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FALL I UNDERGRADUATE COURSE SCHEDULE
August 26 – October 19, 2013

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

Minors
COM—Communication
MKTG—Marketing

UNDERGRADUATE COURSE OFFERING

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

LAS 30012 Writing and Critical Thinking in the Liberal Arts Section JA

Writing and Critical Thinking in the Liberal Arts 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.

Instructor: Jamie Shockley, MA **Material Fee $70.00**

OAD 32563 Human Resources Administration Section JA

Focuses on process and management of the personnel function including task specialization, selection and placement, development and training, collective bargaining, appraisal and compensation.

Instructor: Renea McClure, MA

OAD 49100 Strategies and Policies Section JA

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

Instructor: Kevin Everwine, MBA

PSY 31354 Physiological Psychology Section JA

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

Instructor: Perry Johnson, PhD

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

ECO 30564 Economics for Managers **Section JA**
Overview of macro and microeconomic theory with applications appropriate to needs of managers in business and public administration settings. *Instructor: Gary Roberts, MBA*

ENG 30721 Research Paper Prep Skills **Section JA**
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 the elements of style.
Instructor: Orville Blackman, PhD

LAS 20010 College Seminar I **Section JA**
The first of two foundational liberal arts courses introduces the breadth areas of the liberal arts and examines the importance and meaning of a liberal arts education that integrates learning across the disciplines. The course engages students in adult learning methods and emphasizes skills of critical self reflection for learning, reading for comprehension and deeper understanding, effective class participation, and thinking and writing at the higher levels of Bloom's Taxonomy. **Material Fee $35.00**
Instructor: James Seelhorst, Mdiv

MAT 10543 Topics in Mathematics **Section JA**
This course provides an introduction to basic college mathematics that will help students achieve success in other math classes. The course will provide the necessary review and coverage of whole numbers, fractions, decimals, percents, and the introduction to basic algebra.
Instructor: Charles Neal, MBA

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

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

HUS 40454 Ethics in Human Services **Section JA**
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.
Instructor: Maurice McCormick, PhD

OAD 38663 Human Resources in Health Care Management **Section JA**
Examines relationships between employer and employee. Topics include development of appropriate and legally prescribed standards for measuring work performance, compensation, labor/employee relations, and recruitment, selection, training, development, and appraisal of employees.
Instructor: Cindy Price, MA

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

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

OAD 49300 Seminar in Applied Management **Section JA**

Capstone course that guides student in the integration of functional content areas in the field of professional management. Addresses management issues and applying management theories and techniques to problems and cases through a process of decision-making.

Instructor: Gary Roberts, MBA

Classes Meet	Monday-Thursday 6:30-9:30 p.m.
On site Tuition	$1,700 per course ($425 per semester hour)
Online Tuition	$1,860 per course ($465 per semester hour)
Textbook Orders	MBS direct at 800-325-3252 or **Online** www.mbsdirect.net
Last day to drop without penalty	4:00 p.m. EST, Monday, September 9, 2013