

287 Quarter Master Court
 Jeffersonville, IN 47130
 Phone: 812-280-7271
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Spring I Undergraduate Course Schedule January 11 – March 6, 2010

Legend

Majors

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

Minors

COM—Communication
 MKTG—Marketing

-----Mondays 6:30—9:30 p.m.-----

LAS 30012	Proseminar	Section JA	4 Semester Hours
Proseminar is the first course in Ottawa University's degree completion program. In addition to introducing students to the four breadth areas, this course will address the task of educational planning, but do so in the larger context of self-examination in the course of which students will develop a "learning autobiography" in which they reflect on the history of their learning experiences (formal and informal) in relation to the four breadth areas, and assess the strengths and weaknesses of their preparation. Finally, the course will serve as an introduction to the Ottawa University program, allowing students to get a sense of the nature and level of the University's expectations and reintroducing students who have been away from formal education for some time to the character and rhythms of the academic enterprise.			
<i>(LAS Requirement)</i>		<i>Instructor: Jamie Shockley, MBA</i>	Material Fee \$25.00
ECO 30564	Economics for Managers	Section JA	4 Semester Hours
Overview of macro and microeconomic theory with applications appropriate to the needs of managers in business and public administration settings.			
<i>(BAD Core, MGT, HCMN and HRS Foundation) Instructor Mark Renfrow, MBA</i>			
OAD 36000	Introduction to Medical Terminology	Section JH	1 Semester Hours
Introduces students to the specific vocabulary used by health care professionals.			
<i>(HCMN Foundation)</i>		<i>Instructor: Cindy Price, MSN</i>	5:30 pm – 6:30 pm
OAD 36010	Introduction to Health Care Delivery	Section JH	4 Semester Hours
Introduction to the U.S. health care system, major components of the system, and historical development of current health care systems.			
<i>(HCMN Foundation)</i>		<i>Instructor: Cindy Price, MSN</i>	

-----**Tuesdays 6:30—9:30 p.m.**-----

OAD 49200 Seminar in Applied Human Resources Section JA 4 Semester Hours
Capstone course that guides student to the integration of functional content areas in the field of professional human management. Addresses human resources issues and applies human resources theories and techniques to problems and cases through a process of decision-making.
(*HRS Capstone*) *Instructor: Wayne Meaux, EdD*

OAD 32563 Human Resource Administration Section JA 4 Semester Hours
Process and management of the personnel function including task specialization, selection and placement, development and training, collective bargaining, appraisal and compensation.
(*HRS and MGT Core*) *Instructor: Steve King, MBA*

UNV 32313 Globalization Section JA 4 Semester Hours
Present students with aspects of broad topic of globalization. Consideration of historical periods which experience surges in process of globalization. Recent globalization, immigration, trade and claims of proponents of economic globalization will be examined along with criticisms of this process.
(*Social/Civic Breadth*) *Instructor: Charles Malka, PhD*

OAD 30763 Business Stats Section JA 4 Semester Hours
Basic methods of research design and analysis of data, including descriptive and inferential statistics. Topics include: mean, median, mode, frequency distribution, range standard, deviation, probabilities of sampling selection, Z value, T value, regression and correlation, hypothesis testing, analysis of variance, and Chi-square analysis.
(*HRS, MGT & BAD Foundation*) *Instructor: Darrell Smith, MBA*

-----**Wednesdays 6:30—9:30 p.m.**-----

OAD 49300 Seminar in Applied Management Section JA 4 Semester Hours
Capstone course that guides student to the integration of functional content areas in the field of professional management. Addresses management issues and applying management theories and techniques to problems and cases through a process of decision-making.
(*MGT Capstone*) *Instructor: Charles Malka, PhD*

OAD 30563 Management Section JA 4 Semester Hours
Process for managing organizations including planning, organizing, leading and evaluating. Examines administrative role in organizations and concepts relevant to its function. Historical development of administrative thought.
(*BAD, HRS and MGT Core*) *Instructor: Cathy Kidd, PhD*
(*HRS Foundation*)

SOC 35553 Special Topics: The World in Which We Live (Civil Rights) Section JA 4 Semester Hours
Designed around special theories, practices or interests of an individual or group of students.
(*Art/Expression, Science/Description*) *Instructor: Lonnie Cooper, JD*
(*Social/Civic, Value/Meaning Breadth*)

-----**Thursdays 6:30—9:30 pm**-----

ENG 20524 Writing Skills Development

Section JA

4 Semester Hours

Development of basic writing skills. Practice of the written language in argument, persuasion and critical analysis. Course objectives designed to meet individual student needs.

(Art/Expression Breadth)

Instructor: Allison Stemle, MEd

OAD 32864 Employment & Staffing

Section JA

4 Semester Hours

Investigation of policies and procedures used for effective employment and staffing. Consideration of external and internal recruitment, selection procedures and the internal staffing process. Application of job design and analysis as related to procedure of employment.

(HRS Core &HRS Elective)

Instructor: Pat Shepherd, MA

OAD 46000 Health Care Policy & Regulations

Section JH

4 Semester Hours

Examines the development of health care policy in the U.S. and the influences of societal, political, and economic environments on the health care industry. Explores the interaction of government and other regulatory agencies within the health care industries.

(HCM Core)

Instructor: Francesca Catalano, PhD

Classes Meet	Monday-Thursday 6:30-9:30 p.m.
On site Tuition	\$1,420 per course (\$355 per semester hour)
Online Tuition	\$1,620 per course (\$405 per semester hour)
Technology Fee	\$10 per term (regardless of the number of courses taken)
Textbook Orders	MBS direct at 800-325-3252 or Online www.mbsdirect.net
Last day to drop 8 week courses without penalty	5:00 p.m., Saturday, January 23, 2010