



287 Quarter Master Court  
Jeffersonville, IN 47130  
Phone: 812-280-7271  
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## FALL I UNDERGRADUATE COURSE SCHEDULE August 23 - October 16, 2010

### 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

-----Mondays 6:30—9:30 p.m.-----

**OAD 30264 Employment Law and Policies Section JA 4 Semester Hours**

Examines development and continuing changes in legislative and judicial influence on the workplace. Special emphasis given to NLRB, OSHA, EEOC, and DOL agencies.

*(Old HRS and New HRS Core)*

*Instructor: Kenneth Lampe, JD*

**OAD 36020 Planning & Budgeting in Health Care Orgs Section JH 4 Semester Hours**

Addresses basic budgeting and management systems applicable to various health care industries. Examines 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.

*(HCMC and HCMN Core)*

*Instructor: Cathy Kidd, PhD*

**REL 45523 Topics in Religious Thought**

**The World in Which We Live (Faith of the World)**

**Section JA 4 Semester Hours**

Encourages students to become better acquainted with the theology of their own tradition (if they understand themselves as being in a particular tradition) and better acquainted with the theology of the wider Christian community. Can be offered as an overview course or specialized course concentrating on particular issues or theologians.

*(Art/Expression, Science/Description)*

*Instructor: Charles Burton, EdD*

*(Social/Civic, Value/Meaning Breadth)*

-----Tuesdays 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

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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 Requirement)*

*Instructor: James-Etta Goodloe, MEd*

**Material Fee \$25.00**

**OAD 41764 Training and Development**

**Section JA**

**4 Semester Hours**

Studies current principles and practices in personnel planning, employee training and development. Topics include skill assessment, recognition of organizational and individual needs, establishing learning objectives and methodologies.

*(HRS Core AND OLD HRS ELECTIVE) Instructor: Wayne Meaux, EdD*

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

**ENG 20724 Critical Writing and Thinking**

**Section JA**

**4 Semester Hours**

This course challenges students to think at higher levels of integration and synthesis and to incorporate those ways of thinking in their writing. Students will learn to evaluate sources of information and to effectively present an academic argument in their writing..

*(Art/Expression Breadth and Elective) Instructor Peg Gernand, MA*

**OAD 31664 Business Ethics**

**Section JA**

**4 Semester Hours**

Introduces development of personal and group norms required for work places. Topics include moral reasoning in business, employee rights and responsibilities of corporations.

*(OAD BAD CORE, NEW BAD, HCMN, HRS, MGT, FOUNDATION, OLD MGT Elective)*

*Instructor: Wayne Riley, MBA*

**OAD 32563 Human Resources Administration**

**Section JA**

**4 Semester Hours**

Focuses on 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: Charles Malka, PhD*

**OAD 49200 Seminar in Applied Human Resources**

**Section JA**

**4 Semester Hours**

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

*(HRS Capstone)*

*Instructor: Wayne Meaux, EdD*

-----**Thursdays 6:30—9:30 pm**-----

**ACC 30664 Managerial Accounting**

**Section JA**

**4 Semester Hours**

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

*(Old BAD, HRS and MGT Core)*

*Instructor: Darrell Smith, MBA*

**ITS 20550 Basic Computer Skills**

**Section JA**

**4 Semester Hours**

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.

*(Elective)*

*Instructor: Gwen Fowler, MA*

-----**Thursdays 6:30—9:30 pm**-----

**OAD 30563 Management**

**Section JA**

**4 Semester Hours**

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.

*(BAD, NEW HRS and MGT Core; OLD HRS and FOUNDATION COURSE)*

*Instructor: Charles Malka, PhD*

**OAD 49300 Seminar in Applied Management**

**Section JA**

**4 Semester Hours**

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.

*(MGT Capstone)*

*Instructor: Sandra Miller, MBA*

**PSY 30353 Psychology of Abnormal Behavior**

**Section JA**

**4 Semester Hours**

Study of biological, psychological and sociocultural influences contributing to abnormal behavior patterns. Includes history, identification, diagnosis, and treatment of various psychopathological disorders.

*(HUS and PSY Core and Social/Civic Breadth ) Instructor: Perry Johnson, PhD*

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<b>Classes Meet</b>	Monday-Thursday 6:30-9:30 p.m.
<b>On site Tuition</b>	\$1,420 per course (\$355 per semester hour)
<b>Online Tuition</b>	\$1,660 per course (\$415 per semester hour)
<b>Technology Fee</b>	\$10 per term (regardless of the number of courses taken)
<b>Textbook Orders</b>	MBS direct at 800-325-3252 or <b>Online</b> <a href="http://www.mbsdirect.net">www.mbsdirect.net</a>
<b>Last day to drop 8 week courses without penalty</b>	5:00 p.m., Saturday, September 4, 2010