
SCHOOL OF PROFESSIONAL STUDIES

<i>Interim Dean</i>	Robin Bowen, Ed.D.
<i>Assistant Dean</i>	Joyce DeHaven, B.S.E.
<i>Coordinator for Computer Technology Program</i>	Br. John Olson, S.J., M.S.
<i>Academic Advisor</i>	Terry Forge, B.P.S.
<i>Director of Corporate Outreach</i>	Heidi Nast, B.P.S.

Family, work and community involvement sometimes prohibit persons from achieving the dream of a degree. The School of Professional Studies was created specifically to allow adults the opportunity to finish their bachelor's degree while acknowledging the many commitments in their lives. The degree provides the skills necessary to succeed in today's world through courses in the liberal arts as well as professional disciplines.

Requirements for Admission to the Bachelor of Professional Studies (B.P.S.) and the Bachelor of Liberal Studies (B.L.S.) Programs

The following requirements must be met for admission to the B.P.S. or B.L.S. programs:

1. The prospective student must turn 23 years of age within the first semester of the B.P.S. or B.L.S. program.
2. The completion of at least 60 credit hours from a regionally accredited college or university, including the following credits:
 - a. 31 hours of general education courses distributed as follows:
 1. 6 hours of English composition
 2. 3 hours of oral communication
 3. 3 hours of college level mathematics
 4. 9 hours of humanities/fine arts, including courses in at least two of the following areas—history, literature, philosophy, theology, religious studies, music, art, drama, or theater
 5. 6 hours of social sciences, including courses in at least two of the following areas— anthropology, sociology, political science, economics, global studies, industrial relations, or psychology
 6. 4 hours in the natural sciences, including a course with a laboratory component
and
 - b. 29 hours of elective courses (to include 6 hours of accounting, 3 hours of microeconomics, and 3 hours of statistics for the business and accounting programs) in any non-vocational, academic discipline or area of study taken from a regionally accredited college or university.
or
The completion of an Associate of Arts degree from a regionally accredited college or university.
3. Grades of C or better on each of the general education courses listed above and an overall GPA of at least 2.0.
4. Submission of the formal application to the B.P.S. or B.L.S. programs with the \$20 application fee.

Note: Students who do not meet the specific requirements as outlined above should confer with an admission counselor regarding the possibility for provisional admission.

Modes of Inquiry Courses (Core Curriculum)

The modes of inquiry, the methods by which humans pursue essential knowledge and truth, give structure that encourages the full development of students in various aspects of their humanity. Each mode suggests the appropriate kinds of questions to be asked in its study, organizes the steps by which study is furthered, and measures what counts as progress in its particular sphere. The modes of inquiry are artistic, historical, literary, scientific causal, scientific relational, philosophical, and theological. One course in each of the modes of inquiry, or an equivalent combination of courses previously taken, is required for graduation.

Artistic Mode of Inquiry (AM)

AR 3100. Modern Arts, Eternal Themes (3)

This course examines modern and contemporary art in terms of major themes such as beauty, passion, nature, power, the sacred, and class and cultural identity that have inspired artists throughout human history. Using various methods such as lectures and discussion, slides, film, and video, visits to galleries and museums, and presentations to the class by working artists, the approaches to these themes taken by modern and contemporary artists are compared to the approaches taken by artists in the course of western and world history. (AM)

Literary Mode of Inquiry (LM)

EN 4060. Classical Roots and Modern Harvests: Tradition and Growth in Literature (3)

This course studies the classical roots in Greece and Rome that led to the development of modern literature. It examines the varied evolution of classical themes and types of literary works in a comparative manner, attempting to view the growth of literature in a historical continuity where pieces of the changing tastes and habits of audiences as genres and themes diversify through time. Prerequisite: writing proficiency. (LM)

Historical Mode of Inquiry (HM)

HS 3010. The Moving Image: Film and Television as Historical Evidence (3)

This course explores popular film, documentaries, and television productions as historical evidence regarding U.S. history. Students study and assess the “moving image” for its ability to (1) recreate, (2) reflect or reveal, (3) measure change, and (4) make or influence history. The focus of learning is on how historians explore, critically analyze and make meaning from a rich but complex area of historical evidence. (HM)

HS 3500. Recent U.S. History in Biographical Perspective (3)

This course uses written and film biography to approach the post-1945 period of U.S. history. Students examine the issues and problems connected with writing historical biography as well as

how it serves as an entry-point for understanding recent history. The course uses presidential biography as a framing device, but also focuses on key issues, such as the Cold War, civil rights, the Vietnam War, and the women’s movement through a wide range of biographical sources. (HM)

Philosophical Mode of Inquiry (PM)

PL 3050. Morals and Persons (3)

A philosophical examination of human nature and of ethical theories, focusing on the analysis of experience and on the application of philosophy to practical life. The course includes explicit use of basic argumental logic. (PM)

Scientific Causal Mode of Inquiry (CM)

PH 3700. Survey of Modern Astronomy (3)

This course studies the nature of the amazing universe around us—the planets, stars, and galaxies. It focuses on our place in the universe, and how the stars, planets, and universe itself came to be, using the process of scientific investigation. Lab activities include observation through small telescopes and in-class team projects. Mostly descriptive, but some basic high school algebra is needed. (CM)

Scientific Relational Mode of Inquiry (RM)

PS 3900. The United States and the Post-Cold War World (3)

This course examines the end of the Cold War and the issues and responsibilities that confront the United States and the American people in the post-Cold War world. (RM)

Theological Mode of Inquiry (TM)

TH 3800. Theological Inquiry into Contemporary Life Issues (3)

This course is an introduction to the theological mode of inquiry. In doing so, it focuses on the ways in which theological reflection illuminates critical analyses of some contemporary health care issues such as assisted suicide, life support technologies, and suffering illness/diseases, e.g. ALS, AIDS, Alzheimer’s disease, Lesch-Hyhan disease. (TM)

TH 3810. Current Issues in American Christianity (3)

An examination of current issues in American Christianity. Each time the course is offered different issues are chosen for study. The following are examples: evil and suffering, science and religion, ethical dilemmas, postmodernism, the interplay of religion and culture, new religious movements, and the current status of Catholicism and Protestantism in America. (TM)

TH 3820. Religion and Public Life (3)

This course examines the role of religion in the American public order. Special attention is paid to the idea of “civil religion,” the role of the First Amendment to the U.S. Constitution in shaping religious freedom and expression, and religion in popular culture. Course material also focuses on contemporary challenges to social cohesion brought about by increasing religious diversity. Theological

conflict is explored from a historical perspective giving students an opportunity to connect the past to issues they may face in the present day. (TM)

TH 3840. World Religions in America (3)

This course will study the beliefs and practices of four world religions—Hinduism, Buddhism, Judaism, and Islam—whose adherents represent a relatively small percentage of the population of America and whose area of greatest influence is outside of North America. While the course will provide a general introduction to these four religions, special attention will focus on how these religions have adapted and are adapting to their new American home and have, in turn, changed that home. In connection with our study of how these religions adapted to the American scene, attention will be given to how these four religions relate to, respond to, and influence American Christianity. (TM)

Majors leading to the Bachelor of Professional Studies (B.P.S.) degree.

The B.P.S. degree requires a total of 120 semester hours.

Accounting

The accounting program prepares students for careers in professional accountancy and for advanced or graduate study in accounting. The program emphasizes the combination of liberal and professional education to prepare individuals to be leaders in the contemporary world. Given the complexity of the accounting environment, this program emphasizes the educational preparation of professionals who can bring technical expertise as well as a well-grounded and intelligently understood sense of ethics and values to the business environment. Additionally, the accounting program provides a solid foundation for students planning to continue their education and pursue CPA certification. Prerequisites for the major are Accounting I and II, a course in microeconomics, and a course in statistics. The major in accounting consists of 34 credit hours, including BA 3000, BA 3010, BA 3020, BA 3030, BA 3500, BA 3501, BA 3510, BA 3520 and BA 4940 in addition to the seven courses from the modes of inquiry and OR 2000. Courses in the major must be completed with grades of C or above. (A grade of C- will not satisfy the requirement.)

Business

The business program in the School of Professional Studies enables persons to develop an understanding of both the business enterprise and the role of business as an institution in the modern world. The program provides a broad knowledge of business: its history, its impact on individuals, its economic importance and social responsibilities, how it manufactures and markets products, how it finances and accounts for transactions, and how it manages people and resources. An understanding of the complexities of problem-solving and the ethical implications of managerial decision-making at the enterprise level is provided. Prerequisites for the major are Accounting I and II, a course in microeconomics, and a course in statistics. The major in business consists of 35 credit hours, including BA 3000, BA 3010, BA 3020, BA 3030, BA 3100, BA 3200, BA 3961, BA 4941 and OC 3400 in addition to the seven courses from the modes of inquiry and OR 2000. Courses in the major must be completed with grades of C or above. (A grade of C- will not satisfy the requirement.)

Computer Technology

This program emphasizes current trends in computing and software development. It is designed for the computing professional who needs more coursework to be brought up-to-date in this rapidly changing field or for those interested in beginning a career in computing. In keeping with the mission and tradition of Rockhurst, service to the community is integrated into the program and is required of all students. Graduates are ready to move into networking, database management, and other computer-related positions in business and industry. The major in computer technology consists of 35 credit hours, including CO 2110, CO 2410, CO 2850, CO 3110, CO 3410, CO 3850, CO 3960, CO 4210, and CO 4940 in addition to the seven courses from the modes of inquiry and OR 2000. Courses in the major must be completed with grades of C or above. (A grade of C- will not satisfy the requirement.)

Leadership for Nonprofit Organizations

This program prepares undergraduates for professional careers and leadership roles with nonprofit organizations. It combines courses in human service administration with courses in business, organizational communication, and organizational leadership to provide students with a comprehensive background in the disciplines relevant to effective nonprofit organizations. Prerequisites for the major are Accounting I and a course in statistics. The major in Leadership for Nonprofit Organizations consists of 33 hours, including BA 3000, BA 3010, HA 3000, HA 3020, HA 3050, HA 4940, OC 3300, OC 3400, and OL 4500 in addition to the seven courses from the modes of inquiry and OR 2000. Courses in the major must be completed with grades of C or above. (A grade of C- will not satisfy the requirement.)

Organizational Communication

The organizational communication program provides a comprehensive field of study for understanding organizational dynamics and mastering communication skills. It provides classical and contemporary theoretical views of how people in organizations work together to meet common goals and to create order out of organizational disorder. Course content includes interpersonal skills development, improving team building, listening, crisis management, and many other subjects. Graduates will see increased career opportunities in human resources, public relations, and other areas of organizational life. The major in organizational communication consists of 35 credit hours, including OC 3040, OC 3160, OC 3300, OC 3400, OC 3960, OC 4350, OC 4800, OC 4860, and OC 4940 in addition to the seven courses in the modes of inquiry and OR 2000. Courses in the major must be completed with grades of C or above. (A grade of C- will not satisfy the requirement.)

Organizational Leadership

Recognizing that value-centered, effective leadership is essential to both public service and the corporate boardroom, and that leadership encompasses both leaders and followers, this program takes holistic and humanistic approaches to the study of organizational leadership. This integrated program draws from several traditional academic disciplines, including communication, management, and political science. The major in organizational leadership consists of 35 credit hours, including BA 3000, BA 3100, OC 3400, OC 4800, OC 4860, OL 3010, OL 3960, OL 4500 and OL 4940 in addition to the seven courses in the modes of inquiry and OR 2000. Courses in the major must be completed with grades of C or above. (A grade of C- will not satisfy the requirement.)

The Bachelor of Liberal Studies (B.L.S.) degree

English (Writing Emphasis)

The B.L.S. degree requires a minimum of 120 semester hours.

The Bachelor of Liberal Studies in English with a writing emphasis is offered through the School of Professional Studies and is specifically designed for working adults who are seeking careers that require strong writing skills. Although writing skills are necessary in almost every profession, this degree would be particularly appropriate for careers in law, journalism, public relations, teaching, business, marketing, and professional writing (journals, magazines, reports).

The objectives of the B.L.S. in English with a writing emphasis are:

1. To develop and reinforce the value of a liberal arts education in the marketplace.
2. To advance the student's rhetorical skills both in writing and in analytical reading.
3. To enrich the student's experience of language in advanced writing study.
4. To produce competent writers for a variety of settings and audiences.

Requirements for the Major:

Prerequisites: (9 hours)

- EN 1110 College Composition I
- EN 1120 College Composition II
- EN 4060 Classical Roots and Modern Harvests: Tradition and Growth in Literature (part of the SPS core curriculum)

Required courses: (18 hours)

- EN 3000 Major Figures of British Literature
- EN 3150 Advanced Composition
- One Shakespeare course
- One American literature course
- EN 4150 The Tradition of Rhetoric: Principles and Practices
- EN 4930 Senior Thesis

Two courses from the following options: (6 hours)

- EN 3110 Creative Writing
- EN 3140 Introduction to Playwriting
- EN 3160 Writing for the Marketplace
- EN 3170 Practical Stylistics
- EN 3180 Business Writing
- EN 3190 Technowriting: The Technologies of Written Communication
- EN 4100 Reading Comprehension and Readable Writing
- EN 4120 Introduction to Screenwriting
- EN 4160 Technical Writing
- EN 4180 Report Writing
- EN 4190 Literature and Orality: A Rhetorical Synthesis
- EN 4920 Report Project

Total: 24 hours (excluding EN 1110, 1120, and 4060)

(Course descriptions for English major courses can be found in the English section of the College of Arts and Sciences portion of this catalog. The description for EN 4060, a core course for SPS, can be found in the SPS core curriculum course listings.)

Related Courses: 12 credit hours of upper division related coursework are required and must be drawn from approved non-English courses.

Certificates and Minors Offered by the School of Professional Studies

Computer Technology Certificate

This program emphasizes current trends in computing and software development. It is designed for the computing professional who needs more coursework to be brought up-to-date in this rapidly changing field or for those interested in beginning a career in computing. Graduates are ready to move into networking, database management, and other computer-related positions in business industry. The certificate in computer technology consists of 16-28 credit hours from the following courses: CO 2110, CO 2410, CO 2850, CO 3110, CO 3410, CO 3850, and CO 4210. Courses in the certificate must be completed with grades of C or above. (A grade of C- will not satisfy the requirement.) Students in the certificate program do not need to fulfill the initial 60 general education hours. Admission to the program requires a high school diploma or equivalent.

Paralegal Studies Certificate and Minor

This undergraduate certificate program is offered for career enhancement and to assist individuals in meeting entry-level requirements. It is designed to provide students with a program of concentrated studies to enhance professional skills. The certificate is awarded after the successful completion of 18 credit hours.

In 1974 Rockhurst began one of the first paralegal programs in the United States and has conferred more than 600 certificates. Courses are designed as preparation for paralegals, legal administrators, and others who work or plan to work in law offices, court, corporations, government, bank trust departments, and insurance claim offices.

Carefully structured courses are taught by practicing attorneys with expertise in specialized areas of law. Presentations by paralegal guest speakers illustrate and explain practical application skills. College graduates with specialized training in Paralegal Studies are projected to have promising career opportunities.

The minor must be combined with a bachelor's degree program of study.

Certificate in Paralegal Studies

Students preparing for a paralegal career will be awarded a Certificate in Paralegal Studies after successfully completing a minimum of 18 credit hours of coursework with a grade of C or better: four required courses (PA 2000, PA 3100, PA 3600, PA 4000), and a minimum of six credit hours of elective paralegal courses. (A grade of C- will not satisfy the requirement.) Courses may be applied as electives toward a bachelor's degree at Rockhurst University.

Evening and Saturday classes are held once a week (twice a week in the summer term). One-credit-hour courses are offered each semester in specialized areas such as contract law, legal ethics, labor and employment law.

Admission to the program requires a minimum of a high school diploma or equivalent. Students with previous college work should request that an official transcript be sent to the Office of Admission and Financial Aid.

Minor In Paralegal Studies

Students pursuing a degree at Rockhurst have the option of minoring in paralegal studies. This option provides students with an additional professional credential, and the courses required for the minor may be applied toward completion of the certificate program. As the profession has become increasingly more recognized and diversified, paralegals with a variety of skills and backgrounds are being sought. Therefore, both the certificate and the minor in paralegal studies are complementary to a wide range of majors.

The courses required for completion of the minor are PA 2000, PA 3600, PA 4000, and two three-credit, upper-division paralegal electives. A grade of C or better is required in each upper-division course of the minor. (A grade of C- will not satisfy the requirement.)

Course Descriptions

BA 3000. Behavioral and Organizational Dimensions (4)

This course deals with the performance of organizations and the behavior of people in complex organizations. The emphasis is on developing students' theoretical understanding and behavioral capability to deal with structure, function, process, management, and leadership issues at all levels; including individual, work group, inter-group, and total organization. Topics range from micro to macro, sub-system to total system levels.

BA 3010. Understanding Business Environments (4)

Understanding the social, legal, international, and ethical environments in which business operates is the foundation of this course. The course is discussion and project based. It includes issues such as stakeholder identification, the social issue life cycle impacting business, legal trends impacting businesses such as product liability and employment issues, purposes of regulation and deregulation, common regulatory agencies impacting businesses and the purposes and methods of international trade. Additional issues covering understanding how products are produced and the service and quality initiatives in the current business environment are included.

BA 3020. Marketing in Contemporary Society (4)

This course is designed to cover the marketing concept, marketing mix (product, pricing, physical distribution, and promotion), marketing management, and relationship marketing. It includes the study of market segmentation, target markets, and buyer behavior. Special emphasis is given to the importance of technology, global markets, and marketing ethics.

BA 3030. Financial and Economic Decision Making (4)

This course studies the financial and economic tools and methods that are used for decision making and planning within an organization. Topics include an overview of the finance function

in the firm and basic finance tools such as ratio analysis, financial statement analysis, capital budgeting, working capital management, capital structure, and profit planning and control. Special emphasis is given to how the competitive and economic environments impact financial and organizational decision making. Prerequisites: Accounting I and II, a course in microeconomics, and a course in statistics.

BA 3100. Organizational Change (4)

This course provides an understanding of the impact of change in complex organizations (both planned and unplanned), and focuses on strategies and processes for managing and leading organizational change to improve functional efficiency and enhance organizational effectiveness as social institutions. The course also deals with the key role of the change agent (both external and internal) and the methods, techniques, and processes by which organizational change is accomplished.

BA 3200. Strategic Formation and Implementation (4)

This course focuses on the formulation and implementation of strategy within the firm. Emphasis is placed on managing the strategy-structure-policy relationship. The course is taught using case discussions, lectures, and community business speakers with a focus on Kansas City businesses. Prerequisites: Accounting I and II, a course in microeconomics, and a course in statistics.

BA 3500. Financial Accounting Methods and Analysis I (4)

This course studies the financial accounting issues, tools, theories and practices relevant to an organization, including its external stakeholders such as government agencies, creditors, labor unions, and shareholders. Prerequisites: Accounting I and II, a course in microeconomics, and a course in statistics.

BA 3501. Financial Accounting Methods and Analysis II (3)

A continuation of BA 3500.
Prerequisite: BA 3500.

- BA 3510. Managerial Accounting for Planning, Decision Making, and Control** (4)
This course studies the roles and responsibilities of managerial accountants within an organization and the tools, methods, theories and practices used by managerial accountants to provide information for the planning, decision making, and control functions of an organization. Prerequisites: Accounting I and II, a course in microeconomics, and a course in statistics.
- BA 3520. Accounting Information and Internal Audit Systems** (4)
This course studies the role of accounting information systems and accounting control systems within an organization. It includes understanding how accounting information is gathered, how data are processed into information useful for decision making, and how the tools, theories, and techniques used to monitor the accounting information system are used to safeguard accounting information. Prerequisites: Accounting I and II, a course in microeconomics, and a course in statistics.
- BA 3961. Directed Study in Business** (3)
This course consists of an applied research project in an area that is practical and relevant to both the students and the objectives of the business major. There are both written and oral communication outcomes from this course. Prerequisite: Student must have completed at least two courses in the business major.
- BA 4940 (AC 4900). Capstone in Accounting** (3)
This course incorporates a class project (or projects) that integrate the learning objectives of the accounting degree. Both written and oral communication outcomes are required.
- BA 4941. Capstone in Business** (4)
This course incorporates a class project (or projects) that integrate the learning objectives of the business degree. Both written and oral communication outcomes are required.
- CO 1100. Beginning Word Processing** (.5)
An introduction to professional document production. This course will teach the fundamentals of word processing, including instruction in creating documents, working with multiple documents, file management, formatting, editing, headers and footers, find and replace techniques, and document summaries. Lab fee.
- CO 1110. Intermediate Word Processing** (.5)
This course stresses mail-merging, tables of contents, indexing, footnotes, and boilerplates. Instruction is given in manipulating toolbars, bullets and numbering, columns and tables, source documents, main documents, labels and envelopes, sorting and querying documents. Lab fee. Prerequisite: CO 1100.
- CO 1120. Advanced Word Processing** (.5)
This course is structured for the advanced user, emphasizing styles, graphics, advanced table features, and macros. Instruction is given in linking spreadsheets and text documents, form creation, and templates. Lab fee. Prerequisite: CO 1110.
- CO 1200. Beginning Spreadsheets** (.5)
This course is an introduction to the use of computer spreadsheets. Instruction is given in creating and navigating a spreadsheet, formulas, formatting, editing, and charts. Lab fee.
- CO 1210. Intermediate Spreadsheets** (.5)
This course presents database basics: filtering a database, sorting and naming a range, and financial functions. It then covers database analysis through worksheet management, passwords, cell protection, and creating report views. Finally, attention is given to recording, debugging, and editing macros. Lab fee. Prerequisite: CO 1200.
- CO 1220. Advanced Spreadsheets** (.5)
The use of IF logic is used in this course through employing trend analysis, goal seeking, determining frequency distributions, scenarios, the use of IF functions, and nesting IF functions. Advanced data management using one and two variables, user-defined functions, and customization are studied. Lab fee. Prerequisite: CO 1210.
- CO 1300. Presentational Software I** (.5)
This course provides instruction in creating visual supplements to professional presentations. Attention is given to creating slides, organizational charts, outlines, summaries, drawing tools, and clip art. Lab fee.
- CO 1310. Presentational Software II** (.5)
This course covers data charts, advanced text formatting, working with templates, and advanced slide shows. Techniques covered include inserting spreadsheets, data charts, tables, applying movie, sound, and animation effects, and publishing to the Web. Lab fee. Prerequisite: CO 1300.
- CO 2110. Modern Programming I** (4)
This course covers input/output, iteration, selection, repetition, functions, parameters, elementary data structures, and the object-oriented programming paradigm. Lab fee.
- CO 2410. Introduction to Database Programming** (4)
This course involves relational database concepts, SQL, and a graphical, programmatic interface to database forms and reports. Prerequisite or co-requisite: CO 2110. Lab fee.
- CO 2850. Introduction to Networks** (4)
This course covers network topologies (LAN, WAN, Ethernet, Token Ring), internet vs. intranet, connecting devices, routers and bridges, layered

network model network, addressing and security, firewalls, and network applications (e-mail, www, ftp). Lab fee.

CO 3050. Introduction to Web Development (3)

The purpose of this introductory course is to provide students with a basic understanding of web design and authoring skills in addition to the technical expertise required for production of HTML documents. The course will cover browser/server interaction and directory management. Attention will be directed toward the impact a designer's choices have on communication, understanding, and accessibility. Basic HTML tags will be introduced, with the optional use of a web-authoring program for the project web site. Students will explore functional and user-testing techniques, evaluate web sites, and apply evaluation data to their project web site development. Prerequisite: Computer skills assessment.

CO 3110. Modern Programming II (4)

This course focuses on advanced (dynamic) data structures, recursion, generic libraries, graphical program organization, and advanced debugging techniques. Prerequisite: CO 2110. Lab fee.

CO 3410. Client-Server Databases (4)

This course focuses on database methodologies (including data collection), advanced SQL techniques, development of robust/flexible user interfaces, and the interaction between clients making queries and server responding to them. Prerequisite: CO 2410. Lab fee.

CO 3850. Client-Server Networking (4)

This advanced course covers the details of PC-to-mainframe interfacing, TCP/IP socket programming, network programming languages, and intranet design and construction. Prerequisite: CO 2850. Lab fee.

CO 3960. Directed Study in Computer Technology (3)

The student in this course attempts to integrate this course into something useful for the student's employer or for the benefit of a non-profit organization. As computer technology changes and evolves, the program coordinator may require students to study a current or emerging issue in order to complete the requirements of this course. Prerequisite: Student must have completed at least two courses in the computer technology major.

CO 4210. Operating System Administration (4)

This course introduces students to operating systems concepts like network file systems, multitasking and scheduling, virtual memory, processes and threads, mutual exclusion and locking, and security issues in distributed systems. To be taken in final semester. Lab fee.

CO 4940. Computer Technology Capstone (4)

The capstone course entails consulting for a non-profit organization to assist it in setting up or

modernizing its computer resources. This not only serves as a capstone for the computer technology program, but also integrates community service and volunteerism into the curriculum. To be taken in final semester.

EN 2160. Writing Fiction (3)

This course is designed for students interested in writing novels or a series of short stories (intending to assemble a collection). Taught in a workshop format, the course will require about 90 pages of approved writing. Students' writing will be discussed each week as the class assists in the process of editing and providing a critique. Finally, students will submit revisions of the workshopped material at the end of the semester. Prerequisite: EN 1110/1120, EN 1140, or EN 1150 (or equivalent), and department permission.

EN 4010. Writing for Professional Studies (1)

This course is designed for students who wish to increase their skill in written communication. A review of pre-writing, drafting, revision, and copy-editing techniques along with the conventions of punctuation and usage is applied through specialized writing assignments for professional purposes. Regular practice in writing is an essential part of the course.

HA 3000. Administration of Human Service Agencies (3)

A comprehensive analysis of the role and function of a human service agency professional in the management process of a human service agency. Management, administration and supervision skills and techniques are assessed for human service agency operations in the area of planning, staffing, personnel selection and policies, volunteer committees, executive board and community relationships.

HA 3020. Marketing for Nonprofit Organizations (3)

A study of the fundamentals of marketing in a nonprofit setting through readings, class lectures, discussion, and a service learning project. Students learn essential elements of effective organizational marketing; these fundamentals are then applied in a real life setting as teams of students develop a marketing plan for a nonprofit. Educational outcomes include the development of marketing goals and position statements, the conduction of a marketing audit, development of marketing and promotion plans, and the design of market research plans.

HA 3050. Financing Human Services (3)

An introduction to the principles of philanthropy and fund raising which apply to the management of a nonprofit agency. Knowledge of the sources of philanthropic gifts, causes that receive support, the essentials of strategic planning and the construction of budgets and related fund raising targets. Emphasis is placed on the human behavior aspects of philanthropy and volunteerism.

- HA 4940. Capstone in Nonprofit Leadership** (4)
Professional field experience. 300 or more hours of internship with a pre-approved nonprofit organization is required. Assignments include reflection activities/journaling, comprehensive response paper, and oral presentation.
- OC 3040. Interpersonal Communication** (4)
This course applies communication theory to spontaneous face-to-face communication with emphasis on acquiring skills in human relations, conflict management, ethical decision-making and group communication. It is designed for analysis of philosophies and behaviors which apply in effective and appropriate interpersonal exchange. Focus is on the interactive nature of communication which serves on the “micro” foundation of organizational communication. The course incorporates laboratory, oral interaction, and writing assignments.
- OC 3160. Writing for Organizations** (4)
This course focuses on the writing for basic organizational documents: brochures, press releases, business letters, memoranda, reports, and proposals. Techniques, style, appropriateness, layout, and design are examined throughout the course. Involves extensive writing opportunities.
- OC 3300. Business and Professional Communication** (4)
This course is a performance course in organizational communication. Emphasis is on structuring contexts consistent with organizational realities to improve the speaker’s performance in group report, meeting, public presentation, and sales environments. Special consideration is placed on résumé writing and interview techniques and ethical conduct within various professional contexts. Course involves oral presentations theory and extensive speaking opportunities.
- OC 3400. New Technology in Organizations** (4)
This course examines the history, nature, and influences of new technology on organizations. Course involves increasing knowledge base of the function of all technology in organization, familiarizing students with current technology (electronic and other), and integrating new technology into existing organizations. Course requires integrating of new technology with written and oral presentations.
- OC 3960. Directed Study in Organizational Communication** (3)
Independent research in organizational communication; reading, writing, and research into issues in organizational communication scholarship. Course provides opportunities for practice in the student’s workplace, if appropriate. Writing is required to demonstrate mastery of research undertaken. Prerequisite: Student must have completed at least two courses in the organizational communication major.
- OC 4350. Organizational Communication** (4)
This course investigates the ways communication operates in organizations through historical, philosophical, and theoretical issues. Critical analysis of case studies and organizational research are emphasized for study of leadership styles, ethics, communication climates, organizational design, coordination, symbolism, and communication satisfaction. Case study incorporates formal and informal writing conventions.
- OC 4800. Organizational Culture** (4)
This course focuses on the notion of organizations as cultures, the dominant paradigm in organizational research. Subjects include station of cultural values, narratives, myths, symbolism, communication patterns, and organizational identity. Emphasis on understanding importance of human influences on the process of organizing. Case study research with formal written analyses serves as a primary means of investigation.
- OC 4860. Organizational Group Dynamics** (4)
Principles and processes unique to group situations with emphasis on structure of leadership, roles, norms task, and social functions are studied. Individual and team written and oral assignments on problem-solving, decision making, conflict management, issues of advocacy and inclusion, and negotiation in a context which is ethical, appropriate, and effective.
- OC 4940. Capstone in Organizational Communication** (4)
Independent and collaborative research in organizational communication; written and oral presentation required to demonstrate mastery of organizational communication. Course affords the opportunity for service learning. Capstone may engage student in construction of original study or communication audit.
- OL 3010. Leadership Theory and Practice** (4)
This course examines some of the most common elements of leadership, such as legitimate authority, expert knowledge, power, charisma, and influence. Examples of effective leadership, taken from history and contemporary society are studied.
- OL 3960. Directed Study in Leadership Issues** (3)
Independent research in organizations and leadership. This course consists of an original research project in an area that is practical and relevant to both the student and the objectives of the Organizational Leadership major. Prerequisite: Student must have completed at least two courses in the Organizational Leadership major.
- OL 4500. Community Leadership for Social Welfare and Public Policy** (4)
A study of communities—their needs and opportunities for leadership, organization, and planning. This course explores how leadership for service can improve the quality of life and economic vitality of communities. Case studies are utilized.

OL 4940. Leadership Capstone (4)

This course incorporates class projects that demonstrate the learning that has occurred in each of the objectives of the Organizational Leadership program. Students engage in planning and carrying out a class service project. The culmination of the project is a presentation using a variety of media and presentational styles. Students also complete an assessment of the Organizational Leadership major in this course.

OR 2000. Orientation to Professional Studies (1)

This course serves as an introduction to Rockhurst and the Jesuit tradition of education for students entering the Bachelor of Professional Studies program. Introductory information regarding learning styles, time management skills, computer and library services, and writing skills are provided along with information about campus resources for additional assistance in these areas. Fulfills the orientation course requirement.

PA 2000. Legal Theory and Practice (3)

Fall and Spring semester

This class provides students with an introduction to the American legal system, the procedures used to solve legal disputes in the court systems and the steps in planning for a career in law. Students have an opportunity to survey a variety of substantive areas of law (i.e. property, employment, torts, business organizations, estates and trusts, domestic relations, and alternative dispute resolution). Legal method and reasoning are demonstrated through student writing assignments in case analysis and opinion briefs.

PA 3100. Business Organization (3)

Fall semester

The legal organization of business entities with emphasis on the role of the lawyer and legal assistant in the formation of various business organizations. Prerequisite: PA 2000 or concurrently.

PA 3200. Real Estate Law (3)

Laws relating to real property and the common types of real estate transactions and conveyances. Prerequisite: PA 2000 or concurrently.

PA 3300. Estate Planning and Probate Administration (3)

Prepares the student to assist practicing attorneys with problems associated with planning for efficient use of financial resources during working life, retirement, and after death of the principal income producer. Prerequisite: PA 2000 or concurrently.

PA 3500. Legal Ethics and Professional Responsibility (1)

An overview of the issues and rules that govern ethical practice in the legal profession, oriented to paralegals. Through lecture and small group participation, the class focuses on the areas of confidentiality, conflicts of interest, zealous representation,

competence, unauthorized practice of law, administration of client funds, advertising legal services, and selected issues in specialized practice.

PA 3510. Women and the Law (1)

A survey and analysis of case opinions affecting the economic, political and social lives of women. The course focuses on issues related to gender-based discrimination, constitutional, and statutory provisions concerning women and employment, reproductive rights, and educational opportunities.

PA 3520. Contract Law (1)

An overview of the law of enforceable promises. Lectures and small group exercises focus on the elements of contract formation, performance, breach and calculation of damages.

PA 3530. Introduction to Bankruptcy Law (1)

Procedures involved in representing debtors and creditors in bankruptcy proceedings and an understanding of the structure and theory of the Bankruptcy Code and Rules.

PA 3550. Labor and Employment Law (1)

An overview of labor law and legal issues in the workplace concerning employers, employees and unions. The historical context of unions and the role they have played in the legal regulation of the workplace is discussed. Federal laws and regulations and the roles and structures of administrative agencies is emphasized. Additional topics include workplace discrimination, organizing, negotiation of collective bargaining agreements, grievance and arbitration, employment-at-will, wage and hour laws, and safety laws.

PA 3560. Practical Investigation (1)

The how, what, when, where, which, why, and who of investigation. Lecture and interactive format. Emphasis on development of useful and usable skills, such as: witness interviewing, locating missing persons and property, federal and state document searches, and reporting findings.

PA 3570. Evidence Law (1)

This course covers the Federal Rules of Evidence and correlated Kansas rules of evidence, and Missouri evidence law, with special emphasis on preparation of documentary evidence, including depositions, for use at trial. In addition to lecture, students participate in a variety of small-group activities designed to explore the issues of relevance, impeachment of testimony, hearsay, and issues related to the introduction of exhibits into evidence at trial.

PA 3580. Elder Law (1)

The course focuses on issues confronted by senior citizens and reviews possible legal remedies. Through lecture and small group participation, the class covers the areas of Social Security; Medicare; health care decision-making; wills; guardianship; housing; consumer fraud; and abuse and neglect of

the elderly. The perspective taken is that of a paralegal advocate.

PA 3590. Alternative Dispute Resolution (1)

The course focuses on mediation, arbitration, and other forms of alternative dispute resolution (ADR) and how such procedures can be applied in tort, business, employment, and other types of civil disputes. Also examined will be the growing use of pre-dispute ADR clauses in contracts involving employment, financial, and other business contexts. The perspective taken will be that of both the advocate and the neutral person in ADR.

PA 3600. Litigation and Trial Practice (3)

Fall and Spring semester

Analysis of state and federal court systems, types of litigation, preparation of pleadings and discovery documents, trial procedures, post-trial remedies, and appeals. Prerequisite: PA 2000 or concurrently.

PA 3700. Introduction to the Criminal Justice System (3)

Develops a familiarity with the criminal justice system in the United States. Prerequisite: PA 2000 or concurrently.

PA 3750. Tort Law (3)

Tort Law, as defined in Black's Law Dictionary, is "a private or civil wrong or injury, other than

breach of contract, for which the court will provide a remedy in the form of an action for damages."

This course provides a general understanding of the basic concepts and fundamental elements of tort law, including intentional torts, elements of negligence, strict liability, and discussion of common personal injury cases. Prerequisite: PA 2000 or concurrently.

PA 3800. Domestic Relations (3)

Acquaints the student with the legal problems involved in domestic relations pertaining to a separation, divorce, child custody, adoption, and non-support. Prerequisite: PA 2000 or concurrently.

PA 4000. Legal Research (3)

Fall and Spring semester

An in-depth examination of the law library; survey of traditional print reference materials as well as electronic sources available in determining applicable law. The process of legal research and writing of memoranda and results of legal research are also explored. Prerequisite: PA 2000.

PA 4100. Advanced Legal Research (1)

This course is designed to reinforce and build upon the skills developed in PA 4000. Particular emphasis focuses on four main subject areas which are characterized by rapid expansion in relevant legal materials and integration of all forms of primary authority. Prerequisite: PA 4000.

