructor: TBA

----------Tuesday 6:30—9:30 p.m.----------

LAS 30012 Writing and Critical Thinking in the Liberal Arts

Engages students in exploring and understanding different ways of knowing through activities, readings, and discussion in four breadth areas. Students strengthen skills in reflective and critical thinking, written and oral communication, problem-solving, information literacy, and research writing as they explore knowledge and values in the interdisciplinary context of the liberal arts. Students apply new and experiential knowledge in everyday life as they learn to examine multiple points of view and evaluate sources.

Instructor: TBA **Material Fee $70.00**

OAD 36000 Introduction to Medical Terminology (1 credit hour) Section JA

Introduces students to the specific vocabulary used by health care professionals.

Instructor: Ann Harbeson, PhD **Meet at 5:30 – 6:30pm**

OAD 36010 Introduction to Health Care Delivery Section JA

Introduction to the U.S. health care system, major components of the system, and historical development of current health care systems. *Instructor: Ann Harbeson, PhD*

OAD 31863 Marketing Section JA

Analysis of consumer behavior and configuration of target markets. Emphasis on management of organization activities designed to satisfy target market planning, pricing, promotion and distribution of the product or service. *Instructor: Ayesha Kamal, MBA*

----------Wednesday 6:30—9:30 p.m.----------

LAS 45012 Global Issues in the Liberal Arts Section JA

In this liberal arts capstone course, students reflect on experience, knowledge, and skills in each of four breadth areas and apply that learning as they examine current issues and concerns in global contexts. Students use critical thinking skills to recognize different values systems, cultural interpretations, and social constructs. They demonstrate research and writing skills in exploring a global issue. **Conferral Fee $175**

Instructor: Jamie Shockley, MBA

OAD 30563 Management Section JA

Discusses process for managing organizations including planning, organizing, leading and evaluating. Examines administrative role in organizations and concepts relevant to its function and historical development of administrative thought. *Instructor: Gary Roberts, MBA*

PSY 32353 Developmental Psychology Section JA – 3 credits / JB – 4 credits

Examines theory and research on issues of human growth and development.

Instructor: Perry Johnson, PhD

Classes Meet	Monday-Wednesday 6:30-9:30 p.m.
On site Tuition	($425 per semester hour) $1,275 per 3 credit course; $1,700 per 4 credit course
Online Tuition	($480 per semester hour) $1,440 per 3 credit course; $1920 per 4 credit course
Textbook Orders	**Akademos** at (800) 887-6459 or **online** at http://Ottawa.TextbookX.com
Last day to drop without penalty	4:00 p.m. EST, Monday, July 7, 2014