Accreditations and Approvals

Davenport University is accredited by the Higher Learning Commission—North Central Association of Colleges and Schools (NCA), 30 North LaSalle Street, Suite #4400, Chicago, IL 60602; phone (800) 662-7440; www.ncahlc.org. The HLC is nationally recognized by both the U.S. Department of Education and the Council of Higher Education Accreditation (CHEA).

Davenport University, an independent, nonprofit institution, is chartered by the State of Michigan and is empowered to grant degrees. It is also certified by the State Approval Agency of the Department of Education.

Davenport University is recognized and regulated by COPE—Indiana Commission on Proprietary Education, 302 West Washington Street, Room E201, Indianapolis, IN 46204-2767; phone (800) 277-5695 or (317) 232 1220.

Davenport University is recognized for veterans’ training under the G.I. Bill for Veterans’ Educational Assistance.

The University is approved by the United States Department of Justice, Immigration and Naturalization Service as an institution of higher education for training foreign students.

The University is approved by agencies of the state and federal governments for many programs including rehabilitation, work incentive, etc.

All the programs in the Marine School of Business at Davenport University have received candidacy status for initial accreditation from the International Assembly for Collegiate Business Education (IACBE).

A bachelor’s degree earned at Davenport University with a major in accounting is fully recognized by the Michigan State Board of Accountancy.

The Professional Accountancy degree earned at Davenport University is fully recognized by the Indiana State Board of Accountancy.

Non-discrimination policy

Davenport University maintains a policy of non-discrimination regarding students on the basis of race, color, religion, national origin, sex, weight, height, marital status, physical or mental limitations and/or disability in the administration of its admissions policies, scholarships and loan programs and other University administered programs. In addition, the University does not discriminate regarding extra-curricular activities or employment practices. The University has a policy prohibiting unlawful discrimination or sexual harassment. Incidents of discriminatory harassment must be reported to the Executive Director or his/her designee.

Locations

MICHIGAN

<table>
<thead>
<tr>
<th>Locations</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Campus</td>
<td>619 Kraft Avenue SE</td>
<td>517-698-7111</td>
</tr>
<tr>
<td>Alma</td>
<td>989-463-8922</td>
<td>Alma</td>
</tr>
<tr>
<td>Battle Creek</td>
<td>269-968-6105</td>
<td>Battle Creek</td>
</tr>
<tr>
<td>Caro</td>
<td>989-673-6857</td>
<td>Caro</td>
</tr>
<tr>
<td>Flint</td>
<td>800-732-9677</td>
<td>Flint</td>
</tr>
<tr>
<td>Gaylord</td>
<td>989-705-3720</td>
<td>Gaylord</td>
</tr>
<tr>
<td>Grand Rapids – Fulton Street</td>
<td>619-651-351</td>
<td>Grand Rapids</td>
</tr>
<tr>
<td>Holland</td>
<td>616-345-4600</td>
<td>Holland</td>
</tr>
<tr>
<td>Kalamazoo</td>
<td>269-382-2835</td>
<td>Kalamazoo</td>
</tr>
<tr>
<td>Lansing</td>
<td>517-484-2600</td>
<td>Lansing</td>
</tr>
<tr>
<td>Livonia</td>
<td>800-686-1600</td>
<td>Livonia</td>
</tr>
<tr>
<td>Midland</td>
<td>989-835-5688</td>
<td>Midland</td>
</tr>
<tr>
<td>Saginaw</td>
<td>989-799-7800</td>
<td>Saginaw</td>
</tr>
<tr>
<td>Traverse City</td>
<td>231-995-1740</td>
<td>Traverse City</td>
</tr>
<tr>
<td>Warren</td>
<td>586-558-8700</td>
<td>Warren</td>
</tr>
</tbody>
</table>

INDIANA

<table>
<thead>
<tr>
<th>Locations</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merrillville</td>
<td>259-769-5556</td>
<td>Merrillville</td>
</tr>
<tr>
<td>South Bend/Mishawaka</td>
<td>574-277-8447</td>
<td>Granger</td>
</tr>
</tbody>
</table>

NATIONAL | INTERNATIONAL

<table>
<thead>
<tr>
<th>Locations</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Davenport Online</td>
<td>616-742-2080</td>
<td>Grand Rapids</td>
</tr>
</tbody>
</table>

ADMISSIONS 800.686.1600
Welcome to Davenport University!
We look forward to helping you achieve your career and personal goals.

We admit students like you who have shown through academic achievement that they have the potential to succeed in a university curriculum. We are dedicated to a supportive learning environment and rich experience that helps you stay through graduation. Our ultimate goal is for you to succeed by graduating with the knowledge and experience you need to be hired in your chosen career field.

This catalog is designed to help you set a successful course toward your higher education and career goals. Please refer to the catalog and save this copy for your future reference.

Please take time to review the NEW programs and specialties for this year:
- Strategic Management BBA/MBA
- Global Project Management, Management Specialty or Post-Baccalaureate Certificate
- Long Term Care and Practice Management Specialties for Health Services Administration
- Medical Case Management, Nursing Specialty or Post-Baccalaureate Certificate

Respectfully,

Randolph K. Flechsig
President
2008–2009
UNDERGRADUATE CATALOG

Contents

Academic Calendar 4

About Davenport University 6
Our Mission 6
Our Vision 6
Our Values 6
Organization and Structure 6
Non-Profit Status 6
Board of Trustees 7
Cabinet 7
Davenport University Foundation Board of Trustees 8

Davenport University Excellence System 9
Degree Components 10

School of Business 11
Programs 11
Accounting Fraud Investigation BBA 12
Accounting Information Management BBA 12
Professional Accountancy BBA/MBA 13
Honors Professional Accountancy Program 13
BBA/MBA 14
Applied Business BBA 15
Business Professional Studies BBA 15
Finance BBA 16
Human Resource Management BBA 16
Strategic Human Resource Management BBA/MBA 17
International Business BBA 18
Management BBA 19
NEW Strategic Management BBA/MBA 19
Marketing BBA 20
Paralegal Studies BS 21
Public Safety and Security Management BBA 22
Service Management and Marketing BBA 22
Sport Management BBA 23
Forensic Accounting Certificate 23
Human Resource Management Certificate 24
Paralegal Studies Certificate 24
Accounting ABA 24
Business Administration ABA 25
Finance ABA 25
Paralegal Studies AS 25
Public Safety and Security Management ABA 26
Public Safety Diploma 26

School of Health Professions 27
Programs 27
Health Information Management BS 28
Health Services Administration BBA 28
Medical Case Management BS 29
Nursing BSN 30
Nursing Pre-Licensure BSN 30
NEW Medical Case Management Certificate 31
Health Information Technology (HIT) AAS 31
Health Insurance Claims Management ABA 32
Medical Assisting AAS 32
Nursing AAS 33
Medical Assisting Diploma 33
Medical Billing Diploma 34
Medical Coding Diploma 34
Medical Language Specialist Diploma 34
Phlebotomy Diploma 34
Practical Nursing Diploma 35
Pre-Health Professions Courses 35

School of Technology 37
Programs 37
Biometric Security BS 38
Computer Gaming and Simulation BS 38
Computer Information Systems BS 39
Computer Networking BS 40
Information and Computer Security BS 40
Network Security BS 41
NEW Global Project Management Certificate 42
 Administrative Technology AAS 42
 Computer Information Systems AAS 42
 Computer Networking Technology AAS 43
 Computer Support Technology AAS 43
 Information Security AAS 44

Schools and Faculty 46
Donald W. Maine School of Business 46
School of Health Professions 48
School of Technology 49
General Education Division 50

www.davenport.edu
The information in this catalog is subject to change. The catalog cannot be considered as an agreement or contract between individual students and Davenport University or its administrators. The University, through appropriate action, reserves the right to change policies, procedures, and other such information printed in any publication. Check our website for any updates and all current information.
# Academic Calendar

## FALL 2008

<table>
<thead>
<tr>
<th>Event</th>
<th>15-week on-site semester</th>
<th>10-week online session</th>
<th>7-week on-site/online session 1</th>
<th>7-week on-site/online session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yearlong Schedule Open</td>
<td>Mon Feb 4</td>
<td>Mon Feb 4</td>
<td>Mon Feb 4</td>
<td>Mon Feb 4</td>
</tr>
<tr>
<td>Last day to make payment without late fee</td>
<td>Fri Aug 22</td>
<td>Fri Aug 22</td>
<td>Fri Aug 22</td>
<td>Fri Oct 17</td>
</tr>
<tr>
<td>Last day for web drop/add &amp; waitlist</td>
<td>Fri Aug 22</td>
<td>Fri Aug 22</td>
<td>Fri Aug 22</td>
<td>Fri Oct 17</td>
</tr>
<tr>
<td>Schedules dropped for unpaid students</td>
<td>Mon Aug 25</td>
<td>Mon Aug 25</td>
<td>Mon Aug 25</td>
<td>Mon Oct 20</td>
</tr>
<tr>
<td>Last day for drop/add and late payments</td>
<td>Tues Sept 9</td>
<td>Add Wed Sept 3 Drop Tues Sept 9</td>
<td>Add Prior to class meeting first time Drop Prior to class meeting second time</td>
<td>Add Prior to class meeting first time Drop Prior to class meeting second time</td>
</tr>
<tr>
<td>Last day to use book vouchers</td>
<td>Tues Sept 9</td>
<td>Tues Sept 9</td>
<td>Tues Sept 9</td>
<td>Tues Nov 4</td>
</tr>
<tr>
<td>Last day to withdraw with “W” grade</td>
<td>Fri Nov 21</td>
<td>Fri Oct 17</td>
<td>Fri Oct 3</td>
<td>Fri Dec 5</td>
</tr>
<tr>
<td>Thanksgiving break</td>
<td>Wed Nov 26 - Sun Nov 30</td>
<td>NA</td>
<td>NA</td>
<td>Wed Nov 26 - Sun Nov 30</td>
</tr>
<tr>
<td>Classes end</td>
<td>Sun Dec 21</td>
<td>Tues Nov 11</td>
<td>Tues Oct 21</td>
<td>Sun Dec 21</td>
</tr>
<tr>
<td>Final grades due</td>
<td>Tues Dec 23</td>
<td>Thur Nov 13</td>
<td>Thur Oct 23</td>
<td>Tues Dec 23</td>
</tr>
</tbody>
</table>

## WINTER 2009

<table>
<thead>
<tr>
<th>Event</th>
<th>15-week on-site semester</th>
<th>10-week online session</th>
<th>7-week on-site/online session 1</th>
<th>7-week on-site/online session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to make payment without late fee</td>
<td>Fri Dec 26</td>
<td>Fri Dec 26</td>
<td>Fri Dec 26</td>
<td>Fri Feb 20</td>
</tr>
<tr>
<td>Last day for web drop/add &amp; waitlist</td>
<td>Fri Dec 26</td>
<td>Fri Dec 26</td>
<td>Fri Dec 26</td>
<td>Fri Feb 20</td>
</tr>
<tr>
<td>Schedules dropped for unpaid students</td>
<td>Mon Dec 28</td>
<td>Mon Dec 28</td>
<td>Mon Dec 28</td>
<td>Mon Feb 23</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Sun Jan 4</td>
<td>Sun Jan 4</td>
<td>Sun Jan 4</td>
<td>Sun Mar 1</td>
</tr>
<tr>
<td>Last day for drop/add and late payments</td>
<td>Fri Jan 9</td>
<td>Add Mon Jan 5 Drop Fri Jan 9</td>
<td>Add Prior to class meeting first time Drop Prior to class meeting second time</td>
<td>Add Prior to class meeting first time Drop Prior to class meeting second time</td>
</tr>
<tr>
<td>Last day to use book vouchers</td>
<td>Fri Jan 9</td>
<td>Fri Jan 9</td>
<td>Fri Jan 9</td>
<td>Fri Mar 6</td>
</tr>
<tr>
<td>Last day to withdraw with “W” grade</td>
<td>Fri Apr 3</td>
<td>Fri Feb 20</td>
<td>Fri Feb 6</td>
<td>Fri Apr 3</td>
</tr>
<tr>
<td>Spring break</td>
<td>Sun Feb 22 - Sat Feb 28</td>
<td>Sun Feb 22 - Sat Feb 28</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Classes end</td>
<td>Sat Apr 25</td>
<td>Sun Mar 22</td>
<td>Sat Feb 21</td>
<td>Sat Apr 18</td>
</tr>
<tr>
<td>Final grades due</td>
<td>Mon Apr 27</td>
<td>Tues Mar 24</td>
<td>Tues Feb 24</td>
<td>Tues Apr 21</td>
</tr>
<tr>
<td><strong>SPRING/SUMMER 2009</strong></td>
<td><strong>12-week on-site semester</strong></td>
<td><strong>10-week online session</strong></td>
<td><strong>7-week on-site/online session 1</strong></td>
<td><strong>7-week on-site/online session 2</strong></td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------</td>
<td>---------------------------</td>
<td>-----------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Last day to make payment without late fee</td>
<td>Fri Apr 24</td>
<td>Fri Apr 24</td>
<td>Fri Apr 24</td>
<td>Fri Jun 26</td>
</tr>
<tr>
<td>Last day for web drop/add &amp; waitlist</td>
<td>Fri Apr 24</td>
<td>Fri Apr 24</td>
<td>Fri Apr 24</td>
<td>Fri Jun 26</td>
</tr>
<tr>
<td>Schedules dropped for unpaid students</td>
<td>Mon Apr 27</td>
<td>Mon Apr 27</td>
<td>Mon Apr 27</td>
<td>Mon Jun 29</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Sun May 3</td>
<td>Sun May 3</td>
<td>Sun May 3</td>
<td>Mon July 6</td>
</tr>
<tr>
<td>Last day for drop/add and late payments</td>
<td>Fri May 8</td>
<td>Add Mon May 4</td>
<td>Add Prior to class meeting first time</td>
<td>Add Prior to class meeting second time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Drop Fri May 8</td>
<td>Drop Prior to class meeting second time</td>
<td></td>
</tr>
<tr>
<td>Last day to use book vouchers</td>
<td>Fri May 8</td>
<td>Fri May 8</td>
<td>Fri May 8</td>
<td>Fri Jul 10</td>
</tr>
<tr>
<td>Last day to withdraw with “W” grade</td>
<td>Fri Jul 10</td>
<td>Fri Jun 19</td>
<td>Fri Jun 5</td>
<td>Fri Aug 7</td>
</tr>
<tr>
<td>Memorial Day weekend break</td>
<td>Sat May 23 - Mon May 25</td>
<td>Sat May 23 - Mon May 25</td>
<td>Sat May 23 - Mon May 25</td>
<td>NA</td>
</tr>
<tr>
<td>Independence Day Break</td>
<td>Fri Jul 3 - Sun Jul 5</td>
<td>Fri Jul 3 - Sun Jul 5</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Classes end</td>
<td>Sun Aug 2 Mon Jul 27</td>
<td>Sat Jul 18</td>
<td>Mon Jun 22</td>
<td>Sat Aug 22</td>
</tr>
<tr>
<td>Final grades due</td>
<td>Tues Aug 4, 11 Sat class meetings</td>
<td>Mon Jul 20, 6 Sat class meetings</td>
<td>Thurs Jun 25</td>
<td>Mon Aug 24</td>
</tr>
<tr>
<td>Fall Semester 2009 classes begin</td>
<td>Sun Aug 30</td>
<td>Sun Aug 30</td>
<td>Sun Aug 30</td>
<td>Wed Oct 28</td>
</tr>
</tbody>
</table>
ABOUT DAVENPORT UNIVERSITY

Our Mission

Davenport University prepares individuals and organizations to excel in the knowledge-driven environment of the 21st Century.

In support of its mission, Davenport University:

- Specializes in undergraduate and graduate programs that prepare individuals for careers in business, technology, and health care.
- Provides business education on locations, at off-campus sites, and through online programs.
- Offers educational programs, and services designed to serve recent high school graduates, adults, organizations, and international students.

Our Vision

Davenport University aspires to be a world-class business school, excelling in career preparation, career advancement and professional development. With its distinguished reputation for mentoring and practical learning, Davenport will teach students to think creatively and recognize opportunity in a dynamic economy. The University will also instill in students an appreciation for civic responsibility in the communities where they live and work.

Our Values

Davenport University’s Values represent the behavioral expectations of our faculty, staff, and students in performing their responsibilities and achieving their goals. These values form the acronym “STAIR” and include the following:

- Serving Students with Quality
- Trustworthiness
- Accountability
- Innovation and Creativity
- Respect for People

Organization and Structure

Davenport University is organized and authorized to grant degrees under the educational laws of the State of Michigan. Control is vested in the governing Board of Trustees, which establishes overall institutional policies. A commitment to practical education is at the core of today’s Davenport University. The proof of our success as a university is twofold—graduates who prosper in their careers and employers who seek out our graduates because they know they will excel.

Non-Profit Status

Davenport University is chartered by the State of Michigan as a non-profit educational corporation. It has been declared tax-exempt by the Internal Revenue Service of the United States Treasury Department.
Board of Trustees

CHAIRMAN
Kenneth C. Bovee, President and CEO
Keystone Management Group
Mt. Pleasant, MI

VICE CHAIRMAN
Tracy D. Graham, President and CEO
Gram Tel, Inc.
South Bend, IN

TRUSTEES
James N. DeBoer Jr., Partner
Varnum Riddering Schmidt & Howlett, LLP
Grand Rapids, MI

Randolph K. Flechsig, President
Davenport University
Grand Rapids, MI

Doyle Hayes, President/CEO
Pyper Products Corporation
Battle Creek, MI

Robert Hetzler, Former President and CEO
Monitor Sugar Company
Bay City, MI

Frederick W. Hoffman, Attorney
State Relations Director
DaimlerChrysler Corp.
Auburn Hills, MI

Kimberly K. Horn, President and CEO
Priority Health
Grand Rapids, MI

Wilbur A. Lettinga, Past President
Lettinga & Associates
CEO Kentland Corporation
Grand Rapids, MI

Frank H. Melotti, President
Design Group
Steelcase, Incorporated
Grand Rapids, MI

James B. Meyer, Former Chairman, President and CEO
Spartan Stores
Grand Rapids, MI

Michelle Van Dyke, President
Fifth Third Bank – Western Michigan
Grand Rapids, MI

Norma Waffs, CEO
Livernois Prototype & Vehicle Development
Inkster, MI

Kenneth Yerrick, Executive VP Emeritus
Dow Corning Corp.
Traverse City, MI

Cabinet
Randolph K. Flechsig
President

Kimberly A. Brusyn
Executive Vice President for Advancement

David W. Fleming PhD
Executive Vice President for Academics and Provost

Kevin O’Hall
Executive Vice President for Enrollment and Student Services

David Veenkase
Executive Vice President for Organizational Development

Michael Volk, C.P.A.
Executive Vice President for Finance/CFO
Davenport University
Foundation Board of Trustees
2008-2009

Richard H. Crannell
Executive Vice President
Development Ventures
Wilcox Professional Services, LLC
Saginaw, Michigan

Edward Deeb
President
Michigan Business & Professional
Association
Warren, Michigan

James R. Doane
Vice President (retired)
Merrill Lynch
Saginaw, Michigan

Michael L. Door ('77)
Certified Public Accountant/Vice
President
Lettinga & Associates, Incorporated
Grand Rapids, Michigan

Randolph K. Fiechtig
President
Davenport University
Grand Rapids, Michigan

Daniel Handley
President/CEO
Dale Carnegie Institute of Michigan
Saginaw, Michigan

William J. Kane
Architect
The Kane Group, Incorporated
Grand Ledge, Michigan

Keith A. Klingsenberg ('71)
Sales Executive
Universal Insurance Services, Incorporated
Grand Rapids, Michigan

Wilbur A. Lettinga ('55)
Founder & Past President
Lettinga & Associates, Incorporated
CEO Kentland Corporation
Caledonia, Michigan

William B. Lettinga ('78)
President
Kentland Corporation
Caledonia, Michigan

Judith A. Lincoln
Attorney
Braun Kendrick Finkbeiner, PLC
Saginaw, Michigan

Bruce A. Los
Vice President Human Resources
Gentex Corp.
Zeeland, Michigan

Barbara A. Mjerar, Ph.D.
Senior Vice President for Major Gifts
Davenport University
Grand Rapids, Michigan

Judith A. Perrin ('64)
Executive Assistant
Stel Management
Marne, Michigan

Mark B. Saffer
President
Midwest Health Plan, Incorporated
Dearborn, Michigan

Thomas H. Seabron
Senior Vice President Investments
Salomon Smith Barney
Farmington Hills, Michigan

Donald Snider
President/CEO
Paper-Plas, Incorporated
Detroit, Michigan

Donald H. Strock ('67)
President
DHS Associates
Grandville, Michigan

Lanny B. Thodey
Hy and Greta Berkowitz Foundation
Grand Rapids, Michigan

Fred R. Tiggleman
President/CEO
Canteen Services, Incorporated
Belmont, Michigan

Michael Volk
Executive Vice President for
Finance/CFO
Davenport University
Grand Rapids, Michigan

Bruce A. Wynnida ('77)
Highland Chrysler Jeep (retired)
Grand Rapids, Michigan
Davenport University
Excellence System

The mission of Davenport University is to “prepare(s) individuals and organizations to excel in the knowledge-driven environment of the 21st century.” To that end, the Davenport University Excellence System was created. The Excellence System consists of nine student learning outcomes that demonstrate professional competencies necessary for graduates to engage in life-long learning and succeed in their chosen profession.

Outcomes

GLOBAL & INTERCULTURAL COMPETENCE
Graduates understand that working and succeeding in an inclusive, international world involves complex issues present in diverse environments.

CIVIC & SOCIAL RESPONSIBILITY
Graduates recognize the value of civic and social responsibility to empower themselves to make informed decisions and participate in the communities in which they live.

ETHICAL REASONING & ACTION
Graduates recognize that integrity is an essential component of accountability and is required in the evaluation of differing value systems to determine appropriate courses of action.

CRITICAL & CREATIVE THINKING
Graduates develop an appreciation of the importance of context and perspective when identifying and challenging assumptions, ideas, processes, and experiences.

ANALYSIS & PROBLEM SOLVING
Graduates use quantitative and qualitative methods of inquiry to assess and evaluate complex problems.

LEADERSHIP & TEAMWORK
Graduates understand how to build, direct and facilitate groups in order to utilize members’ talents to meet attainable goals.

INFORMATION & TECHNOLOGY PROFICIENCY
Graduates identify, access and manage information and technology resources effectively in interpersonal, social, and professional settings.

WRITTEN COMMUNICATION
Graduates recognize the potential impact of written documents and effectively adapt the necessary skills to produce appropriate documents in a variety of interpersonal, social and professional settings.

PROFESSIONAL COMMUNICATION
Graduates understand and demonstrate professional demeanor, presentation and communication skills in a variety of interpersonal, social and professional settings.
Davenport University
Degree Components

All Davenport University degree programs have four components:

**Foundations of Learning**
The Foundations of Learning, while not required for all students, provides the foundational reading, writing, mathematical, and study skills needed to succeed in college-level courses. The Foundations of Learning classes also serve as a seamless transition to the Foundations of Excellence, as well as to other University classes. The skills and abilities presented in the Foundations of Learning classes encompass critical thinking, written and oral communication, mathematical literacy, professional excellence and integrity, as well as skills needed for student success.

**Foundations of Excellence**
The Foundations of Excellence helps students develop as critical thinkers, communicators, and citizens. The skills acquired through the Foundations of Excellence provide students with knowledge and abilities that will form the core of their professional careers. Students gain mastery of leadership & teamwork and analysis & problem solving through group projects involving both quantitative and qualitative methods of inquiry. Courses also help students develop professional communication skills by focusing on oral communication and written communication and by developing students’ interpersonal and global perspectives. Foundations of Excellence courses also address professional career skills through areas of mathematical literacy, information literacy, and career skills. In addition, these courses continue to build upon computer proficiency, as well as an understanding of honesty and integrity.

**Foundations of Business, Technology, or Health Professions**
The Foundation courses which are specific to each School enable students to gain knowledge of the broad concepts concerning how individuals and organizations function, and the tools that managers use in organizational settings—business, government, and nonprofit agencies. Specialty courses in the Foundations provide students necessary foundational studies in business, management, legal issues, and computer technology—all of which are relevant for any major course of study or career choice. The areas of study in the Foundation courses have been developed and designed specifically to address general expectations associated with commonly recognized degrees. Therefore, all programs leading to the same degree (e.g., BBA or BS) require the same Foundation courses in the Maine School of Business and the School of Technology.

**Major**
The major area of study is comprised of courses designed to prepare individuals to pursue careers in specific areas of employment. In addition to the requisite universal skills and knowledge gained in the Foundation courses, the major courses focus on the development of knowledge and competencies specifically required for defined areas of work, such as accounting, management, networking, computer security, nursing, or medical records management.

**Open Electives**
Open electives can be any 100-level or above courses that are not already required in the program. This component allows students to explore several areas of study outside of their chosen major or to focus on a single topic of interest. Open elective credits may be used to earn an additional specialty, fulfill requirements for a double major, or to facilitate the transfer of credits from another institution.
SCHOOL OF BUSINESS

Programs

BBA/MBA COMBINED DEGREE
Professional Accountancy (BBA/MBA) 150 credits
Honors Professional Accountancy (BBA/MBA) 150 credits
Strategic Human Resource Management (BBA/MBA) 150 credits
NEW Strategic Management (BBA/MBA) 150 credits

BACHELOR OF BUSINESS ADMINISTRATION
Accounting Fraud Investigation (BBA) 120 credits
Accounting Information Management (BBA) 120 credits
  Specialties: Internal Auditing, Management Accounting
Applied Business (BBA) 120 credits
Business Professional Studies (BBA) 120 credits
Finance (BBA) 120 credits
  Specialties: Financial Planning
Human Resource Management (BBA) 120 credits
International Business (BBA) 120 credits
Management (BBA) 120 credits
  Specialties: Entrepreneurship, Financial Management, NEW Global Project Management, Governance and Leadership
Marketing (BBA) 120 credits
  Specialties: Advertising and Promotion, Business-to-Business, Entrepreneurship, Sport Marketing
Public Safety and Security Management (BBA) 120 credits
Service Management and Marketing (BBA) 120 credits
Sport Management (BBA) 120 credits

BACHELOR OF SCIENCE
Paralegal Studies (BS) 120 credits

POST-BACCALAUREATE CERTIFICATES
Forensic Accounting Certificate 12 credits
Human Resource Management Certificate 25 credits
Paralegal Studies Certificate 27 credits

ASSOCIATE OF BUSINESS ADMINISTRATION
Accounting (ABA) 64 credits
Business Administration (ABA) 61 credits
Finance (ABA) 62 credits
Public Safety and Security (ABA) 64 credits

ASSOCIATE OF SCIENCE
Paralegal Studies (AS) 62 credits

DIPLOMA
Public Safety 36 credits
ACCOUNTING FRAUD INVESTIGATION
Bachelor of Business Administration | 120 credits | ACC FRAUD BBA

This program combines the development of technical skills in accounting, computer security and legal investigation that are needed in fraud examination. Students specifically learn accounting principles, information systems, and auditing practices required in establishing internal controls for fraud prevention. In addition, this learning is coupled with the knowledge of network security that develops technological abilities in fraud detection. Interlacing the coursework in auditing and security is learning regarding the principles, methods and techniques used in conducting criminal investigations, which brings the fraud examination full circle. This program also prepares students with the soft skills of communications, teamwork and leadership needed by the fraud examiner professional.

Foundations of Excellence 39 credits
COMMI20  Presentation Techniques 3
ECON200  Microeconomics 3
ECON201  Macroeconomics 3
ENGL109  Composition 3
ENGL110  Advanced Composition 3
ENGL311  Professional Writing 3
FRSM100  Career and Education Seminar or (if exempt) 3
Open Electives 1 3
MATH120  College Mathematics 3
MATH320  Introduction to Statistics 3
SOCSC201  Diversity in Society 3
Humanities Electives 1 3
Social Science Electives 1 3
Science/Math Electives 1 3

Foundations of Business 32 credits
ACCT201  Accounting Foundations I 4
ACCT202  Accounting Foundations II 4
BUSN121  Microcomputer Applications: Spreadsheets 3
BUSN120  Introduction to Business 3
BUSN121  Professional Ethics 3
CISPI01  Computer Foundations 3
FINC211  Corporate Finance 3
LEGL210  Business Law Foundations 3
MGMT211  Management Foundations 3
 MKTG211  Marketing Foundations 3

Major 45 credits
ACCT213  Cost Accounting 3
ACCT220  Accounting Information Technology 3
ACCT301  Intermediate Accounting I 4
ACCT302  Intermediate Accounting II 4
ACCT320  Auditing and Assurance Services 3
ACCT350  Accounting Information Systems 3
ACCT401  Internal Auditing I 3
ACCT402  Internal Auditing II 3
ACCT421  EDP Computer Auditing 3
ACCT495  Accounting Issues and Research 4
IAAS332  Authentication and Audits 3
LEGL211  Criminal Law 3
PSMG250  Investigative Techniques and Procedure 3

Open Electives 4 credits
1See “Guide to Electives” on page 102 for list of choices.

ACCOUNTING INFORMATION MANAGEMENT
Bachelor of Business Administration | 120 credits | ACCT BBA

The Bachelor of Business Administration – Accounting degree from Davenport combines the development of expertise and technical skills with the communications, teamwork, and leadership skills expected of today’s accounting business management professional. Students learn to develop and maintain accounting records, prepare financial statements, and begin to use accounting information as a decision-making tool. Intermediate and advanced courses focus on an in-depth, topical study of accounting processes and reporting, including Generally Accepted Accounting Principles (GAAP) and financial statement presentation and analyses. Cost accounting, budgeting, and individual and corporate tax courses enhance the student’s professional knowledge, analytical skills and problem-solving abilities. Interlacing accounting coursework at all levels is the understanding and use of accounting information systems technology.

Foundations of Excellence 39 credits
COMMI20  Presentation Techniques 3
ECON200  Microeconomics 3
ECON201  Macroeconomics 3
ENGL109  Composition 3
ENGL110  Advanced Composition 3
ENGL311  Professional Writing 3
FRSM100  Career and Education Seminar or (if exempt) 3
Open Electives 1 3
MATH120  College Mathematics 3
MATH320  Introduction to Statistics 3
SOCSC201  Diversity in Society 3
Humanities Electives 1 3
Social Science Electives 1 3
Science/Math Electives 1 3

Foundations of Business 32 credits
ACCT201  Accounting Foundations I 4
ACCT202  Accounting Foundations II 4
BUSN121  Microcomputer Applications: Spreadsheets 3
BUSN120  Introduction to Business 3
BUSN121  Professional Ethics 3
CISPI01  Computer Foundations 3
FINC211  Corporate Finance 3
LEGL210  Business Law Foundations 3
MGMT211  Management Foundations 3
 MKTG211  Marketing Foundations 3
include a minimum 2.75 grade point average (GPA) overall and in the major courses. Both the BBA and MBA degrees are awarded upon completion of the program.

**Preadmission Requirements:**

- Application made after completion of 90 credit hours in the Accounting Information Management program with a 2.75 GPA overall and in major courses.
- GMAT exam score submission.
- Two letters of professional recommendation.
- Interview with appropriate MBA personnel if required.

### Foundations of Excellence 39 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ECON200</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON201</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL311</td>
<td>Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>FRSM100</td>
<td>Career and Education Seminar or (if exempt) Open Electives</td>
<td>3</td>
</tr>
<tr>
<td>MATH120</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH320</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SOCS201</td>
<td>Diversity in Society</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Electives</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social Science Electives</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Science/Math Electives</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

### Foundations of Business 32 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT201</td>
<td>Accounting Foundations I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT202</td>
<td>Accounting Foundations II</td>
<td>4</td>
</tr>
<tr>
<td>BIT5211</td>
<td>Microcomputer Applications: Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>BUSN120</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CISP101</td>
<td>Computer Foundations</td>
<td>3</td>
</tr>
<tr>
<td>FINC211</td>
<td>Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>LEGL210</td>
<td>Business Law Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MGMT211</td>
<td>Management Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MKTG211</td>
<td>Marketing Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MGMT420</td>
<td>Corporate Governance and Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Major 76 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT213</td>
<td>Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT220</td>
<td>Accounting Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>ACCT301</td>
<td>Intermediate Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT302</td>
<td>Intermediate Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACCT315</td>
<td>Federal Taxation I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT320</td>
<td>Auditing and Assurance Services</td>
<td>3</td>
</tr>
<tr>
<td>ACCT350</td>
<td>Accounting Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACCT415</td>
<td>Advanced Accounting Topics</td>
<td>3</td>
</tr>
<tr>
<td>ACCT420</td>
<td>Government/Not-for-Profit Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT495</td>
<td>Accounting Issues and Research</td>
<td>4</td>
</tr>
<tr>
<td>MGMT420</td>
<td>Corporate Governance and Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Graduate Level courses 40 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT600</td>
<td>Professional Accountancy Seminar</td>
<td>1</td>
</tr>
<tr>
<td>ACCT640</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT650</td>
<td>CPA Responsibilities and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>ACCT730</td>
<td>Taxation Corporations and Trust</td>
<td>3</td>
</tr>
<tr>
<td>ECON625</td>
<td>Managerial Economics</td>
<td>3</td>
</tr>
<tr>
<td>FINC620</td>
<td>Financial Management</td>
<td>3</td>
</tr>
</tbody>
</table>
Honors Professional Accountancy Program
Bachelor of Business Administration
Accounting Concentration

HONORS PROFESSIONAL ACCOUNTANCY PROGRAM BBA/MBA

Honors Professional Accountancy Program
Bachelor of Business Administration
Accounting Concentration

Master of Business Administration | 150 credits |

HNACCT B/MBA

The Honors Professional Accountancy program provides students with the eligibility to sit for five professional accounting certification exams (CPA, CMA, CIA, CFE and CISA), along with giving special recognition on the transcript. Students in this program also have the opportunity to earn both the BBA in Accounting Information Management and the MBA with a concentration in Accounting in a five-year period. In addition, this program features selective admission with enrollment caps, dedicated faculty mentors assigned to each student, required experiential learning as part of the curriculum, and cohorts for all accounting coursework.

Preadmission Requirements:

- Letter of application may be submitted but will not be considered until after completion of 30 credit hours with a 3.25 GPA overall and in major courses.
- Completion of ACCT202 with a B+ or higher or the transfer of ACCT202 with a B+ or higher.
- Two letters of reference.
- Committee interview (committee will be comprised of the Associate Dean in charge of Accounting and Finance, the Accounting Honors Program Director, and the Department Coordinator for Accounting and Finance at the respective site of application.)

Continued Enrollment Requirements:

- Maintenance of 3.0 GPA overall and in major courses.
- GMAT exam (taken after successful completion of 90 credit hours) prior to beginning graduate-level coursework.

Open Electives | 3 credits

For 600/700-level course descriptions, please see the Course Descriptions section of the Graduate Catalog or search for them on the University website www.davenport.edu.

See “Guide to Electives” on page 102 for list of choices.

Foundations of Excellence | 39 credits

- COMM120 Presentation Techniques | 3
- ECON200 Microeconomics | 3
- ECON201 Macroeconomics | 3
- ENGL109 Composition | 3
- ENGL110 Advanced Composition | 3
- ENGL311 Professional Writing | 3
- FRSM100 Career and Education Seminar or (if exempt) Open Electives | 3
- MATH120 College Mathematics | 3
- MATH320 Introduction to Statistics | 3
- SOSC201 Diversity in Society | 3
- Humanities Electives | 3
- Social Science Electives | 3
- Science/Math Electives | 3

Foundations of Business | 32 credits

- ACCT201 Accounting Foundations I | 4
- ACCT202 Accounting Foundations II | 4
- BITS211 Microcomputer Applications: Spreadsheets | 3
- CISP101 Computer Foundations | 3
- LEGL210 Business Law Foundations | 3
- BUSN210 Introduction to Business | 3
- MGMT211 Management Foundations | 3
- MKTG211 Marketing Foundations | 3
- BUSN210 Professional Ethics | 3

Major | 77 credits

- ACCT213 Cost Accounting | 3
- ACCT301 Intermediate Accounting I | 4
- ACCT302 Intermediate Accounting II | 4
- ACCT315 Federal Taxation I | 3
- ACCT316 Federal Taxation II | 3
- ACCT320 Auditing and Assurance Services | 3
- ACCT415 Advanced Accounting Topics | 3
- ACCT420 Government/Not-for-Profit Accounting | 3
- ACCT490 Accounting Internship | 3
- HNRS301-306 Honors Accountancy Projects | 0
- IASS221 Security Foundations | 3
- IASS332 Authentication and Audits | 3
- MGMT420 Corporate Governance and Ethics | 3

Graduate Level courses | (39 credits)

- ACCT640 Managerial Accounting | 3
- ACCT650 CPA Responsibilities and Ethics | 3
- ACCT750 Information Systems Auditing | 3
- ACCT760 Internal Controls and Legal Issues | 3
- ECON625 Managerial Economics | 3
- FINC620 Financial Management | 3
- MGMT645 Org. Development and Culture | 3
- MGMT650 Business Analysis | 3
- MGMT755 Strategic Planning and Management | 3
- MISG620 Accounting Information Systems | 3
- MKTG610 Marketing Strategies | 3

Capstone

- ACCT795 Accounting Research | 3
- CAPS799 Capstone Experience | 3
Open Electives  2 credits

For 600/700-level course descriptions, please see the Course Descriptions section of the Graduate Catalog or search for them on the University website www.davenport.edu.

1See “Guide to Electives” on page 102 for list of choices.

APPLIED BUSINESS

Bachelor of Business Administration | 120 credits |
APPL BUS BBA

This program is specifically designed for those who have already attained an applied associate's degree. The distinctive feature of this program is its recognition of the expertise evidenced by the associate's degree. This associate's degree may be obtained at any accredited community college, junior college, or other institution that grants associate's degrees. Credits earned toward the associate's degree will then be accepted at Davenport University under the following conditions:

1. The applied associate’s degree must include at least 24 semester hours (36 quarter hours) in a suitable major area of study not currently offered at Davenport University.

2. The 24 semester hours (36 quarter hours) can only be used as transfer credits in the specialty area of the BBA major.

3. All credits toward an associate's degree up to 64 semester hours (96 quarter hours) will be accepted.

4. Semester hours beyond 64 (96 quarter hours) will be accepted only if
   a. They are equivalent to a Foundations of Excellence requirement or elective at Davenport;
   b. They are equivalent to Foundations of Business courses at Davenport; or
   c. They are an acceptable substitute, as determined by the deans or registrar, for either a Foundations of Excellence or Foundations of Business requirement.

5. Students must take a minimum of 30 semester hours at Davenport to fulfill residency requirements. This includes at least 15 semester hours of their Foundations of Business requirements and the BUSN495 Business Planning Capstone course at Davenport.

<table>
<thead>
<tr>
<th>Foundations of Excellence</th>
<th>39 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
</tr>
<tr>
<td>ECON200</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>ECON201</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
</tr>
<tr>
<td>ENGL311</td>
<td>Professional Writing</td>
</tr>
<tr>
<td>FRSM100</td>
<td>Career and Education Seminar or (if exempt) Open Electives</td>
</tr>
<tr>
<td>MATH120</td>
<td>College Mathematics</td>
</tr>
<tr>
<td>MATH320</td>
<td>Introduction to Statistics</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Diversity in Society</td>
</tr>
<tr>
<td>Humanities Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

Social Science Electives | 3 |
Science/Math Electives | 3 |

Foundations of Business  32 credits

| ACCT201                  | Accounting Foundations I | 4 |
| ACCT202                  | Accounting Foundations II | 4 |
| BIT211                   | Microcomputer Applications: Spreadsheets | 3 |
| BUSN120                  | Introduction to Business | 3 |
| BUSN210                  | Professional Ethics | 3 |
| CISP101                  | Computer Foundations | 3 |
| FINC211                  | Corporate Finance | 3 |
| LEGL210                  | Business Law Foundations | 3 |
| MGMT211                  | Management Foundations | 3 |
| MKTG211                  | Marketing Foundations | 3 |

Major  40 credits

Specialty courses comprising the major area of the associate's degree

| BUSN403                  | Business Research | 3 |
| BUSN495                  | Business Planning Capstone | 4 |
| FINC235                  | Financial Analysis for Business Managers | 3 |
| GPMT350                  | Principles of Project Management | 3 |
| MGMT400                  | Leadership Development | 3 |

Open Electives  9 credits

This degree program may not be used as part of a double major.

1See “Guide to Electives” on page 102 for list of choices.

BUSINESS PROFESSIONAL STUDIES

Bachelor of Business Administration | 120 credits |
BUS PROF BBA

The Business Professional Studies degree prepares students to enter either the business or government sectors as general managers. Presented with learning opportunities ranging from lecture and textbook study to case analysis and business simulations, students are grounded in the fundamentals of business, with emphasis on critical thinking and problem solving. The substantial number of elective courses allows students to tailor this degree program to individual career objectives.

<table>
<thead>
<tr>
<th>Foundations of Excellence</th>
<th>39 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
</tr>
<tr>
<td>ECON200</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>ECON201</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
</tr>
<tr>
<td>ENGL311</td>
<td>Professional Writing</td>
</tr>
<tr>
<td>FRSM100</td>
<td>Career and Education Seminar or (if exempt) Open Electives</td>
</tr>
<tr>
<td>MATH120</td>
<td>College Mathematics</td>
</tr>
<tr>
<td>MATH320</td>
<td>Introduction to Statistics</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Diversity in Society</td>
</tr>
<tr>
<td>Humanities Electives</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Electives</td>
<td>3</td>
</tr>
<tr>
<td>Science/Math Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

www.davenport.edu 15
## FOUNDATIONS OF BUSINESS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT201</td>
<td>Accounting Foundations I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT202</td>
<td>Accounting Foundations II</td>
<td>4</td>
</tr>
<tr>
<td>BITS211</td>
<td>Microcomputer Applications: Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>BUSN210</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CISPI01</td>
<td>Computer Foundations</td>
<td>3</td>
</tr>
<tr>
<td>FINC211</td>
<td>Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>LEGL210</td>
<td>Business Law Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MGMT211</td>
<td>Management Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MKTG211</td>
<td>Marketing Foundations</td>
<td>3</td>
</tr>
</tbody>
</table>

### MAJOR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN403</td>
<td>Business Research</td>
<td>3</td>
</tr>
<tr>
<td>BUSN495</td>
<td>Business Planning Capstone</td>
<td>4</td>
</tr>
<tr>
<td>FINC235</td>
<td>Financial Analysis for Business Managers</td>
<td>3</td>
</tr>
<tr>
<td>HRMG213</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT321</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGMT335</td>
<td>Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>3MGMT400</td>
<td>Leadership Development</td>
<td>3</td>
</tr>
<tr>
<td>MGMT440</td>
<td>Strategic Management</td>
<td>3</td>
</tr>
</tbody>
</table>

*Choose 6 (six) credits from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN225</td>
<td>International Business</td>
<td>3</td>
</tr>
<tr>
<td>GPMT350</td>
<td>Principles of Project Management</td>
<td>3</td>
</tr>
<tr>
<td>HRMG313</td>
<td>Staffing Organizations</td>
<td>3</td>
</tr>
<tr>
<td>HRMG431</td>
<td>Negotiation and Dispute Resolution</td>
<td>3</td>
</tr>
<tr>
<td>LEGL401</td>
<td>Employment and Labor Law</td>
<td>3</td>
</tr>
<tr>
<td>MKTG320</td>
<td>Marketing of Services</td>
<td>3</td>
</tr>
<tr>
<td>MKTG404</td>
<td>Business-to-Business Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKTG430</td>
<td>Product Development and Management</td>
<td>3</td>
</tr>
</tbody>
</table>

### OPEN ELECTIVES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH320</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Diversity in Society</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Electives</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Social Science Electives</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Science/Math Electives</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

## FINANCE

### BACHELOR OF BUSINESS ADMINISTRATION | 120 CREDITS |

### FINANCE BBA

The Finance BBA is designed to prepare students for professional positions in industry and in financial planning. Students completing this degree should be able to analyze, formulate, evaluate and select appropriate ethical recommendations for finance-related problems. The analysis of market trends and conditions and relationship to individual job situations will also be emphasized. In addition, this finance program provides the foundation for an MBA degree program.

### FOUNDATIONS OF EXCELLENCE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ECON200</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON201</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL311</td>
<td>Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>FRSM100</td>
<td>Career and Education Seminar or (if exempt)</td>
<td>3</td>
</tr>
<tr>
<td>Open Electives</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>MATH120</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

## HUMAN RESOURCE MANAGEMENT

### BACHELOR OF BUSINESS ADMINISTRATION | 120 CREDITS |

### HRMG BBA

Students gain skills in human resource management fundamentals through broad exposure to various human resource topics in a learning environment that balances textbook theory with real-world management application. Through varied learning methodologies, students are exposed to a range of human resource career opportunities with emphasis on the strategic role of human resources in today's business world.
By combining the two degrees, students benefit from the depth and breadth of the coordinated course offerings. While the bachelor’s degree focuses on the fundamentals of human resource management with emphasis on skill-building and real-world application, the master’s degree concentrates on the strategic role of human resource management. A cross-functional strategic approach combined with application-based problem solving provides learning depth in the disciplines of compensation and international human resource management, as well as organizational management.

Both degrees will be awarded with the completion of the 150 credit hour program.

Preadmission Requirements:

- Application to the BBA/MBA 150 credit program can be made after completion of all Foundations of Business courses AND all 200-300 major-area courses in the Bachelor of Business Administration in Human Resource Management program, BUT prior to the scheduling of MBA course credits.

- Overall GPA of 3.0, which must include major-area coursework.

- GMAT exam score submission.

- Completed application for the MBA Program.

- Resume.

- Two letters of professional recommendation.

- Interview with appropriate MBA personnel (if required).

- Certified by the Human Resource Certification Institute (HRCI) as either a student-level designated Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR).

The MBA selection committee will review the application once all preadmission requirements have been met.
CISPI01  Computer Foundations  3  
FINC211  Corporate Finance  3  
LEGL210  Business Law Foundations  3  
MGMT211  Management Foundations  3  
MKTG211  Marketing Foundations  3  

Major  73 credits  
BUSN225  International Business  3  
GPMT350  Principles of Project Management  3  
HRMG213  Human Resource Management  3  
HRMG313  Staffing Organizations  3  
HRMG314  Managing Change in Organizations  3  
HRMG350  Training for Organizations  3  
HRMG431  Negotiation and Dispute Resolution  3  
HRMG433  Compensation Administration  3  
HRMG453  Strategic Human Resources  4  
HRMG490*  Human Resource Management Internship  3  
HRMG499*  Certified Professional Human Resource Management Preparation  3  
LEGL401  Employment and Labor Law  3  
MGMT321  Organizational Behavior  3  
MGMT420  Corporate Governance and Ethics  3  

Graduate Level courses (30 credits)  
ECON625  Managerial Economics  3  
FINC720  Finance of Compensation/Benefits  3  
HRMG715  International Human Resources  3  
HRMG730  Public Policy/Administrative Law  3  
HRMG750  Organizational Training/Development  3  
HRMG770  Advanced Problem Solving in Human Resource Management  3  
MGMT650  Business Analysis  3  
MGMT725  Effective Leadership  3  
MGMT755  Strategic Planning/Management  3  

Capstone  
CAP5790  Capstone Internship or  3  
CAP5799  Capstone Experience  3  

Open Electives  6 credits  
*Successful completion of the Human Resource Management Internship is required as part of the degree and cannot be waived.  

For 600/700-level course descriptions, please see the Course Descriptions section of the Graduate Catalog or search for them on the University website www.davenport.edu.  
1See “Guide to Electives” on page 102 for list of choices.  

INTERNATIONAL BUSINESS  

Bachelor of Business Administration | 120 credits | INT BUS BBA  

The International Business curriculum prepares students to meet the challenges of the global workplace. Varied learning methodologies focus on enhancing business fundamentals with the skills to manage cultural, social and linguistic diversity. Successful students will acquire the comprehensive perspective, critical thinking and problem solving expertise essential for international business operations.  

Foundations of Excellence  39 credits  
COMM120  Presentation Techniques  3  
ECON200  Microeconomics  3  
ECON201  Macroeconomics  3  
ENGL109  Composition  3  
ENGL110  Advanced Composition  3  
ENGL311  Professional Writing  3  
FRSM100  Career and Education Seminar or (if exempt) Open Electives  3  
MATH120  College Mathematics  3  
MATH320  Introduction to Statistics  3  
SOSC201  Diversity in Society  3  
Humanities Electives  1  Social Science Electives  1  Science/Math Electives  3  3  

Foundations of Business  32 credits  
ACCT201  Accounting Foundations I  4  
ACCT202  Accounting Foundations II  4  
BITS211  Microcomputer Applications: Spreadsheets  3  
BUSN120  Introduction to Business  3  
BUSN210  Professional Ethics  3  
CISPI01  Computer Foundations  3  
FINC211  Corporate Finance  3  
LEGL210  Business Law Foundations  3  
MGMT211  Management Foundations  3  
MKTG211  Marketing Foundations  3  

Major  43 credits  
Foreign Language***  6  
BUSN225  International Business  3  
BUSN403  Business Research  3  
BUSN495  Business Planning Capstone  4  
FINC235  Financial Analysis for Business Managers  3  
FINC320  International Finance  3  
GPMT350  Principles of Project Management  3  
HRMG213  Human Resource Management  3  
LEGL320  International Business Law  3  
MGMT330  International Management  3  
MGMT440  Strategic Management  3  
MGMT490+  Management Internship or  3  
SABR381+  Student Abroad Experience  3  
MKTG421  International Marketing  3  

Open Electives  6 credits  
*Recommended humanities elective is HUMN301 Global Perspective.  
**Recommended social science elective is SOSC241 World Regional Geography.  
***Non-native speakers of English (individuals whose language of birth is other than English) and native English speakers who have a basic competency (two semesters) in a second language should discuss possible foreign language course alternatives with their academic advisor.  
+ Study Abroad or Internship requirement: While students are encouraged to complete a University-approved study abroad program, there may be extraordinary conditions where this requirement cannot be met. Thus, the student may apply to meet this requirement by completing an internship assignment with a site-approved organization that does business globally. In electing the internship option, the student agrees to adhere to all the Internship Guidelines and processes required of Davenport University. Successful completion of either the Study Abroad Experience or the International
**Business Internship** is required as part of the degree and cannot be waived. Applications for an internship in lieu of the study abroad require approval by the appropriate associate dean or Dean of the School of Business prior to beginning the internship.

1See “Guide to Electives” on page 102 for list of choices.

### MANAGEMENT

**Bachelor of Business Administration | 120 credits | MGMT BBA**

Management students gain skills in business fundamentals and specific management disciplines in a learning environment that balances textbook theory with real-world management application. Through varied learning methodologies, students are exposed to a wide range of management opportunities with emphasis on critical thinking and problem solving. Graduates earn a Bachelor of Business Administration degree with a major in Management and an elective specialty in Financial Management, Global Project Management, Governance and Leadership, or Entrepreneurship.

#### Foundations of Excellence [39 credits]

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ECON200</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON201</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL311</td>
<td>Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>FRSM100</td>
<td>Career and Education Seminar or (if exempt) Open Electives</td>
<td>3</td>
</tr>
<tr>
<td>MATH120</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH320</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SOCS201</td>
<td>Diversity in Society</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Electives</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social Science Electives</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Science/Math Electives</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

#### Foundations of Business [32 credits]

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT201</td>
<td>Accounting Foundations I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT202</td>
<td>Accounting Foundations II</td>
<td>4</td>
</tr>
<tr>
<td>BICT211</td>
<td>Microcomputer Applications: Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>BUSN120</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CISP101</td>
<td>Computer Foundations</td>
<td>3</td>
</tr>
<tr>
<td>FINC211</td>
<td>Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>LEGL210</td>
<td>Business Law Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MGMT211</td>
<td>Management Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MKTG211</td>
<td>Marketing Foundations</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Major [37-40 credits]

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN225</td>
<td>International Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN403</td>
<td>Business Research</td>
<td>3</td>
</tr>
<tr>
<td>BUSN495</td>
<td>Business Planning Capstone</td>
<td>4</td>
</tr>
<tr>
<td>FINC235</td>
<td>Financial Analysis for Business Managers</td>
<td>3</td>
</tr>
<tr>
<td>GPMT350</td>
<td>Principles of Project Management</td>
<td>3</td>
</tr>
<tr>
<td>HRMG213</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT321</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGMT357</td>
<td>Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT440</td>
<td>Strategic Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Plus 3 (three) upper level Management electives [MGMT] or choose a Specialty:

#### Entrepreneurship Specialty [MENT] [9 credits]

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINC223</td>
<td>Entrepreneurial Finance</td>
<td>3</td>
</tr>
<tr>
<td>MKTG520</td>
<td>Marketing of Services</td>
<td>3</td>
</tr>
<tr>
<td>MKTG522</td>
<td>Internet Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Financial Management Specialty [MGPN] [9 credits]

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT213</td>
<td>Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>FINC212</td>
<td>Advanced Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>FINC220</td>
<td>Money and Banking</td>
<td>3</td>
</tr>
</tbody>
</table>

#### NEW Global Project Management Specialty [CTGT] [12 credits]

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPMT385</td>
<td>Special Topics: Global Project Management</td>
<td>3</td>
</tr>
<tr>
<td>GPMT400</td>
<td>Resource Management of Projects</td>
<td>3</td>
</tr>
<tr>
<td>GPMT410</td>
<td>Global Sourcing for Projects</td>
<td>3</td>
</tr>
<tr>
<td>GPMT445</td>
<td>Simulation/Case Study in Project Management</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Governance and Leadership Specialty [MGGL] [9 credits]

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRMG314</td>
<td>Managing Change in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>MGMT400</td>
<td>Leadership Development</td>
<td>3</td>
</tr>
<tr>
<td>MGMT420</td>
<td>Corporate Governance and Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

Open Electives [9-12 credits]

1See “Guide to Electives” on page 102 for list of choices.

### NEW STRATEGIC MANAGEMENT

#### Strategic Management

**Bachelor of Business Administration**

**Strategic Management Concentration**

**Master of Business Administration | 150 credits | STRMGT/B/MBA**

This program provides students with the opportunity to earn a Bachelor of Business Administration in Management combined with a Master of Business Administration, with a concentration in Strategic Management.

The MBA program in Strategic Management is designed to give individuals the skills necessary to advance in their field. By combining the two degrees, students benefit from the depth and breadth of the coordinated course offerings. While the bachelor’s degree focuses on business fundamentals and specific management disciplines in a learning environment that balances textbook theory with real-world management application, the master’s degree focuses on strategic decision-making skills essential to corporate success in both the private and public sectors.

Requirements, detailed below, include a minimum of 3.0 GPA overall and in major courses.

Both degrees will be awarded with the completion of the 150 credit hour program.

#### Preadmission Requirements:

- Application to the BBA/MBA 150 credit program can be made after completion of all Foundations of Excellence and Foundation of Business courses AND all 200-300 major-area courses in the Bachelor of Business Administration in Management program.
- Overall GPA of 3.0, which must include major-area coursework.

www.davenport.edu
BUSN403 Business Research must be completed before enrolling in MGMT 650 Business Analysis.

BUSN495 Business Planning Capstone must be completed before enrolling in MBA 700 level courses.

All 39 MBA credits must be completed at Davenport University.

MGMT 399 Certified Manager Preparation course cannot be substituted.

Official GMAT exam score submission.

Completed application for the MBA Program.

Resume.

Two letters of professional recommendation.

Interview with appropriate MBA personnel, if required.

The MBA selection committee will review the application once all preadmission requirements have been met.

Foundations of Excellence (39 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ECON200</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON201</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL313</td>
<td>Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>FRSM100</td>
<td>Career and Education Seminar or (if exempt) Open Elective</td>
<td>3</td>
</tr>
<tr>
<td>MATH120</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH320</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SOSC200</td>
<td>Diversity in Society</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Electives</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social Science Electives</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Science/Math Electives</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Foundations of Business (32 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT201</td>
<td>Accounting Foundations I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT202</td>
<td>Accounting Foundations II</td>
<td>4</td>
</tr>
<tr>
<td>BIT521I</td>
<td>Microcomputer Applications: Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>BUSN210</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN290</td>
<td>Professional Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CISP101</td>
<td>Computer Foundations</td>
<td>3</td>
</tr>
<tr>
<td>FINC211</td>
<td>Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>LEGL210</td>
<td>Business Law Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MGMT211</td>
<td>Management Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MKTG211</td>
<td>Marketing Foundations</td>
<td>3</td>
</tr>
</tbody>
</table>

Major (76 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN225</td>
<td>International Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN403</td>
<td>Business Research</td>
<td>3</td>
</tr>
<tr>
<td>BUSN495</td>
<td>Business Planning Capstone</td>
<td>4</td>
</tr>
<tr>
<td>FINC235</td>
<td>Financial Analysis for Business Managers</td>
<td>3</td>
</tr>
<tr>
<td>HRMG213</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>GPMT350</td>
<td>Principles of Project Management or</td>
<td>3</td>
</tr>
<tr>
<td>HRMG431</td>
<td>Negotiation and Dispute Resolution</td>
<td>3</td>
</tr>
<tr>
<td>MGMT321</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGMT399</td>
<td>Certified Manager Preparation</td>
<td>3</td>
</tr>
<tr>
<td>MGMT400</td>
<td>Leadership Development</td>
<td>3</td>
</tr>
<tr>
<td>MGMT440</td>
<td>Strategic Management</td>
<td>3</td>
</tr>
</tbody>
</table>

MGMT490 | Management Internship* or                  | 3       |
| SABR381     | Study Abroad*                              | 3       |
| Choose one (3 credits) of the following:  |          |
| MGMT330     | International Management                   | 3       |
| MGMT357     | Operations Management                      | 3       |

Graduate Level courses (39 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 640</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ECON625</td>
<td>Managerial Economics</td>
<td>3</td>
</tr>
<tr>
<td>FINC 620</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>HRMG700</td>
<td>Managing Human Resources</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 645</td>
<td>Organizational Development and Culture</td>
<td>3</td>
</tr>
<tr>
<td>MGMT650</td>
<td>Business Analysis</td>
<td>3</td>
</tr>
<tr>
<td>MGMT725</td>
<td>Effective Leadership</td>
<td>3</td>
</tr>
<tr>
<td>MGMT735</td>
<td>Managing Projects</td>
<td>3</td>
</tr>
<tr>
<td>MGMT745</td>
<td>Operations and Quality Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT755</td>
<td>Strategic Planning/Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT780</td>
<td>Global Business Strategies</td>
<td>3</td>
</tr>
<tr>
<td>MKTG610</td>
<td>Marketing Strategies</td>
<td>3</td>
</tr>
</tbody>
</table>

Capstone

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPS799</td>
<td>Capstone Experience or</td>
<td>3</td>
</tr>
<tr>
<td>CAPS790</td>
<td>Capstone Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

Open Electives (3 credits)

*Study Abroad or Internship requirement: Student may elect either a University-approved study abroad opportunity or an internship assignment with a site-approved organization that does business globally. In electing the internship option, the student agrees to adhere to all the Internship Guidelines and processes required of Davenport University. Successful completion of either the Study Abroad Experience or the International Business Internship is required as part of the degree and cannot be waived.

For 600/700-level course descriptions, please see the Course Descriptions section of the Graduate Catalog or search for them on the University website www.davenport.edu.

1See “Guide to Electives” on page 102 for list of choices.

MARKETING

Bachelor of Business Administration | 120 credits |

MKTG BBA

Marketing students gain skills in business fundamentals and specific marketing disciplines in a learning environment that balances textbook theory with real-world marketing application. Students become familiar with the marketing functions and processes that deliver customer value, enhance customer relationships and benefit organizations and their stakeholders. Varied learning methodologies that emphasize critical thinking, problem solving and ethical decision-making prepare students for the marketing challenges of today’s global environment. Graduates earn a Bachelor of Business Administration degree with a major in Marketing and an elective specialty in Business-to-Business, Advertising and Promotion, Entrepreneurship, or Sport Marketing.

Foundations of Excellence (39 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ECON200</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON201</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL313</td>
<td>Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>FRSM100</td>
<td>Career and Education Seminar or (if exempt) Open Elective</td>
<td>3</td>
</tr>
<tr>
<td>MATH120</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH320</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SOSC200</td>
<td>Diversity in Society</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Electives</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social Science Electives</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Science/Math Electives</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>ENGL331</td>
<td>Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>FRSM100</td>
<td>Career and Education Seminar or (if exempt)</td>
<td>3</td>
</tr>
<tr>
<td>MATH205</td>
<td>Open Electives</td>
<td>3</td>
</tr>
<tr>
<td>MATH320</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>Humanities Electives</td>
<td>3</td>
</tr>
<tr>
<td>Social</td>
<td>Social Science Electives</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>Science/Math Electives</td>
<td>3</td>
</tr>
<tr>
<td>Foundations of Business</td>
<td>32 credits</td>
<td>3</td>
</tr>
<tr>
<td>ACCT201</td>
<td>Accounting Foundations I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT202</td>
<td>Accounting Foundations II</td>
<td>4</td>
</tr>
<tr>
<td>Bits211</td>
<td>Microcomputer Applications: Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>BUSN210</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CSP101</td>
<td>Computer Foundations</td>
<td>3</td>
</tr>
<tr>
<td>FINC211</td>
<td>Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>LEGL210</td>
<td>Business Law Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MGMT211</td>
<td>Management Foundations</td>
<td>3</td>
</tr>
<tr>
<td>Mktg211</td>
<td>Marketing Foundations</td>
<td>3</td>
</tr>
<tr>
<td>Major</td>
<td>37-40 credits</td>
<td></td>
</tr>
<tr>
<td>BUSN225</td>
<td>International Business</td>
<td>3</td>
</tr>
<tr>
<td>GPM7350</td>
<td>Principles of Project Management</td>
<td>3</td>
</tr>
<tr>
<td>Mktg212</td>
<td>Professional Selling</td>
<td>3</td>
</tr>
<tr>
<td>Mktg213</td>
<td>Advertising Foundations</td>
<td>3</td>
</tr>
<tr>
<td>Mktg330</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>Mktg412</td>
<td>Marketing Research</td>
<td>3</td>
</tr>
<tr>
<td>Mktg421</td>
<td>International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Mktg430</td>
<td>Product Development and Management</td>
<td>3</td>
</tr>
<tr>
<td>Mktg441</td>
<td>Strategic Marketing</td>
<td>4</td>
</tr>
<tr>
<td>Plus three marketing electives [Mktg] or choose one of the following specialties:</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Advertising and Promotion Specialty [MKAP]</td>
<td>(9 credits)</td>
<td>2</td>
</tr>
<tr>
<td>Mktg306</td>
<td>Creative Strategies</td>
<td>3</td>
</tr>
<tr>
<td>Mktg314</td>
<td>Media Planning</td>
<td>3</td>
</tr>
<tr>
<td>Mktg420</td>
<td>Integrated Communications Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>Business-to-Business Specialty [MKBB]</td>
<td>(9 credits)</td>
<td>2</td>
</tr>
<tr>
<td>Mktg305</td>
<td>Sales Management</td>
<td>3</td>
</tr>
<tr>
<td>Mktg311</td>
<td>Channel Strategies</td>
<td>3</td>
</tr>
<tr>
<td>Mktg401</td>
<td>Business-to-Business Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Entrepreneurship Specialty* [MENT]</td>
<td>(9 credits)</td>
<td>2</td>
</tr>
<tr>
<td>FinC223</td>
<td>Entrepreneurial Finance</td>
<td>3</td>
</tr>
<tr>
<td>Mktg320</td>
<td>Marketing of Services</td>
<td>3</td>
</tr>
<tr>
<td>Mktg322</td>
<td>Internet Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Sport Marketing Specialty ** [MKSP]</td>
<td>(12 credits)</td>
<td>2</td>
</tr>
<tr>
<td>Mktg214</td>
<td>Sport Management Foundations</td>
<td>3</td>
</tr>
<tr>
<td>Mktg223</td>
<td>Sports in Society</td>
<td>3</td>
</tr>
<tr>
<td>Mktg215</td>
<td>Sport Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Mktg350</td>
<td>Sport Advertising and Promotion</td>
<td>3</td>
</tr>
<tr>
<td>Open Electives</td>
<td>9-12 credits</td>
<td>2</td>
</tr>
</tbody>
</table>

* It is strongly recommended that students choosing the Entrepreneurship Specialty take BUSN495 Business Planning Capstone as open elective credit.

** It is strongly recommended that students choosing the Sport Marketing Specialty take Mktg400 Sport Management Internship as open elective credit.

1See “Guide to Electives” on page 102 for list of choices.

---

### PARALEGAL STUDIES

**Bachelor of Science | 120 credits | PARALGL BS**

The American Bar Association (ABA)-approved Bachelor of Science degree in Paralegal Studies builds upon the foundation developed in the Associate of Science degree program and provides the opportunity for further study in the areas of litigation, computer applications and legal specialties. The degree will prepare students to successfully perform the duties required of a paralegal through studies that focus on effective communication skills, critical thinking, litigation procedures, computer applications for law offices, ethics and various legal specialties. Although the paralegal plays a key role in providing legal services to clients, only attorneys may accept cases, give legal advice, represent clients in court, or provide other direct legal services to clients. The courses of the Bachelor of Science degree in Paralegal Studies provide valuable preparation for careers in law offices, government agencies, or other law-related settings.

### Foundations of Excellence | 39 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ECON200</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON201</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL105</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL311</td>
<td>Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH200</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH320</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>FRSM100</td>
<td>Career and Education Seminar or (if exempt) Open Electives</td>
<td>3</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Diversity in Society</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>Humanities Electives</td>
<td>3</td>
</tr>
<tr>
<td>Social</td>
<td>Social Science Electives</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>Science/Math Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

### Foundations of Business | 23 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT201</td>
<td>Accounting Foundations I</td>
<td>4</td>
</tr>
<tr>
<td>Bits210</td>
<td>Microcomputer Applications: Word Processing</td>
<td>4</td>
</tr>
<tr>
<td>Bits211</td>
<td>Microcomputer Applications: Spreadsheet</td>
<td>3</td>
</tr>
<tr>
<td>CSP101</td>
<td>Computer Foundations</td>
<td>3</td>
</tr>
<tr>
<td>LEGL210</td>
<td>Business Law Foundations</td>
<td>3</td>
</tr>
<tr>
<td>Mktg211</td>
<td>Management Foundations</td>
<td>3</td>
</tr>
<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

### Major | 39 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEGL101</td>
<td>Introduction to Paralegals</td>
<td>3</td>
</tr>
<tr>
<td>LEGL213</td>
<td>Torts</td>
<td>3</td>
</tr>
<tr>
<td>LEGL214</td>
<td>Legal Research and Writing</td>
<td>3</td>
</tr>
<tr>
<td>LEGL215</td>
<td>Litigation</td>
<td>3</td>
</tr>
<tr>
<td>LEGL220</td>
<td>Computers for Paralegals</td>
<td>3</td>
</tr>
<tr>
<td>LEGL301</td>
<td>Business Organizations</td>
<td>3</td>
</tr>
<tr>
<td>LEGL330</td>
<td>Interviewing and Investigation</td>
<td>3</td>
</tr>
<tr>
<td>LEGL415</td>
<td>Advanced Litigation</td>
<td>3</td>
</tr>
<tr>
<td>LEGL490</td>
<td>Paralegal BS Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

**Choose 12 credits from the following:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEGL204</td>
<td>Family Law</td>
<td>3</td>
</tr>
<tr>
<td>LEGL211</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>LEGL212</td>
<td>E-Commerce Law</td>
<td>3</td>
</tr>
<tr>
<td>LEGL230</td>
<td>Constitutional Law/Civil Liberties</td>
<td>3</td>
</tr>
<tr>
<td>LEGL300</td>
<td>Evidence and Criminal Procedure</td>
<td>3</td>
</tr>
</tbody>
</table>

www.davenport.edu 21
PUBLIC SAFETY AND SECURITY MANAGEMENT

Bachelor of Business Administration | 120 credits |

PSMG BBA

This program is specifically designed for students who have attained an applied associate's degree in the area of public safety or security administration. With the major courses of the associate degree serving as the application-based area of expertise in such disciplines as criminal justice, corrections or private security, students enrolled in the BBA in Public Safety and Security Management gain skills in business fundamentals, combined with specific areas of management study unique to the field of safety and security.

The distinct feature of this program is the body of coursework that aids in preparing individuals to assume leadership roles in the growing industry of public safety and private security.

The Program Guidelines:

- The associate degree must include at least 21 semester hours (32 quarter hours) within a suitable major area of study in public safety, including law enforcement, private security, corrections, criminal justice, fire science or emergency medical services.
- The 21 semester hours (32 quarter hours) can only be used as transfer credits in the specialty area of the BBA major.
- All credits toward an associate's degree up to 64 semester hours (96 quarter hours) will be accepted.
- Semester hours beyond 64 (96 quarter hours) will be accepted only if:
- They are equivalent to a Foundations of Excellence requirement or elective at Davenport; or
- They are equivalent to Foundations of Business courses at Davenport; or
- They are an acceptable substitute, as determined by the Registrar for either a Foundations of Excellence or Foundations of Business requirement.
- Students must take a minimum of 30 semester hours at Davenport to fulfill residency requirements, including at least 15 semester hours of their Foundations of Business requirements and the Strategic Public Safety and Security Management course (PSMG441).

The foundations of Excellence

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ECON200</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON201</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL311</td>
<td>Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>FRSM100</td>
<td>Career and Education Seminar or (if exempt)</td>
<td>3</td>
</tr>
<tr>
<td>MATH120</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH310</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Diversity in Society</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Electives</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Social Science Electives</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Science/Math Electives</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT201</td>
<td>Accounting Foundations I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT202</td>
<td>Accounting Foundations II</td>
<td>4</td>
</tr>
<tr>
<td>BITS221</td>
<td>Microcomputer Applications: Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>BUSN120</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CISP101</td>
<td>Computer Foundations</td>
<td>3</td>
</tr>
<tr>
<td>FINC211</td>
<td>Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>LEGL210</td>
<td>Business Law Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MGMT211</td>
<td>Management Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MKTG211</td>
<td>Marketing Foundations</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Open Electives</th>
<th>9 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended Electives (if not previously taken):</td>
<td></td>
</tr>
<tr>
<td>IAA5221</td>
<td>Security Foundations</td>
</tr>
<tr>
<td>PSMG211</td>
<td>Security Management Foundations</td>
</tr>
<tr>
<td>PSMG300</td>
<td>Emergency Preparedness/Homeland Security</td>
</tr>
</tbody>
</table>

1See “Guide to Electives” on page 102 for list of choices.

SERVICE MANAGEMENT AND MARKETING

Bachelor of Business Administration | 120 credits |

SRV MGT BBA

The Service Management and Marketing degree emphasizes the development of the strategic and practical skills necessary to meet the management challenges of the fast-growing 21st century service sector, including financial services, retailing, health care, governmental and not-for-profit organizations. Students will move from management and marketing fundamentals to advanced coursework focused on managing profitable customer relationships through the delivery of exceptional service. A combination of experiential learning tools, including case studies and simulations, will introduce students to the complexities unique to service organizations.

The Program Guidelines:

- The associate degree must include at least 21 semester hours (32 quarter hours) within a suitable major area of study in public safety, including law enforcement, private security, corrections, criminal justice, fire science or emergency medical services.
- The 21 semester hours (32 quarter hours) can only be used as transfer credits in the specialty area of the BBA major.
- All credits toward an associate's degree up to 64 semester hours (96 quarter hours) will be accepted.
- Semester hours beyond 64 (96 quarter hours) will be accepted only if:
- They are equivalent to a Foundations of Excellence requirement or elective at Davenport; or
- They are equivalent to Foundations of Business courses at Davenport; or
- They are an acceptable substitute, as determined by the Registrar for either a Foundations of Excellence or Foundations of Business requirement.
- Students must take a minimum of 30 semester hours at Davenport to fulfill residency requirements, including at least 15 semester hours of their Foundations of Business requirements and the Strategic Public Safety and Security Management course (PSMG441).
SPORT MANAGEMENT
Bachelor of Business Administration | 120 credits | SPRT

MG BBA

Students gain skills in business fundamentals and specific sport management disciplines in a learning environment that balances textbook theory with real-world business application. Through varied learning methodologies including an internship, students are exposed to the legal, regulatory, marketing and operational aspects of sport venue management. Graduates earn a Bachelor of Business Administration degree with a major in Sport Management.

FORENSIC ACCOUNTING CERTIFICATE

Post-Baccalaureate Certificate | 12 credits | FOR ACCT PBC

The Forensic Accounting Certificate** program presents accounting and auditing professionals with the opportunity to achieve new learning in the high-profile areas of financial fraud prevention, detection and investigation. Coursework will focus on financial statement fraud, asset theft and internal controls in both for-profit and non-profit organizations. This program is designed for the accounting/auditing professional with a bachelor’s degree in accounting or business and at least 12 months of practical experience.
Preadmission Requirements:
- 12 months of accounting, auditing or financial investigation experience (The professional experience must be evidenced within a current resume and approved by the location Department Coordinator with oversight responsibilities for Accounting/Finance).
- Completion of accounting or business bachelor’s degree.

Major 12 credits
ACCT780  Forensic Accounting  3
ACCT781  Asset Recovery/Legal Environment  3
ACCT782+ Conducting Accounting Fraud Exams  3
ACCT783+ Forensic Accounting Data Analysis  3

+ ACCT780 is a prerequisite.

** Must be accepted into either the Post-Baccalaureate Certificate or the MBA prior to enrolling in these courses. A maximum of three (3) of these courses may be used to fulfill the concentration within the MBA if they were completed as Post-Baccalaureate Certificate requirements.

For 600/700-level course descriptions, please see the Course Descriptions section of the Graduate Catalog or search for them on the University website www.davenport.edu.

HUMAN RESOURCE MANAGEMENT CERTIFICATE

Post-Baccalaureate Certificate | 25 credits | HRMG BPC
The Human Resource Management Certificate program is designed for working professionals who have obtained a bachelor’s degree in a business-related field and wish to strengthen their understanding of human resource management fundamentals. Through varied learning methodologies, the student is exposed to several disciplines within the profession of human resource management, with emphasis on the strategic role of human resources in today’s business world. The body of coursework is designed to align with the professional certification exams offered through the Human Resource Certification Institute in affiliation with the Society of Human Resource Managers (SHRM).

Preadmission Requirements:
- An undergraduate degree and the successful completion of management foundations and principles of business law, through either coursework or CLEP exams.

Major 25 credits
HRMG213  Human Resource Management  3
HRMG313  Staffing Organizations  3
HRMG314  Managing Change in Organizations  3
HRMG350  Training for Organizations  3
HRMG431  Negotiation and Dispute Resolution  3
HRMG433  Compensation Administration  3
HRMG453  Strategic Human Resources  4
LEGL401  Employment and Labor Law  3

PARALEGAL STUDIES CERTIFICATE

Post-Baccalaureate Certificate | 27 credits | PARALGL PBC
The American Bar Association (ABA)-approved Paralegal Certificate is designed for students who already have a bachelor’s degree and want to pursue a career as a paralegal. The certificate will prepare students to successfully perform the duties required of a paralegal, through studies that focus on effective communication skills, critical thinking, litigation procedures, computer applications for the law offices, ethics and various legal specialties. Although the paralegal plays a key role in providing legal services to clients, only attorneys may accept cases, give legal advice, represent clients in court, or provide other direct legal services to clients. The courses of the Post-Baccalaureate Certificate in Paralegal Studies provide valuable preparation for careers in law offices, government agencies, or other law-related settings.

Major 27 credits
LEGL101  Introduction to Paralegal Studies  3
LEGL210  Business Law Foundations  3
LEGL214  Legal Research and Writing  3
LEGL215  Litigation  3
LEGL220  Computers for Paralegals  3
LEGL415  Advanced Litigation  3
LEGL490  Paralegal BS Internship  3

Choose 6 credits from the following courses:
LEGL204  Family Law  3
LEGL211  Criminal Law  3
LEGL212  E-Commerce Law  3
LEGL213  Torts  3
LEGL230  Constitutional Law/Civil Liberties  3
LEGL300  Evidence and Criminal Procedure  3
LEGL301  Business Organizations  3
LEGL302  Real Estate and Probate Law  3
LEGL303  Bankruptcy Law  3
LEGL330  Interviewing and Investigation  3
LEGL401  Employment and Labor Law  3

*Students can select LEGL 212 or LEGL401, but not both, as electives.

ACCOUNTING

Associate of Business Administration | 64 credits | ACCT ABA
The Associate of Business Administration – Accounting courses at Davenport balance theoretical understanding with hands-on learning opportunities. Foundation courses introduce accounting theory and the business accounting cycle. Students learn to develop and maintain accounting records, prepare financial statements and begin to use accounting information as a decision-making tool.

Foundations of Excellence 21 credits
COMM120  Presentation Techniques  3
ECON200  Microeconomics  
OR
ECON201  Macroeconomics  3
ENGL109  Composition  3
ENGL110  Advanced Composition  3
FRSM100  Career and Education Seminar or (if exempt)
Open Elective\(^1\) 3

MATH120 College Mathematics 3
SOSC201 Diversity in Society 3

Foundations of Business 22 credits
ACCT201 Accounting Foundations I 4
BIT5211 Microcomputer Applications: Spreadsheets 3
BUSN120 Introduction to Business 3
BUSN210 Professional Ethics 3
CISP101 Computer Foundations 3
MGMT211 Management Foundations 3
MKTG211 Marketing Foundations 3

Major 21 credits
ACCT202 Accounting Foundations II 4
ACCT301 Intermediate Accounting I 4
ACCT302 Intermediate Accounting II 4
ACCT213 Cost Accounting 3
ACCT220 Accounting Information Technology 3
ACCT315 Federal Tax I 3

\(^1\)See “Guide to Electives” on page 102 for list of choices.

FINANCE
Associate of Business Administration | 62 credits |
FINANCE ABA
The Finance curriculum is designed to prepare students for entry-level positions in the field of finance and to build a foundation for further studies in finance and related fields. Students will be able to analyze corporate and individual financial statements as well as identify economic trends. Students will also be able to interpret, analyze and synthesize financial investment data and give appropriate recommendations. The associate program may also serve as the basis for transferring to a bachelor’s degree program.

Foundations of Excellence 21 credits
COMM120 Presentation Techniques 3
ECON200 Microeconomics 3
ECON201 Macroeconomics 3
ENGL109 Composition 3
ENGL110 Advanced Composition 3
FRSM100 Career and Education Seminar or (if exempt) Open Electives\(^1\) 3
MATH120 College Mathematics 3
SOSC201 Diversity in Society 3

Foundations of Business 22 credits
ACCT201 Accounting Foundations I 4
BIT5211 Microcomputer Applications: Spreadsheets 3
BUSN120 Introduction to Business 3
BUSN210 Professional Ethics 3
CISP101 Computer Foundations 3
MGMT211 Management Foundations 3
MKTG211 Marketing Foundations 3

Major 19 credits
ACCT202 Accounting Foundations II 4
FINC211 Corporate Finance 3
FINC215 Investment Planning 3
FINC220 Money and Banking 3
FINC221 Financial Analysis 3
LEGL210 Business Law Foundations 3

\(^1\)See “Guide to Electives” on page 102 for list of choices.

PARALEGAL STUDIES
Associate of Science | 62 credits | PARALGL AS
Davenport University’s American Bar Association (ABA)-approved Associate of Science in Paralegal Studies program prepares students to work in a law office, government agency, or other law-related setting, through studies that focus on effective communication skills, critical thinking, litigation procedures, computer applications for the law offices, ethics and various legal specialties. The student will benefit from classes that combine legal theory with a practical focus and will receive hands-on experience performing the types of tasks typically performed by paralegals. Although paralegals play a key role in providing legal services to clients, only attorneys may accept cases, give legal advice, represent clients in court, or provide other direct legal services to clients.

www.davenport.edu 25
MANAGEMENT
Associate of Business Administration | 64 credits | PSMG

An Associate of Business Administration – Public Safety and Security Management combines the fundamentals of general business with the principles of public safety and security. With a focus on foundation-level learning, students explore criminal justice theory, the legal system, and public safety and emergency procedures. Through varied learning methodologies, the graduates are exposed to a wide variety of public safety management situations with emphasis on critical thinking and problem solving.

PUBLIC SAFETY AND SECURITY MANAGEMENT

PUBLIC SAFETY
Diploma | 36 credits | SAFETY DIPL

The Public Safety diploma was developed to provide students with the state-required 15 semester-hour educational requirement for employment in the State of Michigan’s correctional facilities. Employment requirements for corrections officer include the requisite five courses (with a grade of C or better) and completion of the Michigan Civil Service exam. The requisite courses include Criminal Justice Foundations, Corrections Foundations, Criminal Law, Constitution Law and Civil Liberties and Security Management Foundations.

FALL 2008 HOURS - 15 CREDITS

ENG 110 Advanced Composition 3
FR 410 Career and Education Seminar or (if exempt)
Open Electives 1
MATH 120 College Mathematics 3
SOSC 201 Diversity in Society 3

FALL 2008 HOURS - 22 CREDITS

ACCT 201 Accounting I 4
BIS 211 Microcomputer Applications: Spreadsheets 3
BUS 210 Introduction to Business 3
BUS 220 Professional Ethics 3
CISP 301 Computer Foundations 3
MGT 211 Management Foundations 3
MKT 211 Marketing Foundations 3

See “Guide to Electives” on page 102 for list of choices.

See “Guide to Electives” on page 102 for list of choices.

PUBLIC SAFETY AND SECURITY MANAGEMENT

Associate of Business Administration | 64 credits | PSMG

An Associate of Business Administration – Public Safety and Security Management combines the fundamentals of general business with the principles of public safety and security. With a focus on foundation-level learning, students explore criminal justice theory, the legal system, and public safety and emergency procedures. Through varied learning methodologies, the graduates are exposed to a wide variety of public safety management situations with emphasis on critical thinking and problem solving.

FALL 2008 HOURS - 21 CREDITS

COMM 120 Presentation Techniques 3
ECON 200 Microeconomics
OR
ECON 201 Macroeconomics 3
ENGL 109 Composition 3

See “Guide to Electives” on page 102 for list of choices.
SCHOOL OF HEALTH PROFESSIONS

Programs

BACHELOR OF BUSINESS ADMINISTRATION
Health Services Administration (BBA)
Specialties: Long Term Care, Practice Management
120 credits

BACHELOR OF SCIENCE
Health Information Management (BS)
120 credits
Medical Case Management (BS)
120 credits

BACHELOR OF SCIENCE IN NURSING
Nursing Bachelor Degree Completion Program (BSN)
NEW Specialty: Medical Case Management
120 - 124 credits
Nursing Pre-Licensure (BSN)
123 credits

POST-BACCALAUREATE CERTIFICATE
NEW Medical Case Management
13-14 credits

ASSOCIATE OF BUSINESS ADMINISTRATION
Health Insurance Claims Management (ABA)
67 credits
Associate of Applied Science
74 credits
Health Information Technology (AAS)
Medical Assisting (AAS)
Specialty: Phlebotomy
60 credits
63 credits
Nursing (AAS)
72 credits

DIPLOMA
Medical Assisting
Specialty: Phlebotomy
42 credits
48 credits
Medical Billing
35 credits
Medical Coding
49 credits
Medical Language Specialist
34 credits
Phlebotomy
32 credits
Practical Nursing
47 credits

PRE-HEALTH PROFESSIONS COURSES
HEALTH INFORMATION MANAGEMENT
Bachelor of Science | 120 credits | HLTH INFO BS

The Davenport University Health Information Management Bachelor of Science program prepares individuals to assume an emerging key role in supporting the electronic and technological infrastructure for health services delivery. Students in the program participate in the American Health Information Management Association’s Virtual Lab Project which provides students with a learning experience that uses state-of-the-art technology and software. Health information managers oversee the process of data collection and analysis that doctors, nurses, and other health care professionals need to provide quality patient care and to maintain compliance with regulations. These professionals work in a broad range of settings that span the continuum of health care, including office-based physician practices, nursing homes, home health agencies, mental health facilities, and public health agencies. The ongoing growth of managed care has created additional job opportunities in HMOs, PPOs, and insurance companies. This curriculum builds upon the associate degrees in Health Information Technology and Health Insurance Claims Management and should prepare individuals interested in pursuing Davenport University’s MBA program.

Foundations of Excellence 34 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL120</td>
<td>Essentials of Anatomy/Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL31</td>
<td>Introduction to Human Disease</td>
<td>3</td>
</tr>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL311</td>
<td>Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH120</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH319</td>
<td>Introduction to Biostatistics</td>
<td>3</td>
</tr>
<tr>
<td>PSYC101</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCS201</td>
<td>Diversity in Society</td>
<td>3</td>
</tr>
<tr>
<td>Humanities electives</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>OR Social Science electives</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

Foundations of Health Professions 19 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT201</td>
<td>Accounting Foundations I</td>
<td>4</td>
</tr>
<tr>
<td>CISL101</td>
<td>Computer Foundations</td>
<td>3</td>
</tr>
<tr>
<td>HLTH101</td>
<td>Introduction to Health Careers</td>
<td>3</td>
</tr>
<tr>
<td>HLTH110</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HLTH130</td>
<td>Health Care Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>HSAD211</td>
<td>Health Care Management Foundations</td>
<td>3</td>
</tr>
</tbody>
</table>

Major 64 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISP247</td>
<td>Database Design</td>
<td>3</td>
</tr>
<tr>
<td>BITS212</td>
<td>Microcomputer Apps: Database</td>
<td>3</td>
</tr>
<tr>
<td>FINC403</td>
<td>Health Care Finance</td>
<td>3</td>
</tr>
<tr>
<td>HINT110</td>
<td>Health Record Content</td>
<td>3</td>
</tr>
<tr>
<td>HINT201</td>
<td>Health Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>HINT221</td>
<td>ICD-9-CM Coding</td>
<td>4</td>
</tr>
<tr>
<td>HINT222</td>
<td>Procedural CPT/HCPCS Coding</td>
<td>3</td>
</tr>
<tr>
<td>HINT223</td>
<td>Advanced Coding</td>
<td>4</td>
</tr>
<tr>
<td>HINT290</td>
<td>Medical Coding Practicum</td>
<td>4</td>
</tr>
<tr>
<td>HINT295</td>
<td>Health Information Technology Practicum</td>
<td>4</td>
</tr>
<tr>
<td>HINT350</td>
<td>Clinical Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>HINT385</td>
<td>Current Topics/Health Information Management</td>
<td>3</td>
</tr>
<tr>
<td>HINT400</td>
<td>Management of Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>HINT495</td>
<td>Health Information Management</td>
<td>3</td>
</tr>
<tr>
<td>HLTH120</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>HLTH401</td>
<td>Health Care Research</td>
<td>3</td>
</tr>
<tr>
<td>HSAD200</td>
<td>Health Care Delivery Systems</td>
<td>3</td>
</tr>
<tr>
<td>HSAD210</td>
<td>Quality Assurance Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HSAD250</td>
<td>Introduction to Reimbursement Systems</td>
<td>3</td>
</tr>
<tr>
<td>HSAD302</td>
<td>Regulations in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HSAD402</td>
<td>Health Care Risk Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Open Electives 3 credits

See “Guide to Electives” on page 102 for list of choices.

HEALTH SERVICES ADMINISTRATION
Bachelor of Business Administration | 120 credits | HLTH SRV BBA

The Health Services Administration program prepares the graduate for entry-level administrative positions in various health care settings or organizations. Health services administration careers can include, but are not limited to working in integrated health care systems, retirement and long term care facilities, physicians’ practices, community health organizations, health care associations and insurance carriers’ third party administrators. Specialties are designed to assist students needing or desiring a more focused area of interest. Upon completion of the long term care specialty, students may be eligible to sit for the Nursing Home Administrator Licensure Examination. In addition, this degree prepares individuals interested in pursuing Davenport University’s MBA program.

Credits for previous Allied Health course work or an associate degree with an Allied Health credential (i.e., Registered Nurse, Medical Assistant) that are not the exact equivalent of Davenport University courses may be awarded, following consultation with the Associate Dean of the School of Health Professions.

Foundations of Excellence 30 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL311</td>
<td>Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH120</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH319</td>
<td>Introduction to Biostatistics</td>
<td>3</td>
</tr>
<tr>
<td>SOCS201</td>
<td>Diversity in Society</td>
<td>3</td>
</tr>
<tr>
<td>PSYC101</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Natural Science elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Foundations of Health Professions 32 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT201</td>
<td>Accounting Foundations I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT202</td>
<td>Accounting Foundations II</td>
<td>4</td>
</tr>
<tr>
<td>CISL101</td>
<td>Computer Foundations</td>
<td>3</td>
</tr>
<tr>
<td>FINC211</td>
<td>Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>HLTH101</td>
<td>Introduction to Health Careers</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>HLTH130</td>
<td>Health Care Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>HSAD200</td>
<td>Health Care Delivery Systems</td>
<td>3</td>
</tr>
<tr>
<td>HSAD211</td>
<td>Health Care Management Foundations or</td>
<td>3</td>
</tr>
<tr>
<td>MGMT211</td>
<td>Management Foundations</td>
<td>3</td>
</tr>
<tr>
<td>HSAD250</td>
<td>Introduction to Reimbursement Systems</td>
<td>3</td>
</tr>
<tr>
<td>MKTG211</td>
<td>Marketing Foundations</td>
<td>3</td>
</tr>
</tbody>
</table>

**Major** 43-49 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINC403</td>
<td>Health Care Finance</td>
<td>3</td>
</tr>
<tr>
<td>HINT350</td>
<td>Clinical Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>HLTH401</td>
<td>Health Care Research</td>
<td>3</td>
</tr>
<tr>
<td>HSAD210</td>
<td>Quality Assurance Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HSAD302</td>
<td>Regulations in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HSAD320</td>
<td>Introduction to OSHA Regulations</td>
<td>3</td>
</tr>
<tr>
<td>HSAD402</td>
<td>Health Care Risk Management</td>
<td>3</td>
</tr>
<tr>
<td>HSAD403</td>
<td>Health Care Economics</td>
<td>3</td>
</tr>
<tr>
<td>HSAD495</td>
<td>Health Services Administration Practicum</td>
<td>4</td>
</tr>
<tr>
<td>MGMT321</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose a specialty from the list below or use the Health Care Specialty courses [HS] (15-18 Credit Hours) comprising the major area of the earned associate degree:

**Long Term Care Specialty [LTCS]** (18 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL310</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HLTH202</td>
<td>Death and Dying</td>
<td>3</td>
</tr>
<tr>
<td>HLTH270</td>
<td>Dimensions in Aging</td>
<td>3</td>
</tr>
<tr>
<td>HLTH303</td>
<td>Psychosocial Health Concerns</td>
<td>3</td>
</tr>
<tr>
<td>HSAD301</td>
<td>Cultural Issues in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HSAD410</td>
<td>Principles of Long Term Health Care</td>
<td>3</td>
</tr>
</tbody>
</table>

**Practice Management Specialty [PRAC]** (12 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSAD405</td>
<td>Health Care Human Resources</td>
<td>3</td>
</tr>
<tr>
<td>HSAD420</td>
<td>Governance in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HSAD435</td>
<td>Practice Management</td>
<td>3</td>
</tr>
<tr>
<td>IAAS221</td>
<td>Security Foundations</td>
<td>3</td>
</tr>
</tbody>
</table>

**Open Electives** 9-15 credits

1 See “Guide to Electives” on page 102 for list of choices.

---

**MEDICAL CASE MANAGEMENT**

**Bachelor of Science | 120 credits | MED C MGT BS**

This program is designed to prepare the individual who is interested in entering or advancing in the area of medical case management. The student will learn the components of case management including assessing, planning, implementing, coordinating, monitoring, and evaluating the care of a client across the continuum of care. The program is open to nurses and other health professionals, as well as those with no health-related background.

Potential employment for medical case managers may include working with insurance providers, third party administrators, integrated health care systems, physicians’ practices, rehabilitation agencies, legal firms or attorneys practicing in worker compensation and personal injury, government agencies, self insured organizations or as an independent consultant.

Credits for previous Allied Health course work or an associate degree with an Allied Health credential (i.e., Registered Nurse, Medical Assistant) that are not the exact equivalent of Davenport University courses may be awarded following consultation with the Associate Dean of the School of Health Professions. This curriculum can prepare students for entry into the Davenport University MBA program.

**Foundations of Excellence** 40 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL210</td>
<td>Essentials of Anatomy/Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL311</td>
<td>Introduction to Human Disease</td>
<td>3</td>
</tr>
<tr>
<td>BIOL310</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>COMM210</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL311</td>
<td>Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH220</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH319</td>
<td>Introduction to Biostatistics</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH101</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Diversity in Society</td>
<td>3</td>
</tr>
<tr>
<td>Humanities electives</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social Science electives</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Foundations of Health Professions** 18 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISP101</td>
<td>Computer Foundations</td>
<td>3</td>
</tr>
<tr>
<td>HLTH101</td>
<td>Introduction to Health Careers</td>
<td>3</td>
</tr>
<tr>
<td>HLTH110</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HLTH120</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>HLTH130</td>
<td>Health Care Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>HSAD211</td>
<td>Health Care Management Foundations</td>
<td>3</td>
</tr>
</tbody>
</table>

**Major** 35 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH320</td>
<td>Public Health Perspectives</td>
<td>3</td>
</tr>
<tr>
<td>HLTH401</td>
<td>Health Care Research</td>
<td>3</td>
</tr>
<tr>
<td>HSAD403</td>
<td>Health Care Economics</td>
<td>3</td>
</tr>
<tr>
<td>MCMG300</td>
<td>Case Management Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MCMG310</td>
<td>Community Service</td>
<td>3</td>
</tr>
<tr>
<td>MCMG311</td>
<td>Psychological Adjustment Disability</td>
<td>3</td>
</tr>
<tr>
<td>MCMG312</td>
<td>Case Management Insurance Review</td>
<td>3</td>
</tr>
<tr>
<td>MCMG401</td>
<td>Case Work Reporting Techniques</td>
<td>4</td>
</tr>
<tr>
<td>MCMG402</td>
<td>Disability Case Management</td>
<td>3</td>
</tr>
<tr>
<td>MCMG403</td>
<td>Case Management Special Populations</td>
<td>3</td>
</tr>
<tr>
<td>MCMG495</td>
<td>Case Management Practicum</td>
<td>4</td>
</tr>
</tbody>
</table>

**Open Electives** 27 credits

Recommended Electives:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM311</td>
<td>Organizational Communications</td>
<td>3</td>
</tr>
<tr>
<td>COMM313</td>
<td>Small Group Communications</td>
<td>3</td>
</tr>
<tr>
<td>HLTH202</td>
<td>Death and Dying</td>
<td>3</td>
</tr>
<tr>
<td>HLTH303</td>
<td>Psychosocial Health Concerns</td>
<td>3</td>
</tr>
<tr>
<td>HSAD200</td>
<td>Health Care Delivery Systems</td>
<td>3</td>
</tr>
<tr>
<td>HSAD301</td>
<td>Cultural Issues in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>LEGL210</td>
<td>Business Law Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MCMG410</td>
<td>Case Management Certification Preparation</td>
<td>3</td>
</tr>
</tbody>
</table>

1 See “Guide to Electives” on page 102 for list of choices.
NURSING

Bachelor of Science in Nursing | 120-124 credits | NURSE BSN

(Completion Program)

This program is designed for currently licensed registered nurses who are seeking a bachelor’s degree in nursing. This program has received candidacy status by the National League for Nursing Accrediting Commission, Inc. The purpose of the bachelor’s degree nursing program at Davenport University is to prepare graduates to advance in the nursing profession through the use of critical thinking, advanced assessment skills, communication, collaborating practices, applied research, self-directed learning, leadership and management skills. This program prepares registered nurses for nursing practice of patients and their support systems across the continuum of care and in communities.

Preadmission Requirements:

- Must possess a current, active, unencumbered and unrestricted Registered Nurse License.
- Must have at least a cumulative G.P.A. of 2.5 from previous nursing program.

Foundations of Excellence 34 credits

Advanced Standing - Natural Sciences 15
BIOL312 Pathophysiology 4
ENGL109 Composition 3
ENGL110 Advanced Composition 3
ENGL311 Professional Writing 3
MATH120 College Mathematics 3
MATH139 Introduction to Biostatistics 3

Foundations of Health Professions ** 13 credits

Advanced Standing - Health Related Courses 6
HLTH100* CPR/First Aid 1
HLTH1015 Introduction to Health Careers Seminar 0
HLTH401 Health Care Research 3
HSAD211 Health Care Management Foundations 3

Major 73-77 credits

Advanced Standing - Associate degree NURS courses 44
NURS313 Professional Nursing Concepts 2
NURS315 Health Promotion and Education 3
NURS317/317L Health Assessment in Nursing 4
NURS415 Evidence Based Nursing Practice 2
NURS420/420C Community Health Nursing 4
NURS421/421C Nurse Manager and Leader 3
NURS496 Senior Nursing Seminar 2

Choose 9 credit hours from the following electives or the Medical Case Management Specialty (13 credits):

BSN Elective (9 credits)

HLTH202 Death and Dying
HLTH270 Dimensions of Aging
HLTH320 Public Health Perspectives
HSAD301 Cultural Issues in Health Care
HSAD402 Health Care Risk Management
MCMG300 Case Management Fundamentals
SOVC201 Diversity in Society

NEW Case Management Specialty [CMS] (13 credits)

MCMG300 Case Management Fundamentals 3
MCMG312 Case Management Insurance Utilization Review 3
MCMG401 Case Work Reporting Techniques 4
MCMG403 Case Management Special Populations 3

Students with an associate degree, nursing major and a current RN license will be granted Advanced Standing for health related classes, all required biology, anatomy and physiology, microbiology and all associate degree nursing courses. Advanced Standing is equal to 64 credit hours.

* Students who have a current CPR/BLS and First Aid certifications or equivalent will receive credit for HLTH100.

** Students who are not proficient in computer usage (internet searching, word processing, keyboarding skills) are encouraged to take BITS105 Introduction to Computers (1 credit hour) or CISP101 Computer Foundations (3 credit hours).

The Bachelor of Science in Nursing degree requirements must be met based on the catalog year of acceptance to the BSN program.

NURSING PRE-LICENSURE

Bachelor of Science in Nursing | 123 credits | P-LIC RN BSN

This program is designed for high school graduates, students who have completed general education requirements in Health Studies, as well as students who possess a bachelor’s degree in any discipline from an accredited institution who have chosen to pursue a career as a professional nurse. The purpose of the bachelor’s degree nursing program at Davenport University is to prepare the graduate with the skill and knowledge necessary to function in the role of the professional nurse, through the use of critical thinking, advanced assessment skills, communication, collaborating practices, applied research, self-directed learning, leadership and management skills, systems thinking, and professional development. This program prepares graduates for nursing practice of patients and their support systems across the continuum of care and in communities.

Program seats are limited and entry is competitive. Students are admitted to the program based on their cumulative GPA (ACT score for high school graduate applicants), letters of professional recommendation, and a personal essay. Students who meet admissions criteria will be provisionally admitted to the program pending completion of the Criminal Background Check (CBC) and Drug Screen (DS) components of HLTH 101 (to be completed during the first semester of study).

Foundations of Excellence 32 credits

BIOL110 Foundations of Cell Biology 3
BIOL121 Anatomy & Physiology I 3
BIOL121L Anatomy & Physiology Lab I 1
BIOL122 Anatomy & Physiology II 3
BIOL122L Anatomy & Physiology Lab II 1
CHEM150 Foundations in Chemistry 3
COMM120 Presentation Techniques 3
ENGL109 Composition 3
ENGL110 Advanced Composition 3
MATH120 College Mathematics 3
MATH319 Introduction to Biostatistics 3
PSYC101 Introductory Psychology 3
NEW MEDICAL CASE MANAGEMENT CERTIFICATE

Post-Baccalaureate Certificate | 13-14 credits | MED CASE PBC

The Medical Case Management certificate is designed for health and human services professionals, who have earned their bachelor’s degree at an accredited college or university and want to pursue or advance their career as a case manager. The courses of the Post-baccalaureate Certificate in Medical Case Management provide valuable preparation for careers in case management in a variety of health care practice settings and prepare the student for the Certified Case Manager national certification exam. An optional course to specifically prepare for the Certified Case Manager national certification exam is available.

Preadmission requirements:

Students should have completed an undergraduate degree earned at an accredited college or university, as well as a course in the foundations of case management and statistics prior to starting this post-baccalaureate program. If not, it is strongly recommended that MCMG300 Case Management Fundamentals and either MATH320 Introduction to Statistic or MATH319 Introduction to Biostatistics be completed.

Major | 13-14 credits
---|---
MCMG312 Case Management Insurance Utilization Review | 3
MCMG401 Case Work Reporting Techniques | 4
MCMG410 Case Management Certification Preparation* | 1

Choose from two of the following:
MCMG310 Community Services | 3
MCMG311 Psychological Adjustment to Disability | 3
MCMG403 Case Management Special Populations | 3

*Optional course

HEALTH INFORMATION TECHNOLOGY (HIT)

Associate of Applied Science | 74 credits | HLT INFO AAS

This program, accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), prepares the individual to analyze, manage, and utilize patient care data and health information resources. Students in the program participate in the American Health Information Management Association’s Virtual Lab Project, which provides students with a learning experience that uses state-of-the-art technology and software. Graduates will have an understanding of coding information for reimbursement and research, standards and regulations regarding health information, and managing medical records and health care information. Graduates from accredited HIT programs are employed throughout the health care industry in hospitals, ambulatory care facilities, physicians’ practices, managed care organizations, insurance companies, consulting, and law firms—any organization that uses health information.

Students may begin the HIT program at any of the identified locations, but must complete the program at the Warren location or Online. Students successfully completing this accredited program are eligible to take the Registered Health Information Technician (RHIT) exam offered by the American Health Information Management Association (AHIMA).

Foundations of Excellence | 22 credits
---|---
BIOL120 Essentials of Anatomy/Physiology | 4
BIOL131 Introduction to Human Disease | 3
COMM120 Presentation Techniques | 3
ENGL109 Composition | 3
ENGL110 Advanced Composition | 3
MATH120 College Mathematics | 3
SOSC201 Diversity in Society | 3

*Optional course
## Foundations of Health Professions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISP101</td>
<td>Computer Foundations</td>
<td>3</td>
</tr>
<tr>
<td>HLTHI01</td>
<td>Introduction to Health Careers</td>
<td>3</td>
</tr>
<tr>
<td>HLTHI10</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HLTHI30</td>
<td>Health Care Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>HSAD211</td>
<td>Health Care Management Foundations</td>
<td>3</td>
</tr>
</tbody>
</table>

### Major

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HINT110</td>
<td>Health Record Content</td>
<td>3</td>
</tr>
<tr>
<td>HINT201</td>
<td>Health Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>HINT221</td>
<td>ICD-9-CM Coding</td>
<td>4</td>
</tr>
<tr>
<td>HINT222</td>
<td>Procedural CPT/HCPCS Coding</td>
<td>3</td>
</tr>
<tr>
<td>HINT223</td>
<td>Advanced Coding</td>
<td>4</td>
</tr>
<tr>
<td>HINT290</td>
<td>Medical Coding Practicum</td>
<td>4</td>
</tr>
<tr>
<td>HINT295</td>
<td>Health Info Tech Practicum</td>
<td>4</td>
</tr>
<tr>
<td>HLTHI20</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>HSAD200</td>
<td>Health Care Delivery Systems</td>
<td>3</td>
</tr>
<tr>
<td>HSAD210</td>
<td>Quality Assurance Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HSAD250</td>
<td>Introduction to Reimbursement Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

## HEALTH INSURANCE CLAIMS MANAGEMENT

### Associate of Business Administration | 67 credits | HICM ABA

The Health Insurance Claims Management program is designed to prepare graduates to meet the challenges of optimum insurance reimbursement and accounts receivable management. A strong emphasis on clinical background is required to analyze the content of medical records for maximum reimbursement.

### Foundations of Excellence

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL120</td>
<td>Essentials of Anatomy/Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL131</td>
<td>Introduction to Human Disease</td>
<td>3</td>
</tr>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH120</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Diversity in Society</td>
<td>3</td>
</tr>
</tbody>
</table>

### Foundations of Health Professions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISP101</td>
<td>Computer Foundations</td>
<td>3</td>
</tr>
<tr>
<td>HLTHI01</td>
<td>Introduction to Health Careers</td>
<td>3</td>
</tr>
<tr>
<td>HLTHI10</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HLTHI30</td>
<td>Health Care Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>HSAD211</td>
<td>Health Care Management Foundations</td>
<td>3</td>
</tr>
</tbody>
</table>

### Major

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HINT110</td>
<td>Health Record Content</td>
<td>3</td>
</tr>
<tr>
<td>HINT221</td>
<td>ICD-9-CM Coding</td>
<td>4</td>
</tr>
<tr>
<td>HINT222</td>
<td>Procedural CPT/HCPCS Coding</td>
<td>3</td>
</tr>
<tr>
<td>HINT223</td>
<td>Advanced Coding</td>
<td>4</td>
</tr>
<tr>
<td>ACCT201</td>
<td>Accounting Foundations I</td>
<td>4</td>
</tr>
<tr>
<td>HINT251</td>
<td>Health Care Reimbursement Applications</td>
<td>3</td>
</tr>
<tr>
<td>HLTHI20</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>HSAD250</td>
<td>Introduction to Reimbursement Systems</td>
<td>3</td>
</tr>
<tr>
<td>HSAD259</td>
<td>Medical Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>HSAD295</td>
<td>Claims Management Practicum</td>
<td>4</td>
</tr>
</tbody>
</table>

## MEDICAL ASSISTING

### Associate of Applied Science | 60 - 63 credits | MEDA AAS, MEDAPHL AAS

This program is accredited by the Commission on Accreditation of Allied Health Educational Programs at Battle Creek, Bay City in conjunction with Lansing, Merrillville and South Bend locations (www.caahp.org), upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). The program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates are prepared in the basics of patient care, basic laboratory practices and medical office procedures. In addition, the graduate will have developed their interpersonal communication skills and acquired a foundation in both psychology and diversity. The graduate is eligible to take the certification exam of the American Association of Medical Assistants (CMA) and/or the American Medical Technologist Exam (RMA). (At some locations, an option for this program is to complete a phlebotomy concentration, becoming eligible to write a phlebotomy certification exam.)

### Foundations of Excellence

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL120</td>
<td>Essentials of Anatomy/Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL131</td>
<td>Introduction to Human Disease</td>
<td>3</td>
</tr>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>HLTHI01</td>
<td>CPR/First Aid</td>
<td>1</td>
</tr>
<tr>
<td>MATH120</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PSYC101</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Diversity in Society</td>
<td>3</td>
</tr>
</tbody>
</table>

### Foundations of Health Professions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISP101</td>
<td>Computer Foundations</td>
<td>3</td>
</tr>
<tr>
<td>HLTHI01</td>
<td>Introduction to Health Careers</td>
<td>3</td>
</tr>
<tr>
<td>HLTHI10</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HLTHI30</td>
<td>Health Care Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>HLTHI30</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HSAD250</td>
<td>Intro to Reimbursement Systems</td>
<td>3</td>
</tr>
<tr>
<td>HSAD259</td>
<td>Medical Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>HSAD290</td>
<td>Medical Assisting Practicum</td>
<td>4</td>
</tr>
</tbody>
</table>

### Open Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HINT110</td>
<td>Health Records Content</td>
<td>3</td>
</tr>
<tr>
<td>HINT201</td>
<td>Health Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>HLTH127</td>
<td>Healthy Living</td>
<td>3</td>
</tr>
<tr>
<td>HLTH270</td>
<td>Dimensions of Aging</td>
<td>3</td>
</tr>
<tr>
<td>HLTH303</td>
<td>Psychosocial Health Concerns</td>
<td>3</td>
</tr>
</tbody>
</table>

---

**Recommended electives:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HINT110</td>
<td>Health Records Content</td>
<td>3</td>
</tr>
<tr>
<td>HINT201</td>
<td>Health Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>HLTH127</td>
<td>Healthy Living</td>
<td>3</td>
</tr>
<tr>
<td>HLTH270</td>
<td>Dimensions of Aging</td>
<td>3</td>
</tr>
<tr>
<td>HLTH303</td>
<td>Psychosocial Health Concerns</td>
<td>3</td>
</tr>
</tbody>
</table>
The Associate of Applied Science Nursing degree requirements must be met based on the catalog year of acceptance to the Nursing Program.

* If CISP101 or an equivalent course has previously been successfully completed, BIT105 is not required.

LPN Licensure, Diploma RN, advanced standing credit, or approved transfer courses may alter the number of required courses for this program.

**MEDICAL ASSISTING**

Diploma | 42 - 48 credits | MEDA DIPL, MEDAPHL DIPL

This program is accredited by the Commission on Accreditation of Allied Health Education Programs at Battle Creek, Caro and Grand Rapids Fulton Street locations (www.caahep.org) upon recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). The program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates are prepared in the basics of patient care, basic laboratory practices and medical office procedures. The graduate is eligible to take the certification exam of the American Association of Medical Assistants (CMA) and/or the American Medical Technologist Exam (RMA). (At some locations, an option of this program is to complete a phlebotomy concentration, which makes the graduate eligible to write a phlebotomy certification exam.)

**Foundations of Excellence**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL120</td>
<td>Essentials of Anatomy/Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL131</td>
<td>Introduction to Human Disease</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>HLTH100</td>
<td>CPR/First Aid</td>
<td>1</td>
</tr>
<tr>
<td>MATH120</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Foundations of Health Professions**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISP101</td>
<td>Computer Foundations</td>
<td>3</td>
</tr>
<tr>
<td>HLTH101</td>
<td>Introduction to Health Careers</td>
<td>3</td>
</tr>
<tr>
<td>HLTH110</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HLTH120</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>HSAD250</td>
<td>Introduction to Reimbursement Systems</td>
<td>3</td>
</tr>
<tr>
<td>HSAD259</td>
<td>Medical Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>MEDA254</td>
<td>Clinical Patient Care</td>
<td>3</td>
</tr>
<tr>
<td>MEDA255</td>
<td>Clinical Laboratory Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MEDA290</td>
<td>Medical Assisting Practicum</td>
<td>4</td>
</tr>
</tbody>
</table>

**Major**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDA261</td>
<td>Phlebotomy Lab</td>
<td>3</td>
</tr>
<tr>
<td>MEDA262*</td>
<td>Phlebotomy Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

* Davenport University requires that phlebotomy students must have documentation that they have met a minimum of 120 hour clinical practicum and have successfully performed at least 100 venipunctures and 25 capillary punctures. All students who complete this requirement are eligible to sit for the American Association of Medical Technologists, Phlebotomy Technician Certification exam.
MEDICAL BILLING
Diploma | 35 credits | MD BILL DIPL

The purpose of this program is to prepare students to become skilled at billing for allowable reimbursements for medical services rendered. Students may advance into the Health Insurance Claims Management Associate Degree program.

Foundations of Excellence 10 credits
BIOL120 Essentials of Anatomy/Physiology 4
BIOL131 Introduction to Human Disease 3
ENGL109 Composition 3

Foundations of Health Professions 9 credits
CISP101 Computer Foundations 3
HLTH101 Introduction to Health Careers 3
HLTH110 Medical Terminology 3

Major 16 credits
HINT110 Health Record Content 3
HINT221 ICD-9-CM Coding 4
HINT222 Procedural CPT/HCPCS Coding 3
HINT251 Health Care Reimbursement Applications 3
HSD250 Introduction to Reimbursement Systems 3

Students who have been assessed at the MATH030 level are required to take that course during their first semester.

MEDICAL CODING
Diploma | 49 credits | MD COD DIPL

The American Health Information Management Association (AHIMA)-approved Medical Coding program is designed to prepare the student for entry-level coding positions throughout the health care industry with an emphasis on coding clinical information for reimbursement and research. Students who desire a more advanced degree in health information technology are encouraged to advance into the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) accredited associate degree in Health Information Management Technology (HIT) program.

Foundations of Excellence 10 credits
BIOL120 Essentials of Anatomy/Physiology 4
BIOL131 Introduction to Human Disease 3
ENGL109 Composition 3

Foundations of Health Professions 9 credits
CISP101 Computer Foundations 3
HLTH101 Introduction to Health Careers 3
HLTH110 Medical Terminology 3

Major 30 credits
HINT110 Health Record Content 3
HINT221 Health Information Technology 3
HINT222 ICD-9-CM Coding 4
HINT223 Procedural CPT/HCPCS Coding 3
HINT290 Medical Coding Practicum 4
HLTH120 Pharmacology 3
HSD200 Health Care Delivery Systems 3
HSD250 Introduction to Reimbursement Systems 3

Students who have been assessed at the MATH030 level are required to take that course during their first semester.

MEDICAL LANGUAGE SPECIALIST
Diploma | 34 credits | MDLANG DIPL

This program provides students with the essential knowledge and skills to fulfill the responsibilities of a transcriptionist in a hospital, clinic, doctor’s office, or other health care facility. Emphasis is placed on improving the student’s ability to produce medical documents quickly and accurately using modern word processing and transcription equipment.

Foundations of Excellence 10 credits
BIOL120 Essentials of Anatomy/Physiology 4
BIOL131 Introduction to Human Disease 3
ENGL109 Composition 3

Foundations of Health Professions 12 credits
CISP101 Computer Foundations 3
HLTH101 Introduction to Health Careers 3
HLTH110 Medical Terminology 3
HLTH130 Health Care Law and Ethics 3

Major 12 credits
HLTH120 Pharmacology 3
HINT111 Medical Transcription I 3
HINT212 Medical Transcription II 3
HINT213 Medical Transcription III 3

Students who have been assessed at the MATH030 level are required to take that course during their first semester.

PHLEBOTOMY
Diploma | 32 credits | PHLEB DIPL

The purpose of this program is to prepare students to function as phlebotomists, whose responsibilities include, but are not limited to, venipuncture and blood draw micro-collection techniques. These procedures are performed on patients of all ages at clinics, hospital labs, intensive care units, outpatient centers, and nursing homes. In addition to coursework, phlebotomy students who have fulfilled a minimum of 120 hours in clinical practicum and have successfully performed 100 venipunctures and 25 capillary punctures are eligible to sit for the American Association of Medical Technologists, Phlebotomy Technician Certification exam.

Foundations of Excellence 11 credits
BIOL120 Essentials of Anatomy/Physiology 4
BIOL131 Introduction to Human Disease 3
ENGL109 Composition 3
HLTH100 CPR/First Aid 1

Foundations of Health Professions 12 credits
CISP101 Computer Foundations 3
HLTH101 Introduction to Health Careers 3
HLTH110 Medical Terminology 3
HLTH130 Health Care Law and Ethics 3

Major 9 credits
MEDA255 Clinical Laboratory Procedures 3
MEDA261 Phlebotomy Laboratory 3
MEDA262 Phlebotomy Practicum 3

Students who have been assessed at the MATH030 level are required to take that course during their first semester.
PRACTICAL NURSING

Diploma | 47 credits | NURS DIPL

The practical nursing program at Davenport University, approved by the Michigan Board of Nursing, is designed to prepare the graduate at the diploma level with the skill and knowledge necessary to function in the role of the Licensed Practical Nurse. This program has received candidacy status by the National League for Nursing Accrediting Commission, Inc. This program prepares the practical nursing student to gather basic clinical information on the specific needs of stable patients with predictable outcomes and to assess, analyze and interpret findings in structured settings, and to perform basic technical nursing skills for the individual patient. The graduate will be eligible to apply for the National Council Licensing Examination (NCLEX-PN) for the Practical Nurse.

Foundations of Excellence | 20 credits
---|---
BIOL110 | Foundations of Cell Biology | 3
BIOL121 | Anatomy and Physiology I | 3
BIOL121L | Anatomy and Physiology Lab I | 1
BIOL122 | Anatomy and Physiology II | 3
BIOL122L | Anatomy and Physiology Lab II | 1
ENGL109 | Composition | 3
MATH120 | College Mathematics | 3
PSYC101 | Introduction to Psychology | 3

Foundations of Health Professions | 4 credits
---|---
* | BITS105 | Skill Building on the Computer | 1
** | HLTH101 | Introduction to Health Careers | 3

Major | 23 credits
---|---
NURS101 | Nursing Fundamentals | 3
NURS101L | Nursing Fundamentals Lab | 1
NURS101C | Nursing Fundamentals Clinical | 2
NURS120 | Pharmacology in Nursing | 3
NURS135 | Nutrition in Nursing | 2
NURS144 | Nursing of Adults I | 4
NURS144C | Nursing of Adults Clinical I | 4
NURS161 | Maternal Child Nursing | 3
NURS161C | Maternal Child Nursing Clinical | 1

The Practical Nursing degree requirements must be met based on the catalog year of acceptance to the Nursing Program.

* If CISPI01 or an equivalent course has previously been successfully completed, BITS105 is not required.

PRE-HEALTH PROFESSIONS COURSES

Program standards are specific for most of the School of Health Professions degree programs and established so students will be prepared for credentialing examinations offered by professional associations or the state government. Admission to the University does not guarantee admission to all programs in the School of Health Professions. It is recommended that students planning to pursue programs that have specific admission requirements, or students undecided in their program of study, start with the following courses. In addition to specific courses, individual programs may have special requirements for the clinical sections of the program which should be considered before pursuing coursework in the specific health professions major. The student is advised to consult the School of Professions Handbook for these requirements. Students are encouraged to meet with their Advisor to discuss program options and specific admission requirements for each degree program.

Diploma Program | Pre-Health Nursing | PREHL N DIPL

Associate Degree | Pre-Health Nursing | PREHL N AAS

Foundations of Excellence | Credits
---|---
BIOL110 | Foundations of Cell Biology | 3
BIOL121 | Anatomy and Physiology I | 3
BIOL121L | Anatomy and Physiology Lab I | 1
BIOL122 | Anatomy and Physiology II | 3
BIOL122L | Anatomy and Physiology Lab II | 1
ENGL109 | Composition | 3
MATH120 | College Mathematics | 3

Foundations of Health Professions | Credits
---|---
BITS105 | Skill Building on theComputer | 1
HLTH101 | Introduction to Health Careers | 3

Diploma Program | Pre-Health Medical Assisting | PREHL M DIPL

Associate Degree | Pre-Health Medical Assisting | PREHL M AAS

Foundations of Excellence | Credits
---|---
BIOL120 | Essentials of Anatomy and Physiology | 3
BIOL131 | Introduction to Human Disease | 3
ENGL109 | Composition | 3
HLTH100 | CPR/First Aid | 1
MATH120 | College Mathematics | 3

Foundations of Health Professions | Credits
---|---
CISPI01 | Computer Foundations | 3
HLTH101 | Introduction to Health Careers | 3
HLTH102 | Medical Terminology | 3
HLTH120 | Pharmacology | 3
Davenport University Dean Team

Reid Gough
Dean, School of Technology

Denise M. Oleske, Ph.D., R.N.
Dean, School of Health Professions and Professor

Kojo A. Quarley, Ph.D.
Dean of the Donald W. Maine School of Business

BACK TO TABLE OF CONTENTS
Programs

**BACHELOR OF SCIENCE**
- Biometric Security (BS) 120 credits
- Computer Gaming and Simulation (BS) 120 credits
- Computer Information Systems (BS) 120 credits
  Specialties: Database Management, Programming, Global Project Management, Web Design, or Web Development
- Computer Networking (BS) 120 credits
  Specialties: Cisco CCNP or Microsoft MCSE
- Information and Computer Security (BS) 120 credits
- Network Security (BS) 120 credits

**POST-BACCALAUREATE CERTIFICATE**
- NEW Global Project Management 15 credits

**ASSOCIATE OF APPLIED SCIENCE**
- Administrative Technology (AAS) 60-61 credits
  Specialties: Executive or Medical
- Computer Information Systems (AAS) 60 credits
- Computer Networking Technology (AAS) 61 credits
  Specialties: CompTIA A+/Novell, Cisco CCNA, or Microsoft MCSA
- Computer Support Technology (AAS) 60 credits
- Information Security (AAS) 60 credits
  Specialties: Information & Computer Security or Network Security
BIOMETRIC SECURITY
Bachelor of Science | 120 credits | BIO SEC BS

Biometric technology is growing in popularity, both in the private and public sectors. With respect to the field of Information Security, Biometrics is the applicable study of how to authenticate individuals via biological features. An option to passwords, which can be cracked or stolen, biometric authentication applies unique physical characteristics such as fingerprint, retina, or voice patterns. A bachelor’s degree in Biometric Security will prepare students to apply biometric technologies to meet the need for secure authentication.

Foundations of Excellence

COMM120  Presentation Techniques  3
ENGL109  Composition  3
ENGL110  Advanced Composition  3
ENGL311  Professional Writing  3
FRSM100  Career & Education Seminar or (if exempt) Open Elective  3
MATH120  College Mathematics  3
MATH310  College Algebra  3
MATH312  Finite Mathematics  3
MATH320  Introduction to Statistics  3
SOCSC201  Diversity in Society  3
PHYS100  Applied Physics  2
PHYS100L  Applied Physics Lab  1

Open Electives  12 credits

Recommended Electives:

CISP217  UNIX Operating Systems
CISP280  Artificial Intelligence
CISP312  Data Structures
CISP315  Database – MySQL
CISP420  Distributed Architectures

See “Guide to Electives” on page 102 for list of choices.

COMPUTER GAMING AND SIMULATION
Bachelor of Science | 120 credits | GAM SIM BS

The Bachelor of Science in Computer Gaming and Simulation is designed to provide students with the skills and knowledge needed to apply programming and animation software tools for creating basic computer games and interactive simulations. Courses emphasize storyboarding, conventional 2D and 3D modeling, and collaborative application development. Students will also gain general business knowledge, highlighting project management and organizational processes spanning business operations such as management, marketing and information security. This degree prepares students for entry-level positions, including software QA and Game/Simulation Modeler.

Foundations of Excellence

COMM120  Presentation Techniques  3
ENGL109  Composition  3
ENGL110  Advanced Composition  3
ENGL311  Professional Writing  3
FRSM100  Career & Education Seminar or (if exempt) Open Elective  3
MATH120  College Mathematics  3
MATH310  College Algebra  3
MATH312  Finite Mathematics  3
MATH320  Introduction to Statistics  3
SOCSC201  Diversity in Society  3
PHYS100  Applied Physics  2
PHYS100L  Applied Physics Lab  1

Open Electives  12 credits

Recommended Electives:

CISP217  UNIX Operating Systems
CISP280  Artificial Intelligence
CISP312  Data Structures
CISP315  Database – MySQL
CISP420  Distributed Architectures

See “Guide to Electives” on page 102 for list of choices.
COMPUTER INFORMATION SYSTEMS

Bachelor of Science  |  120 credits  |  CMP INFO BS

The Computer Information Systems Bachelor of Science is designed to give students a broad range of computer skills in both the microcomputer and mini/mainframe environments. Students will learn to work with management and users to analyze information needs and to determine ways in which computer systems can be used to meet those needs. Solid problem-solving and communication skills are a must.

Students will choose from five specialties: Programming, Web Design, Web Development, Database Management, and Global Project Management. It is highly recommended that all students use open electives to complete more than one specialty.

Open Electives  12 credits

Recommended Electives:
- BIT303 Web Authoring Applications
- CISP217 UNIX Operating Systems
- CISP315 Database – MySQL
- CISP420 Distributed Architectures

\[1\) See “Guide to Electives” on page 102 for list of choices.

Foundations of Excellence  42 credits

- COMM120 Presentation Techniques
- ENGL109 Composition
- ENGL110 Advanced Composition
- ENGL310 Professional Writing
- FRSM100 Career and Education Seminar or (if exempt) Open Elective

- MATH120 College Mathematics
- MATH310 College Algebra
- MATH312 Finite Mathematics
- MATH320 Introduction to Statistics
- SOSC201 Diversity in Society
- PHYS100 Applied Physics
- PHYS100L Applied Physics Lab

- Humanities Elective
- Social Science Elective
- Social Science Elective

Foundations of Technology  24 credits

- BUSN210 Professional Ethics
- CISP111 Systems Foundations
- CISP220 Web Applications
- CISP247 Database Design
- CISP250 Discrete Structures
- GPMT350 Principles of Project Management
- IAA521 Security Foundations or IAA524 Implementing Network Security
- MGMT211 Management Foundations

Major  36-40 credits

- CISP212 Visual Basic Programming I
- CISP244 Introduction to Game Theory
- CISP280 Artificial Intelligence
- CISP312 Data Structures
- CISP314 Game Development
- CISP370 3D Game Development
- CISP448 Collaborative Game Development
- TECH497 School of Technology Capstone

Choose one of the following specialties (12-16 credits):

- Database Management [CTDM] (16 credits)
  - CISP280 Artificial Intelligence
  - CISP311 Database – Oracle
  - CISP315 Database – MySQL
  - CISP420 Distributed Architectures
- IAA531 Databases and Distributed Systems

- Global Project Management [CTGT] (12 credits)
  - GPMT385 Special Topics: Global Project Management
  - GPMT400 Resource Management of Projects
  - GPMT410 Global Sourcing for Projects
  - GPMT445 Simulation/Case Study in Project Management

- Programming [CTPR] (15 credits)
  - Choose two of the following OOP sequenced languages not included in the Major core:
    - VB.NET I and VB.NET II
    - C++ I and C++ II
    - Java I and Java II

- Open Electives  14-18 credits

- BUSN120 Introduction to Business

Recommended Electives for Database Management:
- CISP217 UNIX Operating Systems
- GPMT400 Resource Management of Projects

Recommended Electives for Project Management:
- CISP217 UNIX Operating Systems
- CISP315 Database – MySQL
- CISP420 Distributed Architectures

Recommended Electives for Programming:
- CISP217 UNIX Operating Systems
- CISP238 Server-Side Scripting I
- CISP310 Server-Side Scripting II
Recommended Electives for Web Development:
BIT5303 Web-Authoring Applications
CISP217 UNIX Operating Systems
CISP315 Database - MySQL
Recommended Electives for Web Design:
CISP217 UNIX Operating Systems
Choose one of the following OOP sequenced languages not included in the Major core:
VB.Net I and VB.Net II
C++ I and C++ II
Java I and Java II
\(^1\) See “Guide to Electives” on page 102 for list of choices.

COMPUTER NETWORKING

Bachelor of Science  |  120 credits  | NETW BS

The Computer Networking program is designed to prepare the graduate with the technical knowledge, skills and analysis required to design, install, administer, upgrade and maintain network systems and computers. Students will learn problem-solving skills and the ability to evaluate users’ needs, to purchase and install hardware and software, and to administer networks. The courses in this program will cover topics directly related to the objectives of certification exams from Microsoft, Cisco, and CompTIA.

Foundations of Excellence 42 credits
COMM210 Presentation Techniques 3
ENGL109 Composition 3
ENGL110 Advanced Composition 3
ENGL311 Professional Writing 3
FRSM100 Career and Education Seminar or (if exempt) Open Elective\(^1\) 3
MATH120 College Mathematics 3
MATH210 College Algebra 3
MATH310 Finite Mathematics 3
MATH320 Introduction to Statistics 3
SOSC201 Diversity in Society 3
PHYS100 Applied Physics 2
PHYS101 Applied Physics Lab 1
Humanities Elective\(^1\) 3
Social Science Elective\(^1\) 3
Social Science Elective\(^1\) 3

Foundations of Technology 24 credits
BUSB210 Professional Ethics 3
CISP111 Systems Foundations 3
CISP220 Web Applications 3
CISP247 Database Design 3
CISP250 Discrete Structures 3
GPMT350 Principles of Project Management 3
IAAS221 Security Foundations or IAAS224* Implementing Network Security 3
MGMT211 Management Foundations 3

Major 45-46 credits
NETW101 PC Operating Systems 3
NETW201 PC Maintenance and Management 3
TECH497 School of Technology Capstone 3

Microsoft MCSE [MCSE] (9 credits)
NETW411 MS Planning and Implementing Active Directory 3
NETW421 MS Planning Network Infrastructure 3
NETW441 MS Designing Active Directory or NETW442 MS Designing Network Security 3
Technology Electives\(^1\) 6

Cisco CCNP [CCNP] (12 credits)
NETW311 Cisco Networking Advanced Routing 4
NETW312 Cisco Networking Secure WANS 4
NETW411 Cisco Networking Advanced Switching 4
NETW412 Cisco Networking Optimize WANS 4

Open Electives 8-9 credits
* Students selecting Network Security are required to take IAAS224 in Foundations of Technology.
\(^1\) If a student completes IAAS224 as part of Foundations of Technology, an additional IAAS-prefix course must be used as a substitution in the MCSE Certification Specialty. See “Guide to Electives” on page 102 for list of choices.

INFORMATION AND COMPUTER SECURITY

Bachelor of Science  |  120 credits  | INFO SEC BS

The Bachelor of Science in Information and Computer Security provides the proactive and reactive knowledge and skills that encompass security in the technological environment. Hands-on tools and techniques, supported by the latest trends and case studies, will cover myriad topics to convey what security is and how to best protect an organization’s information assets. The courses in the program cover topics directly related to the objectives of certification exams in information and computer security. Careers in Information and Computer Security include Computer Security Coordinator, Computer Systems Analyst, Computer

BACK TO TABLE OF CONTENTS

**Foundations of Excellence**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL311</td>
<td>Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>FRSM100</td>
<td>Career and Education Seminar or Open Elective</td>
<td>3</td>
</tr>
<tr>
<td>MATH120</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH310</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH312</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH320</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Diversity in Society</td>
<td>3</td>
</tr>
<tr>
<td>PHYS100</td>
<td>Applied Physics</td>
<td>2</td>
</tr>
<tr>
<td>PHYS100L</td>
<td>Applied Physics Lab</td>
<td>1</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Foundations of Technology**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CISP111</td>
<td>Systems Foundations</td>
<td>3</td>
</tr>
<tr>
<td>CISP220</td>
<td>Web Applications</td>
<td>3</td>
</tr>
<tr>
<td>CISP247</td>
<td>Database Design</td>
<td>3</td>
</tr>
<tr>
<td>CISP250</td>
<td>Discrete Structures</td>
<td>3</td>
</tr>
<tr>
<td>GPMT350</td>
<td>Principles of Project Management</td>
<td>3</td>
</tr>
<tr>
<td>IAAS221</td>
<td>Security Foundations or Open Elective</td>
<td>3</td>
</tr>
<tr>
<td>IAAS224</td>
<td>Implementing Network Security</td>
<td>3</td>
</tr>
<tr>
<td>MGMT121</td>
<td>Management Foundations</td>
<td>3</td>
</tr>
</tbody>
</table>

**Major**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISP217</td>
<td>UNIX Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>IAAS245</td>
<td>Disaster Recovery</td>
<td>3</td>
</tr>
<tr>
<td>IAAS325</td>
<td>Wireless Networking and Security</td>
<td>3</td>
</tr>
<tr>
<td>IAAS330</td>
<td>Information Warfare and Security</td>
<td>3</td>
</tr>
<tr>
<td>IAAS331</td>
<td>DB and Distributed Systems</td>
<td>3</td>
</tr>
<tr>
<td>IAAS332</td>
<td>Authentication and Audits</td>
<td>3</td>
</tr>
<tr>
<td>IAAS481</td>
<td>Information Security and Assurance</td>
<td>3</td>
</tr>
<tr>
<td>IAAS482</td>
<td>Vulnerability Assessment</td>
<td>3</td>
</tr>
<tr>
<td>IAAS483</td>
<td>Detection, Prevention and Response Processes</td>
<td>3</td>
</tr>
<tr>
<td>IAAS491</td>
<td>Cryptography</td>
<td>3</td>
</tr>
<tr>
<td>IAAS492</td>
<td>Legal and Ethical Issues in Information Assurance</td>
<td>3</td>
</tr>
<tr>
<td>NETW101</td>
<td>PC Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>NETW111</td>
<td>Cisco Networking Fundamentals or Open Elective</td>
<td>3</td>
</tr>
<tr>
<td>NETW220</td>
<td>Data Communications and Networks</td>
<td>3</td>
</tr>
<tr>
<td>TECH497</td>
<td>School of Technology Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

**Open Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IAAS222</td>
<td>Biometrics Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>IAAS223</td>
<td>Applicable Biometrics</td>
<td>3</td>
</tr>
<tr>
<td>IAAS326</td>
<td>Biometric Spoofing</td>
<td>3</td>
</tr>
<tr>
<td>GPMT400</td>
<td>Resource Management of Projects</td>
<td>3</td>
</tr>
</tbody>
</table>

See “Guide to Electives” on page 102 for list of choices.

---

**NETWORK SECURITY**

**Bachelor of Science | 120 credits | NETW SEC BS**

The Bachelor of Science in Network Security prepares students to create and implement network security policies for an organization. In addition to network security fundamentals, this program also includes the knowledge and skills needed to perform administrative oversight of disaster recovery, information assurance, and other network security policies. Hands-on coursework will provide advanced security skills in a variety of hardware and software environments. The courses in the program cover topics directly related to certification exams in the area of network security.

**Foundations of Excellence**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL311</td>
<td>Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>FRSM100</td>
<td>Career and Education Seminar or Open Elective</td>
<td>3</td>
</tr>
<tr>
<td>MATH120</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH310</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH312</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH320</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Diversity in Society</td>
<td>3</td>
</tr>
<tr>
<td>PHYS100</td>
<td>Applied Physics</td>
<td>2</td>
</tr>
<tr>
<td>PHYS100L</td>
<td>Applied Physics Lab</td>
<td>1</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Foundations of Technology**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CISP111</td>
<td>Systems Foundations</td>
<td>3</td>
</tr>
<tr>
<td>CISP220</td>
<td>Web Applications</td>
<td>3</td>
</tr>
<tr>
<td>CISP247</td>
<td>Database Design</td>
<td>3</td>
</tr>
<tr>
<td>CISP250</td>
<td>Discrete Structures</td>
<td>3</td>
</tr>
<tr>
<td>GPMT350</td>
<td>Principles of Project Management</td>
<td>3</td>
</tr>
<tr>
<td>IAAS221</td>
<td>Security Foundations or Open Elective</td>
<td>3</td>
</tr>
<tr>
<td>IAAS224</td>
<td>Implementing Network Security</td>
<td>3</td>
</tr>
<tr>
<td>MGMT121</td>
<td>Management Foundations</td>
<td>3</td>
</tr>
</tbody>
</table>

**Major**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISP217</td>
<td>UNIX Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>IAAS245</td>
<td>Disaster Recovery</td>
<td>3</td>
</tr>
<tr>
<td>IAAS321</td>
<td>Securing the Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>IAAS322</td>
<td>Network Defense/Countermeasure</td>
<td>3</td>
</tr>
<tr>
<td>IAAS325</td>
<td>Wireless Networking and Security</td>
<td>3</td>
</tr>
<tr>
<td>IAAS421</td>
<td>Computer Forensics</td>
<td>3</td>
</tr>
<tr>
<td>IAAS481</td>
<td>Information Security and Assurance</td>
<td>3</td>
</tr>
<tr>
<td>NETW101</td>
<td>PC Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>NETW111</td>
<td>Cisco Networking Fundamentals or Open Elective</td>
<td>3</td>
</tr>
<tr>
<td>NETW220</td>
<td>Data Communications and Networks</td>
<td>3</td>
</tr>
<tr>
<td>NETW112</td>
<td>Cisco Networking Router IOS or Open Elective</td>
<td>3</td>
</tr>
<tr>
<td>NETW241</td>
<td>MS Implement Network Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>NETW141</td>
<td>MS Client and Server OS</td>
<td>3</td>
</tr>
<tr>
<td>NETW201</td>
<td>PC Maintenance and Management</td>
<td>3</td>
</tr>
<tr>
<td>TECH497</td>
<td>School of Technology Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

See “Guide to Electives” on page 102 for list of choices.
### NEW GLOBAL PROJECT MANAGEMENT CERTIFICATE

Post-Baccalaureate Certificate | 15 credits | GPROJ MG PBC

This program is designed to prepare students for a global project management position. While learning and the experiential focus will be primarily in the Business Management and Information Systems and Technology areas, the program also provides students with opportunities to explore and apply the concepts and knowledge in other areas (e.g., construction, operational management in finance, healthcare). This program will also help prepare students to complete the Project Management Institute (PMI) project management certification exam.

**Preadmission Requirements**
- An undergraduate degree
- Successful completion of management foundations, statistics, and spreadsheet fundamentals through previously completed course work, Competency Exams, or CLEP exams

**Major** | 15 credits
---|---
GPMT350 | Principles of Project Management | 3
GPMT385 | Special Topics: Global Project Management | 3
GPMT400 | Resource Management of Projects | 3
GPMT410 | Global Sourcing for Projects | 3
GPMT445 | Simulation/Case Studies in Project Management | 3

*Students completing the Global Project Management Specialty as part of their BBA in Management and/or BS in Computer Information Systems are not eligible for this additional certification.*

### ADMINISTRATIVE TECHNOLOGY

**Associate of Applied Science | 60-61 credits | ADM TECH AAS**

This associate degree provides students with the technical and conceptual skills required for administrative assistants to perform effectively in a technology-driven workplace. A solid foundation is provided in computer technology, office procedures, business communications, time management, multitasking, business etiquette, and professionalism. Students select either Executive or Medical Specialty.

**Foundations of Excellence** | 21 credits
---|---
COMM120 | Presentation Techniques | 3
ENGL109 | Composition | 3
ENGL110 | Advanced Composition | 3
FRSM100 | Career and Education Seminar or (if exempt) Open Elective 1 | 3
MATH120 | College Mathematics | 3

1See “Guide to Electives” on page 102 for choices.

### COMPUTER INFORMATION SYSTEMS

**Associate of Applied Science | 60 credits | CMP INFO AAS**

The Computer Information Systems curriculum is designed to introduce students to programming in microcomputer and minicomputer environments. Students will learn programming, databases and operating systems in a business environment.

**Foundations of Excellence** | 21 credits
---|---
COMM120 | Presentation Techniques | 3
ENGL109 | Composition | 3
ENGL110 | Advanced Composition | 3
FRSM100 | Career and Education Seminar or (if exempt) Open Elective 1 | 3
MATH120 | College Mathematics | 3
PHYS100 | Applied Physics | 2
PHYS100L | Applied Physics Lab | 1
SOSC201 | Diversity in Society | 3

1See “Guide to Electives” on page 102 for choices.

**Foundations of Technology** | 18 credits
---|---
BUSN210 | Professional Ethics | 3
CISP111 | Systems Foundations | 3
CISP220 | Web Applications | 3
CISP247 | Database Design | 3
IAAS221 | Security Foundations or | 3
IAAS224 | Implementing Network Security | 3
MGMT211 | Management Foundations | 3
### COMPUTER NETWORKING TECHNOLOGY

**Associate of Applied Science | 60 credits | NETW AAS**

The Computer Networking Technology program is designed to provide students with the technical knowledge, skills, and strategies required to install, administer, and maintain computers and network systems. The courses in this program will cover topics directly related to the Microsoft, Cisco, CompTIA, and Novell certification exams.

#### Foundations of Excellence (21 credits)
- COMM120 Presentation Techniques 3
- ENGL109 Composition 3
- ENGL110 Advanced Composition 3
- FRSM100 Career and Education Seminar or (if exempt) Open Elective 3
- MATH120 College Mathematics 3
- PHYS100 Applied Physics 2
- PHYS100L Applied Physics Lab 1
- SOSC201 Diversity in Society 3

#### Foundations of Technology (18 credits)
- BUSN210 Professional Ethics 3
- CISP111 Systems Foundations 3
- CISP220 Web Applications 3
- CISP247 Database Design 3
- IAAAS22 Security Foundations or IAAAS224* Implementing Network Security 3
- MGMT211 Management Foundations 3

#### Major (21 credits)
- NETW111 Cisco Networking Fundamentals or 3
- NETW220 Data Communications and Networks 3

Choose TWO of the following certifications:

### CompTIA A+ and Unix/Novell [CTUN] (9 credits)
- NETW101 PC Operating Systems 3
- NETW201 PC Maintenance and Management 3
- NETW231 Novell Networking Foundations or CISP217 UNIX Operating System 3

### Cisco CCNA [CCNA] (9 credits)
- NETW112 Cisco Networking Router IOS 3
- NETW211 Cisco Networking LAN Design 3
- NETW212 Cisco Networking WAN Design 3

### Microsoft MCSA [MCSA] (9 credits)
- NETW141 MS Client and Server OS 3
- NETW241 MS Implement Network Infrastructure 3

---

Choose one of the following courses: 3
- NETW243 MS Administer SQL Server
- IAAS224* Implementing Network Security
- IAAS244 MS Implementing Security

*If a student completes IAAS224 as part of Foundations of Technology, an additional IAAS-prefixed course must be used as a substitution in the MCSA Certification Specialty.

1*See “Guide to Electives” on page 102 for list of choices.

### COMPUTER SUPPORT TECHNOLOGY

**Associate of Applied Science | 60 credits | CMP SUP AAS**

The Computer Support Technology program is designed to provide students with the technical knowledge, skills, and strategies to function as a help desk or technical support employee assisting with a wide variety of user needs. Students will be able to install and support software and hardware on users' computers and network servers.

#### Foundations of Excellence (21 credits)
- COMM120 Presentation Techniques 3
- ENGL109 Composition 3
- ENGL110 Advanced Composition 3
- FRSM100 Career and Education Seminar or (if exempt) Open Elective 3
- MATH120 College Mathematics 3
- PHYS100 Applied Physics 2
- PHYS100L Applied Physics Lab 1
- SOSC201 Diversity in Society 3

#### Foundations of Technology (18 credits)
- BUSN210 Professional Ethics 3
- CISP111 Systems Foundations 3
- CISP220 Web Applications 3
- CISP247 Database Design 3
- IAAAS22 Security Foundations or IAAAS224* Implementing Network Security 3
- MGMT211 Management Foundations 3

#### Major (19 credits)
- NETW111 Microcomputer Apps: Word Processing 4
- BIT21 Microcomputer Apps: Spreadsheets 3
- BIT23 Microcomputer Apps: Database 3
- CISP201 Help Desk Concepts 3
- NETW101 PC Operating Systems 3
- NETW201 PC Maintenance & Management 3

#### Open Electives (2 credits)

1*See “Guide to Electives” on page 102 for list of choices.

www.davenport.edu
INFORMATION SECURITY

Associate of Applied Science | 60 credits | INFOSECR

AAS

The Associate of Applied Science (AAS) degree in Information Security allows students to specialize in either Information and Computer Security or Network Security and provides the foundation courses for all Bachelors of Science (BS) in Information and Computer Security. Both specialties focus on the tools and techniques necessary for implementing security in an organization’s network and for developing a business contingency plan for an organization.

Foundations of Excellence 21 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>FRSM100</td>
<td>Career and Education Seminar</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(if exempt) Open Elective</td>
<td>3</td>
</tr>
<tr>
<td>MATH120</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PHYS100</td>
<td>Applied Physics</td>
<td>2</td>
</tr>
<tr>
<td>PHYS100L</td>
<td>Applied Physics Lab</td>
<td>1</td>
</tr>
<tr>
<td>OSOC201</td>
<td>Diversity in Society</td>
<td>3</td>
</tr>
</tbody>
</table>

Foundations of Technology 18 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CISS211</td>
<td>Systems Foundations</td>
<td>3</td>
</tr>
<tr>
<td>CISS220</td>
<td>Web Applications</td>
<td>3</td>
</tr>
<tr>
<td>CISS247</td>
<td>Database Design</td>
<td>3</td>
</tr>
<tr>
<td>IAAS221*</td>
<td>Security Foundations</td>
<td></td>
</tr>
<tr>
<td>IAAS224</td>
<td>Implementing Network Security</td>
<td>3</td>
</tr>
<tr>
<td>MGMT211</td>
<td>Management Foundations</td>
<td>3</td>
</tr>
</tbody>
</table>

Major 21 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IAAS245</td>
<td>Disaster Recovery</td>
<td>3</td>
</tr>
<tr>
<td>IAAS325</td>
<td>Wireless Networking and Security</td>
<td>3</td>
</tr>
<tr>
<td>NETW101</td>
<td>PC Operating Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose one of the following specialties: 9

Information and Computer Security (ICSS) 9 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISS250</td>
<td>Discrete Structures</td>
<td>3</td>
</tr>
<tr>
<td>IAAS330</td>
<td>Information Warfare and Security</td>
<td>3</td>
</tr>
<tr>
<td>IAAS331</td>
<td>Databases and Distributed Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

Network Security (NSS) 9 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IAAS224</td>
<td>Implementing Network Security</td>
<td>3</td>
</tr>
<tr>
<td>NETW111</td>
<td>Cisco Networking Fundamentals</td>
<td></td>
</tr>
<tr>
<td>NETW220</td>
<td>Data Communications and Networks</td>
<td>3</td>
</tr>
<tr>
<td>NETW201</td>
<td>PC Maintenance and Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Open Electives 3 credits

*IAAS221 must be chosen as the option in Foundations of Technology if choosing the Network Security Specialty.

†See “Guide to Electives” on page 102 for list of choices.
Dear Students:

The beginning of each semester is an exciting time. Helping you achieve success—in school and in your career—is the most important work that we do.

In our commitment to students, we continue to strengthen the Davenport University Library Information Commons (LiNC) system, to include enhanced library, learning center, computer center and tutoring services. The University provides tutoring in key subjects—such as math, statistics, biology, writing and more, at no additional charge. We want you to access the help and support you need to be successful in your classes. Also be sure to check out the Library Information Commons online through the Davenport website.

There are great resources on Davenport. You can check your grades, attain financial information, schedule your classes and more. Remember, check and use the website.

We also want to remind you to monitor your Davenport email (PantherMail). All students are assigned an email account. Faculty, staff, and administration will communicate with you through your PantherMail. Be sure that you check your messages frequently.

As important as it is for you to succeed in your classes, it is also important for you to have fun. We hope that you participate in campus activities, and even join a student club.

Have a wonderful year with Davenport!

Sincerely,

Kojo Quartey, Ph.D.
Dean, Donald W. Maine
School of Business

Denise Oleske, Ph.D.
Dean, School of Health Professions

Reid Gough
Dean, School of Technology
SCHOOLS AND FACULTY

Donald W. Maine
School of Business

The purpose of the Donald W. Maine School of Business is to provide Davenport University students with the foundations of ethical business/legal theory needed for successful navigation in today's global, diversified marketplace. The objective for those students pursuing business/legal majors is to integrate these foundations, along with the practical applications of their specialized fields of study needed for professional excellence and certifications.

Kojo A. Quartey, PhD.
Dean, Donald W. Maine School of Business
Ph.D. Mississippi State University
M.A. Morgan State University
B.S. Morgan State University

Irene Bembenista, CPA
Associate Dean
Accounting/Finance
M.M.S. Purdue University
B.A. Purdue University

Susan Glover
Associate Dean
Sneden M.B.A. Program, Legal Studies, and Public Safety
M.S.A. Central Michigan University
B.S. Central Michigan University

Frank Novakowski
Associate Dean
Management, Marketing and International
M.B.A. University of Phoenix
M.Ed. University of Maryland
B.S. Virginia Military Institute

Jacquelyn Anderson
Department Coordinator, Marketing
M.B.A. Michigan State University
B.A. Michigan State University

Sally Armstrong
Department Coordinator, Human Resource Management
M.B.A. Davenport University
M.A. University of Bradford, U.K.
B.A. University of Bradford, U.K.

Jean Balch, CPA
Department Coordinator,
Accounting/Finance
M.B.A. University of Chicago
B.A. Marquette University

Timothy Bergsma
Accounting
M.B.A. Grand Valley State University
B.B.A. Davenport University

Barry Chapman, CPA
Department Coordinator,
Accounting/Finance
M.A. The Ohio State University
B.B.A. Cleveland State University

Jack D. Cichy, PhD., CM
Management
Ph.D. Michigan State University
Ed.S. Central Michigan University
M.A. Central Michigan University
B.S. Central Michigan University

Barbara Craft, J.D.
Department Coordinator, Legal Studies and Public Safety Management
J.D. Thomas Cooley Law School
B.A. Western Michigan University

Linda Crosby
Department Coordinator,
Management, Marketing, Legal, and Public Safety Management
M.B.A. Western Michigan University
B.B.A. Western Michigan University

Tamara Davis
Department Coordinator,
Management/Marketing
M.B.A. Western Michigan University
B.B.A. Western Michigan University

Eron Drake
Assistant Director of Academic Services
Management
M.B.A. Western Michigan University
M.A. Aquinas College
B.B.A. Ferris State University

Lesley Gale
Department Coordinator,
Management/Marketing
M.S. La Roche College
B.A. Bowling Green University

James Gort
Department Coordinator, M.B.A.
M.M. Aquinas College
B.S. Calvin College

Mark Griffin, CPA, C.F.P.
Accounting
M.A. Ball State University
B.S. Purdue University

Neal Hansen, CPA
Accounting
M.B.A. Grand Valley State University
B.S. Michigan State University

Julie Howar
Department Coordinator,
Management/Marketing
M.B.A. William Woods University
B.S. Bradley University

Allison Hubley
Program Director, Honors Accounting
M.B.A. Wayne State University
M.S. Central Michigan University
B.A. Oakland University

Steve Hughes
Department Coordinator,
Management/Marketing
E.M.B.A. Northwood University
B.B.A. Northwood University
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>University</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roz Jaffer</td>
<td>Department Coordinator, Management/Marketing</td>
<td>M.A. Michigan State University</td>
<td>B.A. Michigan State University</td>
</tr>
<tr>
<td>Debra Kils, J.D., C.M.A., C.P.A., C.L.A.</td>
<td>Accounting</td>
<td>J.D. Cooley Law School</td>
<td>M.B.A. Grand Valley State University</td>
</tr>
<tr>
<td>Michael Kolacz</td>
<td>Department Coordinator, Management/Marketing</td>
<td>M.A. University of Michigan</td>
<td>M.B.A. Indiana University</td>
</tr>
<tr>
<td>David LaBeau</td>
<td>Department Coordinator, M.B.A.</td>
<td>M.A. Central Michigan University</td>
<td>B.S. Indiana University</td>
</tr>
<tr>
<td>Brenda Lauer</td>
<td>Accounting</td>
<td>M.S.A. Western Michigan University</td>
<td>M.A. Western Michigan University</td>
</tr>
<tr>
<td>Robert Lewis</td>
<td>Department Coordinator, Management/Marketing</td>
<td>M.S. Central Michigan University</td>
<td>B.S. Central Michigan University</td>
</tr>
<tr>
<td>Ron Loessel</td>
<td>Accounting</td>
<td>M.B.A. Saginaw Valley State University</td>
<td>B.A. Alma College</td>
</tr>
<tr>
<td>Lawrence Maes</td>
<td>Department Coordinator, Management/Marketing</td>
<td>M.S.A. Central Michigan University</td>
<td>B.A. University of Detroit</td>
</tr>
<tr>
<td>Brian Moore</td>
<td>Department Coordinator, Accounting/Finance</td>
<td>M.S.F. Walsh College</td>
<td>B.B.A. Western Michigan University</td>
</tr>
<tr>
<td>Fred Morley</td>
<td>Department Coordinator, Accounting/Finance</td>
<td>M.B.A. Saginaw Valley State University</td>
<td>B.S. Ferris State University</td>
</tr>
<tr>
<td>Timothy Mulder, Ph.D., C.P.A.</td>
<td>Accounting</td>
<td>Ph.D. University of Michigan</td>
<td>M.B.A. Grand Valley State University</td>
</tr>
<tr>
<td>Fred H. Njemi</td>
<td>Marketing</td>
<td>B.S. Detroit College of Business</td>
<td></td>
</tr>
<tr>
<td>Jeffrey Otterstetter</td>
<td>Department Coordinator, Accounting/Finance</td>
<td>M.B.A. Wayne State University</td>
<td>B.S. Wayne State University</td>
</tr>
<tr>
<td>Tom Pradzinski</td>
<td>Management/Marketing</td>
<td>M.S. Loyola University</td>
<td>B.S. Purdue University</td>
</tr>
<tr>
<td>Todd Pflts, C.M.</td>
<td>Management</td>
<td>M.B.A. Davenport University</td>
<td>B.S. Purdue University</td>
</tr>
<tr>
<td>Steve Project</td>
<td>Sport Management and Marketing</td>
<td>M.B.A. Western Michigan University</td>
<td>B.B.A. Western Michigan University</td>
</tr>
<tr>
<td>Dale Pradzinski</td>
<td>Department Coordinator, Accounting/Finance</td>
<td>M.B.A. University of Pennsylvania</td>
<td>M.A. Pepperdine University</td>
</tr>
<tr>
<td>Carol Rewers, Ph.D., R.N.</td>
<td>Management</td>
<td>M.B.A. Michigan State University</td>
<td>M.P.H. Western Michigan University</td>
</tr>
<tr>
<td>David Sellers, Ph.D., C.P.M.</td>
<td>Marketing</td>
<td>Ph.D. Union University</td>
<td>M.B.A. Michigan State University</td>
</tr>
<tr>
<td>Larry Simpson, C.P.A.</td>
<td>Department Coordinator, Accounting/Finance/Management/M.B.A.</td>
<td>M.B.A. Wright State University</td>
<td>B.S. The Ohio State University</td>
</tr>
<tr>
<td>Scott Stevens</td>
<td>Management</td>
<td>M.B.A. Saginaw Valley State University</td>
<td>B.A. Saginaw Valley State University</td>
</tr>
<tr>
<td>Marjolijn van der Veld, Ph.D.</td>
<td>Department Coordinator, M.B.A.</td>
<td>Ph.D. University of Illinois at Chicago</td>
<td>M.B.A. Grand Valley State University</td>
</tr>
<tr>
<td>Dan Wijanan</td>
<td>Human Resource Management</td>
<td>M.A. University of West Florida</td>
<td>B.A. University of West Florida</td>
</tr>
</tbody>
</table>

www.davenport.edu 47
School of Health Professions

The purpose of the School of Health Professions is to provide students with skills necessary for success in health-related careers, including skills related to the competencies required by the accrediting bodies that license or certify graduates of the programs. Students are able to synthesize the clinical and/or managerial skills of their selected programs in an ethical and legal manner. Students are prepared with the competencies necessary to work with diverse populations of clients and are eligible to apply for the appropriate licensure and/or certification examinations.

Denise M. Oleske, Ph.D., R.N.
Dean, School of Health Professions
Ph.D. University of Illinois
M.S. University of Michigan
M.P.H. University of Illinois
B.S.N. University of Illinois
B.S. Marquette University

Anne Barton-Dempsey, R.N.,
Associate Dean
Undergraduate Nursing
M.S.N. Michigan State University
B.S.N. Ferris State University

Susan Slesus, RHIA
Associate Dean
Health Information Management
M.B.A. Davenport University
B.S.B.A. Aquinas College

Linda Spang, J.D., Em.T.-P., R.M.A.
Program Director, Allied Health
J.D. Thomas M. Cooley Law School
B.A. Purdue University

Rebecca Welner, R.N.
Program Director, B.S.N.
M.S.N. Grand Valley State University
B.S.N. University of Cincinnati

Yvonne B. Alles
Department Coordinator, Allied Health
M.B.A. Davenport University
B.A. Davenport University

Tamra Ashley, R.N., C.F.N.P., I.B.C.L.C.
Department Coordinator, Allied Health
M.S.N. Michigan State University
B.S.N. Michigan State University

Marte DuGar Bell, R.N.
Department Coordinator, Nursing
M.S.N. Madonna University
B.S.N. University of Detroit Mercy

Ranelle Brew, Ed.D., CHES
Department Coordinator, Clinical Allied Health
Ed.D. Columbia University
M.S. Columbia University
M.A. Columbia University
B.P.H. Southern Connecticut State University

Karen Clark, D.C.,
Science
D.C. National College of Chiropractic
B.S. National College of Chiropractic
B.S. Michigan Technological University

Kimberly A. Corsi, R.R.T., C.C.S.
Department Coordinator, School of Health Professions
M.S.A. Central Michigan University
B.S. Mercy College of Detroit

Betsy Diegel
Department Coordinator, Science
M.A. Wayne State University
B.S. Saginaw Valley State University

Suzanne Garman, R.N.
Department Coordinator, School of Health Professions
M.A. Western Michigan University
B.S.N. Northern Michigan University

Brook Gensel, R.N.
Clinical Coordinator, Nursing
B.S.N. Davenport University

Regina Glenn, R.H.I.A., C.C.S.
Allied Health
M.S. Capella University
B.S. Cornerstone University

Thomas Hunt, R.H.I.A.
Department Coordinator, Allied Health
M.B.A. Davenport University
B.A.A. Cleary University

Andrea Hutson, R.N.,
Clinical Coordinator, Nursing
B.S.N. University of Detroit Mercy

Barbara Kunshek
Department Coordinator, Health Professions
M.S. Western Illinois University
B.S. Western Illinois University

Margaret Merrill, R.N.
Clinical Coordinator, Nursing
M.S.N. University of Phoenix
B.S.N. University of Michigan

Beverly Mihako, Ph.D., (c), M.P.H.
M.T. (ASCP)
Associate Dean, Allied Health
School of Health Professions
Doctoral candidate, Wayne State University
M.P.H. University of Michigan School of Public Health
B.S. Eastern Michigan University

Marcia Morse
Department Coordinator, Allied Health
M.B.A. Davenport University
B.S. Cincinnati College of Mortuary Science

Mary Parus, R.N.C.
Clinical Coordinator, Nursing
B.S.N. Wayne State University

Beverly Peoples, Ph.D., R.N.
Department Coordinator, Nursing
Ph.D. Iowa State University
M.S.N. The Ohio State University
B.S.N. Hampton University

Marybeth Pferl-Smith, C.M.A., C.P.C.,
C.C.S.-P.
Department Coordinator, Allied Health
B.S. Grand Valley University

Aletha Pilial, R.N.
Nursing
M.S.N. University of Phoenix
B.S.N. University of Phoenix

Elizabeth Seelhof, R.N.,
Obstetrical and Pediatric Nursing
B.S.N. Saginaw Valley State University
Mary Stewart, R.N.,
Nursing
M.S.N. University of Phoenix
B.S.N. Davenport University

Susan Stowe
Department Coordinator, Nursing
M.S.N. University of Phoenix
B.S.N. Thomas More College

Sharon Suttiff, D.C.
Department Coordinator, Science
D.C. Sherman College of Straight Chiropractic
B.A. Virginia Commonwealth University

Cindy Thompson, R.N., R.M.A.
Department Coordinator, Allied Health
M.A. Central Michigan University
B.S. Central Michigan University

Megan Tober, R.H.L.A.
Department Coordinator, Allied Health
B.S., B.S. Ferris State University

Rebecca Ventura, R.N.,
Allied Health
B.S.N. University of Texas Health Science Center

Barbara L. Wieszczecinski, R.N.
Department Coordinator, Nursing
M.S.N. Saginaw Valley State University
B.S.N. Saginaw Valley State University

School of Technology

The purpose of the School of Technology is to provide students with the skills necessary to succeed in technologically oriented careers. Students are able to integrate technology into their careers and adapt as that technology evolves. Students will incorporate business and foundational skills into their programs and be prepared to complete appropriate certification requirements.

Reid Gough
Dean, School of Technology
M.Ed. Wayne State University
B.A. Western Michigan University

Michelle Hansen, CISSP
Associate Dean
Security and DU Online
M.B.A. Western Michigan University
B.S. Western Michigan University

Dave Trombka
Associate Dean
Networking
M.B.A. Baker College
B.S. Wayne State University

A. Peter Anderson
Networking
M.T.M. Keller Graduate School of Management
B.S. Concordia College

Steve Boyak
Department Coordinator, Technology
M.A. Wayne State University
B.A. Wayne State University

Bruce Collins
Department Coordinator, Technology
M.S. Ferris State University
B.A. Southern Illinois University

Richard Comden, MCP, A+
Department Coordinator, School of Technology
M.S. Indiana University
B.S. Grace College

Deanne Cranford-Wesley, Ph.D.,
C.C.N.A., C.C.N.P., C.C.A.I.
Department Coordinator,
Networking/CISP
Ph.D. Union Institute
M.A. Marygrove College
B.B.A. Marygrove College

Lonnie Decker, CCNP, CCAI
Department Coordinator,
Networking/BITS
M.S. Central Michigan University
B.S. Michigan Technological University

Ronald Draayer
Computer Information Systems
M.S. Ferris State University
M.M. Aquinas College
B.A. Calvin College

Linda K. Haberaecker
Business Information Technology/Computer Information Systems
M.Ed. Wayne State University
B.Ed. Wayne State University

Nancy Hansen, CNA, CCNA, CCAI,
MCP, Security+
Computer Information Systems
M.S. Ferris State University
M.B.A. Grand Valley State University
B.S. Michigan State University

Aphrodite Jones
Department Coordinator, Computer Information Systems
M.B.A. Davenport University
B.B.A. Davenport University

Brian Kowalczk
Computer Information Systems
M.S. Nova Southeastern University
B.S. Adrian College

Kenneth Krug
Computer Information Systems
M.A. Spring Arbor University
B.S. Western Michigan University

Jean Luoma
Department Coordinator, Computer Information Systems
M.A.T. Saginaw Valley State University
B.S. Central Michigan University
General Education Division

The purpose of the General Education Division is to provide students with the foundational skills and abilities needed for academic and professional excellence. These skills encompass analytical and critical thinking, written and oral communication, mathematical literacy, professional excellence and integrity, as well as background in the humanities and social, behavioral, and sciences, fundamental to global citizenship. In addition, the General Education Division helps students develop a greater appreciation of artistic, literary, cultural and historical themes, trends and movements.

Gary Pranch
Executive Director of General Education
M.A. Wayne State University
B.A. University of Detroit

Mary Eiter
Division Chairperson, English and Communications
M.A. Western Michigan University
M.S. Indiana University
B.S. Indiana University

Mominka Fieva, Ph.D.
Division Chairperson, Social Sciences and Global Studies
Ph.D. Bulgarian Academy of Sciences
M.A. Charles University of Prague
B.A. Charles University of Prague

Lba Barksdale-Shaw
English
M.A. Central Michigan University
J.D. University of Michigan
B.A. University of Michigan

Roger Brown
Mathematics
M.A. Western Michigan University
B.S. Western Michigan University

Charles Bunker
Department Coordinator, Math/Science
M.S. Bowling Green University
B.S. Grand Valley State University

Gary Cosens
Department Coordinator, Mathematics/Economics
M.S.E. University of Michigan
B.S.E. University of Michigan

Anne Cramer, Ph.D.
Department Coordinator, Mathematics/Economics
Ph.D. Wayne State University
M.A. Eastern Michigan University
B.A. Oakland University

Sheri Donovan
Department Coordinator, Mathematics/Economics
M.S. Oklahoma State University
B.A. William Jewell College

Keri Dutkiewicz, Ph.D.
Department Coordinator, English and Communications
Ph.D. Michigan State University
B.A. Michigan State University

David Gillespie, Ph.D.
Social Sciences
Ph.D. Wayne State University
M.A. Central Michigan University
B.A. Michigan State University

Ray Grohowski
Mathematics
M.S. Case Western Reserve University
B.S. Penn State University

Suzanne Gut
Department Coordinator, Foundations of Learning/ESLP
M.S. Nova Southeastern University
B.A. Valparaiso University

Mary (Dee) Hall
Foundations of Learning
M.A.T. University of Notre Dame
M.S. University of Notre Dame
B.S. Saint Mary's College
Chris Hamstra
English and Communications
M.A. Western Michigan University
B.A. Calvin College

Susan Helser
Department Coordinator, Mathematics and Economics
M.S. Iowa State University
B.S. University of Michigan – Flint
B.A. Wayne State University

Jodi Hicks, Ph.D.,
Assistant Director of Academic Services
Social Sciences
Ph.D. Capella University
M.A. Western Michigan University
B.A. Hope College

Alexander Iraetel, Ph.D.
Mathematics
Ph.D. Russian Academy of Sciences
M.S. Turkmen State University

Fran Jarvis
Department Coordinator, English/Communications
M.Ed. Wayne State University
B.S. Wayne State University

Ron Kinsman
Department Coordinator, Social Sciences
M.A. Central Michigan University
B.A. Saginaw Valley State University

JoLene Klump, Ph.D.
Social Sciences
Ph.D. Capella University
M.A. Central Michigan University
B.S. Central Michigan University

Tom Laciniski
Department Coordinator, General Education
M.A. Michigan State University
B.S. Eastern Michigan University

Joe LeMontagne
Department Coordinator, General Education
M.Ed. University of Missouri – Columbia
B.S. Northern Michigan University

Linda Leach
Department Coordinator, Mathematics
M.S. Michigan State University
B.S. Michigan State University

Diana Leser
Department Coordinator, English/Communications
M.A.T. Saginaw Valley State University
B.A. Albion College

Adrienne Lewis
Department Coordinator, English
B.A. Saginaw Valley State University

Melissa Lewis
English
M.F.A. New England College
B.A. Albion College

Christine Miller, Ph.D.,
Department Coordinator, General Education
Ph.D. Regent University
M.A. Northern Michigan University
B.A. Northern Michigan University

Charmayne Mulligan
English/Communications
M.A. East Tennessee State University
B.A. Florida Atlantic University

Sabrah Mulvaney
Department Coordinator, Social Sciences
M.A. Western Michigan University
B.S. Northern Michigan University

Linda Nelson
Department Coordinator, General Education
M.A. Governors State University
B.A. Governors State University

Gerald G. Nyambane, Ph.D.
Economics
Ph.D. Michigan State University
M.S. Michigan State University
B.Sc. Egerton University, Kenya

Andra Pavuls
Department Coordinator, General Education
M.A. Indiana State University
B.A. DePauw University

Patricia Phillips
English, Communications and Humanities
M.A. Wayne State University
B.A. Wayne State University

Regina Pierce, R.N., Ph.D.
Department Coordinator, Mathematics, Social Science and Science
Ph.D. Wayne State University
M.S. Wayne State University
B.S. Wayne State University

David Poock, Ph.D.,
Department Coordinator, Mathematics and Economics
Ph.D. Iowa State University
M.S. Iowa State University
B.S. Iowa State University

Molly Rose
English
M.F.A. Western Michigan University
M.A. Iowa State
B.A. Aquinas College

Shubhada Sagdeo
Department Coordinator, Mathematics and Social Science
M.S. Institute of Science, Nagpur, India
B.S. Institute of Science, Nagpur, India

Diane Salinas
Mathematics
M.S. Western Michigan University
B.S. Michigan Technological University

Keith S. Sheppard, Ph.D.,
English
Ph.D. Wayne State University
M.A. Wayne State University
B.A. Washington University

Robert Shubitowski
Department Coordinator, Social Sciences and Humanities
M.A. Western Michigan University
B.S. Western Michigan University

Angela Smith
Department Coordinator, English/Communications
M.A. University of Phoenix
B.A. Saginaw Valley State University

www.davenport.edu
<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>University</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deborah Stelner</td>
<td>Mathematics</td>
<td>M.S. Virginia Tech University</td>
<td>B.S. Michigan State University</td>
</tr>
<tr>
<td>Diana Stout</td>
<td>Department Coordinator,</td>
<td>English/Communications/Foreign</td>
<td>M.F.A. Western Michigan University</td>
</tr>
<tr>
<td>Dan Sullivan</td>
<td>English</td>
<td>M.A. University of Wisconsin-</td>
<td>B.A. Michigan State University</td>
</tr>
<tr>
<td>John Suttkus</td>
<td>Mathematics</td>
<td>M.A. Wayne State University</td>
<td>B.S. Oakland University</td>
</tr>
<tr>
<td>Therese Tomaszek,</td>
<td>Humanities/English/Social Science</td>
<td>Ph.D. The Florida State University</td>
<td>M.A. Michigan State University</td>
</tr>
<tr>
<td>Alan Walczak</td>
<td>Department Coordinator,</td>
<td>M.A. Western Michigan University</td>
<td>B.S. Grand Valley State University</td>
</tr>
<tr>
<td>Luke Williams-Smith</td>
<td>Department Coordinator,</td>
<td>M.A. Wright State University</td>
<td>B.A. College of Mount Saint Joseph</td>
</tr>
<tr>
<td>Lee Witt, Ph.D.</td>
<td>Mathematics</td>
<td>Ph.D. Western Michigan University</td>
<td>M.S. Western Michigan University</td>
</tr>
</tbody>
</table>
ADMISSIONS

General Admissions

Davenport University grants admission to students who are motivated to work for a degree and whose academic achievements demonstrate they are prepared to succeed in a university curriculum and graduate.

Our students choose Davenport as their best opportunity to prepare for careers in business, technology, and health professions. We offer a high-tech learning environment, cutting-edge programs, accomplished and “real-world” professors, and strong links to the business community.

If you are serious about completing a quality, practical, career-oriented education, Davenport University is committed to your success.

You may call toll-free 1-800-686-1600 to speak with a representative regarding admission to the University. Our representatives are prepared to discuss how Davenport can best meet your individual needs and the wide variety of programs available, provide information about other support services available to students, and assist with you through the application process. You may also apply for admission online at www.davenport.edu.

University Admissions reviews all applications on a rolling basis. The applicant’s official transcripts, test scores, involvement, and program will be considered in the admissions decision. Admission requirements, criteria, and guidelines are applied equally to all students, including “home-schooled” students.

A review of the academic credentials will consist of all high-school/college-level coursework and all available standardized test scores.

Applicants for non-credit academic programs may be admitted without meeting any of the above requirements with special permission from the University, but are not eligible for Title IV financial aid funds.

For more information on specific scores or assessment criteria, please contact a Davenport University Admissions Representative.

Except for reasons prohibited by applicable discrimination laws, students may be excluded from admission or dismissed from Davenport University at any time for reasons considered appropriate by the University.

The University has the right to deny admission to any student who is in default on any Title IV HEA loans, which include the Subsidized Stafford Loan, Unsubsidized Stafford Loan, Perkins Loan, and/or PLUS Loan.

Davenport University has a policy of nondiscrimination regarding students on the basis of race, color, national or ethnic origin, sex, age, and religion in the administration of its admissions policies, educational policies, scholarship and loan programs, and other school-administered programs.

Davenport also maintains a policy of nondiscrimination on the basis of handicap in regard to admission or employment and access to programs or activities. In addition, the University does not discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments.

Admissions Process

Undergraduate Application

Submit an official application, plus a $25 non-refundable application fee.

Provide an official high school transcript or proof of GED or

Official college transcript documenting 15 or more transferable semester credits from a regionally accredited college/university.

Provide official college transcript showing successful completion of transferable college-level math and English.

Prospective students without ACT scores, SAT scores, or approved college credit must take a standard COMPASS assessment as arranged by a University representative.

Home-schooled students must submit the following documentation:

Documentation from a home-school agency, local school district, or state Department of Education, or

Notarized transcript of high school courses taken, with grades.

Provide at least one of the following documents to demonstrate that you have met the approved criteria for acceptance at Davenport University:

Qualified ACT scores

Qualified SAT scores

A student who meets his or her state’s requirements for home schooling at the secondary-school level has the academic qualification necessary for Title IV eligibility. Similar to a high school diploma, completion of a home-schooling program at the secondary level may be self-certified. A student must show a high school diploma, the equivalent of a high school diploma, or an alternate to a high school diploma. High school diploma equivalents are a General Education Development Certificate (GED) or state-certified, received after passing a state-authorized exam that the state recognizes as the equivalent of a high school diploma. High school diploma alternatives are passing scores on an approved Ability to Benefit test or completion of a home-schooling program.
The COMPASS test has been approved by the secretary of the U.S. Department of Education as an “Ability to Benefit” (ATB) test. The COMPASS test consists of a test in English and a test in math.

Transcript Guidelines

Students must provide an official copy of their high school and all previous college transcripts on file at Davenport University. Any students registering for classes without official transcripts on file accept responsibility for ensuring that they are not duplicating courses that might be brought in as transfer credit. All transcripts must be sent from the originating schools directly to Davenport University, and become the property of the University. Address to: Registrar’s Office, 415 E. Fulton, Grand Rapids, MI 49503

Admission to Health Programs

Program standards are specific for each health program and established so students will be prepared for credentialing examinations offered by the professional association or the state government. Program standards of progress are published in materials provided to health students upon admission to the University. Prospective students may request these materials before making application to the University. Students wishing to enroll in a health major should contact the Admissions department at the location they wish to attend for complete guidelines. In addition, regulations and requirements for clinical practicums and internships vary, including vaccinations, physical examination, etc. However, all School of Health Professions students will be asked to complete a criminal background check and drug screening at the time a major in a health program is declared. This process is included in the course HLTH101 Introduction to Health Careers. Criminal background checks and drug testing done elsewhere are not acceptable. Students are advised to refer to the School of Health Professions Student Handbook for special requirements as they apply to their program majors.

Admission to the Medical Assisting Program

Admission to the University is not admission to the Medical Assisting Program. Students wishing to enter the Medical Assisting Program should indicate their intention when first applying for enrollment at Davenport University. To be admitted to the Medical Assisting Program, the student must meet the following criteria:

1. Application to Davenport University indicating the Medical Assisting Program
2. Completion of COMPASS assessment with the following scores or completion of the appropriate Foundations of Learning course(s) (ENGL021, MATH030):
   - At least 78 in the writing section
   - At least 81 in the reading section
   - At least 46 in the algebra section
3. Completion of the following courses before beginning MEDA254 or MEDA255:
   - HLTH 110, BIOL 120, BIOL 131, HLTH 120, and HLTH 101
4. Verification with the Department Coordinator for Allied Health that all criteria have been met
5. Attendance at a mandatory orientation that includes OSHA and HIPAA regulations, arranged by the Department Coordinator for Allied Health
6. Criminal background check
   - Anyone with a criminal background, especially a person convicted of a felony, may be unable to enter into and complete his or her professional practicum and thus graduate from the Medical Assisting Program. The professional practicum host site, in cooperation with the DU Medical Assisting Program, determines suitability for placement. Students are advised to speak with a Medical Assisting Program Director if they have any questions. In addition, a person with a criminal background may not be eligible to sit for the certification examination in Medical Assisting offered through the American Association of Medical Assisting (AAMA). The AAMA determines if a person with a criminal history will be eligible to sit for the certification exam.
7. Drug screening
   - At the time of the criminal background check, drug testing occurs. Any student using illegal substances will be subject to Davenport University policy as it relates to this matter.

Admission to the Nursing Program

Admission to the University is not admission to or acceptance into the Nursing Program. Students wishing to enter the Nursing Program should indicate their intention when first applying for enrollment at Davenport University. Students must be formally admitted to the Nursing Program to enroll in any course that is designated with the prefix NURS. Requirements include the following:

1. Official high school and college transcripts received
2. COMPASS scores as described below or take the appropriate Foundations of Learning courses:
   - At least 81 in the reading section
   - At least 39 in the math section
   - At least 78 in the writing section
   - At least 46 in the algebra section

BACK TO TABLE OF CONTENTS
3. For the diploma in practical nurse (PN) and associate degree (AD) in nursing, seats are limited; entry is competitive and based on the following:
   - Official college transcript with 14 or more semester hours, including equivalents to ENGL109, MATH120, BIOL110/121/121L/122/122L
   - 2.5 GPA or higher on a 4.0 scale
   - Two letters of professional recommendation
   - Health Education Systems, Inc. (HESI) Nursing Admission Assessment
   - Essay

4. For the RN Completion Program, entry is based on the following:
   - Copy of current unencumbered, unrestricted RN license
   - Associate degree or diploma in nursing with a minimum of 60 semester hours, including liberal arts and sciences
   - Submission of official transcripts from previous nursing program
   - 2.5 GPA or higher on a 4.0 scale in previous nursing program
   - One letter of professional recommendation
   - Resume
   - Completion of criminal background check and drug screening

All requirements listed above must be met before you will be considered for admission.

* If you have been convicted of a felony or certain misdemeanors, this may preclude you from participating as a student in some clinical sites, and you may not be allowed to take the NCLEX examination—the state board licensing examination for nursing.

Nursing Admissions Deadlines

Students are encouraged to submit an application for admission to the diploma in practical nursing and associate degree nursing programs during the open enrollment period of November 1st through May 18th each year.

Admissions to the BSN-RN Completion Program are considered on a rolling basis when all the application materials have been received.

To obtain nursing admissions materials and gain assistance in completing the application process, please see the Nursing Career and Education Advisor at your location or visit our website at www.davenport.edu.

To be considered equivalent, transfer science courses must have had a lab component and have been taken within the last five years, and students must have received a C grade or better.

For individuals who are applying to the PN or AD Program who have taken nursing courses at another institution, only the equivalent of NURS101 taken within the last two years would be considered for transfer.

Admission to the Level II Nursing Program

(associate degree – RN) with Advanced Standing

The Nursing Program provides the opportunity for the Licensed Practical Nurse (LPN) to be admitted to the associate degree Nursing Program. The LPN will need to apply for admission using the admissions process described above.

If selected for admission, the LPN will be granted “Advanced Standing.” This advanced standing gives the LPN credit for Level I NURS courses.

Before starting Level II nursing courses, the advanced standing LPN must have completed all Foundations of Excellence courses required for Level I, Foundations of Business, NURS major courses equivalent to Level I NURS courses, and PSYC101 (Introduction to Psychology).

1. COMPASS scores as described above.
2. Official high school and college transcripts received.
3. Students must hold a valid Practical Nurse license and a copy placed in their file.
4. Students must have successfully completed all Level I major nursing courses with at least a C grade, and the overall grade point average in the Level I Program must have been at least a 2.3 on a 4.0 scale.
5. Students must have at least six months’ recent work experience as an LPN.

Students seeking admission with advanced standing should consult with the Nursing Career and Education Advisor to ensure that they have met the above criteria.

Nursing students who withdraw or are unable to progress may seek readmission by reapplying, in writing, to the Director of the Nursing Program. A readmitted or transfer student may be required to complete a four-week clinical rotation, prior to admission, depending on the length of time the student has been out of the program at Davenport University. Students out of a pre-licensure nursing program more than five years may be subject to repeating the Nursing Program from the beginning. The Chair of the Nursing Division will make the decision to admit, based on length of time out, reason for withdrawal, GPA, letter of reference, courses in the major completed, and seats available.

The LPN must meet the residency requirement for graduation from Davenport University.

Nursing students should refer to the School of Health Professions Student Handbook for further explanation of the policies and procedures of the Nursing Program.

Admission as a Dual Enrollment Student

Michigan students enrolled in courses at Davenport University via the Postsecondary Enrollment Options Act are permitted to register through the entirety of their participation in dual enrollment programs providing they have met the state of Michigan requirements for participation.

High school students may attend the University when they provide written permission from their high school principal or legal guardian. The student is subject to all policies, procedures, fees, and tuition costs of the University.
Admission as a Guest Student

A student in good standing at another college or university in the state of Michigan may be admitted as a guest student. This student assumes the responsibility of determining whether or not the courses taken at Davenport University apply to the student’s program of study at his or her home institution. A separate guest application must be submitted for each semester that the guest student attends Davenport University. The standard guest application (International Association of Collegiate Registrars and Admissions Officers) application can be obtained from the institution awarding the guest student his or her degree.

Admission for International Students

International Student Admissions

Apply online at www.davenport.edu for undergraduate or graduate admission as an international student and include the application fee (US $25). You will also need:

Undergraduate and Graduate Students

- Official high school transcript in English
- If the transcript is unavailable in English, please have it translated and evaluated. For assistance, contact one of these credential evaluation services: Educational Credential Evaluators or World Education Services.
- Official TOEFL (Test of English as a Foreign Language) score
  A score of 500 (paper), 173 (computer), or 61 (Internet) or higher will exempt the student from the ESL (English as a second language) class requirement.
- Documentation of financial ability
  U.S. Immigration regulations require you to provide documentation of financial ability before a Certificate of Eligibility Form I-20 can be issued. To document financial ability, send an official bank statement or official letter signed by an officer of the bank stating an amount of money on deposit of at least US$21,607. If account holder is someone other than the student, the account holder must submit a signed letter or affidavit of support.

Graduate Students Only

- Current resume
- Two letters of professional recommendation
- GRE or GMAT score

Once accepted, international students will be issued an acceptance letter and an I-20, which they must submit to the U.S. embassy (or consulate) in their home country to apply for an F1 (student) visa. Once enrolled on campus, students with F1 status must be full-time, in accordance with USCIS requirements.

International Admissions to Online Programs

Davenport University also offers complete degree programs online. International students wishing to pursue their education in this way do not need USCIS documents or a student visa since they can take all classes without physically entering the United States. Information about being a Davenport University Online student can also be found at www.online.davenport.edu.

Admission as a Transfer Student

Those applying as transfer students who wish to have credits from another college evaluated and applied to the Davenport degree must have an official transcript sent to the Registrar’s Office. Generally speaking, courses with comparable content and intensity to those at Davenport in which the applicant earned a “C” grade or better can be applied toward Davenport programs. Regardless of the number of credits accepted from other institutions, all transfer students must meet Davenport’s minimum residency requirements.

Transfer applicants with a bachelor’s degree from another institution may earn a second bachelor’s degree from Davenport University, provided the curriculum at Davenport University is substantially different from the curriculum involved in the first degree. Applicants must also fulfill Davenport University residency requirements for the second degree.

Transfer applicants who have earned an associate degree or certificate from an accredited institution may, under prescribed conditions of articulation, receive transfer of those credits toward a bachelor's degree at Davenport University. The University has articulation agreements with many community colleges and career schools in its geographic area; these agreements assure transfer of credit, provided a passing grade was earned.

Admission with Advanced Credit through Articulation

The University maintains articulation agreements with area high schools and vocational/technical centers. Through these agreements, students may be admitted into selected second-level college courses. Students interested in obtaining advanced standing through high school articulation agreements should contact the Admissions Office for more information.
Military/Veterans’ Information

Those eligible to receive educational benefits through the Veterans Administration must complete the appropriate application form. These forms are available at the GI Bill website, www.gibill.va.gov. Applicants who are unsure of eligibility for benefits should contact VA Education Benefits at 1-888-GIBILL-1 (1-888-442-4551).

Those using veterans’ benefits are also strongly encouraged to contact Davenport’s VA Certifying Official (1-866-353-8720) for help with questions regarding the application form. Speaking with the VA Certifying Official is especially important for those who will be using benefits under Chapter 31—Vocational Rehabilitation Program.

Veterans should submit documentation of all prior military training and experience for evaluation and possible awarding of University credit.

Noncollegiate Credit Options

The University will grant credit for the following nontraditional credit options under prescribed conditions. Students should consult an Advisor or the Records/Registrar’s Office for additional guidelines and procedures.

Advanced Placement Exams (AP)
The University will, under prescribed conditions, grant credit for the Advanced Placement Exams (AP) subject examinations that are administered by the College Board.

College Entrance Examination Board (CEEB)
Advanced credit will be granted when the student earns qualifying scores on the Advanced Placement tests of the College Entrance Examination Board.

College-Level Examination Program (CLEP)
The University will, under prescribed conditions, grant credit for the College-Level Examination Program (CLEP) subject examinations that are administered by the College Board.

Corporate/Noncollegiate Training
Based on the recommendation of the National Program on Noncollegiate Sponsored Instruction, credit may be granted for educational programs sponsored by noncollegiate organizations (labor, government, business, associations, private training organizations).

DANTES Examination Program
The University will, under prescribed conditions, grant credit for the DANTES Examination Program that is administered by the Educational Testing Service.

Military Service Training
The University recognizes learning gained from specialized training and experiences in the military service. A timely evaluation will be done using the Education Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education. Credits will be applied to the student’s degree program as substantiated by appropriate military records submitted to the Student Records or Registrar’s Office.

Proficiency Examination Program (ACT-PEP)
The University will, under prescribed conditions, grant credit for the Proficiency Examination Program (PEP) examinations that are administered by the American College Testing Program (ACT).

Servicemembers Opportunity Colleges (SOC)
The University is an institutional member of SOC and meets all SOC criteria in awarding degrees to servicemembers and veterans. Students should contact the Registrar or Student Records Office for further information.

Professional Certifications/Licenses
Credit may be granted upon receipt of certain professional certifications/licenses. Those who feel this may apply should consult an Advisor or the Registrar’s Office for additional information.

School of Business Credit for Professional Certifications

AMERICAN INSTITUTE OF PROFESSIONAL BOOKKEEPERS
Certified Bookkeeper ACCT201 Accounting Foundations I

AMERICAN PRODUCTION AND INVENTORY CONTROL SOCIETY
Certified Production and Inventory Manager MGMT413 + 2 Business elective credits
Certified Resource Improvement Manager 6 Business elective credits

AMERICAN SOCIETY FOR QUALITY
Certified Quality Manager MGMT412 + 5 Business elective credits
Certified Quality Auditor MGMT412 Quality Systems
Certified Quality Improvement Assoc MGMT412 Quality Systems
Certified Quality Engineer MGMT412 Quality Systems
Certified Quality Technician MGMT412 Quality Systems

APICS—EDUCATIONAL SOCIETY FOR RESOURCE MANAGEMENT
CERTIFIED IN INTEGRATED RESOURCE MANAGEMENT (CIRM)
Delivering Products and Services MGMT413 Supply Chain Mgmt
Paired with: Enterprise Concepts & Fundamentals
Designing Products and Proc. 3 Business elective credits
Paired with: Identifying and Creating Demand
Integrated Enterprise Mgmt 2 Business elective credits

APICS—EDUCATIONAL SOCIETY FOR RESOURCE MANAGEMENT

www.davenport.edu
CERTIFIED IN PRODUCTION AND INVENTORY MANAGEMENT (CPIM)
Basics of Supply Chain Mgmt MGMT413 Supply Chain Mgmt
Detailed Scheduling and Planning 2 Business elective credits
Execution and Control of Operations 2 Business elective credits
Master Planning of Resources 2 Business elective credits
Strategic Mgmt of Resources MGMT413 Supply Chain Mgmt

H & R BLOCK
H & R Block Income Tax Course ACCT315 Federal Taxation I

HUMAN RESOURCE CERTIFICATION INSTITUTE (HRCI) (FOUNDED BY SHRM)
Professional in HR (PHR) HRMG213 Human Resource Mgmt
Senior Professional in HR HRMG213 + 2 Business elective credits

INSTITUTE OF CERTIFIED PROFESSIONAL MANAGERS (JAMES MADISON UNIV.)
Certified Manager Certification (CM) MGMT211 Management Foundations

INSTITUTE OF SUPPLY MANAGEMENT
Certified Purchasing Manager MGMT413 + 6 Business elective credits
Accredited Purchasing Professional MGMT413 + 1 Business elective credit

PROJECT MANAGEMENT INSTITUTE (PMI)
Project Management Professional MGMT411 Project Management

INSTITUTE OF FINANCIAL EDUCATION (IFE)
The University will grant transfer credit for appropriate IFE courses.

School of Technology Credit for Professional Certifications

COMPUTING TECHNOLOGY INDUSTRY ASSOCIATION (COMPTIA)
Various* Various*

CISCO CORPORATION
Various* Various*

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS
Certified Professional Secretary (CPS) Various*
Certified Administrative Professional (CAP) Various*

MICROSOFT CORPORATION
MOS Excel Specialist and Expert (2002 or 2003 certification) BIT5211 Microcomputer Applications: Spreadsheets
MOS Access Specialist (2002 or 2003 certification) BIT5212: Microcomputer Applications: Database
Various* Various*

NOVELL CORPORATION
Various* Various*

SECURITY CERTIFIED PROGRAM
SCO 402-Network Defense and Countermeasures IAA5322 Network Defense/Countermeasures
SCO 411- Hardening the Infrastructure IAA5321 Securing the Infrastructure

INTERNATIONAL INFORMATION SYSTEMS SECURITY CERTIFICATION CONSORTIUM (ISC)²
Certified Information Systems Security Professional (CISSP) Various* (up to 24 credits)

WORLD ORGANIZATION OF WEBMASTERS (WOW)
190-101 Web Designer Apprentice CIS314 Web Design (CWDASA-Apprentice)
*Please check with an Advisor for complete details on industry certifications and equivalent School of Technology courses.

School of Health Professions Credit for Professional Certifications

AMERICAN HEALTH INFORMATION MANAGEMENT ASSOCIATION (AHIMA)
Certified Coding Associate (CCA) HINTT110 Health Record Content
HINT221 ICD-9-CM Coding
HINT222 CPT/
HCPCS Procedural Coding
HINT223 Advanced Coding
HINT290 Coding Practicum

Certified Coding Specialist (CCS)
Or
HINTT110 Medical Terminology
HINT221 ICD-9-CM Coding

Certified Coding Specialist - Physician based (CCS-P)
HINT222 CPT/HCPCS Procedural Coding
HINT223 Advanced Coding
HINT290 Coding Practicum
HSAD250 Insurance Claims Processing

AMERICAN ACADEMY OF PROFESSIONAL CODERS
Certified Professional Coder (CPC) HLTH110 Medical Terminology
HINT222 CPT/HCPCS Procedural Coding

AMERICAN HEART BLS/CPR HEALTH CARE PROVIDER
HLTH100 Cardiopulmonary Resuscitation

AMERICAN RED CROSS CPR FOR THE PROFESSIONAL RESCUER
HLTH100 Cardiopulmonary Resuscitation
Orientation and Assessment

Orientation sessions are held for all students. Orientation is designed to familiarize the student with Davenport University, to provide a forum for questions, and to provide an opportunity for students to meet other students, staff, and faculty. The program outlines Davenport University's policies, resources, and expectations.

Students enrolling in allied health programs must attend the appropriate orientation session to become familiar with specific requirements for those programs.

Students with transfer credit must attend the orientation session specific to transfer students.

All incoming First Time In Any College (FTIAC) matriculating students must participate in the COMPASS assessment program unless they are admitted with a qualifying ACT or SAT score. Students who transfer English or math credit do not need to take the English portion or the mathematics portion, respectively, of the COMPASS assessment.

All students who assess at the Foundations of Learning level must take Foundation of Learning classes before enrolling in other classes. In order to complete their schedules, students may concurrently take select college-level classes that do not have English and math prerequisites.

Non-matriculating students are identified as “course-only” and/or other special situations such as the guest student program.

University Fees and Expenses

Admissions Fees:
Application Fee (undergraduate, graduate, or international), non-refundable 25.00
Registration Fee (per semester) 100.00
Late Registration Fee 75.00
HESI Admissions Exam 75.00
NURS161 (HESI Exit Exam) 75.00
NURS297C (HESI Exit Exam) 75.00
Exams for Credit Fee 75.00
Exams for Credit Fee (Non-DU Student) 85.00
Deferred Payment Fee 25.00
ID Card Replacement Fee 25.00

Prior Learning Assessment (PLA) Fees:
PLA Application Fee (per Course) 50.00
PLA per Course Granted Fee (Limit 10 Courses) 250.00

Residence Hall Fees:
Residence Hall Application Fee (non-refundable) 50.00
Residence Hall Security Deposit 300.00
Returned Check Fee 25.00
Student Activity Fee (On Campus and Fulton St. locations only) 50.00
Technology Fee 25.00
Transcript Fee (per copy) 5.00

Note: All fees and rates are subject to change. Specific fees related to courses can be found in the Course Descriptions section.

Students should contact the location they will be attending for specific tuition rates. Tuition must be paid before the start of each semester via cash, money order, personal check, charge card, or Payment Plan. Payment Plan details can be obtained from the attending location. Because Davenport University is an independent, nonprofit university, students may be eligible for certain financial aid programs that are not available at public institutions. It is important that students complete a Free Application for Federal Student Aid (FAFSA) to be considered for these programs. These forms are available through Admissions, Financial Services, or online at www.fafsa.ed.gov. Students are encouraged to apply using the FAFSA on the Web at www.fafsa.ed.gov. The majority of students attending half-time or more receive financial assistance for educational expenses at Davenport University.

Official notice of all withdrawal, failure to attend, or schedule changes (including no attendance in any courses) must be made in writing, or verbally to the student's Advisor. Failure to do so will result in full charges. The date of official notice is used to calculate all adjustments to charges. Refunds, if applicable, will be made within 30 days of receipt of official notification. Refunds are based on the full tuition charge per course; fees, room, board, and books are non-refundable. For more specific information about refunds, repayment, and withdrawals, reference the Refund, Repayment, and Withdrawal Policy section of this catalog.

Students may not re-enroll for a subsequent semester or receive official transcripts or a diploma unless all balances owed have been paid in full.

Admission to Online Programs

Davenport University Online provides an innovative, interactive, distance-learning environment as another educational option to meet students’ unique learning and lifestyle needs.

Students use the power of the Internet to accelerate their pace of learning. Davenport University Online provides an excellent solution to round out student schedules and allow learning and knowledge sharing from a distance.
All Davenport University online courses are of the same high quality as in-seat courses. Students may earn their entire graduate or undergraduate degree online, or they can pursue a few courses to update their skills and become more marketable.

Students are eligible to enroll in Davenport University Online courses when assessment indicates they are ready for the first college-level writing course (ENGL109) and the first college-level mathematics course (MATH120) required for their degree. In addition, students who do not have credit for ENGL109, English Composition, must enroll in that course during their first online session. This may be done concurrently with another course.

What to Expect

Online learning uses technology to bring quality education to students needing a high degree of flexibility in their schedules or to those who have limited access to higher education in their communities. State-of-the-art technology links faculty members to students, and students to their classmates. Here is an idea of what to expect:

Assignments
From the first day of class, students will have a detailed learning plan to follow. This plan outlines assignments, deadlines, and course outcomes.

Discussions
Any time day or night, students can go online to see what has been discussed in class since they last logged on. Students are able to offer input to the course or invite others to a chat room for real-time conversation.

Students will receive frequent feedback through the course software platform and/or e-mail. Students are also welcome to communicate with their instructor and classmates by phone or fax.

Academic Expectations
Davenport University Online (DUO) course work relies heavily on written communication and problem-solving skills. In addition, minimum computer skills such as e-mail functions, word processing, cutting and pasting, etc., are necessary. Because DUO wants students to have a successful online learning experience, they are expected to have these skills before taking online courses.

DU Online strongly encourages students to actively participate in the virtual classroom a minimum of five days a week. Students determine which days and times of day they attend their course(s). However, students are expected to meet assignment deadlines established in advance by the instructor.

Getting Started

Applying
Students who have never attended Davenport University may apply for admission by completing the University application at any Davenport University location or by applying online at www.davenport.edu.

Scheduling Courses
Once admitted to Davenport University (or if currently enrolled at Davenport University), students may schedule online courses, either on location with an Academic Advisor or online.

Students must be finalized no later than the first day of the session in order to begin an online course.

Preparing for Class

Online Course Orientation
Students should prepare for online courses by viewing the online tutorial and Blackboard demonstration at www.davenport.edu. To view a demo course, students should visit http://davenport.blackboard.com. Click on the login button, and then enter the demonstration course by typing “demo” for both the username and password.

Purchasing Textbook/Course Material
Students should purchase all online course materials through the online bookstore service, MBS Direct. Materials are available approximately 30 to 45 days before the start of courses, and will be delivered directly to the student.

Students can order books online, by mail, or by toll-free fax or phone. Visit http://direct.mbsbooks.com/davenport.htm or call MBS Direct at (800) 325-3252 for more information.

Students should order their books at least one week before the start of the course.

Students who have financial aid and have excess funds allowing them to purchase textbooks should allow 24 hours for the textbook voucher to appear in the MBS system.

Course Access
The earliest time that students can access online course(s) is two days before the start of the course.

Technical Support

Technical Support is available seven days a week, 24 hours a day at (888) 383-5010.

For additional information, visit the Davenport University Online website at www.davenport.edu or call (800) 203-5323.
Online Programs
Davenport University is accredited to offer complete degrees online. Entire programs offered online are noted at www.davenport.edu/online.

Davenport Online Technology Requirements
Students planning to take online courses must meet the following technology requirements:

Use Your Own Computer
Davenport University strongly suggests students use their own computers, but have a backup in case their primary computer cannot be accessed. Alternate sources include the Davenport University’s LNCR, friends, family, the public library or any other reliable sources of access to the Internet. Students should be able to participate in the virtual classroom at least five days a week.

Minimum Skills Set
Students should be able to perform at least the following skills:

- Send and receive email
- Work with word processing programs
- Work with files and folders
- Copy and paste items
- Use and navigate Internet sites

Meet Hardware and Software Specs
To work most effectively with online courses, a student’s computer system must meet certain hardware and software specifications. To see the most up-to-date online requirements, visit www.davenport.edu. Please note that certain courses will require students to have additional software.

Use an Anti-virus Program
Davenport University Online highly recommends that the student’s computer have—and constantly run—an effective anti-virus program. Recommendations are found at www.davenport.edu.
FAFSA: An Important First Step

To determine most equitably the distribution of funds for financial aid, Davenport University requires all students applying for assistance to complete a Free Application for Federal Student Aid (FAFSA). This document establishes eligibility for assistance from federal and state governments as well as from Davenport University. To be eligible for financial aid, students must be citizens of the United States or eligible non-citizens and must be seeking a degree or certificate in a program that is at least 24 semester credits and 30 weeks (two semesters) in length. Students enrolled in shorter programs, in programs leading to specialty certificates, or in other specially designed series or groups of courses are generally not eligible for financial aid. Students must also meet standards of satisfactory progress in their courses of study to maintain eligibility. Students must reapply each academic year to determine continued eligibility for most programs. Audited classes cannot be used to determine eligibility for financial aid.

Determination of Awards

Most aid dollars are awarded on the basis of a congressionally mandated formula that measures each family’s ability to pay college expenses. The formula takes into account factors such as family income and assets, family size, retirement needs of parents, student’s earnings and savings, and number of children in college. The “fairness” of the formula is continually reviewed, and alterations frequently occur to ensure that the results represent a realistic measurement of each family’s ability to make college expense payments.

The financial need equation is as follows:

\[
\text{Total University Expenses} - \text{Family Contribution} = \text{Financial Need}
\]

(See Website for current tuition, fees and Financial Aid information. Go to www.davenport.edu.)

Student Financial Aid Rights and Responsibilities

The Student Services staff is committed to assisting students in understanding the student financial aid programs and policies. Knowing these rights and responsibilities puts students in a better position to make decisions about educational goals and how to achieve them.

Students have the responsibility to know about and do the following:

- Be enrolled in an eligible program leading to a degree or diploma before receiving federal aid
- Complete all applications accurately and submit them on time to the correct place
- Be aware of and comply with the deadlines for application or reapplication for financial aid
- Return, in a timely manner, all additional documentation, verification information, corrections, and/or new information requested by either the Financial Aid Processing Center, the Michigan Office of Scholarships and Grants, or the agency to which the application was submitted
- Be aware of the school refund, satisfactory progress, and withdrawal procedures as found in this school catalog, schedules, and financial aid notifications
- Be aware that no adjustments to charges—tuition, fees, books, etc.—are made for students who stop attending without official notice of withdrawal made to Student Services (see specific refund grids published each semester)
- Be aware that withdrawal from all classes before the 60% point in time of the semester requires the University to calculate an amount to be returned to the federal aid programs
- Be aware that if the amount of federal aid disbursed exceeds the amount of federal aid earned, either the University, or the student, or both are required to return some portion of federal aid
Description of Financial Aid and Services

Federal Gift Aid

Federal Pell Grant
Gift assistance based on need awarded through the federal government. The amounts range from approximately $400 to $4,731, based on appropriations. Students must apply by filing the FAFSA.

Federal Supplemental Educational Opportunity Grant
Students must apply for this federal gift assistance by filing the FAFSA. Preference is given to those applicants with exceptional financial need. The amounts range from $100 to $4,000 maximum for each school year.

Federal Academic Competitiveness Grant (ACG)
The Higher Education Reconciliation Act of 2005 created this grant program for full-time students at degree-granting institutions who are eligible for Federal Pell Grants and are U.S. citizens. An eligible student may receive an ACG of $750 for the first academic year of study and $1,300 for the second academic year of study. Recipients must have completed a rigorous secondary school program of study after January 1, 2005. Second-year students must have at least a CGPA of 3.0. Students must apply via the FAFSA.

Federal National Science and Mathematics Access to Retain Talent Grant (National SMART Grant)
The Higher Education Reconciliation Act of 2005 created this grant program for full-time students pursuing a baccalaureate degree with a major in physical, life, or computer science; engineering; mathematics; technology; or a critical foreign language. An eligible student may receive a National SMART Grant of $4,000 for each of the third and fourth academic years of study. To be eligible for each academic year, a student must fulfill the following conditions:

- Be a U.S. citizen
- Be a Federal Pell Grant recipient
- Have a CGPA of at least 3.0
- Be enrolled in a critical major as defined by the U.S. Department of Education
- Be enrolled in at least one course specific to and required for the National SMART Grant-eligible major each semester
- Must apply via the FAFSA

DU National SMART Grant eligible majors:
BAS, CIS PROGRAMMING SPEC
BAS, CIS DBASE MGT SPEC
BAS, CIS GLOBAL TECH SPEC
BAS, CIS/WEB/E-COMMERCE/ET AL
BAS OR BBA/WEB DEVELOPMENT
BAS, NTWK/CCNP
BAS OR BBA, NTWK ENG/MCSE
BAS OR BBA, NTWK/NOVELL/ET AL
BBA, CIS/NOVELL
BAS OR BBA, CIS/SYST ANAL/PROGR/ET AL
BAS, COMP SECURITY
BAS, NTWK SECURITY
BBA, ACCTG/CIS

Contact Student Services for additional information.

Students have the right to know the following:

- What financial aid programs are available
- The deadlines for submitting applications for each of the available financial aid programs
- How financial aid will be distributed, how decisions on that distribution are made, and the basis for those decisions
- How financial aid is determined (this includes knowing the basis for the cost of attendance budget and how these budgets were determined: tuition, fees, room and board, transportation, books and supplies, and personal and miscellaneous expenses)
- How much financial need has been met, as determined by the institution
- An explanation of the various programs in their financial aid package
- The school refund policy as stated in this University catalog
- How the school determines satisfactory academic progress and the consequences of failure to meet these standards
- What portion of the financial aid received must be repaid and what portion is gift aid; and if they receive a loan, the right to know the interest rate, the total amount that must be repaid and the repayment procedures, the length of time they have to repay the loan, and when repayment is to begin

Understand that at the end of every semester, for students who withdrew unofficially from the University (that is, stopped attending all classes before the end of the semester), a calculation of return of federal funds may be required, if their documented last day of attendance, as reported by the faculty, is before the 60% point in time of the semester.

Provide correct information (in most instances, misreporting information on financial aid application forms is a violation of federal law and may be considered a criminal offense under the U.S. Criminal Code)

Read, understand, and keep copies of all forms for which the student supplies a signature

Comply with the terms of all agreements that are signed

Register for all classes that the student will be attempting during any one semester, before the final date to register for classes

Students have the right to know the following:

- What financial aid programs are available
- The deadlines for submitting applications for each of the available financial aid programs
- How financial aid will be distributed, how decisions on that distribution are made, and the basis for those decisions
- How financial aid is determined (this includes knowing the basis for the cost of attendance budget and how these budgets were determined: tuition, fees, room and board, transportation, books and supplies, and personal and miscellaneous expenses)
- How much financial need has been met, as determined by the institution
- An explanation of the various programs in their financial aid package
- The school refund policy as stated in this University catalog
- How the school determines satisfactory academic progress and the consequences of failure to meet these standards
- What portion of the financial aid received must be repaid and what portion is gift aid; and if they receive a loan, the right to know the interest rate, the total amount that must be repaid and the repayment procedures, the length of time they have to repay the loan, and when repayment is to begin

Contact Student Services for additional information.

Read, understand, and keep copies of all forms for which the student supplies a signature

Comply with the terms of all agreements that are signed

Register for all classes that the student will be attempting during any one semester, before the final date to register for classes

Understand that at the end of every semester, for students who withdrew unofficially from the University (that is, stopped attending all classes before the end of the semester), a calculation of return of federal funds may be required, if their documented last day of attendance, as reported by the faculty, is before the 60% point in time of the semester.

Provide correct information (in most instances, misreporting information on financial aid application forms is a violation of federal law and may be considered a criminal offense under the U.S. Criminal Code)

Read, understand, and keep copies of all forms for which the student supplies a signature

Comply with the terms of all agreements that are signed

Register for all classes that the student will be attempting during any one semester, before the final date to register for classes

Students have the right to know the following:

- What financial aid programs are available
- The deadlines for submitting applications for each of the available financial aid programs
- How financial aid will be distributed, how decisions on that distribution are made, and the basis for those decisions
- How financial aid is determined (this includes knowing the basis for the cost of attendance budget and how these budgets were determined: tuition, fees, room and board, transportation, books and supplies, and personal and miscellaneous expenses)
- How much financial need has been met, as determined by the institution
- An explanation of the various programs in their financial aid package
- The school refund policy as stated in this University catalog
- How the school determines satisfactory academic progress and the consequences of failure to meet these standards
- What portion of the financial aid received must be repaid and what portion is gift aid; and if they receive a loan, the right to know the interest rate, the total amount that must be repaid and the repayment procedures, the length of time they have to repay the loan, and when repayment is to begin

Contact Student Services for additional information.

Understand that at the end of every semester, for students who withdrew unofficially from the University (that is, stopped attending all classes before the end of the semester), a calculation of return of federal funds may be required, if their documented last day of attendance, as reported by the faculty, is before the 60% point in time of the semester.

Provide correct information (in most instances, misreporting information on financial aid application forms is a violation of federal law and may be considered a criminal offense under the U.S. Criminal Code)

Read, understand, and keep copies of all forms for which the student supplies a signature

Comply with the terms of all agreements that are signed

Register for all classes that the student will be attempting during any one semester, before the final date to register for classes

Students have the right to know the following:

- What financial aid programs are available
- The deadlines for submitting applications for each of the available financial aid programs
- How financial aid will be distributed, how decisions on that distribution are made, and the basis for those decisions
- How financial aid is determined (this includes knowing the basis for the cost of attendance budget and how these budgets were determined: tuition, fees, room and board, transportation, books and supplies, and personal and miscellaneous expenses)
- How much financial need has been met, as determined by the institution
- An explanation of the various programs in their financial aid package
- The school refund policy as stated in this University catalog
- How the school determines satisfactory academic progress and the consequences of failure to meet these standards
- What portion of the financial aid received must be repaid and what portion is gift aid; and if they receive a loan, the right to know the interest rate, the total amount that must be repaid and the repayment procedures, the length of time they have to repay the loan, and when repayment is to begin

Contact Student Services for additional information.
State of Michigan Gift Aid

Michigan Tuition Grant*
The state of Michigan provides grants of up to $2,100 per year to Michigan residents awarded solely on the basis of need and available only at independent Michigan colleges and universities. Students must apply via the FAFSA before June 1 although the priority deadline is March 1. No minimum grade point average is required, but students must meet standards of satisfactory progress. Students enrolled at least half-time are eligible if need is established. The maximum terms of eligibility are 10 semesters. Students must reapply each year. Michigan residency is required from July 1 of the year before enrollment.

Michigan Competitive Scholarship*
The Michigan Competitive Scholarship program is based upon the ACT test students take in high school and demonstrated financial need. Students must apply via the FAFSA before June 1 although the priority deadline is March 1. Awards range up to $2,100. The maximum terms of eligibility are 10 semesters. Students enrolled at least half-time are eligible if need is established. Michigan residency is required from July 1 of the year before enrollment.

Tuition Incentive Program (TIP)*
Davenport University fully participates in the Tuition Incentive Program (TIP), administered through the Michigan Office of Scholarships and Grants. This program was designed to promote high school completion by providing assistance for tuition and fees to eligible lower-income students enrolled in a certificate or an associate degree program.

To qualify, students must fulfill the following conditions:
1. Be a U.S. citizen or resident alien and resident of the state of Michigan.
2. Be identified as Medicaid eligible by the Family Independence Agency (FIA).
3. Have completed high school requirements before reaching 20 years of age.
4. Be enrolled at least half-time during the academic year and pursing a certificate or an associate degree.
5. Must complete the certification form mailed to them before graduation from high school.
6. Initiate enrollment at a participating college up to four years after high school graduation or GED completion. All benefits must be used within 10 years after high school graduation or GED completion.

Eligible students may qualify for funding through the TIP program. Those interested should contact Student Services for additional information or call the TIP information number at (888) 447-2687.

Adult Part-time Grant*
Michigan residency is required for at least 12 months before enrollment. Students applying must meet the federal and state “independent” student guidelines and be enrolled in between three and 11 credit hours per semester. Students must also have been out of high school a minimum of two years. All awards are based on need. Students must apply via the FAFSA. The maximum award is $600 per academic year for two years.

Michigan Promise Scholarship Program*
The Michigan Promise Scholarship Program was established to reward students who complete an associate degree program or vocational certificate program, or at least 50% of the requirements for a bachelor’s degree within four years of initial enrollment. Students must enroll within two years after high school graduation or completion of the GED. Student must take the Michigan Merit Examination (MME) while in high school and earn passing scores of Level I and II. The Michigan Promise provides up to $4,000 to Michigan students who enroll at approved postsecondary institutions in Michigan and successfully complete two years of postsecondary education with a 2.5 GPA. High school graduates from the class of 2007 and beyond are eligible for the Michigan Promise. High school graduates from the class of 2006 and prior are not eligible for the Michigan Promise but may be eligible for the Michigan Merit Award Scholarship.

Michigan Merit Award Scholarship Program*
The Michigan Merit Scholarship Program is a merit-based scholarship program for high school seniors to reward student achievement on the MEAP test and to make postsecondary education more affordable. Under the program, students who meet certain criteria will be eligible for a scholarship of $3,000.

*All Michigan awards are contingent on budgeted appropriation and funds available.

State of Indiana Gift Aid

Higher Education Award Program
Residents of Indiana may apply for Higher Education Awards (HEAs). Applicants must file the FAFSA by March 10 preceding their enrollment for the following fall semester. Awards are based on demonstrated financial need. Recipients of HEAs must be enrolled in a degree program and attending full-time each semester to be eligible to receive the grant. These awards are designated for tuition and fees only.

Part-time Indiana State Grant
Residents of Indiana may apply. Applicants must file the FAFSA by March 10 preceding their enrollment for the following year. The program is for degree-seeking, part-time students. Awards are based on demonstrated financial need and are designated for tuition and fees only. Funding is limited.

Twenty-first Century Scholarship
Residents of Indiana may apply in eighth grade for the scholarship. Students pledge to graduate from high school with a 2.0 GPA and be drug-, alcohol-, and crime-free. Those fulfilling their pledge and completing the FAFSA by March 10 preceding their enrollment for fall semester are eligible for consideration. The state of Indiana pays tuition costs if all stipulations are met. These awards are designated for tuition and fees only.

Freedom of Choice Grant
Residents of Indiana may apply for the Freedom of Choice Grant to attend eligible private institutions. Applicants must file the FAFSA by March 10 preceding their enrollment for the following fall semester. Awards are based on demon-
strated financial need. Recipients must be enrolled in a degree program and attend full-time each semester to be eligible to receive the grant. These awards are designated for tuition and fees only.

**Out-of-State Grant Programs**
Students from other states may receive information about their state grant programs by contacting Student Services.

**Student Employment**
During the academic year, Davenport University students may hold part-time jobs on campus, funded by institutional monies, the Federal Work-Study Program, and the Michigan Work-Study Program. Open work-study positions will be posted on Career Link. The average workload varies by position. Students are paid on a biweekly basis as wages are earned. Students eligible to receive an offer of awarded employment, based on demonstrated financial need through the FAFSA, will be advised of such eligibility via a Financial Aid Award Letter. Off-campus employment may be non-need based and is coordinated through the Career Services office at your location.

**Educational Loan Programs**
Most educational loans are awarded on the basis of financial need, and repayment does not begin until six months after graduation, withdrawal from the University, or dropping below six credit hours of enrollment—whichever comes first. Before deciding whether to accept a loan, students should carefully read the section below, which describes the loan that may be offered. Davenport University urges students not to accept a loan for an amount larger than absolutely necessary and encourages them to consider both part-time employment and reducing personal expenses as a means of keeping aggregate loan debt to a minimum. The University will conduct entrance interviews for all first-time Davenport University borrowers. The University will conduct exit interviews with all federal loan borrowers dropping below half-time attendance to explain their repayment options and responsibilities.

**Subsidized Stafford Loan**
The Subsidized Stafford Loan is an educational loan for students enrolled at least half-time. Financial need is a requirement. The maximum loan amount for freshmen is $5,500; for sophomores, it is $4,500. The annual maximum for juniors and seniors is $5,500. Aggregate indebtedness at the undergraduate level cannot exceed $23,000 under this program. For loans disbursed on or after July 1, 2008, the interest rate is fixed at 6.0% for undergraduate borrowers and at 6.8% for those in graduate programs. Repayment normally begins six months after half-time enrollment ceases. The length of the repayment period is 10 years; this can be extended to 25 years for qualifying students. If students do not complete the loan period, they may no longer be eligible for the entire loan amount.

**Unsubsidized Stafford Loan**
Students who may not qualify for a Subsidized Stafford Loan or who qualify for only a partial Subsidized Stafford Loan may qualify for educational loans not based on financial need, such as the Unsubsidized Stafford Loan. The same terms and conditions as for the Subsidized Stafford Loan apply, except the borrower is responsible for the fixed 6.8% interest that accrues while in school. If borrowers are dependent, they may receive both Subsidized and Unsubsidized Stafford loans totaling up to the applicable Stafford limit. If the student is independent, additional monies may be borrowed under the Unsubsidized Loan program (see next paragraph).

**Unsubsidized Loan for Independent Students**
Additional educational loan monies may be available to independent students not based upon financial need. Students may borrow an additional maximum of $4,000 annually as freshmen or sophomores. The annual maximum for juniors and seniors is $5,000. The fixed interest rate is 6.8%.

**Parent Loan for Undergraduate Students (PLUS)**
PLUS loans are educational loans not based on financial need that are available to parents of dependent students who have no adverse credit history. The parent may borrow up to the maximum cost of education minus estimated financial assistance per dependent at a fixed rate of interest of 8.5%. Repayment begins within 60 days after the final loan disbursement is made. Under some circumstances, parents may postpone payment of principal and interest through deferment or forbearance. Parents may have up to 10 years for repayment.

**Other Loan Programs**

**Alternative Loans**
Many alternative educational loans are available. Students at Davenport have participated in the Signature Loan, Citassist, Chase Select, and Teri Alternative. These are consumer loans, not federal aid, and may have income requirement and credit checks. Contact Student Services at the location you wish to attend for more information on alternative loans.

**Federal Direct Parent Loan (PLUS)**
Parents may borrow under the PLUS program or who qualify for only a partial Subsidized Stafford Loan. The parent may borrow an additional maximum of $5,500 annually as freshmen or sophomores. The annual maximum for juniors and seniors is $6,500. The fixed interest rate is 6.8%.

**Financial Aid Services**
Many scholarship search services are available online. The web page at www.finaid.org can provide scholarship search services and much more, all free. This website, an independent, objective guide to student financial aid, also provides valuable information on scholarship search, student loans, and personal finance. Students may link to this page through the University’s website (www.davenport.edu).
Financial Aid Standards of Academic Progress

Students are required to make satisfactory progress toward their degree or certificate. All withdrawals, incompletes, and repetitions are taken into consideration when determining SAP (Satisfactory Academic Progress). Incompletes and withdrawals are not considered as credits completed. Nontraditional awarding of credit—credit by exam, credit for life experience, transfer credit, etc.—is not taken into account when determining SAP, except for a reduction in the maximum time frame for completion of the program. Satisfactory progress standards apply to all students, regardless of enrollment status (full-time, three-quarters-time, half-time, or less than half-time). All credit hours for which a student has incurred a financial obligation are considered.

Cumulative Grade Point Average and Completion Ratio
Students are considered in good standing if they have at least a 2.0 cumulative grade point average (CGPA). The percentage of credit hours successfully completed versus the hours attempted must be at least at 67%. Accountability starts with the student’s entry date at the University.

<table>
<thead>
<tr>
<th>Cumulative total of semesters attended</th>
<th>Minimum percentage of attempted hours</th>
<th>Minimum cumulative grade point average</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 2 Semesters</td>
<td>60%</td>
<td>1.50</td>
</tr>
<tr>
<td>After 4 Semesters</td>
<td>70%</td>
<td>2.00</td>
</tr>
<tr>
<td>Every 2 Semesters thereafter</td>
<td>70%</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Students who do not meet the required standards of SAP their first semester will receive a warning notice. Students who are still below standards at the end of their second semester will have their aid cancelled. Students may appeal the loss of financial aid under the appeal policy outlined below.

Students are also reviewed each semester for compliance with Academic Standards. If they are suspended from school under the Academic Standards policy, students will lose financial aid eligibility for that time period; and if readmitted to the University, they may appeal for reinstatement of financial aid.

Maximum Time Frame
All students who are financial aid recipients must complete their program within 150% of the normal program length, as measured in semester credit hours. If they exceed the maximum time frame, they are subject to a loss of financial aid, which can be appealed following the procedure outlined below.

Appeal and Reinstatement
Students who have lost financial aid eligibility for failure to maintain satisfactory progress will be notified in writing of the cancellation of financial aid and are urged to contact the Financial Aid Processing Center. Students with mitigating circumstances wishing to appeal the financial aid cancellation may do so, in writing, to the Financial Aid Processing Center. The Processing Center staff will evaluate the appeal and determine whether the student’s progress is considered satisfactory despite nonconformance with the above criteria. If an appeal is granted and financial aid is reinstated on a probationary status, the student must meet all criteria in the financial aid probation notice, or the student’s financial aid will be terminated.

Financial Aid Verification Policy and Procedures

Students are expected to provide required documentation of certain items at the time of application. Normally, this documentation should be submitted within one to two weeks of the request. However, sometimes it is necessary to contact outside sources, which could result in additional delays. Therefore, while students must provide evidence of having made all efforts to obtain the necessary documentation, a longer period of time is permitted, as long as they meet all submission deadlines for state and federal programs. Further, it should be noted that the aid offer is not formally made for any federal, state, or institutional financial aid programs until documentation is on hand. Because funds are limited, students may stand to lose access to them entirely if documentation is not submitted promptly.

It is Davenport University’s policy to provide students (either in person, by mail, or by e-mail) with a clear understanding of the forms and other documentation needed to verify their applications. This documentation may include, but is not limited to, federal income tax forms and other nontaxable income source documents. If students are at all unsure of what is needed, they should request further explanation until all matters are clarified.

If students’ submitted data fails to meet requirements, the Financial Aid Processing Center staff and Student Services staff will contact the students, either through a letter to the address on the financial aid application or by telephone, asking them to contact the University. (If corrections must be made to the application, it is necessary for the student and his or her parents [if applicable] to sign the appropriate documents and resubmit them for correction and/or evaluation.) After the verification procedures are complete, students will receive notification that will confirm that the file meets federal, state, and institutional standards of accuracy. Final awards are not made until the verification process is complete.

The institution is required by federal regulation to make referrals to the Department of Education and the Department of Justice if it is suspected that aid was requested under false pretense. This institution takes very seriously the proper stewardship of federal funds and will cooperate with government agencies in the prosecution of students who were found to have provided falsified data. If during verification an overpayment situation does occur, the
University will make every effort to collect the overpayment. However, if it is not collected, the University may refer the case to the Department of Education if more than $25 is involved.

Note: Income documentation may be required before students receive financial aid at Davenport University.

**Academic Year**

Davenport University defines the academic year as two semesters, generally fall and winter. The spring/summer semester is optional for students and will be added to the end of an academic year.

**Disbursement of Financial Aid**

Most financial aid is directly credited to the student’s account each semester. The credit will appear when aid is disbursed to the student account at the end of the second week of each semester. Funds will not be credited until all requested documentation is received and verified. Stafford Loan disbursements are sent directly to the University through electronic fund transfers or co-payable checks at the borrower’s request. If the disbursement is by check, prompt endorsement of the loan check is necessary. First-time borrowers are required to have a 30-day delayed disbursement on Stafford Loans. Campus employment earnings are not credited to the student’s account. Any monies credited to the student’s account not needed for direct institutional charges will be refunded to the student, according to federal regulations. Any credit balances remaining on the account at the end of a semester will be refunded, provided that the student has successfully completed the semester (i.e., not completely withdrawn from the University or dropped to less than half-time status during the semester).

Financial aid and outside awards are applied to the student’s account in the following order:

1. Federal and state grant aid is applied first.
   a. MTG/MCS and Indiana state grants are applied to the tuition balance only.
   b. Federal Pell, FSEOG, ACGB, and National SMART Grant funds are next applied and may be used to cover campus housing and/or fees or books.
2. Other outside funds, such as Vocational Rehabilitation, agency funding, or BIA awards, are applied after other grant aid. Generally, such agencies are billed for the tuition due after all other grant aid has been applied to the student’s account. (Some outside awards may have restrictions, such as covering only tuition and books.)
3. Student loans are applied to cover any remaining balance on the student’s account as they are received and properly endorsed, if applicable.
4. Institutional scholarships are applied to a student’s account to cover any balance due only after all other gift aid has been applied. Institutional scholarships will not result in a refund to the student.
5. Tuition discounts given by the University are applied after all other grants and scholarships are applied to charges.

**Required Annual Notification of Authorization Provisions**

To all students and parents: If you give Davenport University written authorization (1.) to credit loan funds to your account by means of Electronic Funds Transfer (EFT), (2.) to use Title IV federal student aid funds to pay for charges other than tuition and fees, such as books, and/or (3.) to hold any financial aid funds in excess of the current semester charges on account to be applied to subsequent semester charges, that authorization will be valid during your enrollment at Davenport University. Authorization can be cancelled or modified at anytime.

Davenport University will automatically credit the amount of a refund due the student against the amount of unpaid charges or non-institutional charges owed to the University.

Any interest earned on funds held on account is retained by the University. For further information, contact the Accounts Receivable Department at 415 E. Fulton St., Grand Rapids, MI 49503.

**Repeat of Courses**

Student status for financial aid eligibility is determined by including all credits for which the student has not already earned credit and that the University considers successfully completed toward subsequent sequential coursework. If students repeat a course for which credit has already been earned, this credit may not be used for determining federal financial aid eligibility. Free repeats may affect financial aid eligibility.

**Financial Aid History**

Davenport University may need to obtain financial aid history information for any college(s) attended during the current award year, before disbursing financial aid. This information is obtained from the NSLDS (National Student Loan Data System).

**Student Classification**

- **Freshman**: 0-30 credits
- **Sophomore**: 31-60 credits
- **Junior**: 61-90 credits (enrolled in bachelor’s program)
- **Senior**: 91+ credits (enrolled in bachelor’s program)
Refund, Repayment, and Withdrawal Policy

Official notice of all withdrawals, failure to attend, or schedule changes (including no attendance in any class(es)) must be made in writing or in person to Student Services. Failure to do so will result in full charges.

The date of official notice is used to calculate all adjustments to charges. Refunds, if applicable, will be made within 30 days of receipt of official notification. Refunds are based on the full tuition charge per course: fees, room, board, and books are nonrefundable.

Upon withdrawal from the University or a course before the end of the refund period, students may, in lieu of a refund, choose the option of leaving the full tuition paid from personal funds as a credit to their account to be applied in full against tuition charges in future semesters. This request must be made in writing to the Bursar’s Office within 30 days of the date of withdrawal.

If students believe they warrant an exception to the refund policy, they may submit a written appeal to the Bursar at 415 E. Fulton St., Grand Rapids, MI 49503, with supporting documentation explaining any extenuating circumstances on which the appeal is based. The written appeal must be submitted within 30 calendar days of the withdrawal day, and a written response will be issued within 10 business days of the University’s receipt of the appeal.

When a financial aid recipient withdraws from all classes through the 60% point in time of the semester, the University calculates an amount to be returned based on the Refund, Repayment, and Withdrawal Schedule. The University calculates amount to be returned in accordance with applicable federal and state regulations. The financial aid earned by the student before withdrawal is determined by calculating the amount of the semester completed as of the date of official notice of withdrawal. If the amount of federal aid disbursed exceeds the amount of federal aid earned as of the date of withdrawal, either the University, or the student, or both are required to return some portion of federal aid. Late disbursements for which students are eligible are required to be included.

The amount of the semester students have completed as of the date of withdrawal is calculated by counting the number of calendar days that have elapsed in the semester and dividing that number by the total number of calendar days in the semester. Scheduled breaks of five days or longer are excluded from the calculation.

The unearned percentage of federal aid is multiplied by the charges for the semester and by the total amount of aid disbursed for the student; the University is responsible for returning the lesser of these two amounts. Students are required to return any unearned aid less the amount returned by the University. Students are required to return any grant aid (Federal Pell Grant, Federal SEOG, ACG, National SMART Grant), they are considered to be in overpayment and thus ineligible for any additional federal aid until that amount is repaid, either to the University or to the U.S. Department of Education. Any student who owes an overpayment will be notified in writing by the University within 76 days of the official date of withdrawal.

Federal funds are returned in the following order, both by the University and the student:

- Unsubsidized Federal Stafford loans
- Subsidized Federal Stafford loans
- Federal PLUS loans
- Pell grants
- ACG
- National SMART Grant
- Federal SEOG
- Other federal aid programs

Students will receive a written notice of any federal funds returned by the University and an invoice for any balance owed the University.

Any funds left on account at the University as a credit balance at the time of withdrawal will be used first to satisfy unpaid charges owed to the University.

At the end of every semester, students who withdrew unofficially from the University—that is, stopped attending all classes before the end of the semester—may be required to have a return of federal funds calculation performed if the documented last day of attendance, as reported by the faculty, was through to the 60% point in time of the semester. The calculation procedures outlined above are then followed, and the student is notified of any federal funds returned on

### Refund, Repayment, and Withdrawal Schedule

<table>
<thead>
<tr>
<th>Refund/Charges</th>
<th>15 Weeks</th>
<th>12 Weeks</th>
<th>11 Weeks</th>
<th>10 Weeks</th>
<th>9 Weeks</th>
<th>8 Weeks</th>
<th>7 Weeks</th>
<th>5 Weeks</th>
<th>4 Weeks</th>
<th>3 Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% / 10%</td>
<td>Day 1-7</td>
<td>Day 1-7</td>
<td>Day 1-7</td>
<td>Day 1-7</td>
<td>Day 1-7</td>
<td>Day 1-7</td>
<td>Day 1-7</td>
<td>Day 1-7</td>
<td>Day 1-7</td>
<td>Day 1-7</td>
</tr>
<tr>
<td>40% / 60%</td>
<td>Day 64+</td>
<td>Day 51+</td>
<td>Day 47+</td>
<td>Day 43+</td>
<td>Day 39+</td>
<td>Day 35+</td>
<td>Day 30+</td>
<td>Day 22+</td>
<td>Day 18+</td>
<td>Day 14+</td>
</tr>
<tr>
<td>0% / 100%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Refund, Repayment, and Withdrawal Schedule
his or her behalf and any amount of overpayment owed by
the student. If it is determined that a student never attended
a class or classes, the financial aid will be reduced according
to the student’s revised enrollment status.

No adjustments to charges—tuition, fees, etc.—are made for
students who stop attending without official notice of with-
drawal. An invoice will be sent to students who owe a bal-
ance to the University.

Additional information on the return of federal funds calcu-
lation procedures and requirements, including examples,
may be obtained by contacting the Financial Aid
Processing Center.

Additional Information for Indiana Locations

Refunds for Davenport University Indiana campuses will be
based upon the Indiana Commission of Proprietary
Education’s (COPE) refund policy, which is as follows:

1. A student is entitled to a full refund if one or more of
   the following criteria are met:
   a. The student cancels the enrollment agreement or enroll-
      ment application within six business days after signing.
   b. The student does not meet the postsecondary propri-
      etary educational institution’s minimum admission
      requirements.
   c. The student’s enrollment was procured as a result of a
      misrepresentation in the written materials utilized by
      the postsecondary proprietary educational institution.
   d. If the student has not visited the postsecondary educa-
      tional institution before entailment and, upon touring
      the institution or attending the regularly scheduled ori-
      entation classes, the student withdrew from the pro-
      gram within three days.

2. A student withdrawing from an instructional program,
after starting the instructional program at a postsec-
ondary proprietary institution and attending one week
or less, is entitled to a refund of 90% of the cost of the
financial obligation, less an application/enrollment fee
of 10% of the total tuition, not to exceed $100.

3. A student withdrawing from an instructional program,
after ending more than one week but equal to or less
than 25% of the duration of the instructional program,
is entitled to a refund of 75% of the cost of the finan-
cial obligation, less an application/enrollment fee of
10% of the total tuition, not to exceed $100.

4. A student withdrawing from an instructional program,
after attending more than 25% but equal to or less
than 50% of the duration of the instructional program,
is entitled to a refund of 50% of the cost of the finan-
cial obligation, less an application/enrollment fee of
10% of the total tuition, not to exceed $100.

5. A student withdrawing from an instructional program,
after attending more than 50% but equal to or less
than 60% of the duration of the instructional program,
is entitled to a refund of 40% of the cost of the finan-
cial obligation, less an application/enrollment fee of
10% of the total tuition, not to exceed $100.

6. A student withdrawing from an institutional program,
after attending more than 60% of the duration of the
instructional program, is not entitled to a refund.

Student Loan/PLUS Credit
Balances

After student loans have been disbursed, money not
needed for charges will be returned to an enrolled stu-
dent within 14 calendar days of the date the funds are
applied to the student’s account.

Indebtedness

Students who are indebted to the University will not be
permitted to reregister or to receive a transcript of record
or a diploma until all financial obligations are settled. The
University chooses not to release transcripts or diplomas
to those students who are in default on student loans.
However, a transcript will be released directly to an
employer seeking information on a student who is a
prospective employee upon written student request.

Davenport University
Scholarships

To be eligible for institutional scholarships, applicants
must not be in default on any education loan and must
maintain financial aid standards of academic progress. In
addition, students must file the FAFSA. International stu-
dents are not required to complete the FAFSA. Use the
online application to apply for DU scholarships.
Institutional scholarships can be applied toward current
semester tuition costs only after all federal, state, and
other sources of aid have been applied. The institutional
scholarships will be included within the financial aid pack-
age and may be adjusted based on eligibility.

Scholarships do not apply to competency exams,
DANTES, and other competency-granted credits.
Campus-specific scholarships may carry additional crite-
ria and policies outlined through individual applications
and applicable policies.

Davenport University provides institutional funding for
student scholarships based on several factors that include
but are not limited to the following: merit, financial need,
and/or other published scholarship criteria. All scholar-
ships must meet the following criteria:

- The student must file the FAFSA (excluding interna-
tional students).
- The student must meet specific criteria and deadline
date as required for each scholarship.
- The student must provide the University with all
requested information before the scholarship can be
awarded.
- The student must maintain satisfactory academic
progress.

www.davenport.edu 69
The student must demonstrate the academic excellence goals of Davenport University by meeting a minimum CGPA as specified by the criteria of the scholarships.

A student who falls below a required CGPA to maintain a scholarship, but meets the requirements of a different scholarship, will receive that new scholarship. A student who has extenuating circumstances can appeal to the Financial Aid Processing Center.

The student must be enrolled at least half-time (min. 6 credit hours) except for the Study Abroad Scholarships.

The award year for scholarships is defined as fall and winter semesters. Any unused funds for the award year may be used spring/summer (not to exceed the per semester maximum).

The student must begin using the scholarship within the award year of selection.

Continuous enrollment is required (excluding spring/summer). A student who does not maintain continuous enrollment and re-applies within three years of the last semester of attendance will receive 50% of the scholarship value the first semester he or she returns to Davenport University. If continuous enrollment (excluding spring/summer) is re-established, 100% of the scholarship value will be reinstated the second semester.

International and online students can apply for all Davenport University institutional scholarships.

A student can receive only one DU institutional scholarship within the award year. If a student qualifies for multiple scholarships, the student will receive the most beneficial scholarship.

Scholarships will cover up to tuition, fees, and books after all federal and state aid (excluding student loans and work study) has been applied. External scholarships (e.g., Rotary Clubs, churches, etc.) can be used to cover other University costs such as books or room and board, but will not result in a refund to the student.

Institutional Scholarship Appeal Process

Students may appeal the loss of a renewable scholarship by following the process outlined below:

a. Students must submit a written appeal to the Executive Director of the Financial Aid within 14 days of the end of the semester.

b. Students submitting an appeal must have a CGPA of 2.5 or higher.

c. Students must submit their request in writing. The written request must include the following:

   i. An explanation of the mitigating circumstances

   ii. Documentation that supports the appeal

   d. Two conditions that can lead to an appeal are as follows:

   i. The student’s cumulative GPA falls below the minimum GPA required for the scholarship he or she had received.

   ii. The student failed to meet the continuous enrollment requirement of the scholarship by sitting out a semester.

   e. Appeals may be granted based upon the special circumstance related to the lower GPA and/or the reason for sitting out a semester.

f. Students may appeal the loss of scholarship eligibility once during their enrollment at Davenport University.

g. If students are granted the appeal, they must maintain a semester GPA equal to or higher than the minimum GPA required by the particular scholarship they are receiving. (GPAs will be checked each semester.)

h. The final decision rests with the Executive Director of Financial Aid.

i. This policy applies to all institutional scholarship programs that are renewable.

The Executive Director of Financial Aid will notify students via mail/e-mail of the loss of a scholarship and opportunity for appeal. The Executive Director will notify students of the granting or denial of the appeal. If the appeal is granted, the letter will outline the conditions of the appeal. If the student falls below the conditions of appeal, the Executive Director will send a letter explaining the final loss of the scholarship.
# 2008-2009 Davenport University Scholarships

<table>
<thead>
<tr>
<th>STUDENT TYPE</th>
<th>TO QUALIFY</th>
<th>RENEWABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>New students-entering directly out of high school Undergraduate</td>
<td>Minimum 3.90 CGPA at end of junior year in high school; OR min. 31 ACT and 3.0 CGPA; OR min. 1380 SAT (verbal + math) and 3.0 CGPA. Essay is required. Min. enrollment of 15 credit hours per semester required</td>
<td>up to 4 years or bachelor’s degree (whichever is shorter)</td>
</tr>
<tr>
<td></td>
<td>BPA National, first-place Champion. Submit copy of certificate to financial aid; min. enrollment of 15 credit hours per semester required</td>
<td>RENEWAL CGPA (end of winter semester) 3.60 GPA</td>
</tr>
<tr>
<td>Charter Scholarship</td>
<td>DECA National, first-place Champion. Submit copy of certificate to financial aid; min. enrollment of 15 credit hours per semester required</td>
<td></td>
</tr>
<tr>
<td>up to full tuition and fees</td>
<td>HOSA National, first-place Champion. Submit copy of certificate to financial aid; min. enrollment of 15 credit hours per semester required</td>
<td></td>
</tr>
<tr>
<td>New students – Undergraduate</td>
<td>High School applicants: min. 3.50 CGPA at end of Junior year in high school; OR min. 25 ACT and 3.0 CGPA; OR min. 1150 SAT (verbal + math) and 3.0 CGPA</td>
<td>up to 4 years or bachelor’s degree (whichever is shorter)</td>
</tr>
<tr>
<td>Platinum</td>
<td>Transfer applicants: Must transfer in a min. of 60 college-level credits AND have a min. 3.50 CGPA from transferring institution Phi Theta Kappa members: Min. transfer credits of 60 AND proof of membership in Phi Theta Kappa</td>
<td>RENEWAL CGPA (end of winter semester) 3.20 GPA</td>
</tr>
<tr>
<td>up to $4,000 per year</td>
<td>BPA State, first-place Champion. Submit copy of certificate to financial aid</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DECA State, first-place Champion. Submit copy of certificate to financial aid</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HOSA State, first-place Champion. Submit copy of certificate to financial aid</td>
<td></td>
</tr>
<tr>
<td>New students – Undergraduate</td>
<td>High School students--Min. 3.20 CGPA at end of Junior year in high school; OR min. 21 ACT and 3.0 CGPA; OR min. 1000 SAT (verbal + math) and 3.0 CGPA</td>
<td>up to 4 years or bachelor’s degree (whichever is shorter)</td>
</tr>
<tr>
<td>Gold</td>
<td>Transfer applicants: Must transfer in a min. of 60 college-level credits AND have a min. 3.20 CGPA from transferring institution</td>
<td>RENEWAL CGPA (end of winter semester) 3.00 GPA</td>
</tr>
<tr>
<td>up to $3,000 per year</td>
<td>BPA State Competition Participant--Submit copy of certificate to financial aid</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DECA State Competition Participant--Submit copy of certificate to financial aid</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HOSA State Competition Participant--Submit copy of certificate to financial aid</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professional Athlete (and spouses)--Provide proof of employment and marital status (for spouse)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Military -- Active (including spouse and dependent children)--Submit proof of active duty and relationship (for spouse and dependent children)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Military -- Veterans (including spouse)--Submit copy of discharge or proof dates of service and relationship (for spouse)</td>
<td></td>
</tr>
<tr>
<td>STUDENT TYPE</td>
<td>TO QUALIFY</td>
<td>RENEWABLE</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
</tbody>
</table>
| New students - Undergraduate | High school students—Min. 3.00 CGPA at end of junior year in high school; OR min. 19 ACT; OR min. 910 SAT (verbal + math)  
Transfer students—Must transfer in a min. of 60 college-level credits AND have a min. 3.00 CGPA from transferring institution  
Adult students—Must transfer in college-level Math and English courses OR 3.00 HS CGPA OR 530 GED OR 19 ACT OR 910 SAT (verbal + math) | up to 4 years or bachelor’s degree (whichever is shorter)  
RENEWAL CGPA (end of winter semester)  
2.80 GPA |
| Silver | up to $2,000 per year |                                                                       |
| Students - (new to Davenport) Graduate School | New students—Student must have a minimum CGPA of 3.8 from their bachelor’s degree program AND must have taken the GMAT or GRE tests  
Current DU undergraduate—Student must be a graduate of a Davenport bachelor’s degree AND have a minimum CGPA of 3.8 AND must have taken the GMAT or GRE tests | up to 4 years or master’s degree (whichever is shorter)  
RENEWAL CGPA (end of winter semester)  
3.50 GPA |
| Medallion | up to $2,000 per year |                                                                       |
| Students - (new to Davenport) Graduate School | New students—Student must have a minimum CGPA of 3.50 from their bachelor’s degree program AND must have taken the GMAT or GRE tests  
Current DU undergraduate—Student must be a graduate of a Davenport bachelor’s degree AND have a minimum CGPA of 3.50 AND must have taken the GMAT or GRE tests  
Military -- Active (including spouse and dependent children)--Submit proof of active duty and relationship (for spouse and dependent children)  
Military -- Veterans (including spouse)--Submit copy of discharge or proof dates of service and relationship (for spouse) | up to 4 years or master’s degree (whichever is shorter)  
RENEWAL CGPA (end of winter semester)  
3.20 GPA |
| Scholars | up to $1,500 per year |                                                                       |
| Students - (new to Davenport) Graduate School | New students—Student must have a minimum CGPA of 3.25 from their bachelor’s degree program AND must have taken the GMAT or GRE tests  
Current DU undergraduate—Student must be a graduate of a Davenport bachelor’s degree AND have a minimum CGPA of 3.25 AND must have taken the GMAT or GRE tests | up to 4 years or master’s degree (whichever is shorter)  
RENEWAL CGPA (end of winter semester)  
3.00 GPA |
<p>| Graduate | up to $1,000 per year |                                                                       |</p>
<table>
<thead>
<tr>
<th>STUDENT TYPE NAME</th>
<th>AMOUNT RENEWABLE</th>
<th>TO QUALIFY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Excellence</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Bachelor/Associate seeking</td>
<td>up to $1,500 per year</td>
<td>Min. 3.75 CGPA AND min. 30 credit hours earned at Davenport</td>
</tr>
<tr>
<td></td>
<td>Not automatically renewable</td>
<td></td>
</tr>
<tr>
<td>Current Bachelor/Associate seeking</td>
<td>up to $1,000 per year</td>
<td>CGPA between 3.50 and 3.74 AND min. 30 credit hours earned at Davenport</td>
</tr>
<tr>
<td></td>
<td>Not automatically renewable</td>
<td></td>
</tr>
<tr>
<td>Current Bachelor/Associate seeking</td>
<td>up to $500 per year</td>
<td>CGPA between 3.00 and 3.49 AND min. 30 credit hours earned at Davenport</td>
</tr>
<tr>
<td></td>
<td>Not automatically renewable</td>
<td></td>
</tr>
<tr>
<td>Current Graduate degree seeking</td>
<td>Grad; up to $1,000 per year</td>
<td>Min. 3.80 CGPA AND min. 12 graduate-level credit hours earned at Davenport</td>
</tr>
<tr>
<td></td>
<td>Not automatically renewable</td>
<td></td>
</tr>
<tr>
<td><strong>Student Club</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DU Club National Champion</td>
<td>up to $2,000 per year</td>
<td>Submit copy of certificate to financial aid</td>
</tr>
<tr>
<td></td>
<td>Not automatically renewable</td>
<td></td>
</tr>
<tr>
<td>DU Club State Champion</td>
<td>up to $1,000 per year</td>
<td>Submit copy of certificate to financial aid</td>
</tr>
<tr>
<td></td>
<td>Not automatically renewable</td>
<td></td>
</tr>
<tr>
<td>DU Club Officer</td>
<td>up to $500 per year</td>
<td>Active officer in an approved Davenport student club. Awarded during the year the student is an officer.</td>
</tr>
<tr>
<td></td>
<td>Not automatically renewable</td>
<td></td>
</tr>
<tr>
<td><strong>High School Employee</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High school teachers, counselors, coaches</td>
<td>Tuition only, up to two courses per academic year</td>
<td>Award covers tuition only for up to two classes per year, one of which must be taken in-seat at either main campus or Fulton St locations. Student is responsible for associated fees and textbook costs. Student must provide documentation of eligibility directly to the Director of Admissions during the admission application process. Eligible high school employees are teachers, counselors, coaches, and assistant coaches. No FAFSA is required unless a student pursues other financial aid.</td>
</tr>
<tr>
<td></td>
<td>Not automatically renewable</td>
<td></td>
</tr>
<tr>
<td><strong>Community College Employee</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community college professors and counselors</td>
<td>Tuition only, up to two courses per academic year</td>
<td>Award covers tuition only for up to two classes per year, one of which must be taken in-seat at a Davenport location. Student is responsible for associated fees and textbook costs. Student must provide documentation of eligibility directly to the Director of Admissions during the admission application process. Eligible community college employees are full-time professors and counselors. No FAFSA is required unless a student pursues other financial aid.</td>
</tr>
<tr>
<td></td>
<td>Not automatically renewable</td>
<td></td>
</tr>
<tr>
<td><strong>Study Abroad</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Davenport student</td>
<td>up to $1,000 per year</td>
<td>3.00 min CGPA AND min. 30 credit hours completed at Davenport University AND a faculty reference. Deadline: May 1 for summer Study Abroad; June 1 for fall; October 1 for winter.</td>
</tr>
<tr>
<td></td>
<td>Not automatically renewable</td>
<td></td>
</tr>
</tbody>
</table>
Foundation Scholarship List

The Davenport University Foundation also provides assistance for student scholarships. These scholarships were established through generous contributions from alumni, friends and companies. To apply, go to www.davenport.edu/foundationapp or call 1-866-248-0012 or any Davenport admissions office.

Endowed Scholarships
Carol J. Adams
Michael D. Allie Endowed
Alpha Iota of Grand Rapids
Alticor, Inc.
Alumni Legacy Endowed Scholarship
Battle Creek Employees
Batts Foundation
Ed & Mako Bauer
BDO Siedman
Michael Berry Endowed
Beta Scholarship
Bil Mar Foods, Inc.
Henry & Carolyn Bouma
Ronald D. Brady
Michael & Bunny Braughton
Wallace and Irene Bronner
Brooks Beverage Management
Thomas H. Brown, Ph.D.
John and Mildred Burt
Louis & Catherine Buzzitta
Linda R. Lindsay Byington
Jerry & Suzanne Callahan
Canteen Service Co.
Thomas A. Carey
Chemical Bank West
Rudolfo and Judith Cifolelli
Casey J. Clossen, Jr.
Paul Collins
Comerica Bank Endowed
Peter & Emajean Cook
Custer Office Environments
Ralph, Berniece & Ralph Damstra, Jr.
The Daoud Foundation Endowed
Helen & Dallas Darling
Davenport University Employees
John David Endowed
Michael D. Davis Endowed Scholarship
Dearborn Alumni Club
Dearborn Agency (R. Putnam & K. Cude)
Dearborn Exchange Club Endowed
Metropolitan Hospital Tribute to
James N. DeBoer
C. Dexter & Sandra Rohm
Alfred & Eleanor Dinsmore Nursing
The Door Family
Droski, Lindsay, & Meyers
Dykhouse Construction
Emergency Medical Services
Jenny Engle Nursing
Engineered Comfort Systems, Inc.
Fairlane Car Wash Endowed
Ronald E. Falk
Ned Fawaz Expression of Gratitude
Fifth Third Bank
The Fleischig Family
Larry & Judith Fredricks
David & Judy Frey
Dr. Robert and Christine Funaro
Gerlings Development/Scott
Gerlings
Daniel & Michelle Georgevich
Endowed
Godwin Hardware & Plumbing
Grand Rapids Press Minority
GunnLevine Architects
Donald & Nancy Hamelink
Edward J. & Sandra Hanenburg
Charles & Helen Harrison
Art & Betsy Hasse
H. J. Heinz Company
Alan Hering
Lou Holtz
Robert Hooker Jr. & Michelle Harmody
Howard Miller Company
H.S. Die & Engineering
Huntington Bank
William & Beatrice Idema
Betty Igrisan Memorial
Interphase Office Systems
Islamic Institute Endowed
Johnson Controls
Donald P. Jurgens, Jr.
James & Ginger Jurries
Kalamazzo Employees
Gerrit & June Kamhouse
The Kane Group (Grand Rapids Area)
Kane Group (Dearborn Area)
Angelina Keller (Brad Keller)
Keith and Kathy Klingenberg
Knape & Vogt Manufacturing Co. (Ray
Knapke)
Susan Margaret Kovach Cultural
Diversity (L. Sharma)
Robert & Ellie Kunkel
James & Clarine Lanting
LaSalle Bank (formerly Standard
Federal)
Wilbur A. Lettinga
Sharon Lettinga
Michael & Connie Lettinga
William & Rochelle Lettinga
Les Lindsay
Lumbermen’s Inc.
Marble and Tile (Dr. William Piersante)
Robert J. & Inez McBain
McDonald Plumbing (Ed & Nancy
McDonald)
M.E. Davenport Family
Meijer Inc.
Dr. James and Barbara Mendola
Mi Food & Beverage Assoc (Dr.
Edward Deeb)
Midwest Health Center (Dr. Mark
Saffer)
Barbara M. Mieras, Ph.D.
MJK Architects, Engineers & Planners
Martin Morales Minority
Alberta Muirhead
John & Elinore Mulder
Patrick & Katherine Mullen
John Myaard
Woldemar H. Nikkel
Roger W. O’Halla
Chris & Joan Panopoulos
Paper Plas Inc./Donald Snider
Perrigo Company
Phi Theta Pi Fraternity Endowed
Research Federal Credit Union (C.
Roberts)
Rockford Construction
Lewis C. Rogers Memorial (Catherine
Roberts)
Charles & Stella Royce
Robert & Ellen Sadler
Robert & Helen Jean Schmiedicke
H. B. Shaine & Company Inc.
Smiths Industries Aerospace (Robert
Her)
Robert W. & Margaret D. Sneden
Student Aid Fund
Spartan Stores
John & Judy Spoelhof
David J. Steenstra, Ph.D.
Senator Glenn D. Steil
Steil Fund for Creston High School
Steve & Ruth Stream
Carroll & Frances Streeter
Jerry & Judy Subar
Jacqueline D. Taylor Study Abroad
Gary J. & Mary A. Ten Harsma
Aubrey J. Terbrack
Dave Thomas, Founder of Wendy’s
Richard & Gretchen Tierney
TLC Group
Universal Forest Products
(Ambassador Peter Secchia)
Fred & Gretchen Vandenberg
Roger & Clare VanderLaan (Holland)
Roger and Clare VanderLaan
P. Robert & Charlene Vanderson
Bernard & Jean VanderVeen
Varnum, Riddering, Schmidt & Howlett
<table>
<thead>
<tr>
<th>Award</th>
<th>Institution</th>
<th>Scholarship Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>VKW Hardwoods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robert Voetberg Scholarship for disAbled</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Volk Family</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elmer Vruggink, Ph.D.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russel Warner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mary Warner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warren Alumni Club</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tyrus R. Wessell Student Aid Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Side Beer Distributing (Donald Klopic)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Irving &amp; Birdella White</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hugh and Melbarose Wichert</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kathryn L. Wiese</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bruce &amp; Lavina Wynalda</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marian Davenport Wynalda</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yoshiko Yamagishi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kenneth and Carole Yerrick Endowed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max &amp; Micki Young</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Memorial Scholarships</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paul Ames</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charles “Andy” Anderson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amy Barnaby</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Ronald Bartson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hy &amp; Greta Berkowitz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rosemary Braun (Fred Braun)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frank Breukink</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paula Brown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wilma Brudy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marvin “Red” Brummel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jason Bruso Memorial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nilida Carames</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mila Crkovski</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Davenport University Memorial Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robert J. DenHerder</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Scott Derr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Dishaw Memorial Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thomas F. Dulude</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roger E. Erickson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>James A. Farmer, Sr.(James &amp; Ginny Farmer)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matthew Brian Feko (Joseph &amp; Marie Feko)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Helen Frays</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Everett Gibbons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bruce W. Gilmore</td>
<td></td>
<td></td>
</tr>
<tr>
<td>William R. Heible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rhonda Goodyke-Hoorn (Roger &amp; Clare VanderLaan)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Betty Igrisan Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>John P. Keller (Dr. Bradley &amp; Nina Keller)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kelli Mountford</td>
<td></td>
<td></td>
</tr>
<tr>
<td>William Kingma (Betty Kingma)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jean Kinsman</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dorothy Kleckley (Dr. Ivan Louis Cotman)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mary Walsh Kole</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nichole Lake</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Judith Lettinga Memorial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mary Kay Lettinga</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jean E. Lindsey</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edna &amp; Marilyn Losgar (Peter Wege)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maine Family</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emerson G. McCarty Memorial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anna B. McPherson, RN (H. William Moeddy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blaise Newman</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Josephine &amp; John Oon, Jr.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robert T. Orlikowski</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gordon H. Poll</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thomas Fisher Reed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pauline Roskam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kevin L. Rotman</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bernice G. Rudzinski</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sandra Scoville</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robert W. Sneden</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eleanor Spidell</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Janice Stauffer (Tom Stauffer)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kristin Ten Harmsel-Anderson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lisa Trombly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elton Carl &amp; Margaret E. Twork</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vander Wall Family</td>
<td></td>
<td></td>
</tr>
<tr>
<td>John S. VanderHeide, III (John &amp; Jane Vander Heide)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Herman &amp; Jennie VanderLaan (Roger &amp; Clare VanderLaan)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jane Wetherell (Al Wetherell)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clifton C. Wonders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Antoinette (Toni) Wykstra</td>
<td></td>
<td></td>
</tr>
<tr>
<td>George L. Young</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kathryn &amp; Harold Zahm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ronald Zoulek (Jim &amp; Pat Zoulek)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Annual Scholarships</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABWA - Indiana Chapter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting Annual Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alpha Beta Gamma/Gamma Gamma Gamma</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alumni Ambassador Scholarship Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alumni Assoc. for the Grad. Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alumni Association Unrestricted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amical Foundation/Donald Phillips</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bay City Annual Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Besaw Family Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caro Campus Annual Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caro/Bad Axe Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C.F.M.A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bob Clarkson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lynda Cribari</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Davenport University Online</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dearborn Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dearborn Federal Savings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eileen DeVries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distinguished Alum Mentor Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Rapids Campus General</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hammer Family Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holland Campus Annual Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honors Accounting Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Betty Igrisan Annual Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kalamazoo Campus Annual Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kirco Construction Corp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Susan Margaret Kovach Cultural Diversity (L. Sharma)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. James &amp; Madeleine Krolik</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. John &amp; Mary Ellen Kushner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lacks Enterprises</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lansing Campus Annual Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lapeer Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Merrillville Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Massage Therapy Continuing Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Midland Campus Annual Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Northern Michigan Staff Annual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donald Offermann Annual Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oxford Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peter Pratt and Linda Headley Annual Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pyper Products/Doyle Hayes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>David Rausch &amp; Kristin Stehouwer - Traverse City</td>
<td></td>
<td></td>
</tr>
<tr>
<td>David Rausch &amp; Kristin Stehouwer - TriCities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Romeo Campus Annual Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saginaw Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Saginaw Spirit Annual Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature Applications, LLC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>South Bend/Mishawaka Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steelcase, Inc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steil Fund for Single Mothers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ralph and Carolyn Stingel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tim &amp; Bob Sullivan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traverse City Annual Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dave and Kate Veneklase</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Volk Family</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Norma Wallis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warren Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harold F. Williamson Memorial</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BACK TO TABLE OF CONTENTS**
STUDENT SERVICES

Advising
Davenport offers students the support of an academic advisor to help in their academic pursuits. Students are responsible for being aware of and meeting all curriculum requirements, including any changes that may occur therein. Academic advising is available at every location to assist students in selecting courses, discussing curriculum change implications, answering questions related to academic programs and policies, or reviewing progress towards graduation. In addition, students should speak with an advisor for any of the following reasons:

- To answer questions about which courses to schedule and when to take specific classes.
- To confirm the classes remaining for completion of their degree program.
- To discuss transferring credits from another institution and to see how the credits apply to their program of study.
- To learn about switching to another program or higher degree and know how their current courses will apply.
- To discuss the academic and financial consequences of dropping a course.
- To consider changing their program of study.
- To address difficulties in completing their coursework, for personal or academic reasons.
- To discuss any other concerns related to their education.

Tuition payments are handled through the Student Services Office and online through Davenportal (the student portal). Advising for students accepted into the nursing program is handled by designated nursing advisors.

Email
The University provides accounts for students registered for the current semester. These accounts are provided for the University to communicate with students and it is expected that all students will monitor email regularly. This will be the primary information medium by which students will learn of dates, deadlines, policies and activities related to Davenport. In addition, students will use this email account as the email address for all online Blackboard course(s).

Student Identification (ID) Cards
Every student may obtain an ID at any location. ID cards must be used to check out library materials and utilize computers in the Library Information Commons. ID cards may also be used to obtain student discounts, where available. All students are required to obtain an ID card during the first week of classes.

Change of Name, Address, Phone Number, or Email
It is the student’s responsibility to inform the University of any changes to name, address, phone number, and/or email address. This information can be updated online through Davenportal.

Student Insurance
Professional liability insurance coverage is provided at no cost to students enrolled in an internship, professional practice experience, or clinical practicum in the School of Health Professions.

Information concerning personal health insurance coverage is available through Student Services at each location. Proof of personal health insurance coverage is required for students accepted into the nursing program.
Students with Disabilities

Accommodations for Students with Disabilities

It is the policy of Davenport University to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Davenport University will not discriminate against any otherwise qualified student or applicant with respect to any terms, privileges, or conditions of a student’s admission, educational program, or activity because of a disability.

Information for Students with Disabilities

Students may request reasonable accommodation as a result of a qualifying disability as defined by the Americans with Disabilities Act (1990) or Section 504 of the Vocational Rehabilitation Act of 1973. It is the students’ responsibility to contact a Disability Services Coordinator at their location to initiate the accommodation process. This must be done each and every semester in which the student is seeking accommodations.

Davenport University will provide reasonable accommodations, as deemed appropriate and in accordance with state and federal guidelines, by providing access that allows participation in University programs and activities for otherwise qualified individuals when doing so does not pose a risk to the individual or other students.

Policies and Procedures for Students with Disabilities

The University’s policy and state law each require that qualified students with disabilities be given reasonable academic adjustments and overall educational program accessibility. The University seeks to accommodate students with disabilities on an individual basis, based on assessment data documented by a qualified professional. This process must be student-initiated and is not retroactive.

There will be no discrimination on the basis of disability. Any information provided on a voluntary basis shall be used for the sole purpose of assessing accommodation requests, to minimize competitive disadvantages that are directly related to the student’s documented disability. There are no limitations on the number of persons with disabilities who may be admitted or enrolled.

The University’s policy of nondiscrimination based on disability provides reasonable accommodations to qualified students with disabilities in the most integrated, appropriate setting, and includes but is not limited to:

- Opportunities: Opportunities are provided to participate in academic programs and sanctioned co-curricular activities.
- Examinations: Examinations, written assignments, or other evaluation procedures may be modified to minimize the effects of a disability and to more accurately measure student achievement, as long as such modification does not fundamentally alter the stated learning objectives of the course.
- Advising: Advising, support services, and employment assistance are provided without discrimination to any student with a documented disability.
- Location: Location of programs will provide equal access to mobility and visually impaired students to the extent reasonably possible.
- Physical Accessibility: Physical accessibility to instruction, academic support, student services, and technology are provided to the extent reasonably possible.

Davenport University is committed to providing opportunities, resources, and support to help students achieve their goals. This commitment includes providing assistance to students with disabilities. Early notification of any accommodation request increases the likelihood that special arrangements can be made prior to the start of classes.

Students who believe they have a disability as defined by the Americans with Disabilities Act and require accommodation to meet course or program requirements should contact a disability services coordinator at their location to secure an Accommodation Request Form. Along with a completed Accommodation Request Form, they must also submit appropriate documentation specifying the nature of the disability, including diagnostic results. This form and other disability services information is located on the Davenport website (www.davenport.edu) by clicking on “quick links” and “disability services”. This information will help the University work with students to plan effective academic adjustments and auxiliary aids and services while they are attending Davenport University.

Career and Education Plan

Davenport’s mission is to assist students in achieving their goals. As part of a continuing effort to assist students, Davenport has developed a process for defining and tracking achievement in career and academic goals. Long-term success is achieved through the accumulation of many short-term successes, and short-term success occurs as a result of effective goal-setting. Each academic year, students should identify, define and document their goals, which will be incorporated into a Career and Education Plan. Students will set short- and long-term academic goals that will help them achieve their career objective and complete their degree. The following questions may assist students in this process:

- What is my long-term career goal?
- What short-term career goals will help me achieve my long-term goals?
- What are the steps I can take that will assist me in achieving my short-term career goals?
- What academic goals will help me achieve my career goals?

Davenport encourages students to discuss these goals with others who might have an interest in their success (family, friends, and business associates). Students should make an appointment early in their academic career with the Career Services staff at their location, to explore career options and discuss internships.
Clubs and Organizations

Davenport University offers students a wide variety of clubs and organizations. Availability of clubs and organization experiences varies by location. Some clubs are specific to individual majors, enhance classroom instruction and offer students an opportunity to interact with individuals within their chosen career. Organizations such as Business Professionals of America (BPA), Students in Free Enterprise (SIFE), and Distributive Education Clubs of America (DECA) provide more general business-related experiences and local and national competitions. Non-curricular programs, such as participating in Student Council or in the development of student newspapers, are also offered. At some locations, intramural sports are also available. Students interested in student involvement opportunities should contact their advisor for availability.

Intercollegiate Sports

Davenport University’s Intercollegiate Athletic Program is a member of the NAIA (National Association of Intercollegiate Athletics) and the ACHA (American Collegiate Hockey Association) at the Division II level.

All participants must be 18 years of age or older and a full-time student (i.e., 12 credits or more per semester). Eligibility rules are very detailed. Please contact the Athletic Department for more information.

If you are interested in competing at the intercollegiate level, complete a participation form (found online at www.davenport.edu) or contact Athletic Director Paul Lowden at (616) 732-1194. All of Davenport University’s intercollegiate programs are based out of the Grand Rapids campus. The programs currently offered are:

- Men's Baseball
- Men's Basketball
- Men's Bowling
- Men's Cross-Country
- Men's Golf
- Men's Ice Hockey
- Men's Lacrosse
- Men's Soccer
- Men's Track & Field

Please inquire about future athletic programs to be offered at Davenport University.

Career Services

Davenport University Career Services assists all students and alumni in every aspect of the career development process. From assistance with career exploration and interest assessment, to ongoing support once in the field, Career Services is available to provide assistance, guidance, and opportunities.

Classroom & DU Location Seminars - For many students a relationship with Career Services begins with the classroom presentations and group seminars that are conducted at every location throughout the year, University-wide. Career Services encourages all students to take advantage of the many group networking opportunities and the information provided during in-class presentations to improve their professional skills and learn how to use those skills to achieve career success.

Career Search and Professional Skills Development – Students will learn a full range of professional skills through their Career Services Coordinator and receive on-going help and support for creating dynamic resumes and professional letters, learning interview skills, and how to conduct successful job searches. In addition, Career Services can assist students in learning networking strategies, portfolio creation, business etiquette and professional dress tips.

Experiential and Internship Opportunities – Career Services works with faculty, employers and human resources to provide DU students with the best possible work, career and program-related opportunities available. Students seeking opportunities to build their skill level, gain experience and grow their professional experience can work with Career Services to locate great opportunities.

Career Fairs and Events - To assure student success and exposure to employment opportunities, Career Services conducts several career fairs each year. These events may be broad and open to all students or focused on a specific program or degree. Career Services also promotes job expos and career fairs sponsored by other universities and professional organizations in order to bring the most relevant opportunities to our students and alumni.

Online Job Database – Students seeking work-study, internship, full or part-time positions can find great jobs on DU’s online job posting system. Students and alumni can search for the opportunities that best suit their needs through DU’s system, or work with their Career Services Coordinators to learn of other popular job search sites.

For lifelong support, communication is the key. Students should keep DU Career Services aware of any changes in address while enrolled and after graduation, pursue leads in a professional manner, report interview outcomes and respond to survey inquiries to assure that the services provided meet our students’ and alumni’s changing needs.
Davenport University Alumni Association

The Davenport University Alumni Association helps graduates keep alive the friendships, associations, and interests they have developed as students.

Through many events, travel opportunities, programs, and as the record-keeper of names, addresses, and biographical information for more than 40,000 graduates, we can help you stay in touch with former classmates and the University. Be sure to contact us when you move, get married, or change jobs so we can keep your information up to date. Stay in touch with your alma mater via our alumni e-mail address: alumni@davenport.edu.

Alumni Benefits

Anyone who has earned a degree or certificate from Davenport University automatically receives free membership in the Alumni Association. Your membership entitles you to the Davenport University Review magazine and many University services. You’ll also receive:

- Lifetime employment assistance including Career Link access.
- Free lifetime brush-up classes—Graduates of Davenport University are eligible for free brush-up classes on a space-available basis. This applies only to courses that students previously passed at DU and that were part of the student’s graduation requirements.
- Access to the Davenport library and computer labs at no charge (you must have an alumni membership card).

Listed below are some of the additional benefits that are offered to DU Alums.

- Bank of America Credit Card
- Gordon Food Fun Funds Program
- Liberty Mutual Insurance Program

For more details on other benefits and programs that are offered to Davenport alumni, please go to www.davenport.edu.

Davenport University Corporate Services

Davenport University Corporate Services’ core mission is to create and deliver superior corporate training, consulting services, and solutions to companies throughout Michigan and Indiana. Leveraging the University’s breadth of technical, business, and health courses offered. Corporate Services is ideally positioned to assist any company with employee development. Our flexibility is unrivaled.

Corporate Services offers a wide range of courses and delivery methods. Many for-credit courses offered by the University can be delivered through Corporate Services at any company site in Michigan, Indiana, or online. If other training topics are desired—Corporate Services’ non-credit offerings—focusing on leadership, communications, customer service, manufacturing, etc.—may be of interest. These courses, along with others found at www.davenport.edu/corptraining, can be tailored to meet customers’ specific needs. For more information, call (866) 840-0005.
Academic Advising

Students are responsible for being aware of and meeting all curriculum requirements including any changes that may occur. Academic advising is available at every location to assist students in selecting courses, discussing curriculum change implications, answering questions related to academic programs and policies, or reviewing progress towards graduation. Students should check at their location to determine the hours during which advising services are available.

Foundations of Learning Program

Davenport University’s Foundations of Learning program provides students with the foundational reading, writing, mathematical, and study skills needed to succeed in college-level courses. The Foundations of Learning classes provide students with a seamless transition to all other University classes. The skills and abilities presented in the Foundations of Learning classes encompass critical thinking, written and oral communication, mathematical literacy, professional excellence and integrity, as well as skills needed for student success. All first-time-in-any-college students are placed into English and mathematics courses based on an entrance assessment, unless there are qualifying SAT scores on file. Students who transfer from other institutions without college level credits for English or mathematics will also participate in the entrance assessment. The English assessment score is used to determine a student’s placement into English/Reading Applications (ENGL021) and Composition (ENGL109). The math assessment score is used to determine a student’s placement into Elementary Algebra (MATH030) and College Mathematics (MATH120). Foundations of Learning courses may only be repeated once, and students must receive a passing grade (P) before they can move on to the next level course.

Many Davenport locations offer PLATO Learning Technologies in the Foundations of Learning courses. The PLATO-enhanced instructional method offers major advantages to students in Foundation of Learning courses. This state-of-the-art learning method combines web-based technology and personal, one-on-one classroom instruction. Students receive individualized and convenient instruction and can work at their own desired pace. Research shows that students in PLATO-enhanced courses are more likely to succeed.

All students who assess at Foundations of Learning levels are required to take Foundations of Learning classes during their first semester. Students taking Foundations of Learning classes are advised to enroll in courses from the following list. These courses do not have English and math prerequisites.

Freshman Seminar
FRSM100 Career and Education Seminar
HLTH101/HLTH101S Introduction to Health Careers

Foundations of Excellence

COMM120 Presentation Techniques
Foreign Language electives: ARAB111, CHIN111, FREN111, GERM111, JAPN111, RUSS111, SPAN111
(Introduction to Arabic, Chinese, French, German, Japanese, Russian, or Spanish, as available)
GEOL120 Astronomy
GEOL125 Environmental Studies
GEOL140 Physical Geology
HIST111 Early World History
HIST112 Modern World History
HLTH113 Stress Management for Life
HLTH127 Healthy Living
HUMN101 Arts and Culture
PSYC101 Introduction to Psychology
SOCY101 Introduction to Sociology

Foundations of Business, Technology, or Health Professions
BIDS101 Computer Essentials
BIDS105 Skill Building
BUSN120 Introduction to Business
CISP101 Computer Foundations

CISP111 Systems Foundations
HLTH130 Healthcare Law and Ethics

Educational Options

Double Degree

A student may earn double degrees (two associate degrees or two bachelor degrees) only by fulfilling the requirements for two differently titled degrees, such as a BBA and a BS. In order to earn the second degree, the student must complete all the degree requirements for both degrees and fulfill all residency requirements for both degrees.
Students who have achieved an associate’s or bachelor’s degree from another college or university may earn a second degree of the same type from Davenport University (such as a BBA in Management from another college and a BBA in Marketing from Davenport University) as long as all appropriate graduation requirements are met.

**Double Major**

Students who wish to combine study in two programs, such as the BBA in Management and the BBA in Marketing, will earn a double major. In order to earn a double major, a student must complete all the courses required for each program and fulfill all residency requirements. Students may not earn two of the same degrees (such as two BBAs) from Davenport University. The BBA Applied Business, BBA Business Professional Studies and the ABA in Business Administration may not be used within a double major.

**Auditing Courses**

Students may audit any course provided they have the approval of the campus Director of Academic Services. Students will not be required to complete tests or projects for audited courses, and they will not receive a grade or credit for the course. Students must declare the audit status at registration and may only change from audit status to credit status (or vice versa) before the beginning of the first class session. The tuition cost for auditing a course is the same as the tuition for taking the course for credit.

**Competency Examination**

Students may take each of the University's standardized competency examinations only once to attempt to earn credit for specified courses. Students may not take this option if they have previously received a failing grade in the course. Students who pass the assessment will be granted credit in the course. Students may receive up to 40 semester credits through the University’s competency examination assessments and/or prior learning assessment, but these credits do not count toward residency.

**School of Health Professions**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL110</td>
<td>Foundations of Cell Biology</td>
</tr>
<tr>
<td>BIOL120</td>
<td>Essentials of Anatomy and Physiology</td>
</tr>
<tr>
<td>BIOL131</td>
<td>Human Disease</td>
</tr>
<tr>
<td>HLTH110</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>HLTH120</td>
<td>Pharmacology</td>
</tr>
<tr>
<td>HINT221</td>
<td>ICD-9-CM Coding</td>
</tr>
<tr>
<td>HINT222</td>
<td>Procedural CPT/HCPCS Coding</td>
</tr>
<tr>
<td>NURS135</td>
<td>Nutrition in Nursing</td>
</tr>
</tbody>
</table>

**School of Technology**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BITS105</td>
<td>Skill Building on the Computer</td>
</tr>
<tr>
<td>BITS210</td>
<td>Microcomputer Apps: Word Processing</td>
</tr>
<tr>
<td>BITS211</td>
<td>Microcomputer Apps: Spreadsheet</td>
</tr>
<tr>
<td>BITS212</td>
<td>Microcomputer Apps: Database</td>
</tr>
<tr>
<td>CISP101</td>
<td>Computer Foundations</td>
</tr>
<tr>
<td>CISP111</td>
<td>Systems Foundations</td>
</tr>
<tr>
<td>NETW101</td>
<td>PC Operating Systems (A+ Software)</td>
</tr>
</tbody>
</table>

**General Education Division**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL110</td>
<td>Advanced Composition (Credit may only be earned if ENGL109 has been successfully completed previously.)</td>
</tr>
</tbody>
</table>

**Credit Through Prior Learning Assessment (PLA)**

Academic credit for a course may be awarded to those students who produce a completed petition detailing college-level learning gained through experience. Consideration will be given to learning gained through career and personal experience in job-related activities and community participation, as well as that based on training from specialized schools or testing programs. Students may submit their petition at anytime of the year. The petitions are assessed by faculty evaluators, and credit is assigned based on merit. Students must use the University’s format.

A maximum of 40 semester hours may be obtained through prior learning and/or the University’s standardized competency exam assessments. These hours may not be applied toward the residency requirement.

Students should contact their Advisor to receive additional information on this option.

**Class Formats**

Davenport University offers a variety of formats in which classes may be taken, designed to fit various learning styles and student needs. Not all formats are available at each location. Students should contact Student Services to determine which of the formats are offered at their location.

**Internships**

Some programs have a required internship. Most of the other programs offer an elective internship option. These work experiences must be related to the student’s field of study and approved by the Department Coordinator before finalization. Students will receive a letter grade for internship courses. Some programs have minimum GPA requirements. Students should see their Advisor for details.

Placement in internship sites for the School of Health Professions is competitive and is not guaranteed.

**International Study Experience**

Davenport University realizes that in order to prepare students to be successful in today’s global business environment, awareness, sensitivity, multiculturalism, global perspectives, and appreciation of cultural diversity are imperatives. To address this need, the University provides students with a number of opportunities for study abroad experience.

Davenport offers many faculty-led, short-term study abroad opportunities in which students can earn up to six credits in less than one semester abroad, while also experiencing new cultures and learning about international business practices. Davenport University is an affiliate member of the American Institute for Foreign Studies (AIFS), which offers opportunities to study in many different countries and universities for a short term in summer, a semester, or an entire academic year. AIFS scholarships may be available. Academic credits from courses taken in AIFS programs are normally applicable to the academic program. Students must check with an
Academic Advisor regarding all courses and to get detailed information on specific programs. Please see your Academic Advisor or the university web site for all the study abroad programs scheduled for 2008 - 2009. Financial aid and/or scholarships may be available for some of these programs.

INHOLLAND University, Amsterdam

Davenport University has a joint degree program with INHOLLAND University, The Netherlands. Located in Amsterdam, this program offers students the following two options: (1) Students may take one semester of study at INHOLLAND University (at the DU tuition rate) and credits will be applied toward their degree program or (2) Students may opt to spend one full academic year doing coursework at INHOLLAND University (at the DU tuition rate), which includes a for-credit internship with an international business in The Netherlands. By successfully completing this academic year course of study at INHOLLAND University and completing Davenport University requirements, students will be eligible for two institutional degrees - one from Davenport University and one from INHOLLAND University. (Note: Students must have Academic Advisor approval of courses.)

John Cabot University, Rome

Davenport University has a partnership with John Cabot University in Rome, Italy. Academic credits in this program are transferable to the Davenport University degree through the partnership arrangement; however, students must meet with their Academic Advisor prior to enrolling in John Cabot University courses.

Requirements and Limitations

Dropping and Adding Courses

The drop/add period is the first week after classes begin. Students may add regular semester classes during the first week of the semester. Because of the accelerated nature of some of the class formats, students may not be able to add these courses after the start of the session/semester. Students should contact their Advisor for guidelines on specific formats.

Course Load

All students may register for up to 20 credit hours in any semester, in any combination of learning delivery formats for which they are eligible. Students wishing to take more than the allowed number of credit hours in one semester must receive permission from the University Registrar.

Residency Policy

The University Policy for residency is as follows:

Students must take a minimum of the following at Davenport University in order to fulfill residency:

<table>
<thead>
<tr>
<th>Post-Baccalaureate Certificate</th>
<th>All credits required for the post-baccalaureate certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s/Master’s Degree (combined BBA/MBA)</td>
<td>A minimum of 30 semester credits from 100 – 400-level courses, including at least fifty percent of the courses in the major, plus all 500 – 700-level courses required</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>A minimum of 30 semester credits, including at least fifty percent of the courses in the major</td>
</tr>
<tr>
<td>Associate’s Degree</td>
<td>A minimum of 15 semester credits, including at least fifty percent of the courses in the major</td>
</tr>
<tr>
<td>Diploma</td>
<td>A minimum of fifty percent of the credits required for the diploma, of which at least two courses must be in the major</td>
</tr>
</tbody>
</table>

Contact an Advisor for specific residency requirements for the Nursing programs, BBA in Applied Business, BBA in Public Safety and Security and the 60 + 60 Transfer Degree programs.

Sequential Course Requirements

Credit will not be granted for any sequential course below the level of a course for which the student already has earned credit.

Students must achieve at least a C grade in a sequential course before taking the next course in the sequence. Students who receive a C- or below must repeat the course before proceeding to the next course in the sequence. Students will receive credit for each course only once.

Undeclared Majors

To provide students with an opportunity to explore various business, health, technology, and/or general education areas before declaring a major, Davenport University allows new students to elect an “undeclared but degree seeking” status.

Students may remain in the “undeclared but degree seeking” category for up to 25 semester credits if they are seeking an associate’s or bachelor’s degree, up to 13 semester credits if they are seeking a diploma. Once students have earned 25 credits toward an associate’s or bachelor’s degree or 13 credits toward a diploma, whether these credits are from Davenport University or are transferred from another post-secondary institution, they must declare a specific major.
Students should note that not all courses in Foundations of Excellence or in the Foundations for a specific school are required for all degree programs. Students accept the responsibility that courses chosen while they are in the “undeclared but degree seeking” status may not be required in their specific degree program.

Students who have previously declared a specific major may not revert to the “undeclared but degree seeking” status.

**Re-Entry to the University**

Re-entry students whose education has been voluntarily interrupted for one or more semesters (excluding Spring/Summer semester) will have to meet the course requirements within their elected degree program in effect at the time of re-entry.

Students re-entering the University after voluntarily interrupting their education for three (3) or more academic years will be required to change to a current academic program and meet University academic requirements in place at the time of re-entry.

Students re-entering the University should contact the Student Services Office for specific information on academic requirements at the time they re-enroll.

Students wishing to re-enter the University after Academic or Disciplinary suspension and dismissal must meet specific guidelines and formally request re-entry. Students should contact the Student Services Office for specific requirements.

**Application of Previously Earned Credit**

It is the policy of Davenport University to acknowledge academic credits previously earned through Davenport University or one of its antecedents and to integrate that credit as fully as possible into a new degree program. Davenport University will assist students in choosing a program of study that will maximize the application of their earned academic credits.

**Discontinued Program Policy**

Once a program is discontinued, no new enrollments will be accepted into the program. Students currently declared in a discontinued major will have six years for a bachelor’s degree (three years for a specialist degree) to complete the degree, with appropriate substitutions and/or equivalencies for discontinued courses. If the degree is not completed within this time period, students must meet current degree requirements.

**Minimum Grade Requirement**

Some courses require a C or better in order to advance to the next course (see also Sequential Course Requirements). In addition, the following courses from the School of Health Professions require a C or better grade for successful completion: HLTH100, HLTH101, HLTH110, HLTH120, HLTH130, HLTH210, HLTH401, as well as all HINT, HSAD, MCMG, and MSTM. All NURS prefixed lecture courses require a C+ or better grade for successful completion. There may be additional courses that require a C or better for successful completion due to outside accreditation or program approval requirements. This requirement is noted in the course description.

**Prerequisite Requirement**

Prerequisite courses must be successfully completed before the subsequent course(s). These courses may be required even though they are not part of the chosen curriculum. A co-requisite may be completed before the course or taken concurrently. Students seeking a post-baccalaureate certificate must complete all course prerequisites or show proof of equivalent work experience.

Non-degree seeking students and students taking courses under a guest student status are not required to complete prerequisite or co-requisite courses.

**Repeating Courses**

Students may repeat any course for which they have previously received credit, except for sequential courses that are below the level of a course for which they have already received credit. (For example, students may not repeat Accounting Foundations once they have credit for Accounting Foundations II.) Both courses will be recorded on the transcripts, but only the higher of the two grades will be used to compute GPA. Students will receive credit only once for the course, to be recorded in the first semester in which the course was taken.

The Foundations of Learning courses and many courses from the School of Health Professions may only be repeated once if a failing grade is earned. The Foundation of Learning course descriptions reflect this requirement. The School of Health Profession’s Student Handbook details these special requirements for their courses. Students must contact their Advisor to determine eligibility for the repeat.

**Graduation Requirements**

Students at Davenport University may graduate at the end of any semester in which they complete the coursework required for the curriculum in which they are enrolled and meet all graduation requirements. Students must maintain a minimum overall 2.0 cumulative grade point average (GPA) as well as a minimum 2.3 GPA in their major. Students must also fulfill the credit and residency requirements for their prescribed curriculum. The Michigan Department of Education requires students earning an associate’s degree to complete a minimum of 60 semester hours of instruction and students completing a bachelor’s degree to complete a minimum of 120 semester hours of instruction. Davenport University adheres to this standard and has designed its curricula to satisfy this requirement.

Formal graduation ceremonies are held at the end of winter semester. The ceremony is open to students who have completed or will complete their course requirements by the end of the spring/summer semester and have met all relevant processing deadlines. Students are encouraged to take part in the ceremony.

**Application for Graduation**

Every candidate for graduation must submit an application for graduation. Students who elect not to participate in the commencement ceremony must still file a graduation application. Graduation applications are available at the Student Services Office or Registrar’s Office.

Diplomas are ordered at the end of each semester for those students who have graduated and have submitted an application for graduation. Diplomas will show the degree level.
awarded only. The major will be reflected on the transcript. Diplomas are mailed to the student’s address 12 - 14 weeks after the final date of the semester in which all degree requirements were met.

Graduation Honors

Students with a cumulative GPA of 3.50 or higher are recognized as honor graduates. The three honors categories for associate and bachelor's degree students are:
- With Highest Honor — 3.90 to 4.00
- With High Honor — 3.70 to 3.89
- With Honor — 3.50 to 3.69

Prospective winter or spring/summer semester graduates’ cumulative grade point average at the end of the last completed session/semester will be used to determine honor eligibility for the graduation ceremonies. The appropriate designation will be indicated on the diploma and transcript of associate and bachelor's degree graduates when it is mailed to the student.

Coursework and Grades

Description of the Course-Numbering System

The first digit of the course number indicates the following academic level:
- 000 level: Foundations of Learning courses (below college level)
- 100 level: courses primarily for freshmen
- 200 level: courses primarily for sophomores
- 300 level: courses primarily for juniors
- 400 level: courses primarily for seniors
- 500, 600, 700 level: reserved for graduate courses

Syllabi

Instructors will review the course syllabus with their students at the first class meeting. The purpose of the syllabus is to inform students of the instructors’ expectations—learning outcomes—methods—assignments—evaluation procedures, etc. Students should treat these syllabi as “intent” rather than as a “contract.”

Grading System/Scale

To be considered in good academic standing, students must maintain a minimum 2.0 cumulative GPA. The cumulative GPA is calculated from the grades received for courses completed. The designations of W, WM, P, I, NC, AU, and CR are not included in the GPA calculation; however, these grade designations are counted when calculating the cumulative completion percentage for financial aid recipients. This policy is in effect for all certificate, diploma, and degree-seeking students. The following is the grading system of the University.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
</tr>
</tbody>
</table>

Students must have a cumulative GPA of 2.0 or higher plus a GPA of 2.3 or higher in their major to graduate. Davenport University maintains a permanent academic record for each current and former student in a secured environment.

Final Assessment

To complete a course successfully, students must complete the final comprehensive assessment. Students who do not complete the final assessment will receive an “F” in the course. It is the student’s responsibility to contact the instructor or the University to see if a makeup final assessment is possible.

Withdrawals

It is the student’s responsibility to initiate all withdrawals at any time throughout the semester, and students are responsible for being aware of the last date to withdraw without academic penalty. Absence from class is not a withdrawal. Students will receive an “F” if they never attend or stop attending and fail to withdraw officially from a class. Students who officially withdraw from a class before the last date to withdraw without academic penalty will receive a grade of “W”. The Director of Academic Services may allow students to withdraw from a class past the last date to withdraw without academic penalty provided they submit documentation of an unusual circumstance and provided the class has not yet met for the final assessment.
Incompletes

If faced with an emergency such as a severe illness that prevents the completion of a course within the semester, students may request an Incomplete using the Incomplete Request Form. Students must have successfully completed at least 70 percent of the coursework of the affected course for the request to be considered. The faculty member may accept or deny the request. Documentation may be required. If the request is accepted, the faculty member will sign the form and forward it to the Director of Academic Services of the student’s home campus location for final approval or denial of the request.

If approved, a grade of “I” will be recorded on the grade report. A copy of the Request Form will be filed in the Registrar’s Office, and the student and the faculty member will each receive a copy.

The maximum time allowed for an Incomplete is 30 business days after the start of the next semester. Faculty may designate fewer than 76 business days if they so choose. After 30 business days, the grade will automatically be changed to an “F.”

Students should be aware that an “I” grade in a course does not yet reflect credit in the course. If a course with an “I” grade is a prerequisite for another course, that other course may not be taken until the “I” grade has been changed to reflect a passing grade.

Because the Foundations of Learning courses are self-paced at many locations and are not used in calculating GPA, an “I” Incomplete grade is not permitted. Extenuating circumstances or an emergency as mentioned above may be discussed with the Instructor.

Final Grade Appeal

The grade appeal process should be used only when the student believes that the final course grade assigned is unfair. It is not to be used to challenge grades on individual assignments or quizzes. A grade appeal is not appropriate when a student simply disagrees with the faculty member’s judgment about the quality of the student’s work. Grounds for a grade appeal are:

- The grade has been assigned on the basis of something other than performance in the course.
- Standards utilized in the determination of the student’s grade are more exacting or demanding than those applied to other students.
- There was an error in grade calculation.
- The grade is based upon standards that are significant, unannounced, and unreasonable departures from those articulated in the course description or syllabus distributed at the beginning of the course.

The Department Coordinator is responsible for ensuring that the appeal is resolved in a timely manner. The grade appeal should be finalized within 30 days after Step 1.

It is the responsibility of the student to justify that a change of grade is an appropriate action. Students must adhere to the timelines delineated in this policy.

STEP 1: Within THREE days of the beginning of the following session, the student can begin the grade appeal process by contacting the Instructor in an attempt to resolve the grade dispute in an informal and cooperative atmosphere, utilizing the Grade Appeal Form. (The instructor should document this meeting on Part 1 of the Appeal Form and forward the completed Appeal form to the Department Coordinator.)

STEP 2: If the student and instructor are unable to reach a resolution, the student will submit a detailed written statement, with supporting documentation, to the Department Coordinator to begin the formal appeal process. Following the instructor’s response, the Department Coordinator will facilitate a face-to-face or e-mail discussion with the Instructor, the student, and the Director of Academic Services. The student will be informed of the decision by the Director of Academic Services. Part 2 of the Appeal Form will be completed and returned to the student with the decision of the Director of Academic Services.

STEP 3: If the issue is not resolved to the student’s satisfaction in Step 2, the student may submit a request to the Director of Academic Services to appeal to the Student Faculty Relations Committee (SFRC). The Director of Academic Services will establish an ad hoc (pro tem) review committee made up of a student, a faculty member, and a department coordinator. The Director of Academic Services will forward all written documentation, including the Appeal Form, to the SFRC. The SFRC will provide a written decision. The decision of the SFRC is final.

Students who appeal an on-line course grade must use email.

Grade Point Average

Students must maintain a minimum overall 2.0 cumulative GPA as well as a minimum 2.3 GPA in their major.

The overall cumulative GPA is determined by dividing the total honor (grade) points earned by the total credit hours attempted. Similar computations determine the cumulative GPA in the major. Cumulative GPA does not include grades of W, WM, I, CR, P, AU, or NC. These grade point averages are calculated only on credits attempted at Davenport University.

Academic Honors Recognition

As part of its recognition of academic achievement, the University establishes the Dean’s List at the end of each semester. Many locations host an annual honors celebration. At this event, students who have distinguished themselves through academic excellence are recognized for their accomplishments. Many locations also recognize students for their outstanding contributions in extracurricular activities and/or community service.
Dean's List

Students who receive at least a 3.5 semester GPA are eligible for the Dean's List if they meet the following conditions:
- They completed at least 9 credit hours of 100-level or above coursework during the semester.
- They do not have any "Incomplete" grades as of the end of that semester.

The Dean's List is generated at the end of the fall semester, winter semester, and spring/summer semester, and only the GPA as of the end of these semesters is used to determine the Dean's List.

Transcript Request Procedure

Academic transcripts may be requested in-person, by fax, or by mail from the Registrar's Office. The current fee is $5.00 per transcript and is subject to change by action of the Board of Trustees. Transcripts given or mailed to students will be stamped "ISSUED TO STUDENT" and may not be accepted by another college or employer as official. Davenport University strongly recommends that transcripts be sent directly from the University to their final destination. Include the following information when submitting a transcript request: printed name, written signature, current address and phone number, student identification number, and approximate dates and location attended. Transcripts cannot be released for any student with a financial obligation to the University. Transcripts (or copies) from other institutions cannot be released.

Academic Standards

Academic Integrity

Davenport University recognizes the principles of honesty and truth as fundamental to ethical business dealings and to a community of Instructors and students. The University expects students to respect these principles. As a point of academic integrity, students are required to submit original material of their own creation. Plagiarism of any material and cheating are serious offenses and can result in failure of the course or dismissal from the University.

Plagiarism refers to the use of someone else's ideas or words without correct documentation. It is the student's responsibility to ask the faculty member to clarify any questions on correct use of documentation for work submitted in their course.

Cheating refers to the use of someone else's knowledge or sharing coursework in a way that is unauthorized by the faculty member. The faculty member may authorize the use of reference books for a paper, for example, but require that a test be done without such help. Should a student be penalized and wish to contest the allegation, the academic integrity grievance procedure will be followed as outlined below:

1. The instructor must inform the student of the allegation of plagiarism or cheating in a timely fashion. Ideally, the student, instructor, and Department Coordinator will resolve the issue. The student shall provide information that disproves the allegation or shall admit the plagiarism or cheating and accept the consequences as outlined by the University.

2. If the Department Coordinator, Instructor and student cannot resolve the issue, the instructor and student will both present documentation to the Director of Academic Services/Director of Online Instruction within ten business days from the initial meeting. The Director of Academic Services/Director of Online Instruction will review the documentation with the faculty member and student, either together or separately. The Director of Academic Services/Director of Online Instruction will make a decision in a timely fashion.

3. If the student or Instructor disagrees with the decision of the Director of Academic Services/Director of Online Instruction, the Director of Academic Services/Director of Online Instruction will present the documentation to the Executive Director of Academic Services/Associate Dean for Online within five business days of the decision. The review may involve a meeting with the faculty member or student, or both. The Executive Director of Academic Services/Associate Dean for Online will deliver his or her decision to the faculty member and student in a timely fashion. The decision of the Executive Director of Academic Services/Associate Dean for Online is final.

Students may face the following consequences for any act of plagiarism or cheating:

1. The first offense may minimally result in failure of the assignment, test, project or presentation. This first offense will be documented in the student’s permanent file. The occurrence will be referred to Judicial Affairs.

2. The second offense may minimally result in failure of the course in which the cheating or plagiarism has occurred. The second offense will be documented in the student’s permanent file. The occurrence will be referred to Judicial Affairs.

3. The third offense may result in dismissal from the University. The third offense will be documented in the student’s permanent file and be referred to Judicial Affairs.

Attendance Policy

Regular attendance and active participation in classes are essential elements in the learning process. Students are expected to attend class beginning with the first class session. In-class assignments, projects, and class participation may be used as part of the grade, and the Instructor may choose to not allow make-ups on these. The Instructor is responsible for stating the class policies, such as pop quizzes or makeup exams, that may be influenced by class attendance.
Student Alert Process

Davenport faculty notifies an Advisor if a student in their classes, for any reason, presents signs of struggling. The faculty member can notify the Advisor, after first contacting the student, at any point in the semester for assistance. Once the Advisor is notified, they will contact the student and determine, based on the individual situation, the best options for the student. The Advisor may direct the student to resources for successful completion of the class or the student may be advised to drop the course in time to minimize the financial penalty. The goal of this process is to intervene to assist students in being successful while attending DU.

Academic Standards of Progress

The Academic Standards of Progress GPA calculation will occur at the end of each semester. A letter from the University Registrar will be sent to students who fail to meet these standards, explaining the academic status.

1. Probation
Students whose cumulative GPA is below 2.0 at the end of the semester are placed on probation. If there is no improvement a student could remain on Probation for one more semester.

2. Probation with Improvement
Students who have been on Probation for one or more semesters, but whose semester GPA is above 2.0, will be placed on Probation with Improvement. Students would remain on this status as long as each subsequent semester GPA is above 2.0 and their cumulative GPA is below 2.0.

3. Academic Suspension
Students who fail to meet the minimum semester GPA of 2.0 and the cumulative GPA of 2.0 at the end of the third semester and beyond are placed on Academic Suspension.

Students on Academic Suspension may not attend Davenport University for a minimum of one semester. These students must petition to be reinstated to Davenport University. The petition must be a typed letter sent to the location Director of Academic Services and must explain the causes for the poor academic performance and provide a plan for improvement. The Director of Academic Services, in consultation with the Registrar and a faculty member, will determine whether the student will be reinstated. The Director of Academic Services will have a meeting with the student to explain the conditions of reinstatement and to guide the student in course registration. Students who have been readmitted must achieve at least a 2.0 GPA in each subsequent semester until their cumulative GPA is at minimum a 2.0. The student will sign a statement acknowledging these conditions.

4. Academic Dismissal
Students who do not meet the conditions of their readmission statement will be academically dismissed. A letter from the University Registrar will be sent to students who fail to meet the standards, explaining the academic dismissal. Students who have been academically dismissed may not be reinstated at Davenport University unless they are able to show evidence of successful college performance in another accredited college or university. "Successful college performance" will be shown by a minimum of nine transferable semester credits in courses that are indicative of a student’s ability to perform in required courses at Davenport University. The decision regarding successful college performance will be made by the Director of Academic Services, in consultation with the Registrar and a faculty member from the student's major field. The Director of Academic Services will meet with the student to explain the conditions of reinstatement and to guide the student in course registration. Students who have been reinstated after academic dismissal must achieve at least a 2.5 GPA in each subsequent semester until their cumulative GPA is at minimum a 2.0. The student will sign a statement acknowledging these conditions.

5. Final Dismissal
Students not achieving the conditions of their readmission statement after a second readmission will be academically dismissed with no eligibility for readmission. A certified letter from the University Registrar will be sent to students who fail to meet the standards, explaining the final academic dismissal.

6. Appeal Process
A student may appeal an academic suspension or dismissal if there has been mitigating circumstances that contributed to the dismissal or suspension. Mitigating circumstances may include the following: (1) death of an immediate family member; (2) serious injury or illness of the student; or (3) an act of God or other catastrophic event clearly beyond the student’s control. Documentation may be required from a third party to further substantiate the circumstance.

Students who wish to appeal must submit letters and supporting documentation, when applicable, within two weeks (14 calendar days) from the Registrar's letter notifying them of the suspension or dismissal. Written appeals must be sent to the Director of Academic Services of the student’s home campus location. The Director of Academic Services must send a written decision within two weeks (14 calendar days) of receipt of the written appeal. They will also send a copy of the decision to the Registrar.

NOTE: Financial aid recipients must submit a separate letter of appeal to the Director of Financial Aid for consideration or reinstatement of financial aid eligibility.
Veterans’ Educational Benefits Information

Davenport University is recognized for veterans’ training under the U.S. Department of Veterans Affairs (VA). Only degree programs may be certified for benefits.

Students who receive veterans’ educational benefits are expected to maintain academic progress according to the criteria listed below.

1. Undergraduate degree students will be checked for academic probation, for certification purposes, based on a 2.0 cumulative GPA.
2. Davenport University will notify the VA immediately when the student has a cumulative GPA below 2.0 for two consecutive semesters.
3. Certification remains denied until the student achieves a cumulative GPA of 2.0 or higher.
4. If students withdraw from any classes or receive a failing grade for not attending, they must inform the certifying office in writing of the last day of attendance. Failure to do so will result in Davenport University notifying the VA that the last day of attendance was the first day of class.
5. Davenport University informs students who request certification for veterans’ benefits in writing of the credit granted for previous training. Students are also informed in writing of the number of credits necessary to complete the course or program for which they are enrolled. Davenport University notifies the VA of the credit granted and the reduction in training time. For more information regarding veterans’ benefits, students should contact the veterans’ certifying official at 1-866-353-8720.

Library Information Commons

The Davenport University Library Information Commons’ (LinCs) traditional and electronic resources are carefully selected to support the University’s curriculum. The wifi enabled LinCs provide integrated library, computer lab, testing and tutoring services at all of Davenport’s locations, while supporting the learning and research for all of Davenport’s students, faculty and staff, whether online or in-seat.

Help with research or with questions is available by coming in, calling in or e-mailing one of the Davenport LinCs. For more extensive help, students can schedule a bibliographic instruction session tailored to their research needs.

The LinCs’ services are described briefly at www.davenport.edu/linc. The LinCs’ full Web pages can be accessed by enrolled students on or off campus, 24/7 by logging in to the Davenport portal at www.davenport.edu. These Web pages offer access to many resources and services. The electronic catalog can help students locate what they need from over 100,000 titles of books, DVDs, VHS tapes, e-books, web sites and other resources. Using the catalog, students can request items from other Davenport LinCs, check when items are due, check fines and renew materials.

Through the LinCs’ many electronic databases, students can find periodical articles, newspapers, annual reports, company information, marketing reports, reference articles, NoodleTools for APA help, magazines by name, or databases by subject. Also available are the “Ask-a-Librarian” and “Ask-a-Tutor” email services, interlibrary loan (borrowing materials from non-Davenport Libraries), and bibliographic instruction session scheduling.

Testing Services:

Testing is offered at many of the Davenport locations. Please check the LinC Web pages to see which tests are offered and at which locations. For testing questions, e-mail Testing@davenport.edu.

Tutoring Services:

Davenport provides free tutoring through the LinCs for all students. Tutoring is available on a drop-in basis and by appointment during tutoring hours scheduled at each location. It is also available through Smarthinking, an on-line tutoring service. Tutoring is offered full time in accounting, finance, biology, economics, English, all writing, mathematics, and statistics. Tutoring is also available in other subjects and can be arranged upon request. For tutoring questions, e-mail Tutoring@davenport.edu.

Release of Information Statement

The Family Education Rights and Privacy Act (FERPA) affords students the right to access their educational records. This includes the right to:

- Inspect, review and/or request an amendment to records
- Consent to disclosures of personally identifiable information in these records
- Restrict disclosure of personally identifiable information designated as directory information that may be released without the student’s consent
- File a complaint with the U.S. Department of Education for alleged failure by Davenport University to comply with FERPA requirements

Directory information includes the student’s name, address, telephone number, email address, birth date, academic program (majorfield of study), dates of enrollment, enrollment status, degrees, awards, honors, past and present participation in officially recognized sports and activities, and physical factors of athletes (height and weight).

Student Right to Know

As a result of Student Right-to-Know and Campus Security Act of 1990, each educational institution must publish student completion rates for full-time, first-time undergraduate students (i.e., students with no prior college/university experience). The completion rate for the full-time, first-time undergraduate students who started in the fall of 2000 and graduated by the end of the 2005/2006 academic year is 19%. These first-time full-time students made up less than 20% of the university enrollment.
Security Services

Davenport University places a high priority on keeping its locations safe for students, employees, and visitors. In compliance with federal campus safety disclosure regulations, Davenport University’s annual security report includes statistics for the previous three years of reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by Davenport University, and on public property within, or immediately adjacent to and accessible to, each location. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. Printed copies of the University’s security report are available by contacting Duane Terpstra, Vice President of Risk Management and Facilities, at (616) 732-1155.

Anti-Harassment Policy

Davenport University supports a culturally diverse academic community and is committed to maintaining a positive environment that fosters respect among those represented in the University community. The policy of Davenport University is to provide an environment free from sexual harassment and acts of harassment on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender, sexual orientation, veteran status and weight. Such harassment does harm to those who experience it and destroys the environment of mutual respect and tolerance that must prevail if Davenport University is to fulfill its mission. Therefore, harassment will not be tolerated at the University.

Prohibited Conduct

Harassment

Harassment is unprofessional conduct that could reasonably be understood as any of the following:

1. Having the purpose or effect of creating an intimidating, hostile, or offensive environment.
2. Having the purpose or effect of unreasonably interfering with or creating an individual's work performance or access to educational activities and programs.
3. Otherwise adversely affecting an individual’s employment opportunities or access to educational activities and programs.

Sexual Harassment

Harassment on the basis of sex is a violation of Title VII and Title IX of the Civil Rights Act and of the Elliot-Larsen Civil Rights Act. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment or access to educational activities and programs.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or access to educational activities and programs.
3. Such conduct is unprofessional and has the purpose or effect of unreasonably interfering with or creating an intimidating, hostile, or offensive working or educational environment.

Consensual Relationships

Consenting romantic and sexual relationships between faculty/staff and their students or between supervisors and their subordinates is inappropriate. The faculty/staff member who enters into a sexual relationship with a student or subordinate where a professional power differential exists must realize that if a charge of sexual harassment is subsequently lodged, it will be extremely difficult to use mutual consent as a defense.

Complaint Procedure

A faculty or staff member with a complaint should immediately report it to his or her supervisor and the Human Resources Office representative. A student or visitor who becomes aware of a complaint should immediately report it to the Director of Student Services. In the event that a supervisor is contacted, the supervisor is responsible for ensuring that the Human Resources Office representative is notified. Depending upon the alleged complaint, the Human Resources Office representative or Director of Student Services may contact the Department of Security Services or appropriate local authorities to conduct an initial inquiry and determine whether criminal charges are warranted. The Human Resources Office representative or the Director of Student Services will review complaints in accordance with applicable University policies and procedures.

Awareness

Members of the University community are responsible for knowing and understanding the University’s policy prohibiting harassment. Faculty and staff who do not understand the policy should contact their department head or director. Department heads or directors who need assistance in understanding, interpreting, or applying the policy should contact Human Resources for clarification.

www.davenport.edu
Harassment Accusations
The accused will have an opportunity to hear and respond to the complaint brought against him/her. Judgments are not made or action taken until the investigation is complete. Whether a specific act violates the policy, will be determined on a case-by-case basis, with proper regard for all circumstances. Due consideration will be given to the protection of individual rights, freedom of speech, religious and moral convictions, and academic freedom.

Sanctions
Any person who violates the University’s Anti-Harassment Policy may be subject to a range of sanctions (in accordance with University policies), which could include, but is not limited to, dismissal, according to due process, from the University and/or termination of employment. Violators may also be subject to civil action or criminal prosecution because harassment and other discriminatory behavior may violate state and/or federal laws.

Retaliation
Any attempt to retaliate against an individual who files a complaint is prohibited by this policy and by law. Any attempt of retaliation is subject to the above sanctions and legal charges.

Anti-Violence Policy
Davenport University is committed to providing a safe and healthy environment for all students, faculty, staff, and visitors, and therefore adopts a zero-tolerance policy against any form of violence. Davenport University will not tolerate any threats, intimidation, or acts of violence on our premises or against our students, faculty, staff, student employees, distributors or visitors. The University’s prohibition against threats, intimidation, and acts of violence applies to all persons involved in University operations, including, but not limited to, students, faculty, staff, student employees, contract and temporary faculty/staff, and anyone else on University property. This policy applies to all University facilities and other locations where faculty/staff are engaged in University business.

Violations of this policy by any individual will be subject to disciplinary and/or legal action, as appropriate. Any attempt to retaliate against an individual who files a complaint is prohibited by this policy and by law. Anyone who attempts to retaliate may be immediately terminated from his or her employment and/or dismissed from the University.

Definitions
A threat of violence includes any behavior that could be interpreted, by a reasonable person, as intent to cause harm to another person or damage to property.

Examples of Acts of Violence
Some examples of prohibited violence include, but are not limited to, the following:

- **Intimidation** - To coerce or inhibit by threats.
- **Act of Violence** - Conduct that causes bodily or emotional injury to another person or damage to property.
- **Staff** - All regular, temporary, contract, and adjunct full-time and part-time faculty, staff, and student employees.
- **Students** - All individuals enrolled in a course or courses at Davenport University.

Notification of Personal Protection Order
To increase safety awareness, a faculty member, staff member, or student who is under the protection of a Personal Protection Order or Protection Order should inform those individuals responsible for security services along with the Director of Student Services.

Complaint Procedures
If there is an emergency that requires police and/or medical personnel, please contact the local police or sheriff’s department and then notify those individuals responsible for security services. The necessary personnel will assist.

Faculty/staff who become aware of a threat, intimidation, or an act of violence should immediately report it to their supervisor and those responsible for security services. When an issue involving employees occurs, Human Resources must also be contacted. A student or visitor who becomes aware of a threat, intimidation, or an act of violence should immediately report the violation to those responsible for security services.

Sanctions
Violation of the University’s anti-violence policy may result in legal action, criminal charges, and disciplinary action up to and including immediate dismissal and/or termination of employment.
Drug and Alcohol Policy
The use of any drugs in the Davenport University community must be within the limits of federal and state laws. Davenport University reminds students and staff of their responsibility to know and obey those federal and state laws prohibiting the use of illegal drugs and alcohol.

While Davenport University is not specifically responsible for the enforcement of federal and state drug laws, those agencies charged with this legal responsibility have the authority to carry out their duties on campus. Individuals who illegally possess, use, or supply prohibited drugs or alcohol within the academic community risk action by the appropriate civil authorities and consequent penalty in addition to University sanctions.

The Drug-Free Schools and Communities Act
Amendments of 1989 require all federal grant recipients to certify a drug-free environment. Davenport University has a vital interest in maintaining a safe and healthful learning environment for the benefit of its students and employees and to ensure its successful operation as an educational institution. In compliance with the Drug-Free Schools and Community Act Amendments of 1989, Davenport University has established the following policy, which reinforces the University’s commitment toward promoting a drug-free learning environment:

- It is the policy of Davenport University that the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs and alcohol is prohibited on University property or as part of its activities.
- As a condition of receiving an education at Davenport University, each student is required by federal law to comply with the terms of this statement. Any student or employee who is found to have violated the policy will be subject to sanctions by the University, which may include suspension, expulsion, and referral for prosecution.

Federal Law
Federal law also requires that students be advised of the following:

- **Legal Sanctions** - Federal and state law prohibit the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illicit drugs, and alcohol. Specific criminal penalties are applicable to unlawful activities as identified above and may include imprisonment and fines.
- **Health Risks** - Significant health risks are associated with and result from the use of illicit drugs and abuse of alcohol, including raised blood pressure, blurred vision, dizziness, loss of sleep, anxiety, depression, heart or respiratory failure, and liver, brain, and stomach destruction. In addition, there can be serious health risks to an unborn child.
- **Counseling and Treatment** - Davenport University is committed to assisting students and employees with substance abuse problems through utilization of available drug and alcohol counseling, treatment, rehabilitation or reentry programs.

Federal Information on Controlled Substances
For federal information on controlled substances, see the following:
- Drug Penalties: http://www.dea.gov/agency/penalties.htm
- Uses and Effects: http://www.dea.gov/concern/concern.htm

Reporting Accidents or Injuries
Injuries and illness, regardless of severity, should be reported immediately to the Director of Student Services (or designee) to provide prompt evaluation and to obtain medical attention if necessary. The University does not operate a health care facility at any location. Injuries must be documented on the Accident/Incident Report form. This form is to be completed by the student, Director of Student Services, and any witnesses to the injury, and are maintained by Human Resources.

Safety is everyone’s responsibility. To prevent accidents, please report any unsafe conditions or circumstances to the Director of Student Services.

Reporting Criminal Activity or Other Emergencies
Any criminal action or emergency that occurs at a location or at a school-related function should be promptly reported (by Accident/Incident Report) to the Director of Student Services or his or her designee. This individual will determine the nature and severity of the crime and judge whether or not local or state authorities are to be contacted.

Completed Accident/Incident Report forms are directed to, and maintained by Human Resources.

The University will respond and cooperate with local or state authorities in the referral for prosecution of any individual(s) involved in criminal activity. The University may impose the following sanctions, depending on the severity of the crime:

1. Oral or written warning
2. Suspension for a specified period of time, with definitive standards for re-admission or return to work, or
3. Dismissal/termination

Response to emergency situations will include a review of the circumstances that caused the incident and any actions necessary to prevent recurrence.

Emergency Exits
Since there is always the possibility of the need to evacuate the buildings, a system of illuminated EXIT signs has been installed for the students’ protection. The locations of fire exits are posted.
Campus Use Guidelines

Bookstore
The campus bookstore and availability of books and supplies required for courses vary by campus. Students may order textbooks online through Davenport University’s online book provider. Information for online ordering can be found on the Davenport website at www.davenport.edu.

Information Technology Use Policy
Davenport University provides several technology resources for use by faculty, staff, students, and other users that support its educational mission. These resources are continually changing due to advancements, but currently include computer hardware, software, services, e-mail, voicemail, networks, mainframe, Internet access, and connections. These resources are provided to assist faculty, staff, and students to learn and conduct University-related business in the most efficient and effective manner. Technology resources may be used for limited personal use only during non-work hours. E-mail is provided to facilitate communications concerning the University’s educational mission and related business; the use of the University’s e-mail system to distribute personal messages to multiple recipients is prohibited.

Use of University technology resources to obtain or view inappropriate and/or sexually explicit information/pictures, distribute chain or junk mail, or other wasteful use is expressly prohibited.

All information residing in Davenport University’s computers, computer networks, and voice mail networks is the property of the University. The University prohibits the copying of any computer software from its computers or networks, including the University’s software or software owned by or licensed from third parties.

Davenport University students and employees are prohibited from loading any software, data, or information from outside sources onto the University’s computers or networks. All loading of outside software, data, or information shall be performed by someone who is authorized by the University to do so.

Information technology resources are to be used ethically and appropriately, in accordance with all University policies. All faculty, staff, students, and other users are required to:

- Protect all password and login information.
- Deny access to unauthorized users.
- Receive proper training prior to access.
- Cooperate with any and all investigations of concern, problems, or technical difficulty related to University technology resources.

Information technology resources may NOT be used:

- For personal gain.
- For any illegal activity.
- To display, receive, archive, store, distribute, edit, propagate, or record sexually explicit material, pirated software, or destructive materials (i.e., viruses, worms, etc.).
- To send harassing, abusive, intimidating, discriminatory, or other offensive e-mails.

Despite the use of passwords, all information on the University’s computer networks, computers, and voicemail networks are not private to employees. All information, communications, and data related to the University’s business sent or stored on University-provided computers and networks remain its property. Any information sent or stored on University-provided networks and computers can be monitored and inspected by the University in its discretion at anytime without notice. All passwords and codes on computers and networks must be approved by and be accessible to the University.

The University reserves the right to restrict, monitor, and/or interrupt the use of technology resources and the communications sent through any University technology resources, service, or on-line network. Any person who violates this University policy or applicable laws may also be subject to disciplinary action, including termination of employment.

Please note that network or computing providers outside the University may additionally impose their own conditions of appropriate use, for which all users are responsible.

Email General Information
Internet/Email is available at all PCs throughout the campus, providing a direct access to the World Wide Web. Wireless access is also available throughout designated sections of the campus.

Parking
Paging is free at all locations. Unauthorized automobiles and those not parked according to regulations may be ticketed and fined. Driving that is deemed unacceptable by the University, including (but not limited to) reckless, careless, or negligent driving, may result in the loss of parking privileges and possible probation or dismissal for the student or students involved. The University assumes no liability for property damage, loss of articles, or bodily injury resulting from the use of the parking facilities. Designated handicapped parking spaces are available. Some Davenport University locations require a parking permit.

School Closing for Inclement Weather
When weather conditions or emergencies such as power or equipment failures make it inadvisable to either hold classes or open University buildings, announcements will be made on local television and radio stations as well as the Davenport website and Davenportportal. Students and staff should check carefully for information about the location they attend or work at, since it is possible that some locations may close while others remain open.

Student Centers
Most locations have Student Centers where students may meet informally, and most of them have food and beverage vending machines. Some locations also have a microwave oven for heating food.

Bulletin boards are located at campuses for the purpose of sharing information regarding student events.
Telephone Messages and Usage

Students who receive an emergency telephone call will be notified in class. Please inform family, friends, etc., that emergency phone messages are for true emergencies only.

Use of University Buildings and Equipment

Location facilities are open throughout the day and evening for the convenience of our students. Non-academic use of the facilities by groups must be approved by the location’s administration.

If classroom equipment is not operating properly, it must be reported to the instructor immediately. Classroom equipment may not be tampered with or removed. Any costs resulting from damage or loss due to unauthorized movement or tampering with equipment will be the responsibility of the student(s) involved.

A clear distinction is made between classroom and office equipment at each location. Office equipment – such as photocopiers, fax machines, postage meters, and office computers – is not for general student use. Photocopies can be purchased for a nominal fee in designated location offices or in the Library Information Commons.
STUDENT CODE

INTRODUCTION

The purpose of the Student Code is to provide all University Students with guidance and to promote standards of personal integrity that are in compliance with the mission of the institution. Students attending the University automatically accept the application of the University’s Student Code and its judicial process. Any questions regarding the interpretation or application of the Student Code and its judicial process will be answered by the Executive Director of Student Affairs.

The following is the official policy of the University regarding Student rights, responsibilities, and disciplinary procedures, including the hearing process, appeal process, and the application of sanctions.

The disciplinary procedures used by the University are considered part of its educational process and its philosophy to produce graduates who are ethically and professionally oriented. Hearings or reviews conducted as part of this process are not courts of law and they are not subject to many of the rules of civil or criminal hearings. Because some of the violations of these standards are also violations of law, Students may be accountable to both governmental authorities and to the University for their actions.

Disciplinary action at the University will proceed at the discretion of the Executive Director of Student Affairs, notwithstanding any related civil or criminal proceedings.

The University reserves the right to alter, change, or modify these policies and procedures at any time as deemed best for the safety, security, and benefit of the University community. Any such changes will be published by the University.

DEFINITIONS

- “Campus Designee” refers to a University appointee who is responsible for initiating the judicial process at the local level.
- “Complainant” refers to a member of the University community, a Student Organization, or the University who is bringing charges against a Student Organization or a Student. When the Complainant is a Student Organization or the University, a single person may be appointed by that body to represent it.
- “Executive Director of Student Affairs” means the University’s Executive Director of Student Affairs, or his or her designee.
- “Hearing Council” refers to the group of individuals that may be selected to administer the formal judicial process, as outlined later in this document, to determine whether there has been a violation of the Student Code and to determine appropriate sanctions.
- “Member of the University community” includes any person who is a Student, Faculty member, University official, or other person employed by the University.
- “Respondent” refers to a Student Organization or Student charged with a violation of University policy, not the University itself.
- “Student” includes all persons enrolled at the University, either in a full-time or part-time capacity, pursuing undergraduate or graduate studies in any delivery format.
- “Student Code” is defined as the written regulations of the University applicable to Students and Student Organizations as found in, but not limited to, the Student Handbook, the University Catalog, University Residence Hall publications, the University web site, and any other official publications of the University.
- “Student Organization” includes all Student-based organizations, including fraternities and sororities, registered with the University through the local campus office.
- “University” means Davenport University.
- “University Official” includes any person employed by the University who performs assigned administrative or professional responsibilities.
- “University property and University premises” include all land, buildings, facilities, and other property in the possession of the University or owned, used, or controlled by the University, including adjacent streets and sidewalks.
- “Witness” refers to an individual who was present at the time of the alleged misconduct or who can provide information relevant to the case during a judicial hearing.

STUDENT RIGHTS

Each Student is afforded the following rights:

1. Freedom from unlawful discrimination or harassment on the basis of race, sex, age, religion, national origin, disability, or sexual orientation under federal or state laws.
2. The right to information pertaining to academic standing, graduation requirements, and course requirements.
3. The freedom to Student Organizations to pursue common educational interests.
4. The right to confidentiality of Student records to the extent provided for under applicable federal or state laws. Information will be released only as allowed by federal and state laws.
5. The right to initiate a complaint that may bring about an investigation and/or disciplinary action involving another member of the academic community.
6. The right to a disciplinary hearing as outlined in this document.
STUDENT RESPONSIBILITIES

Students are expected to respect and value the rights of others, support the academic environment, and encourage the proper use of University facilities. Students are also expected to observe federal, state, and local laws, as well as University rules, regulations, and policies, including the use of existing procedures to resolve disputes. Students are expected to make themselves aware of the regulations governing them as members of the University community.

Students are expected to conduct themselves as mature individuals while on campus, off campus, and during all University-related endeavors including, but not limited to, internships, practicums, clinicals, or other curriculum-related work experiences.

Students are expected to maintain a current local and permanent address with the University. Addresses may be updated through Student Online Services. It is the Student’s responsibility to regularly check his or her email and respond to University notices appropriately.

MISCONDUCT

Any Student or Student Organization found to have committed any of the following types of misconduct while on or adjacent to University premises, including virtual communications sanctioned by the University or at a University function, is subject to disciplinary action by the University. The University also reserves the right to investigate and take judicial action for any off-campus behavior of a Student, group of Students, or Student Organization, if such behavior is deemed inconsistent with the values of the institution.

The following is not a complete listing of potential misconduct that may lead to discipline, but serves as a guideline to Students and Student Organizations.

1. ACADEMIC DISHONESTY. Matters of academic dishonesty are subject to the academic integrity grievance procedure published in the University catalog. Incidents of academic dishonesty may also be adjudicated through the University’s judicial process, as determined by the Office of Student Affairs.

2. DISORDERLY CONDUCT. Engaging in intentional expression or conduct on University owned or controlled property, or at a University sponsored or supervised function, that substantially disrupts or interferes with the University’s normal functions or the rights of others or causes substantial disorder. Disorderly conduct includes any of the following:
   a. Taking action that threatens or endangers the safety, health, or life of others, or behavior that creates the impression of such endangerment;
   b. Obscene conduct or behavior;
   c. Lewd, indecent, or vulgar conduct or expression;
   d. Public intoxication, defined as being under the influence of alcohol or other drugs regardless of age, in circumstances where such behavior causes a disturbance or other concern to the University;
   e. Abusive or offensive language inherently likely to provoke an immediate violent reaction, whether or not it actually does so or is grossly indecent or offensive to a reasonable member of the University community;
   f. Acting as an accessory to any unlawful act or the violation of any University policy. Students are responsible for the behavior of their guests and visitors to the University premises;
   g. Conduct which adversely affects the Student’s suitability as a member of the University community, as defined by the Office of Student Affairs; or
   h. Damage to University property or the property of another.

3. VIOLATION OF THE UNIVERSITY ANTI-HARASSMENT POLICY. As outlined in the University Catalog.

4. VIOLATION OF THE UNIVERSITY ANTI-VIOLENCE POLICY. As outlined in the University Catalog.

5. THEFT. Unauthorized possession or use of University property or the property of another.

6. OBSTRUCTION OR DISRUPTION. Acts of obstruction or disruption, including but not limited to the following:
   a. Obstructing or disrupting teaching, research, disciplinary procedures, and/or other University activities;
   b. Participation in a demonstration that disrupts the normal operations of the University, infringes on the rights of other members of the University community, or violates reasonable time, place, and manner restrictions;
   c. Leading or inciting others to disrupt scheduled or normal activities within any building or area;
   d. Obstruction of the free flow of pedestrian or vehicular traffic on University premises.

7. UNAUTHORIZED ENTRY. Unauthorized entry, occupancy, or use of physical or virtual University premises or property.

8. FAILURE TO COMPLY. Failure to comply with reasonable directives of University officials when such officials are acting in the performance of their duties.

9. DISHONESTY. Acts of dishonesty, including but not limited to the following:
   a. Furnishing false information to any University official, faculty member, or office; this includes, but is not limited to, false information on an admission application or any other document submitted to the University;
   b. Forgery, alteration, or misuse of any University document, record, or instrument of identification;
   c. Tampering with the election of any University-recognized Student leader or Student Organization;
   d. Falsification of University records; each Student is expected to complete any University record accurately and honestly;
   e. Providing false testimony; or
   f. Participating in an act of academic misconduct such as cheating, fabrication, or plagiarism.
10. COMPUTER ABUSE. Theft or other abuse of computers, related computing equipment or data, including but not limited to the following:
   a. Unauthorized entry into or use of a file;
   b. Unauthorized transfer of a file;
   c. Unauthorized use of another individual’s identification and/or password, or unauthorized provision of a Student’s identification and password to another;
   d. Use of computing facilities to interfere with the work of another Student, faculty member, University official or other entity;
   e. Use of computing facilities for personal gain or profit;
   f. Use of computing facilities to send obscene or abusive messages;
   g. Use of computing facilities to send or view pornographic material;
   h. Use of computing facilities to interfere with normal operation of the University computing system; or
   i. Use of computing facilities to threaten, intimidate, or otherwise violate University anti-harassment or anti-violence policies.

11. MISREPRESENTATION. Representing or acting on behalf of the University or another individual when not authorized to do so.

12. WEAPONS. Possession, use, control, or distribution of any firearms, or any other weapons on University premises or at a University function. Prohibited firearms and weapons include, but are not limited to, rifles; shotguns; handguns; tasers and stun guns; BB and pellet pistols and rifles that are spring, gas, or air powered; sling shots; whips; hunting knives; throwing stars; swords; and bows and arrows.

13. FIRE AND FIRE SAFETY EQUIPMENT. Possession of fireworks, incendiary devices, or other dangerous explosives or chemicals; the ignition of a fire or attempting to ignite a fire; or the improper use or disablement of safety or firefighting equipment, such as fire extinguishers, fire alarms, exit signs, or smoke alarms.

14. SEXUAL ASSAULT/ATTEMPTEDsexual ASSAULT. Physical contact of a sexual nature by one person against the will of or without the consent of another.

15. ILLEGAL DRUGS AND ALCOHOL. Unlawful manufacture, distribution, dispensation, possession, or use of alcohol, controlled substances, illicit drugs, drug paraphernalia, or any substance used as a drug on University property or as a part of its activities.

16. HAZING. Hazing is defined as any action or situation that recklessly or intentionally, on or off University property, endangers the mental, emotional, psychological, or physical health or safety of a Student or willfully causes the destruction or removal of public or private property for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership in any Student Organization, including fraternities/sororities, sports teams, and other organizations.
   The term shall include, but not be limited to, any brutality of a physical nature such as whipping, beating, tattooing, branding, paddling, forced calisthenics, exposure to the elements, treasure hunts, scavenger hunts, quests and road trips, forced consumption of food, liquor, drugs, or other substances, and any forced activity that would subject the individual to mental stress, such as sleep deprivation, forced exclusion from social contact, or forced conduct that results in embarrassment or ridicule. For the purpose of this definition, any activity described in this definition upon which the initiation or admission into, affiliation with, or continued membership in an organization is directly or indirectly conditional, shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

17. VIOLATIONS OF CAMPUS, PROGRAM AND OTHER UNIVERSITY POLICIES. Outlined in University publications, including but not limited to those related to University supported housing, the Residence Hall Handbook, those related to Student athletics, the Student Athlete Handbook, those related to the School of Health Professions, and the School of Health Professions Manual.

18. VIOLATION OF LAWS. Violation of federal, state, or local laws on University premises or at University sponsored or supervised activities. This also includes any conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored or participated in by the University.

19. OFF-CAMPUS MISCONDUCT. Participation in an event that involves Students or Student Organizations at which this Student Code has been violated, the University community or University operations are jeopardized, or participation has negatively impacted the reputation of the University when the University’s name is authorized in an activity. It also includes participation in an event that relates directly to the Student’s or Student Organization’s continued suitability for enrollment or continued registration.

20. USE OF UNIVERSITY PROPERTY, INCLUDING ONLINE PROPERTY. Students are authorized to use University property only as consistent with their coursework and related educational activities as provided for under this Student Code. Students enrolled in online classes and Students using online learning tools or services agree to accept the terms and conditions placed upon the use of these materials. Specifically, online materials (including syllabus documents, lectures, discussion threads, and other course- and University-related materials found online) are the property of the University; and the only authorized use is for the purposes of completing University-related course work and related educational activities. University online materials shall not be disclosed, directly or indirectly, to any person or entity outside of the University, and (in the case of online classes) to anyone otherwise not involved in teaching or who is enrolled in the particular class.
Student Illness Statement

As permitted by law, the University reserves the right to require Students who contract a contagious disease to withdraw from the University until they present a doctor’s statement that they are no longer infectious to others.

Student Mental Health Incident Statement

The University desires to respond to challenges created by a Student mental health crisis promptly and with compassion. Regardless of any misconduct, the University reserves the right, as determined by the Executive Director of Student Affairs, to take such steps as it determines to be necessary or appropriate to respond to any reported Student behavior suggesting or indicating a psychological emergency and/or an inability of the Student to appropriately manage his or her behavior. Such steps may include, but shall not be limited to, the following:

- Requiring the Student to adhere to a behavioral contract;
- Requesting that the Student seek and receive appropriate health care and/or counseling;
- Requiring that the Student move to a new environment, either in another residential area or off-campus, as determined by the Executive Director of Student Affairs; or
- Notifying the Student’s parent or legal guardian regarding the identified behaviors and requesting participation in the development of a plan of assistance for resolving these issues.

Regardless of any potential misconduct, a Student may be placed on Interim Suspension by the Office of Student Affairs, or its designee, if there is any report indicating that a Student may be suffering from a mental health crisis or if the Student’s behavior poses a current or imminent danger in any of the following ways:

- Potentially causing physical harm to the Student or others;
- Causing significant property damage;
- Directly and substantially impeding the lawful activities of others; or
- Creating an environment that severely compromises an individual’s ability to be an appropriate Student and/or campus community member.

A Student who is placed on an interim suspension, in whole or in part due to a mental health incident, shall be notified in writing of the reasons for the Interim Suspension. In cases also involving misconduct, Students who have received an Interim Suspension for mental health crisis or other health and safety reasons may also be required to participate in the normal judicial process, as determined by the Executive Director of Student Affairs.

JUDICIAL PROCESS

Incident Reporting Process

Anyone wishing to report Student misconduct shall document all relevant information via an incident report, which shall be provided to a member of the campus administration.

When a written incident report is filed, it shall be forwarded to Student Affairs personnel, or their designee, at the campus where the incident occurred. Following review of the incident report (which may include, without limitation, any and all research deemed appropriate by the Campus Designee regarding the underlying incident), a determination will be made by the Campus Designee (in possible consultation with other campus and/or University leadership) whether charges of misconduct should be filed in response to the incident.

Interim Suspensions and No-Contact Orders

In certain circumstances, the Executive Director of Student Affairs or Campus Designee may impose a University or residence hall suspension prior to a judicial hearing. Interim suspension may be imposed if the Student poses a threat of disruption of, or interference with, the normal operations of the University or in order to ensure the safety and well-being of members of the University community; to preserve University property; to ensure the Student’s own physical or emotional safety and the well-being and physical or emotional safety and well-being of others.

During an interim suspension, a Student shall be denied access to the residence halls and/or University campuses (including classes) and/or all other University activities or privileges for which the Student might be otherwise eligible, as specified by the Executive Director of Student Affairs or Campus Designee. A Student may request a meeting regarding an interim suspension with the Executive Director of Student Affairs within five (5) days of the date of the notice of the interim suspension. The purpose of this meeting will be to determine the duration of the interim suspension. The decision of the Executive Director of Student Affairs is final and is not subject to review.

A Student’s tuition, fees, and residence hall room and board will neither be refunded nor remitted, in whole or in part, due to an interim suspension.

At times, in the interest of public safety, it becomes necessary to restrict a Student’s privileges and prohibit contact with specified individuals by issuing a “ban” or “no contact” order that prohibits entry to a specific location/s or contact with a specific individual/s. Unlike a court order, a University “ban” or “no contact” order is issued by the Executive Director of Student Affairs or Campus Designee. This order may be issued when it is believed necessary to protect safety and to preserve a peaceful environment in which all Students can work, study, or live on campus. This action may be based upon a complaint or report of dangerous behavior filed with Campus Safety or Student Affairs. Violation of a “ban” or “no contact” order is considered misconduct and will result in disciplinary action that could include immediate suspension from the University.
Initiation of Proceedings

If the University files misconduct charges against a Student, a hearing shall be conducted to review the alleged misconduct. The Executive Director of Student Affairs shall determine, at his or her sole discretion, whether the hearing shall be conducted before a single judicial officer or a Hearing Council. Formal notice of judicial proceedings will be sent to the Student via the Student’s University email account, certified mail, or other manner to inform the Student that a hearing date has been set and charges are pending. The notice shall inform the Student of the following:

- The misconduct alleged to have been committed;
- The date, time, and place of the alleged misconduct and other relevant circumstances;
- The date, time, and place of the hearing, which shall not be earlier than three (3) business days after the date of notice;
- That if the Student desires to present one or more Witnesses, the Student must prepare a list of the persons whom the Student may present as Witnesses and/or whose statements may be offered as evidence at the hearing and submit the list to the Executive Director of Student Affairs no later than two (2) business days before the hearing; and
- That the hearing will be closed to the public.

Overview of Hearings

The purpose of a hearing is to provide the opportunity for the Campus Designee or Complainant and the Respondent to present all relevant information and evidence with regard to the alleged misconduct. It is the responsibility of the judicial officer or Hearing Council, as applicable, to consider impartially all relevant information and evidence, determine the facts, apply University policy, and impose appropriate sanctions if the Respondent is found responsible for the alleged violation.

University judicial hearings are administrative hearings that allow flexibility and are not courts of law. The judicial process is separate and independent from any civil or criminal action and may proceed even if a related matter is anticipated or pending in other forums. Rules of evidence and the criminal standard of proof do not apply. A judicial officer or Hearing Council, as applicable, is expected to find a Student or Student Organization responsible for violations of University policies only if the information shows that it is more likely than not that misconduct occurred.

Hearing Conducted Before a Judicial Officer

At a hearing before a judicial officer designated by the Executive Director of Student Affairs, the Campus Designee will review with the Respondent the report that led to the misconduct charges. The Respondent will have an opportunity to admit or deny the charges and present any summary information he or she may have in response to the charges. The Campus Designee, after reviewing all information presented, will determine responsibility and, as appropriate, any sanctioning. A written decision will be generated within five (5) business days of the meeting.

Hearing Conducted Before a Hearing Council

If a hearing is held before a Hearing Council, the Hearing Council shall consist of one faculty member, one staff member, and one Student from Davenport University. The members of the Hearing Council will be chosen by the Executive Director of Student Affairs from the available pool of current employees/students at the time of the hearing. The Executive Director of Student Affairs will identify individuals who, in his or her opinion, have no personal interest in the outcome of the hearing and can serve in a fair and impartial manner. If a potential member of the Hearing Council feels that he or she cannot render an impartial decision, he or she shall disqualify himself or herself. A person shall not serve on the Hearing Council if he or she is a Witness who may testify in the matter, if he or she has a personal interest in the outcome of the matter, or if there is sufficient reason to believe that he or she could not serve in a fair or impartial manner. The Chair of the Hearing Council will be appointed from the identified members of the Hearing Council by the Executive Director of Student Affairs.

Hearing Council Procedures

Whenever a hearing in front of a Hearing Council is to be held regarding an allegation of misconduct, the Campus Designee or Respondent and the Complainant shall be given at least three (3) business days’ notice of the charges and of the date, time, and place of the hearing. Failure of the Respondent to attend the hearing will result in the case being heard in his or her absence.

The order of presentation of the hearing will normally be as follows:

1. Introductions and reading of the charge(s) by the Chair;
2. Opening statements by the Campus Designee or Complainant and Respondent;
3. Presentation of Witnesses/documentation by the Campus Designee or Complainant;
4. Questioning of Witnesses/documentation by the Respondent;
5. Presentation of Witnesses/documentation by the Respondent;
6. Questioning of Witnesses/documentation by the Campus Designee or Complainant; and
7. Closing statements.

The Hearing Council may ask questions of Witnesses at any time and also facilitate the presentation of the case. The Hearing Council may call additional witnesses or seek further evidence relating to a case if the Hearing Council desires clarification or further information.

All hearings shall be closed to everyone except the Hearing Council, appropriate University staff, the Respondent, the Campus Designee or Complainant, the observer/recorder selected by the University, and Witnesses during the actual time of their testimony. The proceedings of the Hearing Council are presumptively confidential. Unauthorized disclosure of information by any party or Witness involved during the hearing process may lead to disciplinary action.

www.davenport.edu
The Respondent is entitled to be present at the hearing, to hear and respond to evidence regarding the charges, to present Witnesses, and to question Witnesses and other evidence.

Witnesses must be members of the University faculty, staff, or Student body, unless the chair of the Hearing Council rules that others may appear in the interest of the case. The Respondent and Complainant must give names of all relevant Witnesses to the Campus Designee at least two (2) business days before the hearing. The Respondent and Complainant will have access to the names of all Witnesses. It is the responsibility of the Respondent and Complainant to notify all Witnesses of the date, time, and place of a hearing. If a Witness fails to appear, the hearing shall be held in his or her absence.

All relevant information will be admissible. The chair, in consultation with the Council, will determine relevance.

All evidence and information presented to the Hearing Council is expected to be truthful, accurate, and complete. Failure to give truthful and complete information at a hearing may result in disciplinary action for a Witness.

Following the proceedings, the Hearing Council will meet in private session to deliberate whether the Respondent is responsible or is not responsible for the charges based on the Hearing Council’s judgment of whether it is more likely than not that misconduct has occurred. Decisions shall be based only on evidence presented at the hearing. The observer/recorder will remain in the session as a resource person, but will not participate in the deliberations. The Hearing Council must reach consensus, with all members of the Council giving input. If the Respondent is found responsible for the misconduct, the Hearing Council will set a sanction and will take into consideration any prior violations and the Student’s or Student Organization’s overall record.

The Council Chair will send the Respondent and the Complainant, if applicable, written notification of the decision of the Hearing Council and attach the Hearing Council’s written decision within five (5) business days after the close of the hearing. This notification will also include information on the appeal process.

**Appeal Process**

Decisions of the judicial officer or the Hearing Council, as applicable, may be appealed to the Executive Director of Student Affairs. Appeals must be filed in writing with the Executive Director of Student Affairs within three (3) business days of receipt of the written notification of the decision. The Complainant or the Respondent, including the Campus Designee in case of University charges, may appeal the decision based on one or more of the following:

- New evidence not reasonably available at the time of the original hearing, the absence of which can be shown to have had a detrimental impact on the outcome of the hearing;
- Procedural error that can be shown to have had a detrimental impact on the outcome of the hearing;
- Errors in the interpretation of University policy; or
- Appropriateness of the sanction.

The Executive Director of Student Affairs will decide whether or not there is a basis for an appeal and, if there is, upon consideration of the appeal may, using his or her discretion, change any determination and any sanction levied by the judicial officer or Hearing Council or remand the matter back to the original judicial officer, the original Hearing Council, or a new Hearing Council for further consideration.

The decision of the Executive Director of Student Affairs is final. Should a case be remanded back to a new Hearing Council, a Student is entitled to an additional appeal consistent with the University’s standard appellate procedures.

**Sanctions**

**Sanctions for Individuals**

Any combination of the following sanctions or other sanctions may be imposed through the judicial process. Multiple and/or repeated violations typically result in increased sanctions. The sanctions listed are not inclusive, but merely serve as guidelines.

**Primary Sanctions:**

1. Formal warning: a written reprimand that expresses disapproval of the Student’s actions and warns against any potential violations of University policy in the future.
2. Probation: a period of observation and review. Misconduct warranting probation will result in a minimum of four weeks’ and maximum of six months’ probation. If found responsible for violating any University policies or failure to comply with other requirements stipulated during this period, the Student may be immediately suspended from the University and/or its events pending further disciplinary review.
3. Suspension: results in immediate dismissal from classes and activities at the University for at least the remainder of the session/semester in progress and/or a specified period of time thereafter. Any additional violations or failure to comply with other requirements stipulated during this period of suspension may result in expulsion. During suspension, the Student is not permitted to visit the University premises or attend any University functions without prior written permission from the Executive Director of Student Affairs. Any Student who is suspended due to misconduct will not be entitled to any refund of tuition or other fees and may incur additional charges and fees after financial aid is adjusted.
4. Expulsion: The most severe sanction for violation of University policy is expulsion, which results in immediate dismissal and permanent separation from the University. Any Student who is expelled due to misconduct will not be entitled to any refund of tuition or other fees and may incur additional charges and fees after financial aid is adjusted.
Additional Sanctions
5. University property restrictions: restriction from certain University facilities or property, either physical or virtual, for a definite period of time.
6. Housing unit suspension: separation of the Student from the University housing unit for a definite period of time, after which the Student is eligible to return. Conditions for readmission may be specified.
7. Housing unit expulsion: permanent separation of the Student from the University housing units.
8. Fine: a monetary penalty for property damage, theft, or other violations that result in inconvenience or cost to others.
9. Parental Notification: as permitted by law, the University reserves the right to disclose to parents or legal guardians information about a Student's violation of University regulations and policies and federal, state and/or local laws governing the use of alcohol or a controlled substance. The University may notify parents/legal guardians of alcohol or a controlled substance violation if the Student is under the age of 21. The Office of Student Affairs determines the circumstances under which parental notification takes place.
10. Restitution: compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
11. Educational sanctions: require a Student to write a paper, plan and present a program, attend a class or seminar, or complete other educational requirements.
12. Loss of privileges: denial of specified privileges for a designated period of time.
13. Disqualification from receipt of institutional financial aid while the sanction is imposed or possibly thereafter.

Sanctions for Student Organizations
Any combination of the following sanctions or other sanctions may be imposed through the judicial process. Multiple and/or repeated violations typically result in increased sanctions. The sanctions listed are not inclusive but merely serve as guidelines.

Primary Sanctions
1. Formal warning: a written reprimand that expresses disapproval of the Student Organization's actions and warns against any future violations of University policy.
2. Probation: includes the loss of all campus-wide social privileges, except philanthropy. A probationary period may range from four weeks to one full academic year, with a mandatory review before the Student Organization can be released from probationary status. Any additional violations or failure to comply with requirements stipulated during this period may result in suspension pending further disciplinary review.

3. Suspension: results in a loss of all meeting and activity privileges for a minimum of one full academic year and a maximum of four full academic years. Any additional violations or failure to comply with other requirements stipulated during this period will result in expulsion. Any Student Organization that is suspended due to misconduct will not be entitled to any refund of member dues or other fees.

4. Expulsion: the most severe violations of the University judicial code by a Student Organization will result in dismissal and permanent separation from the University. Any Student Organization that is expelled due to misconduct will not be entitled to any refund of member dues or other fees.

Additional Sanctions
5. University property restrictions: restriction from certain University facilities or property, either physical or virtual, for a definite period of time.
6. Housing unit suspension: separation of the Student Organization from the University housing unit for a definite period of time—after which the Student is eligible to return. Conditions for readmission may be specified.
7. Housing unit expulsion: permanent separation of the Student Organization from the University housing units.
8. Fine: a monetary penalty for property damage, theft, or other violations that result in inconvenience or cost to others.
9. Parental Notification: as permitted by law, the University reserves the right to disclose to parents or legal guardians information about a Student's violation of University regulations and policies and federal, state and/or local laws governing the use of alcohol or a controlled substance. The University may notify parents=legal guardians of alcohol or a controlled substance violation if the Student is under the age of 21. The Office of Student Affairs determines the circumstances under which parental notification takes place.
10. Restitution: compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
11. Educational sanctions: require a Student Organization to write a paper, plan and present a program, attend a class or seminar, or complete other educational requirements.
12. Loss of privileges: denial of specified privileges for a designated period of time.
13. Disqualification of Registered Student Organization officers and members from receipt of institutional financial aid, including but not limited to the DU Club Scholarship program.
Student Arbitration Policy

It is the policy of Davenport University (the “University”) to encourage whenever possible the use of internal dispute resolution processes to resolve student disputes and to utilize arbitration to resolve such disputes where internal processes are unsuccessful.

The University believes that arbitration of student disputes is an effective alternative to litigation for all concerned. The arbitration process offers several advantages to both students and the University. Binding arbitration is normally much faster and simpler than court proceedings. Because of this, it is also less costly.

It is vital to understand that this Student Arbitration Policy (the “Policy”) does not create or destroy any legal rights; it changes only the forum in which those rights will be resolved. In other words, neither party may go to court to resolve a dispute subject to this Policy; rather, the dispute will be resolved by arbitration, which will be final and binding. Both the University and the student will be obligated to pursue exclusively through arbitration any and all claims which they might otherwise bring in a court of law or before an administrative agency.

1. Relationship to the Complaint Resolution Process. The Student Code, together with the University policies and procedures (collectively, the “Internal Process”) as identified in the Undergraduate Catalog, contains the University’s dispute resolution procedure for students. The Internal Process uses different techniques, ranging from discussions with a student’s professor or faculty member to a more formal review, to resolve disputes. This Policy is not part of the Internal Process. It is, instead, a separate and freestanding University policy. If applicable, the student must first utilize and exhaust the Internal Process before a demand for arbitration can be made under this Policy, unless the University agrees in writing to bypass one or more of the steps of the Internal Process.

2. Arbitration Proceedings. Any and all disputes or disagreements between the student and the University relating to any Covered Claim (as defined below) shall be resolved by arbitration conducted pursuant to the Commercial Arbitration Rules of the American Arbitration Association (the “AAA”). The arbitration process shall be administered by the AAA. The arbitrator shall issue a written decision that shall include a rationale supporting the decision, findings of fact, and conclusions of law. The decision shall be final and binding on the parties, and judgment may be entered on the arbitrator’s decision in a court of competent jurisdiction. The arbitration proceedings shall be conducted in a confidential manner. Arbitration shall constitute the sole and exclusive forum for resolution of any and all disputes relating to Covered Claims.

3. Waiver of Judge or Jury Trial. By virtue of a student’s acceptance of this Policy on the Application for Admission and becoming enrolled or continuing to attend the University, the student and the University mutually agree to submit to final and binding arbitration all Covered Claims which they have against each other that would otherwise be brought in state or federal court or in an administrative agency. Consequently, both the student and the University expressly waive any right to have any Covered Claim resolved in a court of law by a judge or through a jury trial or before an administrative agency.

4. Time for Filing Claims. To demand arbitration of a Covered Claim, the demanding party must provide written notice to the other party no later than one hundred and eighty (180) calendar days from the date when the Covered Claim first arose or within the time period provided by law, if that time period is less than one hundred and eighty (180) calendar days. A student’s demand for arbitration must be directed to the University’s Provost. The University’s demand will be directed to the Student’s last known address. A party’s failure to make a timely written demand for arbitration means that the party’s claims have been forever waived and can no longer be pursued against the other party in any forum.

5. Covered Claims. A “Covered Claim”, for purposes of this Policy, means any claim that could be brought in state or federal court or administrative agency arising out of, or relating to, the student’s attendance at the University.

a. Covered Claims include, but are not limited to, claims involving laws against discrimination, including discrimination based upon sex, race, color, national origin, religion, disability, age, or any other category protected by state or federal law; claims based on admission, enrollment, class participation, suspension, expulsion, academic standards, or other academic matters; contract claims; tort claims; failure to educate claims; claims against current or former University Trustees, officers, employees, or contractors related in any way to Covered Claims; and claims for an alleged violation of any federal, state, or other governmental law, common law, statute, regulation, or ordinance.

b. All procedural issues and questions of arbitrability relating to a Covered Claim shall also be submitted to the arbitrator, not the court, for resolution.

c. Each party may request such remedies, damages, or other relief allowable by the state and/or federal law applicable to their Covered Claim.

6. Miscellaneous. This Policy constitutes the sole method for the resolution of Covered Claims. If any provision of this Policy is found to be void or is otherwise unenforceable, in whole or in part, it shall not affect the validity of the remainder of this Policy, which will remain in full force and effect. The Student understands that this Policy also is binding on any individual or entity claiming by or through the Student or on the Student’s behalf.
Please choose courses from this list of electives as directed by your school program.

### Business Electives
Any courses at the 100 level or above from the following areas:
- ACCT
- BUSN
- FINC
- HRMG
- LEGL
- MGMT
- MKTG
- PSMG

Plus the following courses from the School of Technology:
- GPMT
- IAAS

Plus the following courses from the School of Health Professions:
- HSAD302
- HSAD402
- HSAD405

### Foreign Language Electives
Any course at the 100 level or above from the following categories not already required in the program may be taken for Foreign Language credit:
- ARAB
- CHIN
- FREN
- GRMN
- JAPN
- RUSS
- SPAN

Non-native speakers of English required to take ESLP124 and ESLP134 to fulfill foreign language electives.

### General Education Electives
Any course at the 100 level or above from the following categories not required in the program may be taken for general elective credit:
- ARAB
- BIOL
- CHEM
- CHIN
- COMM
- ECON
- ENGL
- FREN
- GRMN
- HINT
- HLTH
- HSAD
- MATH
- PHYS
- POLS

### Health Professions Electives
Any courses at the 100 level from the following disciplines:
- HINT
- HLTH
- HSAD
- MEDA
- MCMG
- NURS

### Humanities Electives
Any course at the 100 level or above from the following categories not required in the program may be taken for Humanities credit:
- ARAB
- CHIN
- COMM
- ENGL
- FREN
- GRMN
- HINT
- HLTH
- HSAD
- HUMN
- JAPN
- KORE
- MATH
- PHYS
- POLS
- PSY

### Open Electives
Any course at the 100 level or above that is not already required in the program.

### Science/Math Electives
Any course at the 100 level or above from the following categories not required in the program may be taken for Science/Math credit:
- BIOL
- CHEM
- GEOL
- MATH
- PHYS

Plus the following courses from Health Sciences (HLTH):
- HLTH113
- HLTH127
- HLTH385

### Social Science
Any course at the 100 level or above from the following categories not required in the program may be taken for Social Science credit:
- ECON
- HIST
- POLS
- PROX
- PSYC
- SOCY
- SOSC

Plus the following courses from Health Sciences (HLTH):
- HLTH270
- HLTH303

### Technology Electives
Any courses at the 100 level or above from the following areas:
- BITS
- CISP
- GPMT
- IAAS
- NETW

---

**COURSE CODES**

To assist you with understanding this section, please use the following key to the codes:

<table>
<thead>
<tr>
<th>Area</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>ACCT</td>
</tr>
<tr>
<td>Arabic</td>
<td>ARAB</td>
</tr>
<tr>
<td>Biology</td>
<td>BIOL</td>
</tr>
<tr>
<td>Business</td>
<td>BUSN</td>
</tr>
<tr>
<td>Business Information</td>
<td>BITS</td>
</tr>
<tr>
<td>Computer Information</td>
<td>COMM</td>
</tr>
<tr>
<td>Data Management</td>
<td>DMB</td>
</tr>
<tr>
<td>Economics</td>
<td>ECON</td>
</tr>
<tr>
<td>English</td>
<td>ENGL</td>
</tr>
<tr>
<td>English as a Second</td>
<td>ESLP</td>
</tr>
<tr>
<td>Foreign Languages</td>
<td>FPGA</td>
</tr>
<tr>
<td>Geology</td>
<td>GEOL</td>
</tr>
<tr>
<td>German</td>
<td>GRMN</td>
</tr>
<tr>
<td>Global Project</td>
<td>GPMT</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>HINT</td>
</tr>
<tr>
<td>Health Information</td>
<td>HLTH</td>
</tr>
<tr>
<td>Management</td>
<td>HINT</td>
</tr>
<tr>
<td>History</td>
<td>HIST</td>
</tr>
<tr>
<td>Japanese</td>
<td>JAPN</td>
</tr>
<tr>
<td>Legal Issues/Law</td>
<td>LEGL</td>
</tr>
<tr>
<td>Management</td>
<td>MGMT</td>
</tr>
<tr>
<td>Marketing</td>
<td>MKTG</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>MEDA</td>
</tr>
<tr>
<td>Medical Case Management</td>
<td>MCMG</td>
</tr>
<tr>
<td>Networks</td>
<td>NETW</td>
</tr>
<tr>
<td>Nursing</td>
<td>NURS</td>
</tr>
<tr>
<td>Physics</td>
<td>PHYS</td>
</tr>
<tr>
<td>Political Science</td>
<td>POLS</td>
</tr>
<tr>
<td>Professional Excellence</td>
<td>PROX</td>
</tr>
<tr>
<td>Public Safety and Security</td>
<td>PSMS</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSYC</td>
</tr>
<tr>
<td>Portuguese</td>
<td>PORT</td>
</tr>
<tr>
<td>Russian</td>
<td>RUSS</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>SOSC</td>
</tr>
<tr>
<td>Sociology</td>
<td>SOCY</td>
</tr>
<tr>
<td>Spanish</td>
<td>SPAN</td>
</tr>
<tr>
<td>Study Abroad Experience</td>
<td>SABR</td>
</tr>
<tr>
<td>Technology</td>
<td>TECH</td>
</tr>
</tbody>
</table>
COURSE DESCRIPTIONS

Accounting (ACCT)

ACCT201 Accounting Foundations I 4 CR
This course is an introduction to accounting principles emphasizing the operation of a business as a sole proprietorship and covers the complete accounting cycle for merchandising and service entities. The application of computer technology to accounting processes is integrated into this course. Note: A grade of C or better is required to take the next course in the sequence.
Prerequisite(s): MATH120 or MATH125

ACCT202 Accounting Foundations II 4 CR
This course continues the study of accounting principles with special emphasis on partnerships, corporations, and basic principles of managerial accounting.
Prerequisite(s): Completion of ACCT201 with a C grade or above

ACCT213 Cost Accounting 3 CR
This course is designed to provide an introduction to cost accounting and management techniques. The concepts of cost assignment to goods and services in the context of job order, process, and activity-based costing are covered. The behavior of costs, standard costing and variations—as well as schedules, summaries, and reports used in costing systems—are also introduced to the student.
Prerequisite(s): ACCT202

ACCT220 Accounting Information Technology 3 CR
This course is a study of currently available accounting-business software and the related applications. Students will learn how to operate, evaluate and apply various software with accounting systems and accounting information systems.
Prerequisite(s): ACCT201 and CISP101

ACCT290 Accounting Internship 3 CR
This associate-level Accounting Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student’s major field and individual interest. In general, 150-200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Note: A Criminal Background check and drug screening may be required by the Internship site.
Prerequisite(s): Sophomore status and the completion of BUSN220, CISP101, MGMT211, ACCT302; minimum 2.70 GPA in the major and 2.70 GPA cumulative.

ACCT301 Intermediate Accounting I 4 CR
This course reviews the fundamental accounting process studied in ACCT202 and continues with a more comprehensive study of the major categories of the balance sheet and statement of cash flow and income statements. Students will also be introduced to applicable APB and FASB pronouncements and related topics. Note: A grade of C or better is required to take the next course in the sequence.
Prerequisite(s): ACCT202

ACCT302 Intermediate Accounting II 4 CR
This course continues ACCT301 with a comprehensive study of the major categories of the balance sheet, statement of cash flow, and income. In addition, students will be introduced to the accounting, analysis, and reporting of special topics such as pension/retirement, leases, inflation, income taxes, earnings per share and revenue recognition. Students will also be introduced to applicable APB and FASB pronouncements and related topics.
Prerequisite(s): Completion of ACCT301 with a C grade or above

ACCT314 Cost Management 3 CR
This course is designed as a continuing study of cost management and cost control techniques. Included in the course is the study of management accounting planning and control techniques and decision-making and performance evaluation techniques. Such techniques include relevant costing, the budget process, capital budgeting, inventory and production management, and organizational performance evaluation.
Prerequisite(s): ACCT213

ACCT315 Federal Taxation I 3 CR
This course provides an explanation of the federal tax structure and provides training in the application of tax principles as they pertain to individuals. In addition, the course will provide an introduction to taxation for businesses, federal tax laws and regulations, taxation theory, and tax research and planning techniques. Note: A grade of C or better is required to take the next course in the sequence.
Prerequisite(s): ACCT202

ACCT316 Federal Taxation II 3 CR
This course continues the study of federal taxation, focusing primarily on business taxation matters for partnerships, corporations, and limited liability companies. In addition, payroll taxes, estate and gift taxes, and other related topics will be covered. Students will be required to prepare partnership and corporation returns, as well as perform research on a variety of tax issues.
Prerequisite(s): Completion of ACCT315 with a C grade or above

ACCT318 Payroll and State Tax 3 CR
This course is the study of the federal and state laws and regulations that govern the payroll tax arena. This will include learning about the rules and regulations that make up the tax structure, as well as tax policy. Wage and overtime computations, tax filing compliance applications for federal, state, and local withholding taxes and employer payroll are covered, along with analyzing and journalizing payroll transactions. State income tax computations will also be covered.
Prerequisite(s): ACCT315

ACCT320 Auditing and Assurance Services 3 CR
This course examines auditing and assurance services. The course focuses on the detailed study of the financial statement audit, including professional responsibilities and ethics, audit planning, internal controls, evidence gathering, and audit reports. Assurance services, reviews, and compilations are also covered.
Prerequisite(s): ACCT202

ACCT350 Accounting Information Systems 3 CR
This course examines the information flow through accounting systems including documentation, the recording process, and financial statements. The use of internal controls in the accounting system is emphasized. Case studies will be used to analyze and evaluate accounting systems.
Prerequisite(s): ACCT220 and BITS211

ACCT381/382/383 International Accounting variable CR
This course explores accounting in an international context. Students learn about accounting concepts while studying in another nation. Students reflect upon the accounting practices of their country of study. This course may be tailored regarding content, time, and credit offered in accordance with a student’s international study and pending approval from the appropriate associate dean.

www.davenport.edu 103
ACCT401 Internal Auditing I 3 CR
This course examines the differences between internal and external auditing. Students will learn how to evaluate and develop internal controls by incorporating the COSO framework, CobIT, and Sarbanes-Oxley. The course focuses on the organizing, planning, performing, and directing of internal audits; formulating corporate governance policies and procedures; and the communicating of findings. Note: A grade of C or better is required to take the next course in the sequence.
Prerequisite(s): ACCT213, ACCT320 and ACCT350

ACCT402 Internal Auditing II 3 CR
This course focuses on operational, organizational, and quality control internal audits. Students will learn about continuous assurance, XBRL and OLAP, as well as other developing tools. Other factors involved with internal auditing—such as HIFAA compliance, quality assurance, ISO standards, and disaster recovery and business continuity planning—will also be covered.
Prerequisite(s): Completion of ACCT401 with a C grade or above

ACCT415 Advanced Accounting Topics 3 CR
This course is designed to further develop the student's analytical and interpretive skills in accounting for business mergers and acquisitions, partnerships and global accounting.
Prerequisite(s): ACCT302

ACCT420 Governmental and Not-For-Profit Accounting 3 CR
This course is a study of accounting and reporting practices used in state and local governmental units as required by the Governmental Accounting Standards Board and the accounting and reporting practices used in not-for-profit entities as required by the Financial Accounting Standards Board. The unique accounting requirements of college, university, and hospital accounting are introduced in the course.
Prerequisite(s): ACCT302

ACCT421 EDP Computer Auditing 3 CR
This course is designed to cover the techniques of computer auditing. The course provides the student with an in-depth view of computer auditing activities, computer information system control, design and implementation of audit tests, computer-aided audit tools and techniques, and electronic commerce systems.

ACCT440 Advanced Strategic Management Accounting 3 CR
This course will examine advanced managerial accounting and control techniques used to gather and present information regarding capital investment decisions, pricing and profitability analysis, and resource usage.
Prerequisite(s): ACCT314

ACCT490 Accounting Internship 3 CR
This bachelor-level Accounting Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student’s major field and individual interest. In general, 150-200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Note: A Criminal Background check and drug screening may be required by the Internship site.
Prerequisite(s): Junior status, Business Foundations completed, ACCT302; minimum 2.70 GPA in the major and 2.70 GPA cumulative.

ACCT495 Accounting Issues and Research 4 CR
This course is a summative capstone for the accounting program. Students will utilize and build upon their previous accounting and business knowledge. Current accounting issues and topics will be identified and discussed. Students will identify current accounting issues related to their particular interest and demonstrate both comprehensive accounting knowledge and integration of writing competencies by conducting research, assessing sources, writing a research paper, and presenting the results.
Prerequisite(s): Last semester; major courses complete or taken concurrently.

Arabic (ARAB)

ARAB111 Introduction to Arabic 3 CR
This is a beginning language course in Arabic for non-native speakers with a focus on workplace and social conversation. The course recognizes the practical importance of language with special emphasis on speaking skills. It assumes no previous knowledge of the language. Students learn basic vocabulary and structure by completing intensive listening and speaking classroom drills. Students also learn to practice and speak the language used in practical, everyday business situations. Students examine Arabic business practices and culture as they apply to the diverse segments of Arabic-speaking peoples.

ARAB121 Intermediate Arabic 3 CR
This is an intermediate language course in Arabic for non-native speakers with a focus on workplace and social conversation. The course recognizes the practical importance of language with special emphasis on speaking skills. Students expand their basic vocabulary and grammar skills with emphasis on English to Arabic translation. Students expand their knowledge of the Arabic language used in practical, everyday business situations; students continue examining Arabic business practices and culture as they apply to the diverse segments of Arabic-speaking peoples.
Prerequisite(s): ARAB111 or equivalent

ARAB131 Advanced Arabic 3 CR
This is an advanced level language course in Arabic for non-native speakers with a focus on workplace and social conversation. The course recognizes the practical importance of language with special emphasis on speaking skills. Students continue to expand their vocabulary and their knowledge of Arabic business cultures. Students advance in their knowledge of the Arabic language used in practical, everyday business situations. Students will continue to focus on business communication and cultural practices in order to gain a well-rounded view of the many diverse segments of Arabic-speaking peoples.
Prerequisite(s): ARAB121 or equivalent

Biology (BIOL)

BIOL110 Foundations of Cell Biology 3 CR
This course provides a foundation in fundamental biological and cellular concepts common to plants, animals, and microorganisms. Topics include the chemical and molecular basis of life, metabolism, cellular reproduction, principles of inheritance, and evolution.

BIOL110 Foundations of Cell Biology Lab 1 CR
This course is designed to provide the fundamentals of biological science at the cellular level in a virtual lab setting. Students will focus on the scientific methods, cellular structure and function, cellular energetics, photosynthesis and cellular respiration, genetics and heredity. *Note: This is a St. Matthew’s University Partnership course offering and has a grading scale of A - C or F.

BIOL111 Organisms and Populations 3 CR
This second semester course provides a foundation in the study of biological systems at the organismal level. Students are introduced to structure and physiology of living organisms, evolution and general ecological principles. *Note: This is a St. Matthew’s University Partnership course offering and has a grading scale of A - C or F.

BIOL111L Organisms and Populations Lab 1 CR
This course is designed to provide the fundamentals of biological science at the organismal level in a virtual lab setting. Students will focus on the scientific method, evolution, biodiversity, plane and animal physiology, and ecology. *Note: This is a St. Matthew’s University Partnership course offering and has a grading scale of A - C or F.
BIOL120 Essentials of Anatomy & Physiology 4 CR
This course provides the student with the essential principles of anatomy and physiology including introductory chemistry concepts, cell and tissues studies and the structure and function of the following organ systems: integumentary, musculoskeleletal, nervous, sensory, endocrine, respiratory, digestive, cardiovascular, lymphatic, immune, urinary and reproductive systems. Students will study the human body using a system-by-system approach.

BIOL121 Anatomy and Physiology I 3 CR
This course provides an in-depth introduction to the structure and function of the human body, and is designed for the future health care professional. Students will learn anatomical and physiological terminology as it relates to body systems, directional terminology, homeostatic mechanisms, and other fundamental principles of anatomy and physiology. The human body will be studied at the cellular, tissue, organ, organ system, and organism levels. Students will understand interrelationships between the integumentary, skeletal, muscular, nervous, and endocrine systems. Students will review the natural developmental and aging processes that occur in each system. Note: A grade of C or better is required to take the next course in the sequence.

Co-requisite(s): BIOL12L
Prerequisite(s): BIOL110

BIOL12L Anatomy and Physiology Lab 1 CR
This laboratory course provides an in-depth introduction to the structure and function of the human body, and is designed for the future health care professional. Students will learn anatomical and directional terminology, homeostatic mechanisms, and other fundamental principles of anatomy and physiology. The human body will be studied at the cellular, tissue, organ, organ system, and organism levels. Students will understand interrelationships between the integumentary, skeletal, muscular, nervous, and endocrine systems through laboratory exercises. Note: A grade of C or better is required to take the next course in the sequence. $70.00 lab fee is charged in this course.

Co-requisite(s): BIOL121
Prerequisite(s): BIOL110

BIOL122 Anatomy and Physiology II 3 CR
This course expands on previously gained knowledge in the anatomy and physiology of the human body. Students will continue to learn anatomical and physiological terminology as it relates to body systems. Students will integrate the structure and functioning of the cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems with material from earlier courses through laboratory exercises. $75.00 HESI Admission Exam fee is charged in this course.

Co-requisite(s): BIOL12L
Prerequisite(s): Completion of BIOL121/BIO12L1 with a C grade or above

BIOL122L Anatomy and Physiology II Lab 1 CR
This laboratory course expands on previously gained knowledge in the anatomy and physiology of the human body. Students will integrate the structure and functioning of the cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems with material from earlier courses through laboratory exercises. $75.00 lab fee is charged in this course.

Co-requisite(s): BIOL122
Prerequisite(s): Completion of BIOL121/BIO12L1 with a C grade or above

BIOL131 Introduction to Human Disease 3 CR
This course introduces concepts of pathophysiology in a systemic manner by comparing the functioning of the human body in normal and diseased states. Students will integrate information relating to the etiology, presentation, evaluation, treatment, and prevention of common human diseases.

Recommended Prerequisite(s): BIOL120

BIOL211 Microbiology 3 CR
This course presents a comprehensive overview of the role of microbes in disease processes, and is designed for the student in health sciences. Students will compare human microbial pathogens with respect to their structure, function, host selection, reservoirs, modes of transmission, host effects, and vulnerability to various treatment regimens.

Co-requisite(s): BIOL21L
Prerequisite(s): BIOL122 and BIOL12L

BIOL211L Microbiology Lab 1 CR
This laboratory course presents a comprehensive overview of the role of microbes in disease processes, and is designed for the student in health sciences. Students will compare human microbial pathogens with respect to their structure, function, host selection, reservoirs, modes of transmission, host effects, and vulnerability to various treatment regimens. $80.00 lab fee is charged in this course.

Co-requisite(s): BIOL211
Prerequisite(s): BIOL122 and BIOL12L

BIOL310 Nutrition 3 CR
This course provides an introduction to the basic principles of nutrition and its use in therapy. Students will study the metabolism of nutrients and will perform nutritional assessments of both healthy and diseased individuals of all ages. Food preparation, safety, and unique food customs of major cultural groups will also be presented.

Prerequisite(s): BIOL120 or BIOL12L/BIOL12L

BIOL312 Pathophysiology 4 CR
This course expands students' understanding of human disease, the effect of heritable factors and aging on disease processes, and the potential for prevention of specific diseases. Students will evaluate case studies with regard to the etiology, history, presentation, evaluation, treatment, and prevention of multi-system human diseases. Students will employ critical thinking in the application of didactic material to clinical nursing practice.

Prerequisite(s): BIOL211/211L

Business (BUSN)

BUSN120 Introduction to Business 3 CR
This course provides a broad study and analysis of the philosophy, environment, and language of business. It introduces students to contemporary business principles, practices, and terminology. Students also gain an understanding and appreciation of the private free enterprise system. The major functional areas of business, including short and long-term financing (including the securities market), forms of ownership, banking, marketing, and management are examined.

BUSN210 Professional Ethics 3 CR
This course explores applied ethics, focusing on social and professional situations, especially in the fields of business, law, and technology. Students learn ethical theory as they examine the complexities of ethical dilemmas. Students also compare and contrast ethical and moral systems. In addition, students apply creative and critical thinking to ethical dilemmas involving professional and social responsibility.

BUSN225 International Business 3 CR
This course focuses on the international dimensions of business by clarifying and classifying country differences with regard to political economy. International Trade Theory, Foreign Direct Investment, and the Global Money System are explained. Emphasis is placed on competing in the global marketplace. International business situations dealing with trade, ethical dilemmas and globalization are examined with the use of proper case analysis techniques.

Prerequisite(s): MGMT211
BUSN331 Export/Import Documentation and Regulations 3 CR
This course explores the fundamentals of executing letters of credit to secure trade financing and the documentation of export/import transactions. Students also become familiar with the many government and non-government agencies established to assist the multinational manager.
Prerequisite(s): BUSN225

BUSN403 Business Research 3 CR
This course focuses on developing a framework for evaluating the business research used in strategic decision-making. Specifically, the role and nature of the various types of research data is examined with emphasis on quality and appropriateness. Central to the business research learning process will be the application of information gathering methods and quantitative data analysis techniques. The types of research information explored include primary and secondary sources, internal management information systems and the associated decision support systems.
Prerequisite(s): BUSN225

BUSN427 Quantitative Methods 3 CR
This course is a study of fundamental quantitative methods applied to business problems. It combines a study of business functions with specialized training in operations research, linear programming, and probability theory. Students learn to apply scientific analysis to problem-solving, learn quantitative theory, and use quantitative methods for decision-making.
Prerequisite(s): MATH320

BUSN499 Business Planning Capstone 4 CR
This course integrates the knowledge, skills and abilities acquired by students as they pursue management or business degrees, and applies them in development of a long-range business plan for a small- to medium-sized firm, or a division of a larger organization. As a capstone, course content will draw upon student understanding of operations, finance, accounting, human resources, management, marketing and other key corporate functions. Through creation of a business plan, students will demonstrate mastery of both strategic and tactical planning.
Prerequisite(s): ENGL311, FINC223, MKTG412 or BUSN403, and achieved senior status.

Business Information and Technology Systems (BITS)

BITS101 Computer Essentials 3 CR
This course is designed for novice computer users. The primary focus is the development of keyboarding ability since this skill is a prerequisite to computing success. Other areas to be studied include configuring the Windows desktop and managing files with Windows Explorer. Students will also learn the basics of operating a computer for simple word processing tasks, searching the Internet, and effectively using e-mail.

BITS105 Skill Building on the Computer 1 CR (2 contact hours)
This course offers students in all majors an opportunity to improve their keyboarding ability. Through extensive skill-building exercises and reinforcement of proper keying techniques, students improve in speed and accuracy on the computer keyboard. Proofreading methods and the ergonomics of keyboarding are also studied. Students entering this course should know the basics of keyboarding and be able to key at a speed of 25 correct words per minute.
Recommended Prerequisite(s): Keyboarding skill of 25 words per minute

BITS150E MS Office Specialist: Excel 1 CR
BITS150W MS Office Specialist: Word 1 CR
The goal of this course is to have students successfully complete one Microsoft Office Specialist (MOS) certification within MS Office. These MOS certifications are highly regarded in the business community and offer students an attractive credential for their resumes. Through extensive preparation on pre-test software and practice exercises, students will master the software skills and test-taking techniques necessary to pass one certification exam which is given as part of this course. The 150 series covers core-level skills while the 250 series covers expert-level skills. Prior knowledge of Microsoft Word, Excel, Access, or PowerPoint is required for the corresponding MOS course.
Recommended Prerequisite(s): CISP101

BITS209 Dynamic Presentations 1 CR
Students create dynamic, computerized presentations using the advanced tools of professional-caliber presentation software. Students will learn to enhance presentations with custom animations, transitions, action controls, and a variety of multimedia objects. In addition to design techniques, students study the tools for professionally delivering a presentation within various environments. This course is recommended for all students who will need to make polished presentations in their career.
Prerequisite(s): CISP101 or CISP111

BITS210 Microcomputer Applications: Word Processing 4 CR
This course expands on prior word processing knowledge. Students study advanced commands and features of industry-standard word processing software for production of various business documents. Some areas of study include macros, mail merge, sharing data, compiling specialized tables, collaborative tools, and forms. Upon successful completion of this course, students would be able to test for an expert-level certification. Standard document formats and keyboarding speed and accuracy are also emphasized in this course.
Prerequisite(s): CISP101 or CISP111 and keyboarding skill of 25 words per minute

BITS211 Microcomputer Applications: Spreadsheet 3 CR
Students create and manipulate spreadsheets with MS Excel to solve business applications. It is expected that students have a familiarity with spreadsheet software, as the course quickly progresses to advanced features, including data validation, linked workbooks, pivot tables, lookup functions, solver, and scenario manager. By the end of the semester, students will have the prerequisite skills to take applicable certification testing. Prerequisite(s): CISP101 or CISP111 and MATH120 or MATH125

BITS212 Microcomputer Applications: Database 3 CR
Students learn to create and manipulate databases to solve business applications. The course begins with the basic structure and configuration of tables, queries, forms, and reports. It then advances to more complex queries, custom forms and reports, macros, and the integration of databases with the web and other programs. At the end of the semester, students combine these features into a functional database which has a user-friendly interface.
Prerequisite(s): CISP101 or CISP111

BITS213 Microcomputer Applications: Desktop Publishing 3 CR
Students learn to design high-quality, marketable publications with industry-standard page composition software. Sample projects include newsletters, brochures, letterheads, business cards, and online materials. Publication design principles and software competency are integral components of this course. Students work on team projects and pre-press activities which are critical components of desktop publishing.
Prerequisite(s): CISP101 or CISP111
**BITS221 Administrative Procedures**  4 CR  
This course prepares students to support an administrative department in a variety of office tasks. Students compose business documents, file correspondence, use proper telephone technique, process mail, make travel arrangements, and plan meetings. A focus throughout the course is business etiquette and professionalism as related to the duties of an administrative assistant.  
**Prerequisite(s):** CISP101 or CISP111 and ENGL110

**BITS250A MS Office Specialist: Access**  1 CR

**BITS250E MS Office Expert: Excel**  1 CR

**BITS250P MS Office Specialist: PowerPoint**  1 CR

**BITS250W MS Office Specialist: Word**  1 CR

The goal of this course is to have students successfully complete one Microsoft Office Specialist (MOS) certification within MS Office. These MOS certifications are highly regarded in the business community and offer students an attractive credential for their resumes. Through extensive preparation on pre-test software and practice exercises, students will master the software skills and test-taking techniques necessary to pass one certification exam which is given as part of this course. The 150 series covers core-level skills while the 250 series covers expert-level skills. Prior knowledge on Microsoft Word, Excel, Access, or PowerPoint is required for the corresponding MOS course.  
**Prerequisite(s):** CISP101 or CISP111

**BITS250 Business Info Tech Internship**  3 CR

This associate-level Business Information Technology and Systems Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student's major field and individual interest. In general, 150-200 hours of career-related work time will be required at the employment site and evidenced by weekly reports filed by the student. Students will be given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student's performance. Note: A Criminal Background check and drug screening may be required by the Internship site.  
**Prerequisite(s):** Sophomore status; BUSN210, and BITS210; minimum 2.5 cumulative grade point average and 2.3 in the Major

**BITS301 Image Editing Applications**  3 CR

In this course, students create, edit, and prepare graphics for print publications and web sites using professional image editing software. A project approach is used to give students an advanced-level of understanding of photo editing and design for a variety of media formats. Students will create dynamic artwork using layers, color commands, painting tools, filters, typeface design, and many other image techniques.  
**Prerequisite(s):** CISP101 or CISP111

**BITS302 Graphic Illustration Software**  3 CR

This course introduces students to professional digital illustration software. Students will learn to create everything from simple graphics, icons, and text to complex, multi-layered illustrations for print publications, multimedia presentations, or the web. Students learn to draw illustrations electronically, transform objects, work in layers, and create special effects with patterns, brushes, and filters.  
**Prerequisite(s):** CISP101 or CISP111

**BITS303 Web Authoring Applications**  3 CR

Students learn to create effective and attractive web pages through the use of a popular web authoring program. Topics of study include layout, typography, graphics, navigation, and color techniques. Students learn the appropriate use of tables, image maps, cascading style sheets, toolbars, and palettes. Publishing and maintaining a website are also integral components of this course. Students will have created many functional and aesthetic web pages upon completion of this course.  
**Prerequisite(s):** CISP101 or CISP111

---

**Chemistry (CHEM)**

**CHEM150 Foundations in Chemistry**  3 CR

This course emphasizes general chemistry principles, including introductory topics in organic chemistry and biochemistry for the health professions student.  
**Prerequisite(s):** MATH120 or MATH125

**CHEM 160 General Chemistry I**  3 CR

First semester of a two-semester course. This course introduces the student to the basic theories and concepts in chemistry. Topics that will be covered include: atomic structure, chemical bonding, stoichiometry, gas laws, thermodynamics, quantum theory, states of matter and solutions.  
*Note: This is a St. Matthew's University Partnership course offering.*  
**Co-requisite(s):** CHEM160L  
**Prerequisite(s):** MATH120 or MATH125

**CHEM 160L General Chemistry I Lab**  1 CR

An introduction to fundamental principles and techniques of chemistry in a virtual setting. Emphasis is placed on basic chemical theories, stoichiometry, properties of solutions, gas laws, and thermodynamic applications.  
*Note: This is a St. Matthew's University Partnership course offering.*  
**Co-requisite(s):** CHEM160  
**Prerequisite(s):** MATH120 or MATH125

**CHEM 161 General Chemistry II**  3 CR

Second semester of a two-semester sequence. This course expands on previously gained knowledge and introduces the student to additional basic theories and concepts in chemistry. Topics that will be covered include: reaction rates, chemical equilibrium, acid-base equilibria, thermodynamics, electrochemistry, nuclear chemistry, chemistry of metals/nonmetals and organic chemistry.  
*Note: This is a St. Matthew’s University Partnership course offering.*  
**Co-requisite(s):** CHEM161L  
**Prerequisite(s):** CHEM160 and CHEM160L

**CHEM 161L General Chemistry II Lab**  1 CR

An introduction to fundamental principles and techniques of chemistry in a virtual setting. Emphasis is placed on basic chemical theories, acid-base properties, equilibrium, kinetics, electrochemistry and qualitative analysis.  
*Note: This is a St. Matthew’s University Partnership course offering.*  
**Co-requisite(s):** CHEM161  
**Prerequisite(s):** CHEM160 and CHEM160L

**CHEM 250 Organic Chemistry I**  3 CR

First semester of a two-semester sequence. This course introduces students to the fundamental concepts necessary for understanding organic molecules and their significance in biological systems. Topics include classes of organic compounds, nomenclature, covalent bonding, stereochemistry, spectroscopy and reaction mechanisms.  
*Note: This is a St. Matthew's University Partnership course offering.*  
**Co-requisite(s):** CHEM250L  
**Prerequisite(s):** CHEM161 and CHEM161L

**CHEM 250L Organic Chemistry I Lab**  1 CR

Experimental course that highlights the concepts learned in lecture. Students will learn and employ techniques for the preparation, isolation, purification and characterization of organic molecules in a virtual setting.  
*Note: This is a St. Matthew's University Partnership course offering.*  
**Co-requisite(s):** CHEM250  
**Prerequisite(s):** CHEM161 and CHEM161L

**CHEM 255 Organic Chemistry II**  3 CR

Second semester of a two-semester sequence. Topics include structure and reactions of aromatic compounds, carbonyl compounds, carbohydrates, amino acids, and lipids; nomenclature of organic compounds; synthesis and reaction techniques.  
*Note: This is a St. Matthew's University Partnership course offering.*  
**Co-requisite(s):** CHEM255L  
**Prerequisite(s):** CHEM250 and CHEM250L
CHEM255L Organic Chemistry II Lab 1 CR
A continuation of the first semester lab course. Students will gain more experience in multistep synthesis and analysis of products in a virtual setting. *Note: This is a St. Matthew’s University Partnership course offering.

Prerequisite(s): CHEM255

CHEM310 Biochemistry 4 CR
The fundamentals of biochemistry will be presented, emphasizing a broad understanding of chemical events in living systems in terms of metabolism. Structure-function relationships of lipids, amino acids, proteins, and nucleic acids. An understanding of the metabolic basis of disease and relevance to human physiology and medicine is highlighted. *Note: This is a St. Matthew’s University Partnership course offering.

Prerequisite(s): CHEM250 and CHEM250L

*The courses offered for the St. Matthew’s University Partnership have a grading scale of A – C or F.

Chinese (CHIN)

CHIN111 Introduction to Chinese 3 CR
This is a beginning language course in Chinese for non-native speakers with a focus on workplace and social conversation. The course recognizes the practical importance of language with special emphasis on speaking skills. It assumes no previous knowledge of the language. Students learn basic vocabulary and structure by completing intensive listening and speaking classroom drills. Students also learn to practice and speak the language used in practical, everyday business situations. Students examine Chinese business practices and culture as they apply to the diverse segments of Chinese-speaking peoples.

CHIN121 Intermediate Chinese 3 CR
This is an intermediate language course in Chinese for non-native speakers with a focus on workplace and social conversation. The course recognizes the practical importance of language with special emphasis on speaking skills. Students expand their basic vocabulary and grammar skills with emphasis on business communications. Students expand their knowledge of the Chinese language used in practical, everyday business situations; students continue examining Chinese business practices and culture as they apply to the diverse segments of Chinese-speaking peoples.

Prerequisite(s): CHIN111 or equivalent

CHIN131 Advanced Chinese 3 CR
This is an advanced level language course in Chinese for non-native speakers with a focus on workplace and social conversation. The course recognizes the practical importance of language with special emphasis on speaking skills. Students continue to expand their vocabulary and their knowledge of Chinese business cultures. Students advance in their knowledge of the Chinese language used in practical, everyday business situations. Students will continue to focus on business communication and cultural practices in order to gain a well-rounded view of the many diverse segments of Chinese-speaking peoples.

Prerequisite(s): CHIN121 or equivalent

Communications (COMM)

COMM120 Presentation Techniques 3 CR
This course introduces the theories and principles of effective communication and applies them to a variety of interpersonal, social, and business situations. Students learn to organize and present clear, logical messages to specific audiences. They develop confidence in public speaking and increase their ability to inform and persuade listeners. They also implement critical thinking and listening skills. Finally, students exhibit the skills and tools necessary to construct, organize, and deliver effective speeches.

COMM311 Organizational Communication 3 CR
This course is designed to develop the skills and attitudes necessary for effective communication in business and professional settings. Successful students will be able to evaluate the cultural dynamics of an organization as well as to develop effective strategies of leadership and to enhance internal and external communication, problem-solving and collaborative decision-making abilities.

COMM313 Small Group Communication 3 CR
This course is a practical as well a theoretical introduction to small group dynamics designed to provide opportunities for developing and improving group communication skills. Successful students will be able to evaluate strategies and techniques necessary for effective group leadership and to develop the skills necessary for conducting and participating in small group discussions, problem-solving and decision-making.

COMM315 Intercultural Communication 3 CR
This course presents communication as an interaction among people who are culturally different, whether it is because of ethnicity, nationality, self-determination, gender, or age. Because of the changing global community, intercultural communication is vital to each person’s life. Successful students will be able to evaluate and apply strategies and techniques necessary to employ effective communication between cultures.

COMM385 Communication Special Topics 3 CR
This course prepares students for communication in organizations using a problem-solving process. Students practice critical thinking, persuasive strategies, interpersonal communication, teamwork, and current technology while addressing orally and in writing the needs of multiple audiences within organizations. Topics include audience analysis, informative and persuasive writing strategies, research strategies, and the style, tone, organization, and graphics used in organizations. Students prepare documents such as the proposal, feasibility study, progress report, case study, and PowerPoint slides for oral presentations.

Prerequisite(s): ENGL109 and COMM120

Computer Information Systems and Programming (CISP)

CISP101 Computer Foundations 3 CR
This course is intended for the student majoring in a discipline other than Technology, and introduces computer hardware, software, and basic technology terminology. Topics include microcomputer software (word processing, spreadsheet, database), PC operation, computer hardware, computers in society, file management, and the Internet. Students gain experience working with the computer and software packages.

Prerequisite(s): Keyboarding skill of 25 wpm recommended

CISP111 Systems Foundations 3 CR
This course serves as the foundation for students majoring in Technology, surveying the basic components of the systems’ life cycle, EXCEL spreadsheets, and Networking communications. The five phases of the systems development life cycle (SDLC) (systems planning, systems analysis, systems design, systems implementation, and systems operation and support) will be investigated. Students will learn and use Excel and networking principles as they are used in current business IT operations.

CISP201 Help Desk Concepts 3 CR
This course will introduce the learner to the service concepts, skill sets, career paths, and operations of the help desk industry. This course provides an overview of the help desk for individuals interested in pursuing a career in customer support. The course will integrate strong real-world computer support examples, case studies, and group/team exercises to emphasize the concepts of the course.

Prerequisite(s): CISP111

108 www.davenport.edu

BACK TO TABLE OF CONTENTS
CISP211 E-Business Foundations 3 CR
This course is an introduction to the world of electronic commerce—business activities carried out electronically via the Internet. Main topics include Internet-based technologies used to create new business opportunities, business strategies for e-commerce, and e-commerce issues.
Prerequisite(s): CISP111

CISP217 UNIX Operating System 3 CR
This course covers operating system concepts in the UNIX environment. Topics include terminology, UNIX features and commands, UNIX system administration, and UNIX as a network server.
Prerequisite(s): CISP111

CISP220 Web Page Applications 3 CR
This course covers tools for rapid deployment of common and complex Web solutions. Students will learn current software to develop, publish, and maintain the most complex of web sites. Topics covered include interfaces, forms, interactive content, media, and e-commerce technologies. Specific skills will be developed in the use of HTML, DHTML (Dynamic Hypertext Markup Language) and JavaScript.
Prerequisite(s): CISP111

CISP231 C++ Programming I 3 CR
This is an introductory course in C++ programming. Students learn fundamental programming concepts including structured programming, operations on data and decision-making, looping, recursion, pointers, scope and class of variables, strings, numeric arrays, sorting, and an introduction to data structures. Emphasis will be placed on developing programs to solve practical problems. Note: A grade of C or better is required to take the next course in the sequence.
Prerequisite(s): CISP111

CISP232 C++ Programming II 3 CR
This course introduces students to Object-Oriented Programming in C++. Students learn to design, code, test, and debug programs using object-oriented techniques. Emphasis is placed upon topics such as problem solving, programming structure, arrays, strings, pointers, classes, inheritance, polymorphism, constructors, copy constructors, destructors, overloading operators, virtual functions, I/O file streams, and data files. Students learn how to strengthen problem solving skills and analytical techniques as they apply to their programs a variety of data types, input/output, operators, decisions, looping, and functions.
Prerequisite(s): Completion of CISP231 with a C grade or above

CISP237 Java Programming I 3 CR
This course focuses on programming using the Java language. The Java programming language will be used in a hands-on environment. This course introduces students to the JAVA compiler and the JAVA run time environment. Students will be introduced to the concepts of object-oriented programming and design. The course will cover Java expressions, classes, inheritance, variables, operators, and flow control statements. Note: A grade of C or better is required to take the next course in the sequence.
Co-requisite(s): CISP111

CISP238 Server Side Scripting I 3 CR
This course combines application development with the web. Topics include building dynamic database-driven web sites such as online storefronts, payment systems, and back-end business integration. Microsoft Active Server Pages (ASP) will be covered. As the industry continues to evolve, other software will be substituted to replace outdated languages and applications. Note: A grade of C or better is required to take the next course in the sequence.
Prerequisite(s): CISP220, CISP247 and (CISP232 or CISP239 or CISP242)

CISP239 Java Programming II 3 CR
This course investigates advanced topics in object-oriented programming using the Java programming language. Data structures, Trees, Linked Lists, Abstract Data Types, Binary Trees, Graphs, Searching and Sorting Algorithms are covered.
Prerequisite(s): Completion of CISP237 with a C grade or above

CISP241 Visual BASIC Programming I 3 CR
Programming with Microsoft Visual Basic for Windows is designed as a beginning programming course. This course teaches programming concepts using a task-driven rather than a command-driven approach. Students will explore the fundamentals of object-oriented programming and designing applications they are likely to encounter in the workplace. Note: A grade of C or better is required to take the next course in the sequence.
Prerequisite(s): CISP111

CISP242 Visual BASIC Programming II 3 CR
This course is a continuation of Visual BASIC Programming I. Emphasis will be placed on how to work with databases from within Visual Basic. Other topics include utilizing class modules, creating DLLs, utilizing common controls and the Windows API functions, and deploying and debugging an application.
Prerequisite(s): Completion of CISP241 with a C grade or above

CISP244 Introduction to Gaming Theory 3 CR
This course will present an overview of game theory and emphasize the ideas behind the theory rather than their mathematical expression. Topics will include Nash equilibrium, mixed strategy equilibrium, and extensive, competitive and repetitive games.
Prerequisite(s): CISP232

CISP247 Database Design 3 CR
This course will examine the major types or data models of Database Management Systems (DBMS): hierarchical, network, relational, and object-oriented. The principles and problems of database design, operation, and maintenance for each data model will be discussed and compared. Topics that will be covered include design theory, query language, relational expressions, SQL, stored procedures, client-server interfaces, entity-relationship diagrams, normalization, and database security.
Prerequisite(s): CISP111 or CISP211

CISP250 Discrete Structures 3 CR
This course applies fundamental ideas in discrete structures and mathematical reasoning. Topics include elementary logic and set theory, functions and relations, induction and recursion, elementary algorithm analysis, counting techniques, and introduction to computability. Fundamental techniques include graph theory, Boolean algebra, and trees. Techniques and topics will form the foundation for subsequent programming language courses.
Prerequisite(s): CISP111 and MATH200 or MATH310

CISP280 Artificial Intelligence 3 CR
This course will present an introduction to the field of Artificial Intelligence. Topics will include problem solving, search techniques (including game playing), inductive learning, decision trees, reasoning, and natural language understanding.
Prerequisite(s): CISP250

CISP290 Computer Information Systems Internship 3 CR
This associate-level Computer Information Systems Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student's major field and individual interest. In general, 150-200 hours of career-related work time will be required at the employment site and evidenced by weekly reports filed by the student. Students will be given information concerning placement site possibilities; however, responsibility for selection by the internships and employers rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student's performance. Note: A Criminal Background check and drug screening may be required by the Internship site.
Prerequisite(s): Sophomore status; BUSN210, CISP111, and CISP241; minimum 2.5 cumulative grade point average and 2.5 in the Major

CISP310 Server Side Scripting II 3 CR
This course extends the concepts successfully learned in CISP238; Server Side Scripting I. Advanced concepts in server side scripting will be introduced, including ASP (active server Pages) and XML.

www.davenport.edu 109
(extensible markup language). Topics will include CGI and Perl programming, database connectivity, and advanced web scripting. Students will build dynamic, database-integrated web applications that meet real-world web authoring practices.

**Prerequisite:** Completion of CISP238 with a C grade or above

**CISP311 Database—Oracle** 4 CR
This course covers database processing using Oracle database tools. Topics include relational database concepts, SQL, PL/SQL, and Oracle Developer/2000. This course uses Oracle to teach data base design and client/server application development and implementation.

**Prerequisite:** CISP247

**CISP312 Data Structures** 3 CR
A continuation of Object Oriented Programming, this course investigates advanced topics in technically-oriented programming. Data structures, trees, linked lists, abstract data types, and object-oriented programming are introduced.

**Prerequisite:** CISP232 or CISP239 or CISP242

**CISP313 Computer Selection and Training** 3 CR
This course will create the ability to conduct the business planning process and training programs for implementing a computer system. The needs assessment step will be studied and desired computer output will be determined. Request for proposal (RFP) will be developed. Using the results of a RFP, the student will conduct an evaluation of hardware and software products (including packages). Written documentation in the form of corporate policy and procedures will be developed. **Prerequisite:** CISP311

**CISP314 Web Design** 4 CR
This course is an introduction to web design. Students will learn the main web site production processes with particular emphasis on design elements involving layout, navigation and interactivity. Hands-on web design exercises will be taught using Macromedia Flash and Dreamweaver.

**Prerequisite:** CISP220

**CISP315 Database—MySQL** 3 CR
This course will examine MySQL as a relational database. SQL will be used to create well-designed, secure databases that can be modified and maintained to interface with applications. Topics will include relational and flat database design, SQL commands, relational database interoperability with application schemes, and security issues.

**Prerequisite:** CISP231 or CISP237 or CISP241 and CISP247

**CISP325 Data Mining** 3 CR
This course will cover the theory of machine learning and data mining as fundamental applications of artificial intelligence and statistics. Topics will include decision trees, neural networks, logistic regression, data preparation and modeling, clustering, classification, entity associations, deviation detection, and link analysis. Techniques will be applied to various professional sectors, including finance, credit rating, fraud detection, database marketing, customer relationship management, and stock market investments.

**Prerequisite:** CISP247 and MATH310 or MATH200

**CISP335 Game Development** 3 CR
This course will cover the conventional models and methodologies of computer game design and development. Topics will include the history of games, graphics, multimedia animation, interactive fiction, and game development environments. Lectures and hands-on exercises will stress game design, virtual reality simulations, and the evaluation of human play experiences.

**Prerequisite:** CISP244

**CISP370 3D Game Development** 3 CR
This course will extend the concepts learned and applied in Game Design (CISP335) to the 3D environment. Topics will include advanced design and architecture, creation of 3D game and simulation development, and interactive virtual environments. Lecture and hand-on exercises will stress application creation and execution in a 3D context.

**Prerequisite:** CISP335

**CISP381/382/383 International CIS** variable CR
This course explores Computer Information Systems (CIS) or e-Business in an international context. Students learn about CIS or e-Business concepts while studying in another nation. Students reflect upon the CIS or e-Business practices of their country of study. This course may be tailored regarding content, time, and credit offered in accordance with a student’s international study and pending approval from the appropriate associate dean.

**CISP401 Systems Analysis and Design** 3 CR
The major concepts of systems analysis and design are reinforced. The student will learn how to provide management for projects that employ the methods of data gathering, fact-finding and input/output design. Using case problems, students will implement the techniques of system development and project management. In preparation for the role of a systems analyst or designer, students will be expected to use all of the skills and techniques of an advanced analyst to research a complex project.

**Prerequisite:** CISP311 and the Object Oriented Language Sequence I & II

**CISP405 B2B E-Commerce** 3 CR
This course explores the variety of companies that are using to improve their purchasing and logistics activities with Internet- and Web-based technologies. Main topics covered include ERP and CRM concepts, buy-side and sell-side services, XML/EDI document interchange, supply chain management, and logistics activities.

**Prerequisite:** CISP211 and CISP220

**CISP410 Systems Integration** 3 CR
This course will apply enterprise resource planning (ERP) to business processes, systems and software implementations, and project planning spanning global entities. The ERP framework will be applied to business processes planning to implement specifications and measure success benchmarks. Topics include the ERP framework, software implementation, systems planning and implementation, and methodologies for evaluating success using ERP.

**Prerequisite:** CISP401

**CISP420 Distributed Architectures** 3 CR
This course will provide an overview of networked computing, the systems and applications supporting and surrounding them. The autonomous nature of distributed computing, as well as design and implementation issues, is examined. Topics include complexity management, concurrency, protocols, security, performance, networking, reliability, fault-tolerance, and middleware. Distributed systems studied will include client-server computing, distributed objects, peer-to-peer, distributed file systems, multicast communication, and shared memory, web services and the WWW architecture.

**Prerequisite:** CISP247 and NETW101

**CISP448 Collaborative Game Development** 3 CR
This course will focus on 2D and 3D game design and development through virtual and physical collaboration. Topics will include the design process, problem solving methods, interdisciplinary teamwork, current industrial practice, and simulation process capabilities. Comprehensive activities will include application specifications, design, prototyping, implementation, testing, and documentation.

**Prerequisite:** CISP335

**CISP490 Computer Information Systems Internship** 3 CR
This bachelor-level Computer Information Systems Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student’s major field and individual interest. In general, 150–200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Students will be given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student’s performance. Note: A Criminal Background check and drug screening may be required by the Internship site.

**Prerequisite:** Junior status, CISP238 or CISP242; minimum 2.5 cumulative grade point average and 2.3 in the Major
Economics (ECON)

ECON200 Microeconomics 3 CR
This course introduces students to economics. Students learn the basics of supply and demand; the market economy; elasticity; the foundation of consumer demand; the theory of the business firm and costs of production; the market structures of perfect competition, monopoly, oligopoly, and monopolistic competition; theories of labor unions and wages; antitrust policy; and the microeconomic view of international business.
Prerequisite(s): ENGL109 and MATH120 or MATH125

ECON201 Macroeconomics 3 CR
This course introduces students to economics, the schools of economic thought, and international economics. Students learn the methodology, concepts, and terminology of macroeconomics, including principles, theories, and tools. They also study banking, money, the Federal Reserve System, and monetary theory. In addition, macroeconomic problems such as inflation, unemployment, economic growth, and globalization are discussed.
Prerequisite(s): ENGL109 and MATH120 or MATH125

ECON385 Economics Special Topics 3 CR
This course explores economic phenomena in various contexts. Students learn in-depth the significance and implications of economic theory and its applications in business and public policy.
Prerequisite(s): ECON200 or ECON201

English (ENGL)

ENGL021/ENGL021P English/Reading Applications 3 CR
This course extends students’ knowledge of the writing process, as well as higher-level reading, study skills, and critical thinking techniques. Building on existing skills, students develop strategies for prewriting, writing, revising, and editing using various methods of development. In addition, students apply strategies for effective reading, vocabulary building, and critical thinking, as well as learning how to accurately and summarize information from electronic sources. Students review grammar and punctuation as needed. Mastery of these skills is an essential component of academic and career success. A course designated with a “P” is offered in a lab environment and allows students to advance through the requirements using self-paced, interactive instruction. Note: This course is graded on a pass/no credit basis and may be repeated only once.
Prerequisite(s): Appropriate test scores. Students must complete a writing sample on first day of class.

ENGL109 Composition 3 CR
This course introduces students to expository, persuasive and professional writing. Students write a variety of documents, including responses to class readings and to case studies. Employing the steps in the writing process, students compose essays and basic professional documents. Students analyze information and audience to improve form and content. Students are also introduced to the research process and to library research in order to complete a short research project using the American Psychological Association Style.
Prerequisite(s): Appropriate test scores or successful completion of ENGL021. Student must also successfully complete an essay on the first day of class.

ENGL110 Advanced Composition 3 CR
This course further develops the skills in expository and persuasive writing that were introduced in ENGL 109, English Composition. Students develop critical thinking through the creation of essays and documents that use argumentation and persuasion. As a team, students collaborate to present a required assignment to the class. Students learn to research, evaluate, and incorporate information from both primary and secondary sources, to document secondary sources using APA format, and to analyze information and audience to improve form and content.
Prerequisite(s): ENGL109

ENGL220 Literary Worlds 3 CR
This course introduces students to a variety of literary works, including poetry, drama, short fiction and the novel. Students learn to analyze the thematic and stylistic elements of literary works. They also learn to interpret literary works by developing a single point and supporting it with specific examples from the text. Students learn to identify historical, social, and intellectual trends that affect literary works. In addition, they will recognize how literature can enrich our lives by reflecting upon common personal and professional situations.
Prerequisite(s): ENGL110

ENGL311 Professional Writing 3 CR
This course develops the written and presentation skills necessary for success in professional, supervisory, or managerial positions. Students learn to present information in document and oral styles appropriate to diverse workplace audiences and situations, including team writing. As a team, students create a major professional document. Students also learn to use a variety of formats, styles, and delivery systems to achieve the clear, concise, and professional communication required by the global economy.
Prerequisite(s): ENGL110 and COMM120

ENGL385 Literature Special Topics 3 CR
This course introduces students to a specialized study of literary works. The study may be based upon a common author, a common theme, a common literary period, or a common literary genre (such as poetry, drama, short fiction, non-fiction, biography or the novel). Students learn to recognize the elements shared by an author’s work, a theme, a period or a genre. Students learn to analyze the thematic and stylistic elements of the specialized literary works. They also learn to interpret literary works by developing a single point and supporting it with specific examples from the text. Students learn to go beyond the summary of literary works to an analysis of them, using common literary terms.
Prerequisite(s): ENGL110

English as a Second Language (ESLP)

ESLP012 Intermediate Listening and Speaking 3 CR
This course reviews the elements of listening skills such as phrase and information retention, comprehension, differentiation of sounds and words, recognition of grammar applications in controlled and natural listening situations, and vocabulary related to everyday interactions and academic circumstances. For speaking skills, the course focuses on conversation skills: interpretations, inference and discourse in interpersonal, academic, and professional situations to prepare students to enter classroom settings and cope with social and cultural demands. Note: This course is graded on a pass/no credit basis and may be repeated only once.
Prerequisite(s): TOEFL IBT score of 37-45, TOEFL CBT score of 110-132, TOEFL PBT score of 420-449, or COMPASS score of 200-229 (combined).

ESLP013 Advanced Listening and Speaking 3 CR
This course increases students’ ability to identify pertinent information by listening to passages of an academic nature and participate successfully in conversational experiences they will encounter in academic settings. It prepares them for entry into courses in their major area of study. The course also helps students to determine the main idea and supporting details and write comprehensible, concise, and usable notes. It prepares students to be able to speak without hesitation in informal and academic situations. Note: This course is graded on a pass/no credit basis and may be repeated only once.
Prerequisite(s): TOEFL IBT score of 46-53, TOEFL CBT score of 153-155, TOEFL PBT score of 450-475, or COMPASS score of 230-264 (combined).

www.davenport.edu  111
ESL002 Intermediate Writing 3 CR
This course is designed to prepare students to express themselves clearly in writing for academic, professional, and personal situations. The emphasis in this course is on developing extended paragraphs and short responses. Students will also be introduced to 3-paragraph essays. Sentence-level work will be reviewed as needed. Note: This course is graded on a pass/no credit basis and may be repeated only once.
Prerequisite(s): TOEFL IBT score of 57-65, TOEFL CBT score of 110-117, TOEFL PBT score of 420-449, or COMPASS score of 200-229 (combined).

ESL003 Advanced Writing 3 CR
This course is designed to increase students' fluency and confidence in communicating through writing. The emphasis in this course is on writing multi-paragraph essays for academic, professional, and personal situations; emphasis will be placed on the 3-paragraph essay. A variety of rhetorical modes will be addressed in this course. Note: This course is graded on a pass/no credit basis and may be repeated only once.
Prerequisite(s): TOEFL IBT score of 57-65, TOEFL CBT score of 110-117, TOEFL PBT score of 420-449, or COMPASS score of 230-264 (combined).

ESL004 Intermediate Grammar 3 CR
This course allows students to master the fundamentals of English grammar and teaches them how to utilize grammar structures in writing and speaking. Students study simple verb tenses, pronouns and pronoun agreement, modal auxiliaries, comparisons, gerunds, infinitives, passive voice, and articles. Note: This course is graded on a pass/no credit basis and may be repeated only once.
Prerequisite(s): TOEFL IBT score of 57-65, TOEFL CBT score of 110-117, TOEFL PBT score of 420-449, or COMPASS score of 200-229 (combined).

ESL005 Advanced Grammar 3 CR
This course is designed to introduce students to advanced verb tenses, complex modal auxiliaries and formation, conditionals, adverb clauses of time, adjective clauses, noun clauses, direct quotes and reported speech. The emphasis in this course is on introducing students to advanced grammatical structures. Note: This course is graded on a pass/no credit basis and may be repeated only once.
Prerequisite(s): TOEFL IBT score of 46-53, TOEFL CBT score of 133-153, TOEFL PBT score of 450-475, or COMPASS score of 230-264 (combined).

ESL006 Intermediate Reading 3 CR
This course is designed to further develop literacy skills of the ESL student. The student is introduced to increasingly difficult and academically-oriented reading material. Continued vocabulary development and word recognition strategies are also addressed. Students study critical thinking, main idea, summarizing, and inferencing skills. Note: This course is graded on a pass/no credit basis and may be repeated only once.
Prerequisite(s): TOEFL IBT score of 46-53, TOEFL CBT score of 133-153, TOEFL PBT score of 450-475, or COMPASS score of 230-264 (combined).

ESL007 Advanced Reading 3 CR
This course is designed to prepare the student for reading academic and professional material. Students learn to summarize and take notes on the reading selections. Students continue to develop their sight word vocabularies and comprehend longer, more challenging reading material. Also students will practice relating readings to writing and speaking assignments. Note: This course is graded on a pass/no credit basis and may be repeated only once.
Prerequisite(s): TOEFL IBT score of 46-53, TOEFL CBT score of 133-153, TOEFL PBT score of 450-475, or COMPASS score of 230-264 (combined).

ESL008 Enhanced Writing 3 CR
This course is designed to prepare the student for advanced stages of academic and professional writing. The emphasis in this course is on writing compositions of 2-3 pages, using sophisticated vocabulary, and advanced grammar structure.
Prerequisite(s): TOEFL IBT score of 54-60, TOEFL CBT score of 157-172, TOEFL PBT score of 478-499, COMPASS score of 265-289 (combined), or completion of ESL003 with a P grade.

ESL009 ESL Integrated Skills/TOEFL Prep 3 CR
This course is designed to focus on the integrated skills that are evaluated on the Test Of English as a Foreign Language Internet-based Test (TOEFL<sup>®</sup> IBT) - reading, writing, speaking, and listening - that students need in order to demonstrate preparedness in content-based, college-level courses. The emphasis in this course is integrating and using these four skills in authentic, academic settings. While no formal grammar instruction is included in this course, grammar skills will be discussed in the writing portion as needed.
Prerequisite(s): TOEFL IBT score of 54-60, TOEFL CBT score of 157-172, TOEFL PBT score of 478-499, COMPASS score of 265-289 (combined), or completion of ESL003 and ESL004 with a P grade.

==Finance (FINC)==

FINC211 Corporate Finance 3 CR
This course covers the fundamental principles of corporate finance. Students will be introduced to various methods of company analysis, the term structure of interest rates, the relationship between risk and return, time value of money principles, security analysis, cost of capital and capital structure, and capital budgeting techniques.
Prerequisite(s): ACCT202

FINC212 Advanced Corporate Finance 3 CR
This advanced course deals with topics concerning financial management and strategy. Theoretical as well as practical topics are discussed. Topics include financial planning and forecasting, the management of capital, and risk analysis in capital budgeting, as well as the working theories of capital structure and dividend policy. Students increase their analytical and problem-solving abilities in finance through the use of case studies and integrated PC software in applying various topics facing the modern financial manager.
Prerequisite(s): FINC211

FINC215 Investment Planning 3 CR
This course is an introduction to investment fundamentals, including risk and return; investment information sources; market indexes; analysis of the economy, industry and companies; and investments in stocks, bonds, and mutual funds. Students will also be introduced to international investing, active versus passive investment strategies, fundamental and technical analyses, and other investment vehicles such as options, warrants, and convertibles.

FINC220 Money and Banking 3 CR
This course is a study of the United States banking system, as well as how the government and the Federal Reserve Board influence bank operations and US monetary policy. Students will become acquainted with the principles of monetary theory and how the banking system is a key player in its implementation. Building on concepts learned in macroeconomics, topics will include the structure of the financial services industry; regulatory structure of the banking industry; the bank planning process; the functions of the central bank; and an introduction to international banking. Students will increase their analytical and problem-solving abilities in finance, while learning to analyze monetary and fiscal policy as practiced by the Federal Reserve. Students will also study banks' financial statements and will be introduced to credit analysis, investment management, and loan administration.
Prerequisite(s): ECON200 or ECON201 and FINC211

FINC221 Financial Analysis 3 CR
This course is an introduction to the analysis and interpretation of financial statements and supplementary financial information. Topics covered include interpretation of financial statements, application of analysis techniques to determining trends for financial forecasting,
analysis of various industries and companies, and other related topics. The course also introduces students to computer applications in finance and the utilization of financial data bases in financial decision-making. The microcomputer will be utilized to research financial issues, access financial information, and analyze and interpret corporate financial statements.

**FINC222 Behavioral Finance** 3 CR  
This class is an introduction to the effect of psychology on the behavior of people in the financial field, such as portfolio managers, financial planners, investors, brokers, etc. The forces that determine risk-taking behavior in the field of investing will be explored, forces that include greed, hope, and fear. The class discusses the effect of human reactions on important aspects of market behavior and price movements. Issues include the errors committed by financial practitioners who rely on rules of thumb when making investment decisions or processing information, the effect of investors’ biased reactions to public announcements about securities, and the effect of perceptions of risk and return characteristics of various asset classes on portfolio management and security selection. A comparison of technical and fundamental analysis strategies and their relationship with behavioral finance is also discussed. Cases demonstrating the application of behavioral concepts to finance will be used.

**FINC223 Entrepreneurial Finance** 3 CR  
This applied approach course focuses on the financial life-cycle of a new business venture. Students become familiar with the primary financial activities associated with launching, managing and exiting a business. Application activities involve students in financial goal setting, financial report preparation and analysis, forecasting, financial management (including raising capital and proper cash management) as well as business valuation and exit strategies.

**FINC230 Financial Planning and Insurance** 3 CR  
This course is a study of financial planning and wealth-creation techniques for individuals. Case studies will be utilized to evaluate and establish financial goals of individuals. Tax considerations, fringe benefits, investment techniques, insurance, and retirement and estate planning will also be discussed. Students will learn the application of well-established models and methods in personal financial planning and will be acquainted with concepts, logic methodology, and terms used in the field. Current thinking and developments in the field of financial planning will be presented. The subject of risk management will also be covered, including the various types of insurance: life, health, disability, long-term care, and property, as well as liability insurance. Regulatory, ethical, and legal issues will be discussed.

**FINC235 Financial Analysis for Business Managers** 3 CR  
This case study-based course examines the fundamentals of financial analysis from a business manager’s perspective, focusing on the analysis of financial information when making strategic business decisions. Topics covered include the practical interpretation of financial statements along with the utilization of various analytical techniques including ratio, common-size and trend analysis. Critical thinking and problem solving will incorporate the analysis of competitor and industry financial information.

**FINC290 Finance Internship** 3 CR  
This associate-level Finance Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student’s major field and individual interest. In general, 150–200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Note: A Criminal Background check and drug screening may be required by the Internship site.

**FINC301 Retirement Plan/Employee Benefits** 3 CR  
This course covers the principles of retirement planning. Students will examine defined contribution plans and defined benefit plans for the private sector, as well as retirement plans for nonprofit and governmental entities. The class will also cover the retirement plan design, the plan’s installation and administration issues, retirement plan distributions, nonqualified executive benefit plans, and other topics.

**FINC310 Real Estate Finance** 3 CR  
This course is a study of real estate as an investment and the strategies utilized in determining desirable properties. Students will discuss financing techniques including syndication, real estate investment trusts, mortgages, and seller-financed properties. Cash flow analysis and financial evaluation techniques will also be explored. Students will learn real estate concepts and financing techniques and will get exposure to the vast array of financing alternatives in real estate and how tax and legal concepts are applied to evaluate financing options for the acquisition of real estate investments.

**FINC320 International Finance** 3 CR  
This course is a study of the operations of the international finance community. The course will emphasize the flow of funds, exchange rate determination and forecasting, management of economics, translation and transaction exposures, and the financing of international trade. The international monetary system, foreign exchange trading, and the problems that occur in international markets will also be discussed. There will be a discussion of the assistance that the banking system provides to the continuing globalization of business.

**FINC381/382/383 International Finance** variable CR  
This course explores finance in an international context. Students learn about finance concepts while studying in another nation. Students reflect upon the finance practices of their country of study. This course may be tailored regarding content, time, and credit offered in accordance with a student’s international study and pending approval from the appropriate associate dean.

**FINC401 Estate Planning** 3 CR  
This class covers the estate planning process and its goals. The methods of estate transfer at death as well as during life are discussed. The various tax issues that arise with estate planning are examined. Other estate planning issues and considerations such as estate liquidity and postmortem actions are also covered.

**FINC402 Portfolio Management** 3 CR  
This course is an advanced study of portfolio construction, management, and protection. The topics covered include setting portfolio objectives, formulating an investment strategy, having a plan for portfolio monitoring and revision, protecting the portfolio when appropriate, and evaluating its performance. The risk-return characteristics of various investment classes are revisited. This is accomplished by covering the mathematics of diversification, a calculation of the correlation and covariance between various asset returns, and the use of these statistical tools in reducing the risk of a portfolio. The revision and evaluation of equity portfolios as well as fixed-income portfolios is presented. Other topics include international diversification, the efficient frontier, market efficiency, and options.

**FINC403 Health Care Finance** 3 CR  
This course is an in-depth study of health care financial information. This includes analyzing and interpreting financial information, setting fees, understanding different payment methods health care organizations receive for services rendered to patients, and revenue and receivable management. Other topics include strategic financial planning, the budgeting process, cost variance analysis, and capital project analysis. The class will also cover the difference between for-profit and not-for-profit health care organizations, the tax-status of health care organizations, and the function of managed care organizations.
FINC490 Finance Internship  
This bachelor-level Finance Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student's major field and individual interest. In general, 150-200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Note: A Criminal Background check and drug screening may be required by the Internship site.

Prerequisites: Senior status, Business Foundations completed, ACCT301, FINC212, FINC221, FINC402; minimum 2.70 GPA in the major and 2.70 GPA cumulative.

French (FREN)

FREN111 Introduction to French  
This is a beginning language course in French for non-native speakers with a focus on workplace and social conversation. The course recognizes the practical importance of language with special emphasis on speaking skills. It assumes no previous knowledge of the language. Students learn basic vocabulary and structure by completing intensive listening and speaking classroom drills. Students also learn to practice and speak the language used in practical, everyday business situations. Students examine French business practices and culture as they apply to the diverse segments of French-speaking peoples.

FREN121 Intermediate French  
This is an intermediate language course in French for non-native speakers with a focus on workplace and social conversation. The course recognizes the practical importance of language with special emphasis on speaking skills. Students expand their basic vocabulary and grammar skills with emphasis on business communications. Students also learn to practice and speak the language used in practical, everyday business situations. Students examine French business practices and culture as they apply to the diverse segments of French-speaking peoples.

FREN131 Advanced French  
This is an advanced level language course in French for non-native speakers with a focus on workplace and social conversation. The course recognizes the practical importance of language with special emphasis on speaking skills. Students expand their basic vocabulary and grammar skills with emphasis on business communications. Students also learn to practice and speak the language used in practical, everyday business situations. Students examine French business practices and culture as they apply to the diverse segments of French-speaking peoples.

Prerequisites: FREN111 or equivalent

Freshman Seminar (FRSM)

FRSM100 Career and Education Transfer Seminar  
This course presents the skills needed for university success and initiates students to career planning and development. Students evaluate their abilities and interests in order to develop career goals and align these goals with an appropriate course of study. Through a career investigation project, students are introduced to research techniques. Students will work on academic skills necessary to complete university work successfully, such as critical thinking, study techniques, and test taking strategies. In addition, students are introduced to important dynamics of interpersonal communication and conflict resolution. The course also orients students to the University, to the Davenport University Excellence System, and to other elements of the Davenport curriculum. (This course is required for all new business and technology students, except those transferring in 30 or more semester credits.)

FRSM100S Career/Education Transfer Seminar  
This seminar is required of all students new to the University transferring 30 or more semester credit hours from another institution. It is also required for all students currently attending Davenport University who have converted to the new program but are not required to take FRSM100. The course serves to introduce students to the University, and to other elements of the Davenport curriculum necessary to complete their University career. In addition, this seminar will briefly introduce students to the research paper format adopted by the University, the American Psychological Association publication style.

Prerequisites: Transfer students only. Business and technology students will take FRSM100S.

Geology (GEOL)

GEOL120 Astronomy  
The general concepts of modern astronomy and cosmology are introduced in this class. Students will learn about the general structure of the Solar System including the distribution and physical characteristics of the Sun, satellites, planets, dwarf planets, and small solar system objects. The similarities and differences between the Earth and other astronomical bodies will be discussed. Theories will be debated concerning the origin and fate of the Universe, the Solar System and its place within the Universe, and the probability of life beyond Earth. Telescopes will be utilized to view objects within our Solar System.

GEOL125 Environmental Studies  
The relationship between humanity and the environment is introduced in this class. Students learn about the ecological issues of population growth, depletion of natural resources, global warming, biodiversity, and pollution. The likely impact of these problems upon the present and future generations is explored, as are possible solutions.

GEOL130 Geology of the Southwestern United States  
This is a field course. The majority of the instruction takes place off-campus. Students are introduced to the scientific field of geology and apply it through hands-on study in a field setting. Topics will include an overview of rock and mineral identification and formation, weathering and erosion, earthquakes, volcanism, erosion and depositional environments, surface water and groundwater studies and plate tectonics. Students will study these topics while hiking through the natural settings in which they exist and learn about the geologic history of the region(s). The majority of the course will be held in national parks within the southwestern United States.

GEOL140 Physical Geology  
Students are introduced to the scientific field of geology. Students also apply the scientific study of geology in a lab setting. The basic principles of biology, chemistry, mathematics and physics are integrated into a concise and straightforward application to the study of the Earth and earth processes. Topics will include an overview of rock and mineral identification and formation, weathering and erosion, earthquakes, volcanism, erosion and depositional environments, surface water and groundwater studies, and plate tectonics.

German (GRMN)

GRMN111 Introduction to German  
This is a beginning language course in German for non-native speakers with a focus on workplace and social conversation. The course recognizes the practical importance of language with special emphasis on speaking skills. It assumes no previous knowledge of the language. Students learn basic vocabulary and structure by completing intensive listening and speaking classroom drills. Students also learn to practice and speak the language used in practical, everyday business situations. Students examine German business practices and culture as they apply to the diverse segments of German-speaking peoples.
GRMN121 Intermediate German  
This is an intermediate language course in German for non-native speakers with a focus on workplace and social conversation. The course recognizes the practical importance of language with special emphasis on speaking skills. Students expand their basic vocabulary and grammar skills with emphasis on business communications.

Prerequisites: GRMN111 or equivalent

GRMN131 Advanced German  
This is an advanced level language course in German for non-native speakers with a focus on workplace and social conversation. The course recognizes the practical importance of language with special emphasis on speaking skills. Students continue to expand their vocabulary and their knowledge of German business cultures. Students advance in their knowledge of the German language used in practical, everyday business situations. Students will continue to focus on business communication and cultural practices in order to gain a well-rounded view of the many diverse segments of German-speaking peoples.

Prerequisites: GRMN121 or equivalent

Global Project Management (GPMT)

GPMT350 Principles of Project Management  
Students gain an essential understanding of the discipline and approach to the management of projects in a global environment. Topics explained include project definition, resource planning, project scheduling with Gannt charts, project control, as well as planning and scheduling with limited resources. Topics are explored from both a quantitative and qualitative perspective. Students learn and utilize project software throughout the course. Various techniques used in planning, scheduling, ROI, and controlling projects will be explored and applied through the use of simulations.

Recommended Prerequisites: BITS211 or MGMT211 and MATH320 or MATH312

GPMT385 Special Topics: Global Project Management  
This class presents a range of topics in project management and is conducted in an open forum discussion format with participation of corporate project managers as guest lecturers. Students learn how PM applies to a variety of industries and global environments. Specific topics include new technological advances, techniques and best practices that enhance the effectiveness of global project managers. Topics may alternate from year to year, but basic content includes managing people in a global environment, project planning and implementation, risk management and professional responsibilities.

Recommended Prerequisites: GPMT350

GPMT400 Resource Management of Projects  
This class delves into the financial management aspects of project management in a global environment by focusing on activity based forecasting, estimating, budgeting, determining earned value, risk management and cost associated with quality assurance. It also includes an in-depth use of MS-Project and explores other project management tools and methodologies used in managing global projects. This class is designed to provide students with a metric for an in-depth assessment of their desire and commitment toward pursuing a career in global project management in the beginning of their educational process.

Prerequisites: GPMT350

GPMT410 Global Sourcing for Projects  
This class provides students with an in-depth understanding of sourcing in a global environment. Students will develop global contracts and explore cultural and ethical differences of managing projects and contracts in a global environment. Pragmatic and dynamic regional, legal, cultural and ethical environments that affect sourcing decisions and management are reviewed. Upon successful course completion, students will have a solid basis of understanding of the requirements and challenges U.S. based corporate project managers face in negotiating and managing global contracts and projects.

Prerequisites: GPMT350

GPMT445 Simulation/Case Study in Project Management  
This class is an interactive learning-based course that brings global project management concepts together at an advanced level. Students will learn to link projects to overall corporate strategy, program budgeting, estimating, project portfolio, lifecycle management, financial decision making and project management. This course serves as an opportunity to apply all previous learned skills in a dynamic simulation and in-depth case analysis environment.

Prerequisites: GPMT400 and GPMT410

Health Sciences (HLTH)

HLTH100 Cardiopulmonary Resuscitation/First Aid  
This course provides the student with the skills of cardiopulmonary resuscitation (CPR) and relief of foreign body airway obstruction for victims of all ages, including ventilation with a barrier device, a bag-mask device, and use of an automated external defibrillator. Students who successfully complete the course, including the written American Heart examination and skills demonstration, will receive a BLS for Healthcare Providers Course completion card.

$40.00 fee is charged in this course. In addition, this course teaches how to manage illness and injuries in the first few minutes until professional help arrives. Course content includes general principles, medical emergencies and injury emergencies. Optional topics include environmental emergencies. Note: A grade of C or better is required to pass these courses successfully.

HLTH101 Introduction to Health Careers  
This course orientates the student to the Davenport University School of Health Professions (SOHP) programs. This course is also a primer regarding the importance of professionalism in health care and patient privacy including the Health Insurance Portability and Accountability Act (HIPAA), the use of universal precautions and the Occupational Safety and Health Administration (OSHA) requirements for the healthcare setting. In addition, this course also presents the skills needed for success in health care and initiates students to career planning and development. A review of the SOHP Student Handbook is included, as well as an introduction to the SOHP practicum and/or clinical professional practice experience. This course provides the opportunity to register and process the required Criminal Background Check (CBC) and Drug Screen (DS) of all School of Health Profession’s students. A $75.00 fee is charged in this course. Note: A grade of C or better is required to pass these courses successfully.

HLTH101S Introduction to Health Careers Seminar  
This seminar provides the opportunity to register and process the criminal background (CBC) and drug screen (DS) testing required of all School of Health Profession’s students. An introduction to the SOHP Student Handbook is included. A $75 fee is charged in this seminar. Note: This seminar is graded on a Pass/Fail basis. The School of Health Professions may require that a student repeat this course.

HLTH110 Medical Terminology  
This course introduces the concept of a system-based approach to learning the professional language of those who are directly or indirectly engaged in the healing arts. Word building through knowledge, use of prefixes, suffixes, root words, and combining forms is a central theme of this course. Spelling, pronunciation, abbreviations, medical symbols, and use of a medical dictionary are also emphasized. Note: A grade of C or better is required to pass this course successfully.

Prerequisite: ENGL109

www.davenport.edu 115
HLTH113 Stress Management for Life 3 CR
This course explores various techniques used to manage stress and promote personal health throughout life. Students will develop career skills useful for assisting health care clients in reducing stress. Various techniques that can be used in life to promote a sense of inner control and balance will also be provided.

HLTH120 Pharmacology 3 CR
This course focuses on the principles of understanding basic Pharmacology and the effects medications have on the body and disease. Names of the top fifty most commonly used medications, their classification, and side effects will be discussed. Safety with respect to calculation and administration of medications will be emphasized. Note: A grade of C or better is required to pass this course successfully.
Prerequisite(s): HLTH110 and BIOL120 or BIOL121/BIOL121L

HLTH127 Healthy Living 3 CR
This course explores the most recent, scientifically-based personal health information relevant to the entire lifespan. Students critically review health information from various sources and gain skill in analyzing their own health-related behaviors and attitudes. In the process, students learn strategies, techniques, and behaviors to optimize their own well-being and the well-being of their families.

HLTH130 Health Care Law and Ethics 3 CR
This course will provide the opportunity to explore basic law as it is applied to medical issues and the health care community. The student will be introduced to the concept of medical ethics and will explore the major ethical issues currently facing health care professionals, with an emphasis on maintaining the highest legal, moral, and ethical standards in their profession. Note: A grade of C or better is required to pass this course successfully.

HLTH202 Death and Dying 3 CR
This course examines issues and concerns involved in helping patients and family members facing the problems of facing illness and death. Students will be introduced to death-related issues for everyday life, including suicide, bereavement, euthanasia, and hospice care. Living will and advance directives are discussed. This course also examines current medical concerns regarding the care and treatment of a terminal patient.

HLTH205 Health Issues in African-American Communities 3 CR
This course examines critical health topics in the African-American community. The course further examines those factors that influence the health of African-Americans. Issues that will be explored include AIDS/HIV, alcoholism, cancer, chemical dependency, diabetes, heart disease, hypertension, and stroke in the African-American community.

HLTH270 Dimensions of Aging 3 CR
This course provides the basic knowledge in gerontological psychology and issues that concern the aging population. Students will discuss physical and mental issues of the aged. Other concerns of the aged, including social, financial, and support systems, will be identified.

HLTH303 Psychosocial Health Concerns 3 CR
This course provides an introduction to the psychosocial growth and development of the human being through life. Students will explore the interaction of the psychological and physiological growth and the particular health concerns that impact each stage of development. Students will be expected to develop the ability to formulate plans that assist in the resolution of health care problems that are impacted by psychosocial development.
Prerequisite(s): ENGL109

HLTH320 Public Health Perspectives 3 CR
This course provides the student with an increased understanding of the role of the health care professional within the larger public health system. The student will study the structure and function of the public health system at multiple levels. Synthesizing the didactic materials will allow the student to create proposals that address specific public health problems. Note: A grade of C or better is required to pass this course successfully.

HLTH381/382/383 International Health Care 3 CR
This course explores health care in an international context. Students learn about health care concepts while studying in another nation. Students reflect upon the health care practices of their country of study. This course may be tailored regarding content, time, and credit offered in accordance with a student’s international study and pending approval from the appropriate associate dean.

HLTH385 Special Topics: Looking Forward 3 CR
This course examines a specialized area of scientific study, focusing especially on recent trends in science. Students learn to analyze the effects these trends will have upon the structure and function of future societies. Topics may include genetic modification, “smart” environments, transportation, cybernetics, nanotechnology, information processing and security, recreation and “vices,” and new delivery systems for education, health care and consumer goods.

HLTH401 Health Care Research 3 CR
This course will provide the fundamentals of statistical analysis as it applies to health care research. The student in this course will also develop a fundamental understanding of the research process with emphasis on critical reading of published research. Note: A grade of C or better is required to pass this course successfully.
Prerequisite(s): MATH319

HINT110 Health Record Content 3 CR
This course introduces the student to the contents of the health record in paper- and electronic-based formats. The student will analyze, synthesize and evaluate the contents of the health record, gaining a detailed understanding of documentation requirements, health care data sets, data monitoring and compliance reporting, data definitions, vocabularies, terminologies, nomenclatures, and dictionaries. The student will comprehend the difference between data and information, classification systems and nomenclatures, and primary and secondary data sources. The student is introduced to HIPAA (the Health Information Portability and Accountability Act), legal and ethical issues pertaining to the contents of the health record, privacy, confidentiality, and security, and professional ethics. The student gains comprehension of health care information systems acquisition and evaluation, data integrity, data security, and work process design (ergonomics, equipment selection, etc.). Through hands-on experiences the student will gain a detailed understanding of health information specialty systems for release of information (ROI), coding, chart management, registries, etc. Note: A grade of C or better is required to pass this course successfully.
Co-requisite(s): CISP101 and HLTH110

HINT111 Medical Transcription I 3 CR
This course is an introduction to the medical transcription field. The student will learn to transcribe reports found in hospitals, doctors’ offices, clinics, and other medical facilities. Through a series of medical dictation tapes, the student is acquainted with the various types of reports required of medical offices and the format in which each of these reports must be prepared for the patients’ permanent records. Note: A grade of C or better is required to pass this course successfully.
Prerequisite(s): CISP101, HINT110, and a keyboarding skill of at least 25 words per minute or BITS101.

HINT201 Health Information Technology 3 CR
This course provides a detailed understanding of health information systems (administrative, patient registration, ADT, EHR, PHR, lab, radiology, pharmacy and others) commonly available and in use in U.S. health care delivery. An emphasis is placed on application of knowledge of document archival, retrieval, and imaging systems, screen design, data retrieval and maintenance, and data recovery and risk management. Students are provided an overview of commonly available software tools used in health care data processing today, including an introduction to encoding tools and computer-
assisted coding software and voice recognition technology, and sys-
tem architecture and design. Students are introduced to
Systematized Nomenclature of Medicine (SNOMED-CT), including a
brief overview of its role in the health care delivery system as the
basis for an electronic health record. Note: A grade of C or better
is required to pass this course successfully.

Prerequisite(s): HINT110

HINT212 Medical Transcription II 3 CR
This course is a continuation of HINT112, using advanced medical
transcription reports found in hospitals, doctors’ offices, clinics, and
other medical facilities. A variety of medical specialties and precise
medical and surgical terms, as well as foreign accents and dialects,
are studied. Emphasis is placed on increased production as well as
accuracy. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): BIOL120 and HINT111

HINT213 Medical Transcription III 3 CR
This course is a continuation of HINT212, with an emphasis on
expanding the use of medical language, improving accuracy, and
meeting the highest levels of productivity. A variety of medical spe-
cialties and precise medical and surgical terms, as well as foreign
accents and dialects, are studied. Note: A grade of C or better is
required to pass this course successfully.

Prerequisite(s): HINT212

HINT221 ICD-9-CM Coding 4 CR
This course introduces students to the International Classifica-
classification system, volumes 1, 2 and 3. Students gain a detailed
understanding of the Official ICD-9-CM Guidelines for Coding and
Reporting and apply these guidelines in a structured context for
accurate ICD-9-CM code assignment. Emphasis is also placed on
knowledge and content of coding compliance. Students gain under-
standing of data quality. Students are introduced to ICD-10-CM and
ICD-10-PCS and compare and contrast ICD-9-CM and ICD-10-CM and
-PCS code assignments and conventions at an introductory level.
Students are introduced to other classification systems, such as
DSM-IV, ICD-O. Within this course students have hands-on exposure
to computerized encoding systems. Note: A grade of C or better is
required to pass this course successfully.

Prerequisite(s): BIOL131 and HINT110

HINT222 Procedural CPT/HCPCS Coding 3 CR
This course introduces students to the Current Procedural
Terminology, 4th Edition (CPT-4) and Health Care Common
Procedural Coding System (HCPCS) Level II coding systems.
Students interpret and comprehend principles and applications of
these two coding systems for accurate code assignment. Emphasis
is also placed on knowledge and content of coding compliance.
Within this course students have hands-on exposure to computer-
ized encoding systems. Note: A grade of C or better is required to
pass this course successfully.

Prerequisite(s): HINT110 and BIOL120

HINT223 Advanced Coding 4 CR
A continuation of HINT221 and HINT222, this course emphasizes
case studies using more complex code assignments with ICD-9-CM,
CPT-4 and HCPCS Level II coding systems. Students apply the use
of Prospective Payment Systems (including DRGs and APCs) and
payment systems for professional fee billings (including RBRVS and
ASC examples). Students are introduced to crosswalks and maps
used in the clinical coding process. Students gain a detailed under-
standing of severity of illness systems and case-mix analysis.
Students have extensive hands-on exposure to computerized cod-
ing systems. Note: A grade of C or better is required to pass this
course successfully.

Prerequisite(s): HINT221 and HINT222

HINT251 Health Care Reimbursement Applications 3 CR
This course continues with computer applications in facility claims
processing and in physician billing for health care carriers such as
Blue Cross/Blue Shield, HMOs, Medicare, Commercial, Worker’s
Compensation, Disability, and the Federal Employees’ Program.
Current hospital and physician software packages will be used.
The course provides a “hands-on” approach in which students will learn
all formats and techniques necessary in the claims process for hospi-
tals, nursing homes, freestanding facilities, rehabilitation centers, and
physician offices. Note: A grade of C or better is required to pass
this course successfully.

Prerequisite(s): ILMTH110, HINT221, HINT222, and HSAD250

HINT290 Medical Coding Practicum 4 CR
This course is the professional practice experience (PPE) for the
medical coding diploma and the first PPE for the health information
technology and the health information management degree pro-
grams. Coding practice in either a health care setting or simulated
health care setting will be provided (requiring at least 120-180 hours
hands-on experience per semester). Hands-on experience in com-
puterized encoding systems will be conducted in the computer lab.
Practice coding as it interfaces with reimbursement methodologies
will be included in this course. This course provides professional
practice experience in medical coding with respect to and review of
the revenue cycle. Students successfully completing this course are
academically prepared for the CCA (Certified Coding Associate) cer-
tification exam through the American Health Information
Management Association (AHIMA). Note: This course requires lec-
ture and PPE each week. To meet course requirements the student
will be required to be available during normal business hours (i.e.
8:00 a.m. to 5:00 p.m.) for site visits, conduct of professional
interviews and field trips. A grade of C or better is required to pass
this course successfully.

Prerequisite(s): HINT223, HSAD250 and must have Program
Coordinator approval

HINT295 Health Information Technology Practicum 4 CR
This course is the final professional practice experience (PPE) for the
Associate of Applied Science degree in Health Information
Technology and the second PPE in the health information manage-
ment degree program. Supervised professional practice projects will
be structured to allow students to provide learning experiences in
the health information management department of a hospital and in
other health care facilities (requiring at least 120-180 hours hands-on
experience per semester). Principles of health information technolo-
gy will be applied through observation and participation in a variety
of medical record functions. The major emphasis is on the acquisi-
tion of knowledge, analysis of technical procedures and develop-
ment of skills for the performance of those technical procedures.
This course will provide professional practice experience and as a
review session for the Registered Health Information Technology
Examination. Note: This course requires lecture and PPE each week.
This course may require student travel. To meet course require-
ments the student will be required to be available during normal
business hours (i.e. 8:00 a.m. to 5:00 p.m.) for site visits. A grade of
C or better is required to pass this course successfully.

Prerequisite(s): Last semester; major courses complete and must
have Program Coordinator approval. Students may take HINT290
concurrently.

HINT350 Clinical Information Systems 3 CR
The application of clinical systems will be discussed and demonstrat-
ed, including clinical decision support systems, electronic health
records and other computer based health records systems, nursing
management systems, ancillary service systems, patient data bases
(private practice and facility) at point of service, master, and enter-
prise levels. Planning and evaluation (including financial capital and
operating and regulatory matters affecting clinical information sys-
tems) are considered. Strategies and theories for user perform-
ance management in the clinical setting are discussed. Note: A grade of C
or better is required to pass this course successfully.

Prerequisite(s): CIS1501 or BIST105
HINT385 Current Topics Health Information Management 3 CR
This seminar course will discuss contemporary issues aimed at improving the strategic alliance of business decision-making and information systems in health care organizations. The governance structure of IT within an organization and current consumer trends in health care will be discussed. Note: A grade of C or better is required to pass this course successfully.

Co-requisite(s): HINT400
Prerequisite(s): HINT350

HINT400 Management Information Systems 3 CR
This course will concentrate on concepts related to information systems resource management, cost/benefit analysis, overview of information systems topology, technology assessments and strategic planning of information systems. Application of the concepts will be presented in terms of systems theory, hardware requirements, personnel requirements, vendor negotiations, software, database, telecommunications, and use of the internet. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): HINT350, CISP247 or BITS212, and MGM211 or HSAD211

HINT495 Health Information Management 3 CR
This course is the capstone professional practice experience (PPE) in the Health Information Management baccalaureate degree program. This course integrates the theoretical and technical content of the health information management courses. Ethical considerations health information management and information management support for biomedical research are also discussed. Concepts are integrated and applied through the analysis of case studies and the completion of a capstone project, designed by the student, supporting a local HIM community of interest. Note: This course may require student travel. To meet course requirements the student will be required to be available during normal business hours (i.e. 8:00 a.m. to 5:00 p.m.) for site visits. A grade of C or better is required to pass this course successfully.

Prerequisite(s): Last semester; all major courses complete; may be taken with HINT385. Enrollment and capstone project have Program Coordinator approval.

Health Services Administration (HSAD)

HSAD200 Health Care Delivery Systems 3 CR
This course provides the student with the knowledge and content of health care organizations and the organization of health care delivery. Students gain comprehension of health care providers and disciplines and payment and reimbursement systems and a detailed understanding of external standards, regulations, and initiatives (licensure, certification, accreditation, HIPAA, etc...). In this course students gain understanding and apply knowledge of health care statistics and research through study of indices, databases, and registries, vital statistics, health care and descriptive statistics, data selection, interpretation and presentation, and information research techniques. The course requires that the student compute health care statistics: a solid foundation in Algebra is required. Note: A grade of C or better is required to pass this course successfully.

Co-requisite(s): HINT710
Prerequisite(s): MATH 030 or COMPASS Algebra score of 46 or better

HSAD210 Quality Assurance Health Care 3 CR
This course is an introduction of the methods to define, implement, and monitor total quality management in health care. The principles of the quality assessment process and risk management will be emphasized. The course will provide an opportunity for the student to gain skills in collecting and analyzing data through a team approach. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): HSAD 200

HSAD211 Health Care Management Foundations 3 CR
This course provides a foundation in management principles with special application and focus on the health care industry. The course will focus on organizational resource management in the health care industry, including human resource management, financial and physical resource management, strategic planning and organizational development. The social, environmental, and political factors that impact the health care environment will be identified. Using the 8-step case analysis process from the American Management Association, proper case analysis will be applied through the discussion of various health care management-related situations. Note: A grade of C or better is required to pass this course successfully.

Co-requisite(s): ENGL110

HSAD250 Introduction to Reimbursement Systems 3 CR
This course is an introduction to health care reimbursement systems found in medical offices, physician medical specialties, ambulatory service locations and hospitals. Students gain a detailed understanding of third party payers, payment methodologies (managed care, capitation, prospective payment systems, fee schedules, etc.), and chargemaster content and maintenance. Students acquire knowledge of health claims processing procedures and regulatory guidelines and compliance. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): ENGL109 and MATH030 or COMPASS Algebra score of 46 or better

HSAD259 Medical Office Applications 3 CR
Students will master the administrative duties of medical office management. This course will include communication skills both verbal and non-verbal, computerized office management, scheduling, accounting, practices, financial management, third party billing and reimbursement, and daily operations. Note: This course requires two hours of lecture and two hours of lab per week. A grade of C or better is required to pass this course successfully.

Prerequisite(s): CISP101 and HLTH110

HSAD295 Claims Management Practicum 4 CR
This practicum experience for the Associate of Applied Science Degree in Health Insurance Claims Management allows the student to demonstrate and integrate the skills of medical claims management including the submission of clean claims, policy and procedure maintenance, demonstration of reimbursement methodologies for major third-party and private payers in any healthcare setting, accumulate diagnostic and procedural code selection, and application and promotion of ethical standards of practice. The students will gain hands-on experience in a medical claims processing environment in which they will perform under the supervision of a senior staff member. The experience can be obtained in hospitals, physician offices, or ambulatory settings. In addition, the students will be involved in classroom activities that include writing, presentations, and group discussions. Note: This course requires lecture and PPE each week. To meet course requirements the student will be required to be available during normal business hours (i.e. 8:00 a.m. to 5:00 p.m.) for site visits. A grade of C or better is required to pass this course successfully.

Prerequisite(s): Last semester; major courses complete or taken concurrently and must have Program Coordinator approval.

HSAD301 Cultural Issues in Health Care 3 CR
This course introduces the student to the dimensions and issues involved in caring for people from diverse cultural backgrounds. Emphasis will be on the health care delivery issues, beliefs, religious, and ethnic differences of people from various cultures who are consumers of health care. Note: A grade of C or better is required to pass this course successfully.

Co-requisite(s): HINT220

HSAD302 Regulations in Health Care 3 CR
This course examines the regulations that affect health care. The relationship between local, state, and federal regulations and the management of health care facilities will be discussed. The course will also review the multiple accreditations and credentialing...
processes that a health care organization needs or finds valuable to its operations. Note: A grade of C or better is required to pass this course successfully.

**HSAD320 OSHA for Health Care** 3 CR
This course orientates the student to OSHA policies, procedures, and standards with an emphasis on those that are most applicable to the health care setting, including blood-borne pathogens, needle-stick prevention, respiratory protection, ergonomics, healthcare lifting, hazardous materials, emergency planning and recordkeeping. Note: A grade of C or better is required to pass this course successfully.

**HSAD381/382/383 International Admin Health Care Services** 3 variable CR
This course explores administrative health care services in an international context. Students learn about administrative health care services concepts while studying in another nation. Students reflect upon the administrative health care services practices of their country of study. This course may be tailored regarding content, time, and credit offered in accordance with a student's international study and pending approval from the appropriate associate dean. Note: A grade of C or better is required to pass this course successfully.

**HSAD402 Health Care Risk Management** 3 CR
In this course the student will examine issues related to risk management in health care. The methods to identify risk factors for the purpose of minimizing the potential for health care liability will be explored. In addition, students will analyze the role of the patient in self determination of care. The course will include the student designing a risk management program consistent with current risk management trends. Note: A grade of C or better is required to pass this course successfully.

**HSAD403 Health Care Economics** 3 CR
This course introduces the student to the fundamental concepts of microeconomic theory and the relationship of these concepts to the health care industry. Included in the concepts are supply and demand with consumer choice, allocating resources in the health care industry, health care information and advertising, private insurance, technology and cost of health care, labor issues, types of health care firms, social security programs, government intervention and regulation, and comparative health care systems. The course will stress the costs and benefits of private and government sponsored health care programs. Note: A grade of C or better is required to pass this course successfully.

**HSAD405 Health Care Human Resources** 3 CR
This course explores modern theories of wage, salary, and benefit administration in the health care industry, examines various methods for "right-sizing," reviews changes in job descriptions and job skill requirements, and examines techniques to retain those individuals displaced through process re-engineering review. Emphasis is placed on the unique nature of human resources in health care with regard to professional recruitment, licensing requirements, and external accreditation processes. Students will benefit from gaining experience in human resources considerations as they pertain to the health care environment. Students will gain tools of analysis that will allow them to evaluate the current and future human resource needs of their organization and develop approaches to satisfy them. Note: A grade of C or better is required to pass this course successfully.

**HSAD410 Principles of Long Term Health Care** 3 CR
This course discusses long-term care services, personnel, and the roles of the administrator. An emphasis is placed on organizational management and operations control. In addition, resident care issues, federal and state regulations, and licensing and certification will be addressed. Note: A grade of C or better is required to pass this course successfully.

**HSAD420 Governance in Health Care** 3 CR
This course provides the student with the principles of best practices and models associated with strong health care governance. Students will discuss the complexity of issues of labor, technology, ethics, and processes that collide with serving the entire population in a health care organization managerial role. Note: A grade of C or better is required to pass this course successfully.

**HSAD435 Practice Management** 3 CR
This course examines topics essential for preparing a career in medical administration, practice management, or health plan administration. An analysis of medical practice operations, financial management, strategic planning, regulation and risk management, human resources, and community relations are included. Note: A grade of C or better is required to pass this course successfully.

**HSAD495 Health Services Administration Practicum** 4 CR
This course provides an opportunity for the student to demonstrate the ability to administer a program in a health care environment. This course offers working experience of a non-clinical nature. As one requirement of the course, the student will complete a project identified by the preceptor in that setting to provide the student with an understanding of the role of a manager. The student will complete an extensive report that explains the project and the research conducted and present the results orally and in writing. This will be the practicum experience for the bachelor's degree in Health Services Administration. Note: This course requires one hour of lecture and eight hours of clinical per week. To meet course requirements the student will be required to be available during normal business hours (i.e. 8:00 a.m. to 5:00 p.m.) for site visits. A grade of C or better is required to pass this course successfully.

**History (HIST)**

**HIST111 Early World History** 3 CR
This course examines the history of world civilizations, from the beginnings of history in the Ancient Near East through the Renaissance, with a special emphasis on the ways that the events of the past shape the present and future. Students will learn about the historical causes and effects that accompany the rise and fall of world civilizations. Students will also learn about individuals who changed history. In addition, students will analyze the achievements of world civilizations, both Western and non-Western. The impact of ideologies and environmental crises will be put into perspective.

**HIST112 Modern World History** 3 CR
This course examines the history of the modern world from the Renaissance through the present, with a special emphasis on the ways that the events of the past shape the present and future. Students will analyze the achievement of modern and post-modern world civilizations within the context of exploration, colonialism, independence movements, the new world order, and the increasing destructiveness of warfare. Population increase, ethnic solidarity, religious divisiveness, technological advances, and the rise and fall of ideologies are examined.

**HIST211 Early United States History** 3 CR
This course teaches a survey of the history of the United States from pre-history through the Reconstruction period. Students will learn the foundations of democracy, including the development of the Constitution, and how the principles of the Declaration of Independence were tested by the Civil War. Students will learn how the Reconstruction period set the stage for civil rights abuses that persisted long after it.
HIST212 Modern United States History  
This course teaches essential concepts of U.S. history from the end of Reconstruction through the growth of modern America. Students learn how the United States came to prominence as a world power through the events of the two world wars. Students will also learn the genesis of world events leading to September 11, 2001, and will evaluate future directions in the light of the past.

HIST385 History Special Topics  
This course explores historical phenomena in various socio/political contexts. Students learn in depth the significance and implications of events and the importance of individuals and groups. Students also learn about the impact of historical events on the present and the future.

Honors Projects (HNRS)

HNRS301-306 Honors Accountancy Projects  
This is an experiential and empirical project-oriented course that prepares the honors student to be a leader in the accounting industry. Honors students will utilize accounting, technological, and professional presentation skills in industry, professional organizations, and community settings. An Honors Accountancy Project will be required in six semesters of the student’s Honors Professional Accountancy degree program as directed by the faculty mentor. This course meets on a prearranged schedule with the faculty mentor and is graded on a P/NS no credit basis.

HRMG213 Human Resource Management  
This course is an overview of the responsibilities of a human resource management department in a business setting. The elements of job analysis, recruitment, selection, training and assessment, are described. Additionally, compensation and benefits administration, labor relations and the legislative and legal decisions affecting human resource policy are explored. Various workplace situations are examined through the use of problem solving exercises and discussion.

HRMG313 Staffing Organizations  
This application-based course provides students with an in-depth view of the total selection process, based on a broad definition of selection. Specific topics covered include establishing the selection criteria, recruiting a qualified pool of applicants, evaluating applicants relative to selection criteria that is reliable and valid measurements. Emphasis is placed on the reliability and validity of various selection methods to insure regulatory compliance.

HRMG314 Managing Change in Organizations  
Students learn to recognize and analyze the disruptive environmental and internal forces that mandate organizational change. Through the analysis and synthesis of case exercises, students learn how to create the communication and implementation plans necessary to ensure that change is executed effectively while creating a culture that supports a Learning Organization.

HRMG330 International Human Resource Management  
This case study course places international human resource management in its broader context of multicultural management, organizational behavior, strategic planning, international negotiations as well as ethics and social responsibility. Students explore international staff structures, expatriate practices and compensation as well as the skills necessary for international decision making through numerous simulations, exercises and projects.

HRMG350 Training for Organizations  
This course is designed to provide students with a solid understanding in the fundamentals of training and development. Students are exposed to the training process, from needs assessment to training methods and the role of evaluation. With the use of a case analysis approach students examine the broadening role of training in assisting organizations in the achievement of business goals. Other topics of study include: e-learning and technology, special challenges in today’s workforce and the future of training and development.

HRMG401 Human Resource Management for Entities  
This public sector personnel management course examines a variety of human resource topics within the structure of public employment and unionization. Specific topic areas include contract negotiations, collective bargaining, arbitration, employee dissatisfaction, promotion testing, discipline, remediation strategies, recruiting, selection, professional development of employees and organizational barriers to advancement.

HRMG431 Negotiation and Dispute Resolution  
This course analyzes conflict in business and develops new approaches to negotiating with people from both similar and different backgrounds. Many dimensions of negotiation are discussed including interpersonal, organizational, collective bargaining, and cultural dynamics. Students review strategies in various conflicting situations including cooperative, competitive, and labor relations.

HRMG433 Compensation Administration  
Students obtain an in-depth view of the total compensation system. They design, develop, and implement a complete compensation system, the aspects of which include establishing the compensation objectives, analyzing and evaluating jobs, establishing the organization’s pay policy relative to the external labor market, and utilizing the compensation system to adjust employee wages and benefits. Emphasis is placed on balancing internal consistency and external competitiveness, while equitably rewarding individuals’ contributions. The complete employee benefits package will be examined, including many non-wage elements such as health care, defined contribution plans, child care, etc. Compensation options to be explored will include wages, commissions, group and individual incentives, bonuses, stock options, pay for performance plans, international pay systems benefits, and executive payment packages. Note: A grade of C or better is required to pass this course.

HRMG453 Strategic Human Resources  
Students will gain knowledge of the strategic relationship between the various Human Resource functions and the strategic business goals of the organization. The various interdependencies between the Human Resource function and the other divisions of the organization are given an in-depth analysis using case studies. Strategic recommendations developed from the case materials will focus on the interdependencies as they relate to managing change, mergers and acquisitions, workforce planning, compensation and managing a global workforce.

HRMG490 Human Resource Management Internship  
This bachelor-level Human Resource Internship is the integration of previous classroom instruction with new learning accrued through on-the-job work experience. The employment placement and total experience must be within the field of human resource management with all direction given from within the human resource department of an organization. Furthermore, the placement site supervisor must be a working professional within the human resource department. In general, 150–200 hours of human resource management work time is required at the employment site and evidenced by weekly reports filed by the student. Students are given information concerning
Information Assurance and Security (IAAS)

IAAS221 Security Foundations 3 CR
This course will provide an overview of information security from both the perspectives of the organization and that of personal computing. Topics include security management practices, physical security, security architecture, business continuity and disaster recovery planning, access control systems, security controls, cryptography, telecommunications and network security, operations security, law and ethics, and personal computer security.
Prerequisite(s); HRMG499

IAAS222 Biometrics Fundamentals 3 CR
This course will present an overview of Biometrics, including fingerprint, iris, facial, vocal, and retinal identification techniques. Topics covered will include Biometrics science and E-authentication in the form of person-to-machine, machine-to-person, person-to-person, and machine-to-machine. The accuracy and applications of Biometrics and common techniques for compromising Biometrics tools will also be introduced.
Prerequisite(s); IAAS221 or IAAS224

IAAS223 Applicable Biometrics 3 CR
This course will present an overview of the applications of Biometrics to security, including Biometrics in support of Homeland Security and Priorities for DoD Biometrics. Topics will include the application of Biometrics in volume commercial and consumer markets, and airport access control. Learning will include hands-on applications of current Biometric technologies.
Prerequisite(s); IAAS222

IAAS224 Implementing Network Security 3 CR
This course will provide hands-on, practical techniques for implementing security in today’s environment. The current risks and threats to an organization's data, along with methods of safeguarding this data, will be discussed. Students will build on previous knowledge to implement basic security services on any type of computer network. This course prepares students for the CompTIA Security+ exam.
Co-requisite(s); NETW141
Prerequisite(s); NETW111 or NETW220

IAAS244 MS Implementing Security 3 CR
The course covers the skills necessary to implement, manage, maintain and troubleshoot security in a Windows Server network infrastructure. The course will also include planning and configuring a Windows Server Public Key Infrastructure (PKI). This course includes extensive use of hands-on exercises.
Prerequisite(s); NETW141

IAAS245 Disaster Recovery 3 CR
This course will provide an overview of characteristics of disasters, their impact on population, infrastructure, economy, and disaster management cycle. Topics include the role, organization, and management of business continuity planning in surviving the impact of disaster, continuing to operate to serve clients or customers, and rapidly recovering to full operations. Other areas of interest include the business impact analysis process, how to manage it, and how to use the analysis as the first step in continuity plan development.
Prerequisite(s); IAAS221 or IAAS224

IAAS315 Cisco Network Security I 3 CR
This course focuses on the overall security processes in a network. Particular emphasis will be on hands-on skills in security technologies, firewall design & installation, and implementing AAA using routers and firewalls. Note: A grade of C or better is required to take the next course in the sequence.
Prerequisite(s); NETW212 or CCNA Certification

www.davenport.edu 121
IAAS316 Cisco Network Security II 3 CR
This course continues from IAAS315 in examining the overall security process in a network. Particular emphasis will be on hands-on skills in Security policy design and management, Intrusion Prevention (IPS) implementation, and VPN implementation using routers and firewalls.
Prerequisite(s): Completion of IAAS315 with a C grade or above

IAAS321 Securing the Infrastructure 3 CR
This course covers those skills necessary to further protect the network infrastructure. Topics covered include advanced TCP/IP, IPSec, securing routers and Windows and Linux computers. Also covered are contingency planning and understanding attack techniques. This course prepares students for the Security Certified Professional (SCP) Hardening the Infrastructure exam.
Prerequisite(s): IAAS224

IAAS322 Network Defense/Countermeasure 3 CR
This course covers the technologies required to defend a network. Topics covered will include implementing of firewalls, VPNs and intrusion detection systems, performing a risk analysis, and managing security policies. This course prepares students for the Security Certified Professional (SCP) Network Defense and Countermeasures exam.
Prerequisite(s): IAAS321

IAAS325 Wireless Networking and Security 3 CR
This course covers the wireless technologies in the networking industry. Topics covered will include planning, installing, configuring, and securing wireless networks. Physical-layer wireless hardware will be examined. Hands-on exercises will reinforce the implementation and troubleshooting of wireless networks.
Recommended Prerequisite(s): NETW101 or NETW220
Prerequisite(s): NETW101

IAAS326 Biometrics Spoofing 3 CR
This course will cover user credential hardening through keystroke dynamics. Topics will include spoof detection tools, liveness validation, and spoofing techniques, including gummi fingerprints, contact lenses fake iris, and video clip fake face. Hands-on learning will include anti-spoofing and other technology countermeasures.
Prerequisite(s): IAAS223

IAAS330 Information Warfare and Security 3 CR
This course will provide a comprehensive and coherent treatment of offensive and defensive information warfare. Topics include the theory and methodology of offensive and defensive information warfare that explains and integrates, within a single framework, operations involving diverse actors and media, threats and examples of incidents, information warfare technologies and their limitations, and the limitations of defensive technologies.
Prerequisite(s): IAAS221 or IAAS224

IAAS331 Database and Distributed Systems 3 CR
This course covers Database management security issues such as securing the DBMS, enforcing access controls, backup and recovery, and related issues. Topics will include designing a database solution, creating databases, data types and tables, constraints, triggers, and aggregation and grouping.
Prerequisite(s): CISP247 and IAAS221 or IAAS224

IAAS332 Authentication and Audits 3 CR
This course concentrates on the tools necessary for protecting user accounts and strengthening authentication. Topics include establishing secure account usage, monitoring and disabling accounts, controlling root access, and auditing user activity. Prerequisite(s): IAAS221 or IAAS224

IAAS340 Biometric ID and Privacy Laws 3 CR
This course will cover privacy laws in connection with biometric identification in the U.S. and in the rest of the world. Topics will include travel documents, e-passports, and next generation identity authentication. Biometric standards as established by the National Institute of Standards and Technology, privacy and interoperability, and will also be covered.
Prerequisite(s): IAAS223

IAAS350 Credential Hardening 3 CR
The course will focus on Image Processing and its applications to Fingerprint, Face and Iris Biometric ID. Pattern Recognition and Statistical Decision Making techniques will be covered. Topics will include 2D & 3D face recognition, RFID imbedded credentials, transaction systems, and identification of humans, machines and data.
Prerequisite(s): IAAS223

IAAS421 Computer Forensics 3 CR
This course will cover the tools and methods used to conduct computing investigations. Students will be guided toward becoming a skilled computer forensics investigator. Topics covered include computer forensic tools, digital evidence controls, data acquisition, e-mail investigations, and writing investigation reports.
Prerequisite(s): NETW201 and IAAS221 or IAAS224

IAAS425 Biometric Security Architectures 3 CR
This course will cover the principle, process, hardware used and issues for the different biometric methods like finger, facial, iris, voice, hand and retina. Topics will include the different biometric applications and architectures associated with processes for biometrics and physical access.
Prerequisite(s): IAAS350

IAAS446 Advances in Biometric Technologies 3 CR
This course will examine trends in end user solutions for adopting multiple authentication methods, including both biometric hardware and software solutions, to ensure a higher-level security environment. Topics will include fingerprint Smart-cards, and the current Biometrics R&D Portfolio including the National Institute of Justice, FBI & NIST.
Prerequisite(s): IAAS350

IAAS481 Information Security and Assurance 3 CR
This course will provide an introduction to the different technical and administrative aspects of Information Security and Assurance. Topics will include inspection and protection of information assets, detection of and reaction to threats to information assets, examination of pre- and post-incident procedures, technical and managerial responses, and an overview of the Information Security Planning and Staffing functions.
Prerequisite(s): IAAS350 or IAAS224 or a Bachelor Degree and permission from associate dean

IAAS482 Vulnerability Assessment 3 CR
This course will provide methodologies for prioritizing information assets and threats to information assets. Topics will include risk analysis, architecture components of an incident response plan, legal and public relations implications of security and privacy issues, and the framework of a disaster recovery plan. Other areas of interest will include identifying explicit weaknesses and strengths of the security of various networking operating systems, discovering and recommending corrections to known vulnerabilities in network infrastructures, and recommending systems for the physical hardening of popular network components.
Prerequisite(s): IAAS481

IAAS483 Prevention, Detection Processes 3 CR
This course will apply the framework for a disaster recovery plan. Topics will include developing enterprise and issue-specific security policies, design and implementations of a security infrastructure, and identifying a security team. Further areas of interest include the process of selecting necessary security personnel, recommending auditing components and goals of an information system for security, and designing a comprehensive disaster recovery/business continuity plan.
Prerequisite(s): IAAS481

IAAS490 Information Assurance and Security Internship 3 CR
This bachelor-level Information Assurance and Security Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student's
Japanese (JAPN)

JAPN111 Introduction to Japanese 3 CR
This is a beginning language course in Japanese for non-native speakers with a focus on workplace and social conversation. The course recognizes the practical importance of language with special emphasis on speaking skills. Students learn basic vocabulary and structure by completing intensive listening and speaking classroom drills. Students also learn to practice and speak the language used in practical, everyday business situations. Students examine Japanese business practices and culture as they apply to the diverse segments of Japanese-speaking people.

JAPN121 Intermediate Japanese 3 CR
This is an intermediate language course in Japanese for non-native speakers with a focus on workplace and social conversation. The course recognizes the practical importance of language with special emphasis on speaking skills. Students expand their basic vocabulary and grammar skills with emphasis on business communications. Students expand their knowledge of the Japanese language used in practical, everyday business situations; students continue examining Japanese business practices and culture as they apply to the diverse segments of Japanese-speaking people.

JAPN131 Advanced Japanese 3 CR
This is an advanced level language course in Japanese for non-native speakers with a focus on workplace and social conversation. The course recognizes the practical importance of language with special emphasis on speaking skills. Students continue to expand their vocabulary and their knowledge of Japanese business culture. Students advance in their knowledge of the Japanese language used in practical, everyday business situations. Students will continue to focus on business communication and cultural practices in order to gain a well-rounded view of the many diverse segments of Japanese-speaking people.

Legal Issues/Law (LEGL)

LEGL101 Introduction to Paralegal Studies 3 CR
Students are introduced to basic legal vocabulary, the federal and state court systems, and the ethical responsibilities of a paralegal/legal assistant. They also become familiar with the paralegal's role in a variety of law-related working environments.

LEGL204 Family Law 3 CR
Students are introduced to the practical skills required of paralegals in divorce, paternity, child protection, guardianship, and other proceedings. Special emphasis is placed on interviewing, investigation, file organization, and drafting documents in preparation for litigation in each of these subject areas.

LEGL210 Business Law Foundations 3 CR
This survey course covers the fundamental principles of business law, including the legal system, dispute resolution, government regulation, and crimes affecting business, contracts, sales, and agency. A digest of cases is used to encourage analytical thinking.

LEGL211 Criminal Law 3 CR
This course examines Criminal Law in the United States, with an emphasis upon its basic functions and principal components. The substantive elements of crimes and defenses are explored along with an examination of the impact of crime on society. Note: must receive a grade of C or better to sit for the State of Michigan Civil Service Exam for Corrections Officer

LEGL212 E-Commerce Law 3 CR
Students study the legal issues pertaining to the conduct of business on the World Wide Web. Among the subjects studied are emerging e-business issues, intellectual property rights, information privacy, electronic signatures, taxation and venue issues, and cyber torts and cyber crimes.

LEGL213 Torts 3 CR
Students are introduced to areas of liability law commonly encountered by individuals and business as well as to the methods of liability avoidance. Topics covered include intentional torts, negligence, strict liability, product liability, malpractice, premises liability, drams shop, consumer protection, and other areas of tort liability.

LEGL214 Legal Research and Writing 3 CR
Students are introduced to the published sources of law and research strategies utilized to efficiently discover the current state of the law, including reconciliation of inconsistencies in the law. Legal writing, including proper citation form, is emphasized. Students are also exposed to various forms of electronic legal research.

LEGL215 Litigation 3 CR
This course is designed to familiarize paralegals with the basic requirements of the Michigan Rules of Court and the litigation process. The purpose is to enable them to assist the attorney in preparation of legal papers and documents in a timely and comprehensive manner.

LEGL220 Computers for Paralegals 3 CR
This course provides an introduction to computer technology and its application within law firms and other entities engaged in the practice of law. It covers the use of computers in paralegal functions including litigation support, case management, and legal office management applications.

www.davenport.edu 123
LEGL230 Constitutional Law/Civil Liberties 3 CR
This practical applications-based course provides an overview of the laws governing the rights of individuals and governments under the U.S. Constitution. Particular attention is given to the U.S. Supreme Court cases and decisions that impact the duties and responsibilities of public safety and security managers. Note: must receive a grade of C or better to sit for the State of Michigan Civil Service Exam for Corrections Officer.
Co-requisite(s): ENGL110
Prerequisite(s): PSMG102 or LEGL101

LEGL290 Paralegal AS Internship 3 CR
This course provides an on-the-job experience in the day-to-day routine and operation of a law office or other legal setting. To receive credit, students are required to complete a 150 hours of work at an approved internship site. Note: A Criminal Background check and drug screening may be required by the Internship site. A grade of C or better is required to pass this course successfully. Prerequisite(s): All required law classes or taken concurrently. A minimum 2.3 G.P.A. in the major area of study is required

LEGL300 Evidence and Criminal Procedures 3 CR
This application-based course examines procedural and evidentiary rules and cases relating to admissibility of criminal evidence. Students are introduced to preparing and filing documents involved in criminal litigation from initial client contact through sentencing and appeal. Prerequisite(s): LEGL101 and LEGL211

LEGL301 Business Organizations 3 CR
Students are introduced to legal problems encountered in business formation, operation, and acquisition, including the law concerning sole proprietorships, general and limited partnerships, corporations, and limited liability companies. They are also introduced to related business law concepts. Co-requisite(s): LEGL210
Prerequisite(s): LEGL101

LEGL302 Real Estate & Probate Law 3 CR
Students are introduced to the process of estate planning, from initial client contact to asset identification and appraisal through drafting of estate planning documents, including wills and living trusts. They perform tasks, including document preparation and filing, required by various types of probate proceedings. Students also draft various documents used in real estate transactions. Prerequisite(s): LEGL101

LEGL303 Bankruptcy Law 3 CR
This course is a study of bankruptcy concepts relating to consumer bankruptcy filings under Chapters 7 and Chapter 13 of the Bankruptcy Code. The course focuses on practical aspects of bankruptcy practice, including drafting of forms and other documents. Prerequisite(s): LEGL101

LEGL320 International Business Law 3 CR
This course provides a general introduction to the international legal environment affecting Americans doing business with foreign nationals, whether in the United States or abroad. Students develop an understanding of the legal environment and the most common problems experienced in international business transactions; learn a conceptual framework to understand the legal dynamics experienced in the international business arena; and develop an awareness of methods used to resolve international business disputes. Prerequisite(s): LEGL210 and BUSN225

LEGL330 Interviewing and Investigation 3 CR
An in-depth study of the principles, methods, and techniques used for interviewing and investigating, with a focus on civil litigation. The course provides a legal framework for investigation, including coverage of evidentiary rules and ethical issues as well as role-playing and hands-on exercises. Prerequisite(s): LEGL101

LEGL334 Legal Aspects of Sport Management 3 CR
Students examine the laws that apply to sport management issues. Topics include contract law, agency law, tort law, constitutional issues, risk management, and alternative dispute resolution. Prerequisite(s): LEGL210 and MGMT214

LEGL381/382/383 International Law variable CR
These courses explore law in an international context. Students learn about legal concepts while studying in another nation. Students reflect upon the legal practices of their country of study. These courses may be tailored regarding content, time, and credit offered in accordance with a student’s international study and pending approval from the appropriate associate dean.

LEGL401 Employment and Labor Law 3 CR
This case study course focuses on the managing of employer/employee related issues through an examination of the major federal laws governing the employment relationship such as: National Labor Relations Act, Title VII of the Civil Rights Act, Age Discrimination in Employment Act, Americans with Disabilities Act, Fair Labor Standards Act, and the Occupational Safety and Health Act. Emphasis is placed on the critical thinking and problem solving skills required of business managers responsible for the hiring, directing and terminating of workers in both non-union and union environments. Prerequisite(s): BUSN210, ENGL111, LEGL210, MGMT211 and achieved senior status

LEGL415 Advanced Litigation 3 CR
This is an advanced course in trial practice focusing primarily on the role of the legal assistant in case management. Particular emphasis will be given to discovery and trial preparation. Prerequisite(s): LEGL214 and LEGL215

LEGL490 Paralegal BS Internship 3 CR
This course will provide an on-the-job experience in the day-to-day routine and operation of a law office or other legal setting. To receive credit, students will be required to complete a 150 hours of work at an approved internship site. Note: A Criminal Background check and drug screening may be required by the Internship site. A grade of C or better is required to pass this course successfully. Prerequisite(s): All required law classes completed or taken concurrently. A minimum 2.3 G.P.A. in the major area of study is required

Management (MGMT)

MGMT211 Management Foundations 3 CR
This course provides a foundation in basic management principles with special application and focus on the supervisory level of management. The five universal functions of management (planning, organizing, recruiting [staffing], leading, and controlling) are explored. Proper case analysis process is also examined and applied through the discussion of various supervisory/managerial case situations. Co-requisite(s): ENGL110

MGMT214 Sport Management Foundations 3 CR
This foundation level course provides a broad overview of the various skills and functional responsibilities of sport managers. Within a framework of sport management practices, students examine ethics and governance, human resources, labor relations, facilities, marketing, accounting and finance. Proper case analysis process is examined and applied through the discussion of various sport management case situations. Prerequisite(s): MGMT211

MGMT223 Sports in Society 3 CR
This course explores the role of sport as a social and cultural phenomenon. Students apply critical thinking skills to analyze current sports-related controversies, and gain a deeper understanding of the relationships between sports and global social issues such as gender, ethnicity, social class, economics, politics and mass media. Both the history and future of sports in U.S. society are examined. Prerequisite(s): MGMT214, SOSCI201
MGMT312 Creativity and Innovation 3 CR
This course offers students the opportunity to explore how creativity and innovation affect today's corporate world. It provides an environment to stimulate students' spirits of adventure (which characterizes successful business people) and allows students to practice a variety of imaginative and critical thinking techniques while solving real community or corporate problems. Students apply case analysis techniques to the examination of organizations that foster and manage creativity.
Prerequisite(s): MGMT211

MGMT321 Organizational Behavior 3 CR
This course is designed to provide students with an understanding of organizations, by combining theory with application relating to motivation, group behaviors, power, politics, conflict, leadership, decision-making, communications, organizational design, and change. Students examine the application of psychology, sociology, and social psychology to organizational management.
Prerequisite(s): MGMT211 or HSAD211

MGMT327 Fundamentals of Service Management 3 CR
Students focus on the fundamentals of operating a business within the service sector. Emphasis is on providing students with a broad understanding of the distinct service-related components connected with operations technology, quality and satisfaction assessments, human resources and marketing. They also explore service strategy, globalization of the service industry and the impact of technology on the delivery of services. Throughout this course case studies are used to reinforce application of the key service components.
Prerequisite(s): MATH120 or MATH125, MGMT211 and MKT221

MGMT330 International Management 3 CR
This case study course places international human resource management in its broader context of multicultural management, organizational behavior, strategic planning, international negotiations as well as ethics and social responsibility. Students explore international staff structures, expatriate practices and compensation as well as the skills necessary for international decision making through numerous simulations, exercises and projects.
Prerequisite(s): BUSN210, BUSN225 and OSOC201

MGMT335 Global Sport Management 3 CR
Students are introduced to the international dimensions of sport management. Governance with emphasis on the environmental dynamics of sport leagues and specific sporting systems is explored. Critical thinking skills are enhanced with the use of case situations and group discussions related to the organizational, social, and cultural differences of the global sports community
Prerequisite(s): MGMT223

MGMT340 Service Operations and Technology 3 CR
Students examine the operational and process-oriented aspects of managing a services-based organization. Emphasis is placed on gaining a broad understanding of the various quality assessment techniques and the related technologies available to develop service performance measurements. Quantitative modeling techniques are used to analyze the operations associated with such service functions as customer call queuing, waiting times, and staffing service centers. Students explore the structure of service operations models, such as customer service centers and fulfillment centers.
Prerequisite(s): MGMT211, BITSS21, and MATH120

MGMT357 Operations Management 3 CR
This course examines the management of systems and processes that create goods and/or services. Quantitative modeling tech-
niques are used to analyze the operations and control processes associated with productivity, capacity and quality assurance. Other topics explored include forecasting, inventory control, facility management, process technology and design as well as cost and waste reduction.
Prerequisite(s): BITSS21, MGMT211 and MATH120

MGMT364 Sport Operations and Facilities Management 3 CR
This course focuses on the fundamentals of operating a sport venue facility. Emphasis is placed on examining various quality manage-
tment techniques and the development of performance measurements associated with venue and event operations. Project manage-
ment skills are developed within the framework of sport venue and event planning, scheduling, and controlling. Operational topics are explored through both a qualitative and quantitative perspective.
Prerequisite(s): BITSS21, MGMT214 and MATH320

MGMT381/382/383 International Management variable CR
These courses explore business management in an international context. Students learn about business management concepts while studying in another nation. Students reflect upon the business management practices of their country of study. The courses may be tailored regarding content, time, and credit offered in accordance with a student's international study and pending approval from the appropriate associate dean.

MGMT399 Certified Manager Preparation 3 CR
Students analyze the management functions of planning, organizing, directing, and controlling and apply these functions to situations managers encounter as they achieve organizational objectives. This exam preparatory course emphasizes the application of real-world, practical management skills and techniques over theories, and critical-thinking and decision-making skills over rote knowledge. The course serves as preparatory for those wishing to take the Certified Professional Manager® (CM) Exam from The Institute of Certified Professional Managers (ICPM), on the campus of James Madison University, Harrisonburg, Virginia. Note: successful completion of this preparatory course does not guarantee the passing of the Certified Manager exam.
Prerequisite(s): Achieved senior status (in any DU School)
* The Associate Certified Manager (ACM) is awarded to students who have successfully passed the three required exams for CM designation but have not met the ICPM professional work experience criteria. Upon graduation and evidence of the work experience requirement, the ACM will convert to a Certified Manager (CM) designation.

MGMT400 Leadership Development 3 CR
This course assists present and future managers in determining effective ways to work with and through direct reports while increasing the manager's ability to influence, lead, and coordinate the efforts of work team members. Through assigned readings, self-analysis critiques and problem-solving exercises students examine ways to lead and build productive and quality-conscious relationships within their work groups.
Prerequisite(s): MGMT211 and ENGL311

MGMT408 CRM Strategies and Technology 3 CR
This course provides an in-depth examination of CRM from the practitioner's perspective by focusing on the design, development and implementation of customer relationship management systems and processes. Students learn specific CRM planning techniques that include the development of CRM strategies and the selection of appropriate computer programs designed to meet different organizational needs. Using case studies, students learn to diagnose and analyze CRM implementations, determining the capabilities and interrelationships that are needed for successful applications of the CRM principles.
Co-requisite(s): ENGL311
Prerequisite(s): MATH320, MGMT327 and achieved senior status.

MGMT412 Quality Management 3 CR
This course explores the current managerial philosophies of quality focus, customer orientation, and team participation. Emphasis is given to basic statistical tools, including SPC and DOE, and problem solving. Problem solving methodology in the context of ISO and QS certified environments will be addressed, as well as issues surrounding ISO and QS implementation, documentation, registration, and compliance. The Malcolm Baldrige Award, ISO Standards, and the Six Sigma System will each be analyzed.
Prerequisite(s): MATH320 and MGMT211
MGMT413 Supply Chain Management 3 CR
This course examines the various components of the supply chain management function with emphasis on inventory management and control, distribution and transportation as well as supplier relations. Students learn techniques associated with purchasing, materials and procurement management, efficient inventory control, concepts of cost analysis, quality control, and MRP methods.

Prerequisite(s): ENGL311

MGMT420 Corporate Governance and Ethics 3 CR
This case-focused course examines corporate governance and the ethical responsibilities of organizations in today's global marketplace. The impact of multiple stakeholders and the balancing of decision-making to maximize benefit to one's ecological environment, communities, shareholders, and workers are analyzed. Additionally, corporate board duties and accountabilities are examined. Case exercises will offer problem solving in the areas of corporate board governance, environmental management practices, and citizenship responsibilities.

Prerequisite(s): BUSN210, ENGL311, MGMT211 and achieved senior status.

MGMT421 Sport Governance and Regulation 3 CR
This course examines the governance of professional and amateur sport activities by the various governing agencies. Students become familiar with the agencies, their authority, organizational structure, and functions. The role and influence of sports commissions and other governmental bodies on sport governance is also explored, along with the sanction and appeal processes utilized by the agencies.

Prerequisite(s): BUSN210, LEGL334, ENGL311 and achieved senior status.

MGMT440 Strategic Management 3 CR
Students gain knowledge of the strategic planning process through the analysis of business cases and the development of a major business analysis project. The analysis requires a thorough review of industry and competitive conditions and situational analysis of the company (including financial trends) concluding with defendable recommendations for specific strategies and the development of objectives for strategic goal success. Note: International majors must analyze the global operations of the company for the major project.

Prerequisite(s): BUSN403, FINC225, and achieved senior status.

MGMT490 Management Internship 3 CR
This bachelor-level Management Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student’s major field and individual interest. In general, 150–200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Students will be given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student’s performance. Note: A Criminal Background check and drug screening may be required by the Internship site. A grade of C or better is required to pass this course.

Prerequisite(s): Junior status; Business Foundations completed; minimum 2.7 GPA in the major and 2.7 GPA cumulative.

MGMT490S Sport Management Internship 3-6 CR
This bachelor-level Sport Management Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment placement and total experience must be within the field of sport business management. Sport Management majors must complete 400 hours (6 credits) of sport management work time at the employment site evidenced by weekly reports filed by the student. Students are given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student’s performance.

Note(1): The internship experience must be associated with one of the following sport venue businesses: sport team operations, venue planning, arena operations, sport apparel retailing and manufacturing, sport marketing and promotion.

Note(2): A Criminal Background check and drug screening may be required by the Internship site. A grade of C or better is required to pass this course.

Prerequisite(s): Achieved senior status; Business Foundations completed; a minimum of 50% of major area course work completed; minimum 2.7 GPA in the major and 2.7 GPA cumulative.

Marketing (MKTG)

MKTG211 Marketing Foundations 3 CR
This course explores the role of marketing in society and in the success of an organization. Students learn and apply the strategies, tactics and terminology used by market-oriented businesses. Through critical thinking exercises and case analysis, students become familiar with the primary tools of marketing, including market segmentation, product, pricing, marketing communication, and marketing channel strategies.

Prerequisite(s): ENGL110

MKTG212 Professional Selling 3 CR
This course introduces the theory and practical application of professional selling techniques with a focus on customer needs, behavior, and relationship building. Students learn the theory, practice, and procedures of successful selling while examining the personal attributes necessary for a successful sales career. Student presentation skills are enhanced through sales role-playing.

Prerequisite(s): MKTG211

MKTG213 Advertising Foundations 3 CR
Students examine advertising as an integral part of the overall marketing function. Building on the introduction to marketing communication tools developed in Marketing Foundations, students learn specific advertising theory, terminology, and activities of the advertising industry and engage in specific advertising applications as they relate to the promotion of ideas, goods, and services.

Prerequisite(s): MKTG211

MKTG214 Public Relations Foundations 3 CR
This course introduces the principles for managing relationships with the organization’s various audiences, including customers, employees, government, investors, and media. Students develop an understanding of public relations and learn to recognize, examine, interpret, and implement public relations activities and communications.

Prerequisite(s): MKTG211

MKTG215 Sport Marketing 3 CR
Students apply the fundamentals of marketing – target market, product, price, marketing channel, and marketing communication – to the sport industry. Students gain an understanding of sport as a product and its unique aspects.

Prerequisite(s): MKTG211

MKTG220 Principles of Customer Service 3 CR
Students acquire the skills and knowledge to create long-term customer satisfaction, while learning how to gain and retain customers and increase customer productivity. Customer expectations and service levels are explored and strategies to meet or exceed them are identified. Students also examine the methods that are used to carry out and measure the success of various customer service strategies including outbound and inbound telephone calls, service policies and practices, and the use of customer satisfaction surveys.

Prerequisite(s): MKTG211
MKTG302 Retail Management 3 CR
This course is designed for those who hope to become managers or owners of retail firms or work with firms that sell through retailers. Students learn fundamental retail strategy, theory, structure, and terminology. They apply theoretical knowledge to all aspects of the retail mix including human resources considerations, location, layout, buying and merchandise management, pricing, promotion, technological considerations, and financial management.

Prerequisite(s): MATH120 or MATH125 and MKTG211

MKTG305 Sales Management 3 CR
This course develops the student's familiarity with the role of sales management within the marketing plan. Students gain an understanding of the objectives of sales management and develop a working knowledge of the terminology, functions, and activities of sales management.

Prerequisite(s): MKTG211

MKTG306 Creative Strategies 3 CR
The emphasis of this course is to develop the skills needed to produce an original advertising and publicity/public relations campaign using various media. Students are expected to develop and utilize the creative team to produce copy appropriate for specific media. They examine the principles that apply to print media and its production; broadcast media and its production; research and copy testing; and the laws that affect the copywriter.

Prerequisite(s): MKTG212

MKTG310 Consumer Behavior 3 CR
This course provides a comprehensive examination of consumer buying behavior as it relates to marketing strategy. Students learn current economic, psychological, and sociological factors that help explain consumer behavior; examine models, theories, and research that relate to consumer behavior; and apply consumer behavior principles to target marketing.

Prerequisite(s): MKTG211

MKTG311 Channel Strategy 3 CR
This course provides exposure to and application of marketing channel strategies employed by organizations in making goods and services available to customers. Areas examined include the strategic role of distribution; interrelationships between distribution and other marketing mix variables; channel structure strategy; scope of distribution; leadership, motivation, and performance in marketing channels; and vertical marketing systems.

Prerequisite(s): MKTG211

MKTG314 Media Planning 3 CR
This course examines the research, planning, selection, and evaluation of media available for use in the advertising process. Students explore the characteristics of the various media types, along with the selection and buying process.

Prerequisite(s): MKTG213

MKTG320 Marketing of Services 3 CR
This course provides an in-depth examination of marketing strategies, functions and programs specifically targeting service organizations. Students learn about consumer behavior in service encounters, and positioning of services in competitive markets. Pricing, distribution and promotional methods that both differ from and integrate with traditional product marketing practices are also examined. Using case studies, students learn to diagnose and analyze service marketing plans with techniques such as position mapping, service branding, cost and value-based pricing, integrated marketing communications and distribution channel analysis. The course also addresses ethical issues and best practices related to the marketing of services. The course culminates with the development of a marketing plan for a service business or organization.

Prerequisite(s): MKTG211

MKTG322 Internet Marketing 3 CR
This course offers an overview of online marketing strategies and techniques. Main topics include operating in a global marketplace, online marketing to individuals with personalization services, traffic building and branding.

Prerequisite(s): CISP601 and MKTG211

MKTG350 Sport Advertising and Promotion 3 CR
Students explore the use of advertising, promotion and public relations to achieve sport marketing objectives. Focus is on building relationships and enhancing image perceptions among a wide variety of stakeholders, including community, industry, media journalists, customers and employees. Promotional techniques such as sport licensing, merchandising, sponsorships and endorsements will be examined in depth. Students plan an integrated sport communication campaign, incorporating traditional mass media, targeted electronic media and public relations (including the use of press releases), applying an understanding of ratings/shares to optimize media spending, and utilizing desk-top publishing to create graphic communication concepts.

Prerequisite(s): MKTG215 and ENGL311

MKTG381/382 International Marketing variable CR
These courses explore marketing in an international context. Students learn about marketing concepts while studying in another nation. Students reflect upon the marketing practices of their country of study. These courses may be tailored regarding content, time and credit offered in accordance with a student's international study and pending approval from the appropriate associate dean.

MKTG404 Business to Business Marketing 3 CR
This course provides an in-depth study of marketing products between businesses. Students learn to identify the unique and distinguishing characteristics of business-to-business marketing; examine and analyze business-to-business buying behavior; apply demand analysis and segmentation techniques; and devise appropriate business-to-business marketing strategies.

Prerequisite(s): ENGL311 and MKTG212

MKTG412 Marketing Research 3 CR
Students will conduct, prepare, and present an actual situation analysis report for a firm using appropriate primary and secondary sources. The course reviews the nature, procedures, terminology, and application of research in solving marketing problems. Students learn the steps of marketing research, including problem definition, research design, sampling procedures, data collection methods, data analysis and interpretation, and the research report.

Prerequisite(s): BIT521, ENGL311, MKTG211, and MKTG210, and achieved senior status

MKTG420 Integrated Communications Management 3 CR
This course involves the planning, development, and evaluation of integrated marketing communication programs, as well as its implementation in the overall marketing of the organization. Students will gain an understanding of the role of integrated communication in maximizing marketing effectiveness. Critical thinking skills will be enhanced through the use of case studies to practice problem-solving analysis.

Prerequisite(s): ENGL311 and MKTG213

MKTG421 International Marketing 3 CR
This course is a study of the opportunities and challenges encountered in international marketing, at various scales and degrees of international involvement. Students explore how organizations participate in and are affected by international competition; identify and analyze international market segments and related cultural difference; assess market value; and develop marketing strategies relevant to various international segments.

Prerequisite(s): BUSN225, ENGL311 and MKTG211

MKTG430 Product Development and Management 3 CR
The role of product manager is a pivotal one in most market-driven organizations. This course equips students to act as “champion” for a specific product, service or brand, with particular emphasis on the new product development process. Students gain skills in product line analysis and rationalization; strategic analysis for new products, product enhancements and line extensions; management of cross-functional teams; financial analysis, including pricing, forecasting, margins and product mix. Development of an annual product marketing plan is the culmination of this course.

Prerequisite(s): BIT521, ENGL311, FINC211, MGMT211, MATH320, MKTG310 and achieved senior status

www.davenport.edu 127

BACK TO TABLE OF CONTENTS
MKTG441 Strategic Marketing 4 CR
This course focuses on marketing decision-making. Students will integrate material learned in their marketing courses and apply the definitions, concepts, and marketing logic in the analysis of marketing problems. A variety of techniques including situation analysis, SWOT analysis, secondary research and appropriate financial analysis will be used within the case analysis format to develop marketing objectives, strategies, and programs. The course will include the development of a formal marketing plan.
Prerequisite: FINC 211, MKTG 213, MKTG 310, MKTG 412 and achieved senior status.

MKTG490 Marketing Internship 3 CR
This bachelor-level Marketing Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience must be directly related to the marketing function of an organization. In general, 150-200 hours of marketing related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Students are given information concerning placement site possibilities; however, responsibility for selection of an internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student’s performance. Note: A Criminal Background check and drug screening may be required by the Internship site. A grade of C or better is required to pass this course.
Prerequisite: Achieved senior status; Business Foundations completed; minimum 2.7 GPA in the major and 2.7 GPA cumulative.

Massage Therapy (MSTH)

(Program in teach-out 2008-2009)

MSTH101 Massage Anatomy 3 CR
This course will explore the skeletal and muscular systems in great depth. Emphasis is placed on bony landmarks and articulations. The theory of origin, insertion, and action for specific muscles as well as proper muscle palpation are integral components of this course. Note: A grade of C or better is required to pass this course successfully. This course requires two hours of lecture and two hours of lab per week.
Prerequisite: Completion of all required Foundations of Learning courses.

MSTH111 Massage Techniques I 4 CR
This course introduces the basic Swedish massage strokes and their applications to specific body parts. The course will focus on the physiologic responses (indications and contraindications) of each stroke as they are incorporated into a full body massage routine. Table set up, appropriate draping practices, sanitation, and proper body mechanics will be emphasized. $100.00 lab fee is charged in this course. Note: A grade of C or better is required to take the next course in the sequence. This course requires one hour of lecture and six hours of lab per week.
Prerequisite: MSTH101

MSTH112 Massage Techniques II 4 CR
This course introduces advanced massage techniques. Myofascial techniques and trigger point therapies are presented. The most common musculoskeletal diseases and disorders will be discussed and appropriate treatment protocols will be developed. Practical applications of all massage strokes and techniques will be incorporated into the treatment protocols. Sports massage will also be emphasized. Note: A grade of C or better is required to take the next course in the sequence. This course requires one hour of lecture and six hours of lab per week.
Prerequisite: MSTH111

MSTH113 Clinical Integration 3 CR
This course introduces techniques to assess musculoskeletal dysfunction. Postural and gait analysis, range of motion (ROM), testing, and special examinations to detect specific dysfunction are central themes in this course. Taking health histories and charting information in medical records using SOAP notes will also be emphasized. Note: This course requires two hours of lecture and two hours of lab per week. A grade of C or better is required to pass this course successfully.
Prerequisite: MSTH112

MSTH114 Massage Kinesiology 3 CR
This course introduces the study of muscles as they are involved in the science of movement. Emphasis is placed on the prime movers, their synergists and antagonists while performing physical activities. Exercises to strengthen and stretch muscles are key elements of this course. Note: This course requires two hours of lecture and two hours of lab per week. A grade of C or better is required to pass this course successfully.
Prerequisite: MSTH101

MSTH285 Massage Entrepreneur I 3 CR
This course will prepare the student to set up and market a business. Students will develop a business plan for their practice, create marketing materials, and learn principles involved in practice expansion. Students will walk out the door with materials they can use for their business. Note: A grade of C or better is required to pass this course successfully.
Co-requisite: COMM 120
Prerequisite: ENGL 109 and CIS 101

MSTH290 Massage Therapy Practicum (Lecture) 1 CR
MSTH290L Massage Therapy Lab 2 CR
MSTH290C Massage Therapy Clinical 1 CR
This course is the final course of the massage therapy diploma program. Hour-long clinic massage treatments will be given and analyzed in the student clinics. Learning from and contributing to specific work environments will be an integral part of this course. The lecture component of the course will examine different legal and ethical issues surrounding the practice of massage therapy. Emphasis will be placed on how to set up a practice and become licensed. Note: This course requires one and a quarter hours of lecture, four hours of lab, and three hours of clinical per week. A grade of C or better is required to pass this course successfully.
Prerequisite: MSTH290, MSTH290L and MSTH290C

MSTH295 Massage Therapy II 4 CR
In this course the students will receive 105 hours of additional massage techniques (including time to practice and master those techniques). A survey of various modalities will be presented to help students decide their specific path in manual therapies. Modalities may include myofascial techniques, lymphatic drainage, craniosacral therapy, sports massage and possibly prenatal massage and pediatriic massage. Note: A grade of C or better is required to pass this course successfully.
Prerequisite: MSTH290.

Mathematics (MATH)

MATH030/MATH030P Elementary Algebra 3 CR
This course is intended for students who possess strong arithmetic skills and have had a course in pre-algebra. This course is designed to build and strengthen students’ proficiency in foundational algebraic concepts and applications. Topics include solving linear and quadratic equations, systems of linear equations, and linear inequalities. The course will also address simplifying radicals, laws of integer exponents, and the study of linear equations in two variables. Particular attention will be given to applications of this material in the business, technology, and/or health professions (specifically drug dose calculations); hence, the mastery of these skills is an...
essential component of academic and career success. A course designated with a "P" is offered in a lab environment and allows students to advance through the requirements using self-paced, interactive discussion. Note: This course is graded on a pass/no credit basis and may be repeated only once.

**Prerequisite(s):** Appropriate test scores.

**MATH120 College Mathematics** 3 CR

This course is designed to expand the student's mathematical literacy and problem solving skills beyond elementary algebra. Practical career skills and applications will be emphasized throughout (e.g., cost/revenue functions, depreciation, drug dose calculations). Students will be introduced to the basic concepts of set theory, probability, and statistics to enhance their ability to organize, summarize, and interpret data. Additionally, students will further develop their ability to create and apply linear and quadratic models in appropriate work-related scenarios.

**Prerequisite(s):** Appropriate test scores or successful completion of MATH125. Students must also successfully complete an assessment exam on the first day of class.

**MATH125 Intermediate Algebra** 3 CR

This course is designed to prepare students for the traditional calculus sequence. Course coverage includes the definitions, properties, and arithmetic of algebraic expressions, solving equations and inequalities, an introduction to functions, graphing equations and functions (e.g., linear, quadratic, rational, radical, exponential, and logarithmic). The course also includes a brief introduction to right triangle trigonometry. Techniques of problem solving and applications are integrated throughout the course.

**Prerequisite(s):** Appropriate test scores or successful completion of MATH120. Students must also successfully complete an assessment exam on the first day of class.

**MATH200 Contemporary Applied Math** 3 CR

This course introduces students to systematic mathematical thinking in everyday life scenarios. Through a non-traditional exploratory approach, students apply mathematical concepts to social and professional situations. Students learn to apply mathematical problem solving to planning, scheduling, efficient producing, and voting. Students learn the basic concepts of cryptography, logic, and number systems and their applications to computer science and the Internet. Students will also utilize, discuss, and compare various consumer finance models.

**Prerequisite(s):** MATH120 or MATH125

**MATH310 College Algebra** 3 CR

This course is intended to further develop students' algebraic skills as well as prepare them for success in MATH410 (Business Calculus). The course focuses heavily on the necessary knowledge of mathematical concepts needed to solve a diverse and complex array of scenarios. These include polynomial, rational, exponential, and logarithmic functions and their properties. In addition, students will solve logarithmic and exponential equations, learn the symmetry of graphs, and sequences and series of numbers. Applications to the business, health, and/or technology professions will be emphasized throughout the course.

**Prerequisite(s):** MATH120 or MATH125

**MATH312 Finite Mathematics** 3 CR

This course introduces students to the fundamentals of non-calculus-based mathematics. Applications to Managerial Science and Computer Science serve as motivation for course material. Topics include the mathematics of finance (compound interest and annuities), optimization, and decision-making. The use of spreadsheets (Microsoft Excel) to handle more complex calculations will be introduced where appropriate. This course is strongly recommended for students in the Computer Science BAS program.

**Prerequisite(s):** MATH120 or MATH125

**MATH315 Pre-Calculus** 4 CR

This course is designed to prepare students for the traditional calculus sequence. Topics include: brief review of algebra, solving equations and inequalities, systems of linear and nonlinear equations, the properties and graphs of relations and functions (including polynomial, radical, rational, logarithmic, exponential, and trigonometric), zeros of polynomial functions, Trigonometry, conic sections, polar coordinates. 

**Prerequisite(s):** MATH120 or MATH125 or MATH125 and permission from Division Chair

**MATH319 Introduction to Biostatistics** 3 CR

This course introduces students to foundational statistical methods common to the medical and health fields. Students will learn how to use the collection, analysis, presentation, and interpretation of data in the context of the health sciences. Analysis of real-world data sets will be performed using statistical software.

**Prerequisite(s):** MATH120 or MATH125

**MATH320 Introduction to Statistics** 3 CR

This course introduces students to statistical methods common to professional careers. Students learn how to use the collection, analysis, presentation and interpretation of data. Students will learn to use graphical and numerical methods to summarize data sets. Analysis of large, real-world data sets will be performed using statistical software.

**Prerequisite(s):** MATH120 or MATH125

**MATH322 Inferential Statistics** 3 CR

This course introduces students to the advanced methods of data analysis. Particular focus will be given to techniques commonly used in the decision-making processes of those in management and marketing research, as well as those pursuing other careers requiring the interpretation of statistics-based research. Analysis of large, real-world data sets will be performed using statistical software.

**Prerequisite(s):** MATH320 or MATH319

**MATH381/382/383 International Mathematics** variable CR

This course explores mathematics in an international context. Students learn about mathematics while studying in another country. This course may be tailored regarding content, time, and credit offered in accordance with a student's international study and pending approval from the appropriate division chair.

**MATH410 Business Calculus** 3 CR

This course introduces students to calculus within the context of business applications. Particular focus will be given to questions involving optimization, marginal analysis, point of diminishing returns, and elasticity of demand. Calculus is a common prerequisite of many MBA programs.

**Prerequisite(s):** MATH310 or MATH315

**MATH415 Calculus I** 4 CR

This is the first course in the standard calculus sequence covering differential calculus and an introduction to integral calculus. Topics include: limits and continuity, the definition of the derivative, rules and techniques of differentiation, applications of the derivative (e.g., L’Hôpital’s Rule, curve sketching, optimization, etc.), antiderivatives, Riemann sums, the definition of the definite integral, and the Fundamental Theorem of Calculus. Note: A grade of C or better is required to take the next course in the sequence.

**Prerequisite(s):** MATH315

**MATH416 Calculus II** 4 CR

This is a second course in the standard calculus sequence covering integral calculus. Topics include: review of the definition of definite integral and the fundamental theorem of calculus limits, the definition of the integral, rules and techniques of integration, applications of the integral, improper integrals, conic sections and polar coordinates, sequences and series, and polynomial approximations of functions.

**Prerequisite(s):** Completion of MATH415 with a C grade or above
Medical Assisting (MEDA)

MEDA254 Clinical Patient Care 3 CR
This course introduces the student to the theoretical and applicable procedures of ambulatory care practices including legal, and ethical clinical aspects of patient care. Emphasis will be placed on obtaining accurate clinical and historical patient data, patient education and safety, assisting with medical office procedures and minor office surgeries, assigning diagnostic and procedural codes to corresponding conditions and procedures, and the application of sterile technique. In addition, the student will gain an understanding of body mechanics, patient assessment, physical modalities, electrocardiography, drug calculation and administration, and principles of IV therapy. Clinical experiences will encompass the physical and psychosocial developmental stages and needs of various patient populations.

$100.00 lab fee is charged in this course. Note: This course requires one hour of lecture and four hours of lab per week. A standard uniform or lab coat will be required for this course. A grade of C or better is required to pass this course successfully.

Prerequisite(s): BIOL120, BIOL131 and HLTH120 and students are required to provide documentation of immunizations, including HBV or a signed waiver and a negative TB test.

MEDA255 Clinical Laboratory Procedures 3 CR
This course will introduce the theory and techniques involved with basic laboratory procedures such as urinalysis, hematology, blood chemistry and microbiology. Emphasis will be placed on patient instruction, specimen collection, specimen processing, and documenting. Standard precautions, legal and ethical considerations, and OSHA standards are applied in the performance of venipuncture, capillary punctures, specimen handling and processing of bodily fluids, and microscope usage. $100.00 lab fee is charged in this course. Note: This course requires one hour of lecture and four hours of lab per week. A standard uniform or lab coat will be required for this course. A grade of C or better is required to pass this course successfully.

Prerequisite(s): BIOL120 and BIOL131 and students are required to provide documentation of immunizations, including HBV or a signed waiver and a negative TB test.

MEDA261 Phlebotomy Laboratory 3 CR
This course is designed to build on a focus of study that will prepare students for employment as phlebotomy technicians and is the first step in preparation to take the phlebotomy certification exam. This course will provide the knowledge and skill necessary to safely and skillfully perform skin and venipunctures on patients. The course will include special testing and collection procedures, along with quality control and laboratory safety practices. $100.00 lab fee is charged in this course. Note: This course requires one hour of lecture and four hours of lab per week. A standard uniform is required in this course. A grade of C or better is required to pass this course successfully.

Prerequisite(s): BIOL131 and students are required to provide documentation of immunizations, including HBV or a signed waiver and a negative TB test.

MEDA262 Phlebotomy Practicum 3 CR
This course is designed to complete a focus of study that will enable students to take part in previously identified phlebotomy certification examinations. The student must complete a documented minimum of 100 successful venipunctures. Evaluation will be done by the facility supervisor, along with the internship coordinator of the University. No compensation shall be awarded for the internship, and the student must work a minimum of 120 hours during the scheduled time of the practicum. Note: To meet course requirements the student will be required to be available during normal business hours (i.e. 8:00 a.m. to 5:00 p.m.) for site visits. A grade of C or better is required to pass this course successfully.

Prerequisite(s): HLTH100, MEDA261 and must have Program Coordinator approval, completion of the Criminal Background Check and an updated Clinical Student Disclosure Statement is required.

MEDA290 Medical Assisting Practicum 4 CR
This experience is designed to prepare the student for successful employment as a certified Medical Assistant. The student will gain clinical and administrative experience while working 180 hours in a health care facility outside the institution. No compensation shall be awarded and evaluation will be completed by the facility supervisor in conjunction with the assigned faculty member. In addition, this course will include review and preparation for both the American Medical Assisting Association Certification Exam and the American Medical Technologist’s Registered Medical Assistant Exam. Note: This course requires one hour of lecture and twelve hours of clinical per week. To meet course requirements, the student will be required to be available during normal business hours (i.e. 8:00 a.m. to 5:00 p.m.). A standard uniform is required for this course. A grade of C or better is required to pass this course successfully. A $100 fee is charged in the course.

Prerequisite(s): HLTH100, HSAD259, MEDA254, MEDA255 and must have Program Coordinator approval plus the completion of the Criminal Background Check and an updated Clinical Student Disclosure Statement is required.

Medical Case Management (MCMG)

MCMG300 Case Management Fundamentals 3 CR
This course will provide an overview of the Case Management Process and the job responsibilities and essential skills of the medical case manager. This course provides an explanation of the legal issues in case management. The emphasis will be on ethics that focus on situations specific to medical case management, the complexity of ethical dilemmas, and the responsibility of the case manager to maintain the highest legal, moral, and ethical standards. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): BIOL131, HLTH120

MCMG310 Community Services 3 CR
The course examines the resources in the community, state agencies, and services that are available to individuals with medical and mental impairments/disabilities. Emphasis is placed on how services and supports are made for specific conditions and how case management is integrated across the health care continuum. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): MCMG300

MCMG311 Psychological Adjustment to Disability 3 CR
This course examines the personal, psychological, and social adjustments experienced by an individual with physical or mental disorders. Emphasis is placed on a knowledge foundation in the medical and psychological traits of disabilities along with an understanding of treatment protocols and resources in order to provide successful continuum of care. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): MCMG300

MCMG312 Case Management Insurance/Utilization Review 3 CR
This course provides an overview of the various insurances that affect case management. The appeals process will be reviewed. The focus will be on the process of performing a utilization review, which will study the necessity and appropriateness for admission and length of stay, as well as the discharge planning that begins on admission and requires the assessment of the patient’s need for treatment after hospitalization. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): MCMG300 and MATH319

MCMG401 Case Work Reporting Techniques 4 CR
The course examines the basic knowledge of the methods and techniques used in casework recording and report writing. The method to conduct a helping interview, as well as resolve conflicts, will be discussed. The course includes gathering data, organizing and ana-
alyzing the information, and writing a client report as well as a report to cost justify the case manager’s services. Note: A grade of C or better is required to pass this course successfully.

**MCGM402 Disability Case Management** 3 CR
This course examines managing the care of a client with an illness/injury/disability and returning that individual to the work setting or an optimum level of function. The course focuses on the case manager role, function, and responsibility in the development and evaluation of a multidisciplinary rehabilitation plan or program. Review of the employer's role in prevention and recovery, and the work environment for ergonomics, safety, and industrial hygiene will be examined. At the conclusion of the course, the student will be able to prepare an individual written rehabilitation plan. Note: A grade of C or better is required to pass this course successfully.

**MCGM403 Case Management Special Populations** 3 CR
The course is an overview of the special needs in providing case management for a number of special groups of individuals. These groups include substance abuse, vision/hearing impaired, mentally retarded/developmentally disabled, low birth weight babies, organ transplants, AIDS, closed head injuries, traumatic brain injuries, and paralyzed individuals. This course will focus on the American Disabilities Act (ADA) and accommodations for these special populations. Note: A grade of C or better is required to pass this course successfully.

**MCGM410 Case Management Certification Preparation** 1 CR
This course provides an overview of major concepts and subject matter areas applicable to the Certified Case Manager exam. Topics will include a review of the Standards of Practice and the essential functions and five core components of Case Management, worker's compensation, ADA, and community-based concepts. Emphasis will be placed on methodology of coordination and service delivery, legal issues, physical and psychological factors, benefit systems, and Acts. This course is intended for, but not limited to, licensed and other professionals in the health care and social service delivery fields such as registered nurses; nurse practitioners; physicians; experienced case managers; social workers; vocational rehabilitative counselors; counselors and other licensed health professionals and individuals with an undergraduate or higher degree in a related field. A student is eligible to sit for certified Case Manager (CCM) exam through the Commission for Case Management Certification if they hold an acceptable license or certification, job experience related to case management and the ability to meet the Continuum of Care requirement.

**MCGM495 Case Management Practicum** 4 CR
This will be the practicum experience for the BS degree in Medical Case Management. This experience provides a supervised experience under the direct supervision of a medical case manager, which will include direct knowledge of casework, client service, resources utilized, and professional functions in a public or private agency. The focus of this experience will be on the student demonstrating the medical case management skills, including assessment, planning, coordinating, and evaluating client services. Included will be a mock trial in which the student will learn how to testify in court. Note: This course may require student travel. To meet course requirements the student will be required to be available during normal business hours (i.e. 8:00 a.m. to 5:00 p.m.) for site visits. A grade of C or better is required to pass this course successfully.

**Networks (NETW)**

**NETW101 PC Operating Systems** 3 CR
This course is a general overview of microcomputer operating systems. A basic understanding of computers and the use of Windows is assumed. Emphasis will be on mastering both the command line interface and the GUI interface of current microcomputer operating systems. Topics covered include installing and maintaining operating systems, creation of batch files or scripts, customizing and troubleshooting a computer system, and managing files and disks.

**NETW111 Cisco Networking Fundamentals** 3 CR
This course introduces students to the fundamentals of computer networks. Topics covered include network topology, cabling, IP addressing, subnetting, the OSI model, network media, networking hardware, routing protocols, and electrical and safety considerations. Lab work is designed to simulate real-world networking. This course is the first of four networking courses to prepare students for the Cisco Certified Network Associate (CCNA) exam. (4 contact hours)

**NETW112 Cisco Networking Router IOS** 3 CR
This course will introduce the router IOS and router components. Students will learn router setup and startup, router configuration, TCP/IP and routing protocols, and the Cisco IOS (Internetwork Operating System). Lab work is designed to simulate real-world networking. This course is the second of four networking courses to prepare students for the CCNA exam. (4 contact hours)

**NETW141 MS Client and Server OS** 3 CR
This course covers installing, configuring, and administering Microsoft Windows client and server operating systems. The course includes extensive use of hands-on exercises.

**NETW201 PC Maintenance and Management** 3 CR
This course introduces the student to a PC, its components, common troubleshooting techniques, and adjustments. Additional topics include hardware and software package selection, and managing the PCs within a company—keeping track of all serial numbers, warranties, and software licensing utilizing either a spreadsheet or database. This course is 90% hands-on. This course will not teach students to repair all problems; not all problems can be fixed. This course will also help prepare the student to take the CompTIA A+ examination.

**NETW211 Cisco Networking LAN Design** 3 CR
This course will introduce LAN design concepts. Students will learn LAN switching, VLANs, EIGRP, OSPF, and VLAN Trunking Protocol. Lab work is designed to simulate real-world networking. This course is the third of four networking courses to prepare students for the CCNA exam. (4 contact hours)

**NETW212 Cisco Networking WAN Design** 3 CR
This course will introduce WAN design concepts. Topics include PPP, ISDN, frame-relay, WAN concepts and design, and network management. Lab work is designed to simulate real-world networking. This course is the last of four networking courses to prepare students for the CCNA exam. (4 contact hours)

**NETW220 Data Communications and Networks** 3 CR
This course focuses on fundamentals of data communications systems and networks. Topics to be covered include communications hardware and software, data transmission, protocols to include the LDAP, the OSI Reference Model, local area networks, wide area networks, and the Internet.

Prerequisites: CISP111 and MATH120 or MATH125

www.davenport.edu
NETW231 Novell Networking Foundations 3 CR
The course will prepare the student to perform common administrative tasks using Novell Netware. Students will install Netware and perform tasks often required of employees who serve as entry-level administrators of a small to medium sized Novell network. Topics covered include managing users and resources, installing and configuring print servers, and monitoring network performance.

Co-requisite(s): NETW111 or NETW220

NETW232 Novell Network Management 3 CR
This course is designed to provide students with the necessary knowledge and skills to perform competently in the role of network administrator or system manager for NetWare. Students completing this course will be able to accomplish fundamental network management tasks on a NetWare network. Students will be prepared to take the Certified Novell Administrator (CNA) exam.

Prerequisite(s): NETW231

NETW235 UNIX Server Administration 3 CR
This course builds on previous experience in a Unix environment to provide students with all the standard and advanced techniques necessary to set up and maintain a secure, effective Unix environment. Emphasis will be on using Unix/Linux as a network server. Students will create and maintain users and groups, set up web, mail, and FTP services, and perform other Unix/Linux server administration tasks.

Prerequisite(s): CSP1217

NETW241 MS Implement Network Infrastructure 3 CR
This course covers installing and configuring network protocols and services, such as DHCP, DNS, WINS, Remote Access Services, routing, Network Address Translation, and Certificate Services in a Windows Server environment. The course includes extensive use of hands-on exercises.

Prerequisite(s): NETW141

NETW242 MS Managing Network Environment 3 CR
This course covers managing Web resources, network services and protocols, and Active Directory objects and group policy. The course includes extensive use of hands-on exercises.

Prerequisite(s): NETW141

NETW243 MS Administer SQL Server 3 CR
The course covers installation, configuration, administration, and troubleshooting the Microsoft SQL Server database management system. The course includes extensive use of hands-on exercises.

Prerequisite(s): NETW141

NETW290 Networking Internship 3 CR
This associate-level Networking Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student's major field and individual interest. In general, 150-200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Students will be given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student's performance. Note: A Criminal Background check and drug screening may be required by the Internship site.

Prerequisite(s): Sophomore status; BUSN210, CSP111 and NETW111 or NETW220; minimum 2.5 cumulative grade point average and 2.3 in the Major

NETW311 Cisco Networking Advanced Routing 4 CR
This course will introduce advanced routing concepts. Students will learn to configure and maintain EIGRP, OSPF, IS-IS, and BGP routing protocols, manage IP addresses using VLSM and CIDR, and optimize routing operation. Other topics will include IPv6, Multicast Routing, and manipulating routing updates. Lab work is designed to simulate real-world networking. This course prepares students for the CCNP BCSC exam. (5 contact hours)

Prerequisite(s): NETW212 or CCNA Certification

NETW312 Cisco Networking Secure WANs 4 CR
This course teaches students how to build a remote access network to connect branch offices to central sites. Topics covered will include securing remote access, configuring Virtual Private Networks (VPNs), and strategies to mitigate attacks. Lab work is designed to simulate real-world networking. This course prepares students for the CCNP ISCW exam. (5 contact hours)

Prerequisite(s): NETW311

NETW320 Desktop Management with ZENworks 3 CR
Students will learn the concepts and skills necessary to implement ZENworks for Desktops, with a focus on the application management features (i.e. Application Launcher, Snapshot, Microsoft Installer, Directory Enabled Disk Imaging) and policy management features (i.e. user/workstation/server/container policies, Inventory, Reporting, and Remote Management Components). Students will also have hands-on experience leveraging NDS to use the ZENworks for Desktops application management component and policy management components.

Prerequisite(s): NETW232

NETW326 IP Telephony 3 CR
This course is a survey of the basics of converged IP communications networks. It provides exposure to technologies common to many IP Telephony implementations, then focuses on the Cisco router based CallManager Express (CME) technology to illustrate situations common to small business environments. Specifically, students will learn Cisco CallManager Express (CME) architecture, components, functionality, and features as they configure Cisco routers, switches, and IP phones. They will also learn Voice over IP (VoIP) and Quality of Service (QoS) technologies and apply them in a Cisco CME environment.

Prerequisite(s): NETW212 or CCNA Certification

NETW331 Advanced Novell Network Management 3 CR
This course provides students with the knowledge and skills needed to design, configure, and administer a complete NetWare network. Skills learned include installing NetWare and configuring servers for enhancement to the operating system including DNS/DHCP, NIS, WebAccess, NetDrive, and NCS. Students will be prepared to take the corresponding certification exam toward achievement of their CNE (Certified Novell Engineer).

Prerequisite(s): NETW232

NETW341 MS Plan and Implement Active Directory 3 CR
This course covers planning, implementing, and administering the Windows Server directory services infrastructure. Hands-on exercises are used to reinforce concepts.

Prerequisite(s): NETW241

NETW342 MS Planning Network Infrastructure 3 CR
This course covers planning and maintaining network services and connectivity. The course includes extensive use of hands-on exercises.

Prerequisite(s): NETW241

NETW381/382/383 International Networking variable CR
This course explores computer networking in an international context. Students learn about networking concepts while studying in another nation. Students reflect upon the networking practices of their country of study. This course may be tailored regarding content, time, and credit offered in accordance with a student's international study and pending approval from the appropriate associate dean.

NETW385 Special Topics 3 CR
This course will explore an emerging topic in the field of Computer Networking Technology. Students will be able to research and apply knowledge in a new topic relevant to network hardware, operating systems, network administration and design, or network security.

NETW411 Cisco Networking Advanced Switching 4 CR
This course teaches students how to build campus networks using multi-layer switching technologies over high-speed Ethernet. Topics will include switching and VLAN technologies and the integration of routing and switching technologies to create an efficient campus network. Other topics will include inter-VLAN routing and advanced
Spanning Tree concepts. Lab work is designed to simulate real-world networking. This course prepares students for the CCNP BCSMN exam (5 contact hours).

Prerequisite(s): NETW311

NETW412 Cisco Networking Optimize WANs 4 CR
This course will cover skills in optimizing and providing effective Quality of Service (QoS) techniques for converged networks. Topics covered will include implementing Voice over IP networks, implementing QoS on converged networks, and wireless security and management. Lab work is designed to simulate real-world networking. This course prepares students for the CCNP OTN exam (5 contact hours).

Prerequisite(s): NETW312 and NETW411

NETW431 Novell eDirectory Design and Implementation 3 CR
This course teaches students the skills needed to create an NDS (Novell Directory Services) design and implementation strategy. Students will complete an NDS design strategy and implementation schedule using templates that they can re-use to design for their workplaces. Students will then use these strategies and schedules to complete a NetWare implementation in a hands-on environment.

Prerequisite(s): NETW331

NETW441 MS Designing Active Directory 3 CR
This course covers analyzing business needs and designing a Windows Server directory services infrastructure to meet those needs.

Prerequisite(s): NETW341

NETW442 MS Designing Network Security 3 CR
This course covers analyzing business needs for network security and designing a security solution to meet those needs. The course progresses into a hands-on project implementing a Windows Server network infrastructure and Active Directory architecture to meet the network security needs of an organization.

Prerequisite(s): NETW241 and NETW341

NETW490 Networking Internship 3 CR
This bachelor-level Networking Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student’s major field and individual interest. In general, 150-200 hours of career-related work time will be required at the employment site and evidenced by weekly reports filed by the student. Students will be given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student’s performance. Note: A Criminal Background check and drug screening may be required by the Internship site.

Prerequisite(s): Junior status, NETW242; minimum 2.5 cumulative grade point average and 2.3 in the Major

Nursing (NURS)

* All component co-requisites must be repeated if a failing grade is received in any one of them. The lecture, lab (L) and clinical (C) components of each NURS course must be successfully completed during the same semester. A grade of “P” Pass or “F” Fail is given for the Lab and Clinical Component Co-requisites

NURS101 Nursing Fundamentals (Lecture) 3 CR
NURS101L Nursing Fundamentals Lab 1 CR
NURS101C Nursing Fundamentals Clinical 2 CR
This course introduces basic knowledge, skills, and critical thinking concepts necessary for delivery of bedside nursing. The student will begin to apply the nursing process and gain an understanding of Roy’s Adaptation Theory. The clinical learning objectives focus on meeting the basic needs of the geriatric and chronically ill person. Historical Nursing perspectives, legal and ethical standards for nursing practice will be included: $100.00 lab fee is charged in this course. Note: NURS101 requires three hours of lecture and NURS101L required two hours of skills lab each week of the semester. NURS101C requires 90 hours of clinical for the semester. A grade of C+ or better is required to pass the lecture course successfully.

Component Co-requisite(s): NURS101, NURS101L and NURS101C
Prerequisite(s): Admission to the Nursing Program, BIOL122 and BIOL122L; MATH120 or MATH125

NURS120 Pharmacology in Nursing 3 CR
This course provides drug therapy foundations to the delivery of safe patient care. Emphasis will be placed on the nursing management of drug therapy and the basics of core drug knowledge and patient related variables in drug administration. Additionally, the nursing management of drugs affecting various body systems, disease states, and other health conditions will be considered. Note: A grade of C+ or better is required to pass the lecture course successfully.

Component Co-requisite(s): NURS101/L101/L101C
Prerequisite(s): Admission to the Practical or Baccalaureate Nursing Program, BIOL122 and BIOL122L; MATH120 or MATH125

NURS135 Nutrition in Nursing 2 CR
This course is designed to introduce the nursing student to the fundamentals of nutrition. Integration of the nursing process will be achieved through case studies and care plans designed for the adult client with nutritional health needs. This course will define the role of nutrients in the human body as well as family and community nutrition. A strong emphasis will be placed on clinical nutrition in the acute care setting. Note: A grade of C+ or better is required to pass the lecture course successfully.

Component Co-requisite(s): NURS101/L101/L101C
Prerequisite(s): Admission to the Practical or Baccalaureate Nursing Program, BIOL122, BIOL122L, MATH120 or MATH125

NURS144 Nursing of Adults I (Lecture) 4 CR
NURS144C Nursing of Adults Clinical I 4 CR
This course focuses on acute nursing care of adult clients with common, less complex medical or surgical health needs. The student will utilize Roy’s Adaptation Theory and the nursing process to develop critical thinking skills to implement a holistic plan of care to a diverse population with various medical or surgical abnormalities in a structured setting Note: NURS144 requires four hours of lecture per week. NURS144C requires 180 hours of clinical for the semester. A grade of C+ or better is required to pass the lecture course successfully.

Component Co-requisite(s): NURS144 and NURS144C
Prerequisite(s): Admission to the Practical or Baccalaureate Nursing Program, NURS101/L101/L101C and NURS135

www.davenport.edu 133

CONTENTS
NURS161 Maternal and Child Nursing (Lecture) 3 CR
NURS161C Maternal and Child Nursing Clinical 1 CR
This course focuses on the psychological and physiological changes occurring in the childbearing client/family as well as normal growth and development in children. The student will be able to explain normal changes in the pregnant woman as well as describing common, well-defined childhood illnesses. Using the nursing process the student will be able to care for a diverse childbearing client population in the acute setting and a diverse pediatric client population in a well child community setting. $75.00 HESI Exit Exam fee is charged in this course. Note: NURS161 requires three hours of lecture per week. NURS161C requires 45 hours of clinical for the semester. A grade of C+ or better is required to pass the lecture course successfully.

*Component Co-requisite(s): NURS161 and NURS161C
Prerequisite(s): NURS144/144C

NURS244 Nursing of Adults I (PL) 3 CR
NURS244C Nursing of Adults I Clinical (PL) 4 CR
Utilizing the conceptual framework of Roy’s Adaptation Model, this course identifies the role of the professional nurse in caring for the adult client with common, less complex medical or surgical health needs. Topics to be presented include respiratory, cardiovascular, neurological, reproductive, and emergency conditions. The student will use the nursing process and critical thinking skills to develop a holistic plan of care to a diverse population with various medical or surgical abnormalities in structured settings. The student will utilize therapeutic communication techniques with clients and all members of the health care team within the practice of the professional nurse. Clinical practice will assist the student to organize the ethical and legal nursing care for several clients. Note: NURS244 requires three hours of lecture per week. NURS244C requires 180 hours of clinical for the semester. A grade of C+ or better is required to pass the lecture course successfully.

*Component Co-requisite(s): NURS244 and NURS244C
Co-requisite(s): NURS315
Prerequisite(s): NURS101/NURS101L/NURS101C, NURS120, and admission to BSN Pre-Licensure Program

NURS245 Nursing of Adults II (Lecture) 4 CR
NURS245C Nursing of Adults II Clinical 4 CR
This course focuses on nursing care of adult clients with multiple complex medical or surgical health needs. The student will utilize Roy’s Adaptation Theory and the nursing process to develop critical thinking skills to provide care in structured health care settings and outpatient facilities. Emphasis will be placed on the teaching-learning process to promote and maintain a state of wellness and also end of life care for patient and family. Current ethical and legal implications for the nursing profession in the 21st century will be identified. Note: NURS245 requires four hours of lecture per week. NURS245C requires 180 hours of clinical for the semester. A grade of C+ or better is required to pass the lecture course successfully.

*Component Co-requisite(s): NURS245 and NURS245C
Prerequisite(s): Admission to Associate Degree Nursing program, BIOL21 and BIOL21L

NURS251 Nursing of Childbearing Family (Lecture) 2 CR
NURS251C Nursing of Childbearing Family 1 CR
This course presents theoretical content involving the high-risk maternity client/family and the high-risk neonate. Emphasis will be placed on the high-risk mother’s and neonate’s health care needs. Clinical experiences will take place in the acute care settings. The student will utilize Roy’s Adaptation Theory and use the nursing process in the care of the high and low risk maternity client and neonate. Note: NURS251 requires two hours of lecture per week. NURS251C requires 45 hours of clinical for the semester. A grade of C+ or better is required to pass the lecture course successfully.

*Component Co-requisite(s): NURS251 and NURS251C
Prerequisite(s): NURS245/245C

NURS261 Nursing of Children (Lecture) 2 CR
NURS261C Nursing of Children Clinical 1 CR
This course focuses on child health, including a detailed study of developmental changes. Emphasis will be placed on assessment of the pediatric client and family. The student will utilize Roy’s Adaptation Theory and to use the nursing process to provide nursing care to the ill child. Note: NURS261 requires two hours of lecture per week. NURS261C requires 45 hours of clinical for the semester. A grade of C+ or better is required to pass the lecture course successfully.

*Component Co-requisite(s): NURS261 and NURS261C
Co-requisite(s): NURS251/251C
Prerequisite(s): NURS245/245C

NURS275 Psychiatric Nursing (Lecture) 2 CR
NURS275C Psychiatric Nursing Clinical 1 CR
This course introduces the student to the psycho-social adaptation to stressors in one’s environment. The student will utilize Roy’s Adaptation Theory to understand human behavior during periods of mental well-being or illness. The course will focus on assisting the student to understand human behavior during periods of wellness or illness. The student will utilize therapeutic interactions in the clinical setting. Clinical experiences will be in mental health acute care settings and arranged community settings. Note: NURS275 requires two hours of lecture per week. NURS275C requires 45 hours of clinical for the semester. A grade of C+ or better is required to pass the lecture course successfully.

*Component Co-requisite(s): NURS275 and NURS275C
Prerequisite(s): NURS251/251C and NURS261/261C

NURS298 Nursing Seminar (Lecture) 1 CR
NURS298C Nursing Seminar Clinical 3 CR
This capstone experience assists the student to successfully make the transition from student to novice professional nurse. Using Roy’s Adaptation Theory, the student will be able to effectively coordinate and manage nursing care for a group of clients from a diverse population. American Nursing Association Standards of Care and the Michigan Public Health Code provide the legal and ethical framework of professional nursing scope of practice. NURS298/NURS298C are the final courses in the Associate Degree Nursing Program. $75.00 HESI Exit Exam fee is charged in this course. Note: NURS298 requires 1 hour of lecture per week. NURS298C requires 135 hours of clinical for the semester. A grade of C+ or better is required to pass the lecture course successfully.

*Component Co-requisite(s): NURS298 and NURS298C
Prerequisite(s): NURS275/275C

NURS313 Professional Nursing Concepts 2 CR
This course focuses on the transition from the associate or diploma registered nurse to the role of the baccalaureate registered professional nurse. The student will be introduced to the role of the professional nurse and affiliated professional and political organizations. Historical impacts on the profession and contemporary issues in nursing will be covered. Roy’s Adaptation theory and the nursing process will be applied in the identification of a problem that is evident in contemporary nursing practice. The Roy conceptual model will be integrated in this course to support the novice professional nurse in her new role. Note: A grade of C+ or better is required to pass the lecture course successfully.

Prerequisite(s): Admission to either BSN program

NURS315 Health Promotion and Education 3 CR
This course will introduce theories of teaching and learning as well as a model for health promotion. The fundamentals of developing strategies to assess, plan, implement, and evaluate teaching plans will be emphasized. Concepts of health promotion and disease prevention for vulnerable populations will be integrated in teaching plans. Concepts of health promotion and disease prevention within the Roy Adaptation framework for vulnerable populations will be integrated into teaching plans. NURS315H - A course designated with an ‘H’ is offered in a hybrid format. The hybrid option is primari-
ly an online delivery with one day a month in-seat attendance required. Note: A grade of C+ or better is required to pass the lecture course successfully.

**Prerequisite(s):** Admission to either BSN program

**NURS317 Health Assessment in Nursing** 3 CR

This course prepares the undergraduate nursing student to collect data and perform a complete and thorough client assessment, including history and physical examination. The emphasis is on a holistic approach to assessment based upon the conceptual framework of Sister Calista Roy. The focus of the four domains of man’s physical, psychological, spiritual, and cultural needs throughout the lifespan are presented. NURS317H - A course designated with an “H” is offered in a hybrid format. The hybrid option is primarily an online delivery with one day a month in-seat attendance required. Note: NURS317 requires three hours of lecture and NURS317L requires two hours of skills lab each week of the semester. A grade of C+ or better is required to pass the lecture course successfully.

*Component Co-requisite(s):* NURS317 or NURS317H and NURS317L

**Prerequisite(s):** Admission to either BSN program

**NURS334 Nursing of Adults II (PL)** 4 CR

**NURS334C Nursing of Adults II CLINICAL (PL)** 4 CR

Utilizing the conceptual framework of Roy’s Adaptation Model, this course identifies the role of the professional nurse in caring for the adult client with multiple, complex medical or surgical health needs. This course continues the development of a theoretical basis for nursing care of the adult client with complex medical and psychosocial needs. Topics will include cardiovascular, hematological, respiratory, infectious, immunology, oncology, neurological, and burn conditions. Emphasis will be placed on the teaching-learning process to promote a state of wellness and also end of life care for client and family within the practice of the professional nurse. The student will utilize therapeutic communication techniques with clients, families and all members of the health care team. Current ethical and legal implications for the nursing profession will be included. Note: NURS334 requires four hours of lecture per week. NURS334C requires 180 hours of clinical for the semester. A grade of C+ or better is required to pass the lecture course successfully.

*Component Co-requisite(s):* NURS334 and NURS334C

**Prerequisite(s):** NURS 244/NURS244C, NURS331 or NURS331H/NURS331L

**NURS351 Nursing of Childbearing Family (Lecture) (PL)** 3 CR

**NURS351C Nursing of Childbearing Family CLINICAL (PL)** 3 CR

Utilizing the conceptual framework of Roy’s Adaptation Model, this course identifies the role of the nurse in caring for the maternity client/family and the high-risk neonate. It will highlight the role of the nurse in the care of the family unit. Emphasis will be placed on critical thinking, along with the theoretical content relevant to the mother and neonate’s health care needs. Family planning, woman health, preparing for pregnancy, fetal development from conception to birth, and both the physiological and psychological processes of pregnancy, labor, delivery, and post partum care will be areas of focus. Clinical experiences will take place in a variety of care settings, including acute care. The student will use the nursing process in the care of the high- and low-risk maternity client and neonate. Students will apply critical thinking skills and therapeutic communication techniques in supportive nursing interventions for the childbearing woman and her family. Note: NURS351 requires 3 hours of lecture per week. NURS351C requires 135 hours of clinical for the semester. A grade of C+ or better is required to pass the lecture course successfully.

*Component Co-requisite(s):* NURS351 and NURS351C

**Prerequisite(s):** NURS244/NURS244C and NURS334/NURS334C

**NURS361 Nursing of Children (Lecture) (PL)** 3 CR

**NURS361C Nursing of Children CLINICAL (PL)** 3 CR

Utilizing the conceptual framework of Roy’s Adaptation Model, this course identifies the role of the nurse in caring for the developing child from birth through adolescence. Theories and principles of growth and development are discussed in relation to issues along the wellness/illness continuum. Students will apply critical thinking skills and therapeutic communication techniques in preventative and/or supportive nursing interventions for children at risk and experiencing illness. The nursing process is used to examine conditions and describe the role of the nurse in caring for the child and family. Theories of growth and development will be incorporated in developing appropriate anticipatory plans of care for children and families with complex needs. Methods of providing holistic care to the child and family with an emphasis on health promotion, maintenance, restoration or support of death with dignity are discussed. Note: NURS361 requires three hours of lecture per week. NURS361C requires 135 hours of clinical for the semester. A grade of C+ or better is required to pass the lecture course successfully.

*Component Co-requisite(s):* NURS361 and NURS361C

**Prerequisite(s):** NURS244/NURS244C and NURS334/NURS334C

**NURS374 Psychiatric Nursing (Lecture) (PL)** 2 CR

**NURS374C Psychiatric Nursing CLINICAL (PL)** 2 CR

Utilizing the conceptual framework of Roy’s Adaptation Model, this course introduces the student to the psychosocial adaptation to stressors in one’s environment. The course will focus on assisting the student to understand human behavior during periods of wellness or illness. Theories of therapeutic environment and mental health delivery will be explored. The nursing process will be applied to the client with a mental health disorder. Clinical experiences will be in mental health acute care settings and arranged community settings. Note: NURS374 requires two hours of lecture per week. NURS374C requires 90 hours of clinical for the semester. A grade of C+ or better is required to pass the lecture course successfully.

*Component Co-requisite(s):* NURS374 and NURS374C

**Prerequisite(s):** NURS351, NURS351C, NURS361, NURS361C and PSYC101

**NURS415 Evidence Based Nursing Practice** 2 CR

The course will provide information on the theoretical and analytic processes to improve decision-making about the delivery of nursing care to patients or populations. Topics included will be producing, compiling and assessing evidence, use of clinical pathways and guidelines, clinical trials, decision analysis, and outcomes research. The development of a change in nursing practice and strategy for implementing it based upon an evidence based approach will be formulated. Note: A grade of C+ or better is required to pass the lecture course successfully.

*Component Co-requisite(s):* HLTH401

**Prerequisite(s):** MATH319 and admission to either BSN program

**NURS420 Community Health Nursing Lecture** 2 CR

**NURS420C Community Health Nursing CLINICAL** 2 CR

This course will provide the undergraduate with a basic foundation for the practice of community health nursing. The student will apply the nursing process to the care of individuals, families and communities, with an emphasis on prevention at all levels. The Roy conceptual model of nursing provides the framework for the care of the client as an adaptive community. The student will also be introduced to multiple roles of the community health nurse in a variety of settings and application to a collaborative health care model.

**NURS420H** - A course designated with an “H” is offered in a hybrid format. The hybrid option is primarily an online delivery with one day a month in-seat attendance required. Note: NURS420 requires two hours of lecture per week. NURS420C requires 90 hours of clinical for the semester. A grade of C+ or better is required to pass the lecture course successfully.

*Component Co-requisite(s):* NURS420 or NURS420H and NURS420C

**Prerequisite(s):** NURS 313, NURS 315, NURS317 or NURS317H/NURS317L

www.davenport.edu 135

BACK TO TABLE OF CONTENTS
NURS421 Nurse Manager and Leader 2 CR
NURS421C Nurse Manager and Leader Clinical 1 CR
This course will focus on the management and leadership roles of the baccalaureate nurse. The student will utilize decision-making tools of management and leadership to guide a multidisciplinary team through complex and evolving health care situations. Note: NURS421 requires two hours of lecture per week. NURS421C requires 45 hours of clinical for the semester. A grade of C+ or better is required to pass the lecture course successfully.

NURS449 Senior Nursing Seminar 2 CR
This course focuses on current issues in the health care industry that impact the professional nurse in the 21st century. Topics will include: licensure and certification, current political issues, delivery of patient care in a cost controlled environment, compliance to the Health Information Portability & Accountability Act, the role of the advanced practice nurse, and collaborative practice.

NURS496H - A course designated with an ‘H’ is offered in a hybrid format. The hybrid option is primarily an online delivery with one day a month in-seat attendance required. This course is the final course in either BSN Program. Note: A grade of C+ or better is required to pass the lecture course successfully.

Prerequisites(s): Last semester, major courses completed or taken concurrently.

Physics (PHYS)

PHYS100 Applied Physics 2 CR
This course introduces the basic physical principles relating to particle motion, transfer of energy, energy fields and waves, rotational motion, thermodynamics, electromagnetism, material properties, and relativity. Students will apply these principles to physical systems in the virtual or physical laboratory setting.

Co-requisite(s): PHYS100L
Prerequisite(s): MATH120 or MATH125

PHYS100L Applied Physics Lab 1 CR
This course introduces the basic physical principles relating to particle motion, transfer of energy, energy fields and waves, rotational motion, thermodynamics, electromagnetism, material properties, and relativity. Students will apply these principles to physical systems in the virtual or physical laboratory setting.

Co-requisite(s): PHYS100
Prerequisite(s): MATH120 or MATH125

PHYS210 Fundamentals of Physics I 3 CR
This course introduces the fundamental mechanics of physics. The physical properties of motion, matter, phases, thermodynamics, heat, vibrations and sound will be discussed. Methods for quantitative and qualitative analyses of physical properties will be introduced. This course is the first in a two-course sequence introducing students to the fundamentals of physics. *Note: This is a St. Matthew's University Partnership course offering and has a grading scale of A - C or F.

Co-requisite(s): PHYS210L
Prerequisite(s): MATH120 or MATH125

PHYS210L Fundamentals of Physics I Lab 1 CR
This laboratory course introduces the fundamental mechanics of physics through hands-on and/or virtual laboratory experiments. Experiments involving physical properties of motion, matter, phases, thermodynamics, heat, vibrations and sound will be done. Methods, including the scientific method, for quantitative and qualitative analyses of physical properties will be introduced. This laboratory course is the first in a two-course laboratory sequence introducing students to the fundamentals of physics. *Note: This is a St. Matthew's University Partnership course offering and has a grading scale of A - C or F.

Co-requisite(s): PHYS210
Prerequisite(s): MATH120 or MATH125

PHYS220 Fundamentals of Physics II 3 CR
This course is the second in a two-course sequence introducing students to the fundamentals of physics. This course builds on the knowledge learned in Fundamentals of Physics I. The physical properties of electricity, magnetism, optics, relativity, and nuclear physics will be discussed. *Note: This is a St. Matthew's University Partnership course offering and has a grading scale of A - C or F.

Co-requisite(s): PHYS220L
Prerequisite(s): Completion of PHYS210 and PHYS210L

PHYS220L Fundamentals of Physics II Lab 1 CR
This laboratory course is the second in a two-course laboratory sequence introducing students to the fundamentals of physics. This course builds on the knowledge learned in Fundamentals of Physics Laboratory I through hands-on and/or virtual laboratory experiments. Experiments involving physical properties of electricity, magnetism, optics, relativity, and nuclear physics will be done. Methods, including the scientific method, for quantitative and qualitative analyses of physical properties will be used. *Note: This is a St. Matthew's University Partnership course offering and has a grading scale of A - C or F.

Co-requisite(s): PHYS220
Prerequisite(s): Completion of PHYS210 and PHYS210L

Political Science (POLS)

POLS111 American Government 3 CR
This course introduces students to American politics, the political process, and the evolution of American government at the national, state, and local levels. Students will explore national and state constitutions, civil rights, citizenship, suffrage, public opinion, political parties, and the electoral system. Students also evaluate the relationship between the individual and the government in the United States.

Co-requisite(s): ENGL109

POLS230 Comparative Politics 3 CR
This course introduces students to comparative study of the domestic politics of nations throughout the world. Students explore the development of the modern state, the structures of political institutions in diverse nations, and the nature of political power. Students also examine the concepts of nationalism, nation-building, political change, and the political culture of various nations. Other topics for study include the nature of democracy, planned economies and market economies, the politics of the developing world, and international relations. Specific countries and their governments will be compared to provide students the means to evaluate different types of political systems.

Co-requisite(s): ENGL109

POLS385 Political Science Special Topics 3 CR
This course explores political phenomena in various socio/political contexts. Students learn in depth the significance and implications of political ideologies and the impact of political events on the present and future.

Co-requisite(s): ENGL109

Professional Excellence (PROX)

PROX191 Service Learning Practicum Variable CR
This course introduces students to academic service learning as an approach to experiential learning. Students actively participate in meaningful civic service experiences that meet community needs and are coordinated with university and community organizations. Students meet in a structured class setting to read, think, talk, and write about the students’ service. In addition to class work, students perform up to 40 hours of service, depending on the credit option.
Public Safety and Security Management (PSMG)

PSMG102 Criminal Justice Foundations 3 CR
This course provides an introduction to the criminal justice system, focusing on the organization, roles, and functions of criminal justice agencies at the local, state, and federal levels. Students will learn about the history, philosophy, and structure of the criminal justice system, as well as the role of individuals within these agencies.

PSMG103 Corrections Foundations 3 CR
This course provides an overview of the history and development of corrections in the United States, including the evolution of correctional philosophy, the criminal justice system, and the role of corrections in society. Students will explore the history, philosophy, and structure of the criminal justice system, as well as the role of individuals within these agencies.

PSMG113 Principles of Social Work Practice 3 CR
This course provides an introduction to social work practice, with a focus on the social work process. Students will learn about the roles of social workers, the historical context of social work, and the role of social work in society.

PSMG114 Introduction to Social Work 3 CR
This course provides an introduction to social work, with a focus on the roles of social workers, the historical context of social work, and the role of social work in society.

PSMG115 Community Organization 3 CR
This course provides an introduction to community organization, with a focus on the roles of social workers, the historical context of social work, and the role of social work in society.

PSMG116 Introduction to Criminal Justice 3 CR
This course provides an introduction to criminal justice, with a focus on the roles of social workers, the historical context of social work, and the role of social work in society.

PSMG117 Legal Environment of Business 3 CR
This course provides an introduction to the legal environment of business, with a focus on the roles of social workers, the historical context of social work, and the role of social work in society.

PSMG211 Security Management Foundations 3 CR
This course provides an overview of the field of security management, with a focus on the roles of social workers, the historical context of social work, and the role of social work in society.

PSMG212 Security Management Practice 3 CR
This course provides an overview of the field of security management, with a focus on the roles of social workers, the historical context of social work, and the role of social work in society.

PSMG300 Emergency Preparedness/Homeland Security 3 CR
This course provides an overview of the field of emergency management, with a focus on the roles of social workers, the historical context of social work, and the role of social work in society.

PSMG301 Public Safety Administration 3 CR
This course provides an overview of the field of public safety administration, with a focus on the roles of social workers, the historical context of social work, and the role of social work in society.

PSMG315 Fiscal Management for Public Sector Managers 3 CR
This application-based fiscal management course examines the budget preparation and oversight responsibilities of public sector managers. Emphasis is on the performance of a comparative analysis directed at major line item expenditures as well as contractual and consultative expenditures. Unique issues associated with public sector fiscal management such as governmental funding, service and equipment cutbacks, and accessibility to and management of state and federal grants is also explored.

PSMG402 Asset Protection and Management 3 CR
Students learn about management’s responsibilities to properly identify and protect an organization’s tangible and intangible assets. The course provides best practice methods for establishing, monitoring and evaluating effective asset identification and protection systems to include IT, regulatory requirements, human resources training, condition reporting and compliance requirements. It also offers an opportunity for students to develop an asset protection plan and, by using selected cases, analyze various asset protection programs.

PSMG441 Strategic Public Safety/Security 4 CR
This case-based course employs critical thinking and analytical problem solving to determine the appropriate course of action for a variety of safety and security scenarios. Focusing on post 9/11 situations, processes and applications, students analyze all aspects of safety and security management. Emphasis is placed on personnel considerations, fiscal management and the protection of both individuals and businesses.

Psychology (PSYC)

PSYC101 Introductory Psychology 3 CR
This course provides an overview of psychological principles. Students learn basic theories and concepts to understand the dynamics of human behavior in a variety of settings.

PSYC201 Abnormal Psychology 3 CR
This course will provide an overview of abnormal behavior and psychological disorders. Research methods used in the field of abnormal behavior will be identified and relevant research findings will be compared. A variety of perspectives including biological, environmental, psychological and socio-cultural influences on the development of mental health disorders will be examined. The definition, classification and treatment of a variety of psychological disorders will be explored. Legal considerations surrounding mental disorders and the mental health field will be addressed.

PSYC305 Psychology Special Topics 3 CR
This course explores psychological phenomena in various psycho-social contexts. Students learn in-depth the significance and implications of theories and applications, along with their impact on emotions, behavior, and thinking.

Russian (RUSS)

RUSS111 Introduction to Russian 3 CR
This is a beginning language course in Russian for non-native speakers with a focus on workplace and social conversation. The course recognizes the practical importance of language with special emphasis on speaking skills. It assumes no previous knowledge of the language. Students learn basic vocabulary and structure by completing intensive listening and speaking classroom drills. Students also learn to practice and speak the language used in practical, everyday business situations. Students examine Russian business practices and culture as they apply to the diverse segments of Russian-speaking peoples.

www.davenport.edu 137
RUSS121 Intermediate Russian  3 CR
This is an intermediate language course in Russian for non-native speakers with a focus on workplace and social conversation. The course recognizes the practical importance of language with special emphasis on speaking skills. Students expand their basic vocabulary and grammar skills with emphasis on business communications. Students expand their knowledge of the Russian language used in practical, everyday business situations. Students continue examining Russian business practices and culture as they apply to the diverse segments of Russian-speaking peoples.
Prerequisite(s): RUSS111 or equivalent

RUSS131 Advanced Russian  3 CR
This is an advanced level language course in Russian for non-native speakers with a focus on workplace and social conversation. The course recognizes the practical importance of language with special emphasis on speaking skills. Students continue to expand their vocabulary and their knowledge of Russian business cultures. Students advance in their knowledge of the Russian language used in practical, everyday business situations. Students will continue to focus on business communication and cultural practices in order to gain a well-rounded view of the many diverse segments of Russian-speaking peoples.
Prerequisite(s): RUSS121 or equivalent

Social Sciences (SOSC)

SOSC201 Diversity in Society  3 CR
This course introduces students to the complex issues surrounding diversity in the workplace and in global society. Students will evaluate their own attitudes, thoughts, and behaviors to develop a deeper appreciation for a diverse society. They will also analyze the dynamics of diverse relations and practice and master conflict resolution strategies as they examine the complexity of real-world diversity cases. In addition, they will learn methods to overcome barriers to effective group and interpersonal communication in the workplace and in the community.

SOSC221 Comparative Religion  3 CR
This course provides an overview of various world religions, both ancient and modern, including Judaism, Christianity, Islam, Hinduism, and Buddhism. Students will explore concepts of origins, traditions, history, beliefs, and practices of diverse religious orientations and their influences on different world communities.
Prerequisite(s): ENGL109

SOSC231 Philosophy and Human Progress  3 CR
This course introduces students to a basic appreciation of philosophy and the role it has played in the advancement of human communities. Students will learn how to define philosophy and its major movements, both Eastern and Western, ranging from the classical Greek period to the 21st century. By learning how to identify, describe, value, and interpret different philosophical components and movements, students will apply such knowledge to personal and professional issues.
Prerequisite(s): ENGL109

SOSC241 World Regional Geography  3 CR
This course teaches concepts and principles of world geography with particular emphasis on regions and places. Students learn the necessary geographic foundations to build an informed view of global current events. Students also learn to identify places and regions and understand the relationship of physical systems, human systems, and spatial patterns. Politics, economics, development, and war are explored in the global context, with specific examples. Students will study both the physical and cultural characteristics of the world as they develop insights into the relationship between environment and culture. Students learn to use maps that display and analyze data from the principle regions of the world.

SOSC381/382/383 International Social Science variable CR
This course explores the social sciences in an international context. Students learn about the social sciences while studying in another country. Students reflect upon the rich history, traditions, and beliefs of their country of study. This course may be tailored regarding content, time, and credit offered in accordance with a student’s international study and pending approval from the appropriate division chair.

Sociology (SOCY)

SOCY101 Introductory Sociology  3 CR
This course provides an overview of sociological theory. Students learn sociological models of society; basic units of social life and social institutions; and fundamental social processes derived from sociological theory and perspectives. Students also evaluate the role of the individual in society.

SOCY385 Sociology Special Topics  3 CR
This course explores sociological phenomena in various social contexts. Students learn in-depth the significance and implications of sociological theory and the impact of social forces upon groups.
Prerequisite(s): ENGL109

Spanish (SPAN)

SPAN111 Introduction to Spanish  3 CR
This is a beginning language course in Spanish for non-native speakers with a focus on workplace and social conversation. The course recognizes the practical importance of language with special emphasis on speaking skills. It assumes no previous knowledge of the language. Students learn basic vocabulary and structure by completing intensive listening and speaking classroom drills. Students also learn to practice and speak the language used in practical, everyday business situations. Students examine Spanish business practices and culture as they apply to the diverse segments of Spanish-speaking peoples.

SPAN121 Intermediate Spanish  3 CR
This is an intermediate language course in Spanish for non-native speakers with a focus on workplace and social conversation. The course recognizes the practical importance of language with special emphasis on speaking skills. Students expand their basic vocabulary and grammar skills with emphasis on business communications. Students expand their knowledge of the Spanish language used in practical, everyday business situations; students continue examining Spanish business practices and culture as they apply to the diverse segments of Spanish-speaking peoples.
Prerequisite(s): SPAN111 or equivalent

SPAN131 Advanced Spanish  3 CR
This is an advanced level language course in Spanish for non-native speakers with a focus on workplace and social conversation. The course recognizes the practical importance of language with special emphasis on speaking skills. Students continue to expand their vocabulary and their knowledge of Spanish business cultures. Students advance in their knowledge of the Spanish language used in practical, everyday business situations. Students will continue to focus on business communication and cultural practices in order to gain a well-rounded view of the many diverse segments of Spanish-speaking peoples.
Prerequisite(s): SPAN121 or equivalent
Study Abroad (SABR)

SABR381 Student Abroad Experience 3 CR
Students experience living and studying in a foreign country, which enables them to learn about a different culture, geography, history, religion, economics and different business practices and ethics. It allows the students the opportunity to become acquainted with different cities and countries and the way they are governed, and offers them the opportunity to conduct comparative studies with the United States. Students explore differences and commonalities through participation in activities and structured observation of their surroundings while abroad.
Prerequisite(s): Acceptance to the Study Abroad Program

Technology (TECH)

TECH497 School of Technology Capstone 3 CR
This is the capstone for the Bachelor of Applied Science Degree in the School of Technology. Competency of the program will be demonstrated through a project in which the student demonstrates proficiency in a specific major area of study.
Prerequisite(s): Last semester; major courses complete or taken concurrently.
INDEX

A
About Davenport University .................. 6
Academic Advising .................................. 80
Academic Standards of Progress ............ 87
Academic Standards ................................. 86
Attendance Policy .................................. 86
Class Formats ...................................... 81
Coursework and Grades ......................... 84
Educational Options............................... 80
Foundations of Learning Program .......... 80
Library Information Commons .............. 88
Release of Information Statement .......... 88
Requirements and Limitations ............... 82
Student Alert Process ............................ 87
Student Right to Know ........................... 88
Veterans’ Educational Benefits
Information ........................................ 88
Academic Calendar ................................. 4
Academic Policies & Procedures ............. 80
Accounting Course Descriptions .......... 103
Accounting ......................................... 24
Admissions ......................................... 53
Admission as a Dual Enrollment
Student ............................................. 55
Admission as a Guest Student ............... 56
Admission as a Transfer Student .......... 56
Admission for International Students .. 56
Admission to Health Programs ............. 54
Admission to Online Programs ............ 59
Admission to the Medical Assisting Program ........................................... 54
Admission to the Nursing Program .... 54
Admission with Advanced Credit through Articulation ................................ 56
Admissions Process .............................. 53
Davenport Online Technology
Requirements ..................................... 61
General Admissions .............................. 53
Military/Veterans’ Information ............. 57
Noncollegiate Credit Options .............. 57
Online Programs ................................ 60
Orientation and Assessment ................ 59
Preparing for Class ............................ 60
School of Business Credit for
Professional Certifications ............... 57
School of Health Professions Credit for
Professional Certifications ............... 58
School of Technology Credit for
Professional Certifications ............... 58
Technical Support ............................... 60
Transcript Guidelines ........................ 54
University Fees and Expenses .......... 59
Arabic Course Descriptions ................. 104
B
Biology Course Descriptions ............ 104
Board of Trustees ................................. 7
Business Course Descriptions ........... 105
Business Information and Technology
Systems Course Descriptions ........... 106
C
Cabinet ............................................ 7
Chairman ......................................... 7
Chemistry Course Descriptions .......... 107
Chinese Course Descriptions ........... 107
Civic & Social Responsibility ............... 9
Communications Course Descriptions ... 108
Computer Information Systems and
Programming Course Descriptions ... 108
Course Codes .................................... 102
Course Descriptions ......................... 103
Critical & Creative Thinking ............... 9
D
Davenport University Foundation
Board of Trustees ............................... 8
E
Economics Course Descriptions .......... 111
Electives ......................................... 102
English as a Second Language
Course Descriptions ......................... 111
English Course Descriptions .......... 111
Ethical Reasoning & Action ............... 9
F
Faculty ........................................... 46
Finance Course Descriptions ............. 112
Financial Aid ..................................... 62
Davenport University Scholarships .... 62
Description of Financial Aid
and Services .................................... 63
Determination of Awards ................. 62
Disbursement of Financial Aid .......... 67
FAFSA ........................................... 62
Financial Aid History ......................... 67
Financial Aid Standards of
Academic Progress ......................... 66
Financial Aid Verification Policy
and Procedures ............................... 66
Foundation Scholarship List ............ 74
Indebtedness ................................... 69
Refund, Repayment, and
Withdrawal Policy ......................... 68
Repeat of Courses ............................ 67
Required Annual Notification of
Authorization Provisions ................. 67
Scholarships .................................... 69-73
Student Classification .................... 67
Student Financial Aid Rights
and Responsibilities .................... 62
Student Loan/PLUS Credit Balances ... 69
French Course Descriptions ..........................114
Freshman Seminar .................................114
Course Descriptions ...............................114
From the President ...................................1

G
Geology Course Descriptions ......................114
German Course Descriptions .....................114
Global & Intercultural Competence .............9
Global Project Management Course
Descriptions .........................................115

H
Health Information Technology/
Management Course Descriptions ...........116
Health Sciences Course Descriptions ........115
Health Services Administration Course
Descriptions ........................................118
History Course Descriptions ....................119
Honors Projects Course Descriptions ..........120
Human Resource Management Course
Descriptions ........................................120
Humanities Course Descriptions ..............121

I
Information & Technology Proficiency ........9
Information Assurance and Security
Course Descriptions .............................121

J
Japanese Course Descriptions ..................123

L
Leadership & Teamwork ..........................9
Legal Issues/Law Course Descriptions .......123

M
Management Course Descriptions ............124
Marketing Course Descriptions ...............126
Massage Therapy Course Descriptions .....128
Mathematics Course Descriptions ..........128
Medical Assisting Course Descriptions .....130
Medical Case Management Course
Descriptions ........................................130
Mission ..............................................6

N
Networks Course Descriptions ................131
Nonacademic Policies & Procedures ...........89
Anti-Violence Policy ..............................90
Campus Use Guidelines ........................92
Security Services ................................89
Telephone Messages and Usage .............93
Non-Profit Status .................................6
Nursing Course Descriptions ...................133

O
Organization and Structure ......................6
Outcomes ..........................................9

P
Physics Course Descriptions ..................136
Political Science Course Descriptions ....136
Professional Communication ..................9
Professional Excellence
Course Descriptions ............................136
Programs ..........................................11
Psychology Course Descriptions ..........137
Public Safety and Security Management
Course Descriptions ...........................137
Public Safety ....................................26

R
Russian Course Descriptions ..................137

S
School of Business ...............................11
Accounting .......................................24
Accounting Fraud Investigation ...............12
Accounting Information Management .......12
Applied Business ................................15
Business Administration .......................25
Business Professional Studies ...............15
Faculty .............................................46
Finance, Bachelor’s Degree ....................16
Finance, Associate’s Degree ..................25
Forensic Accounting Certificate ..........23
Honors Professional Accountancy
Program BBA/MBA .............................14
Human Resource Management ...........16
Human Resource Management
Certificate .........................................24
International Business .........................18
Management .....................................19
Marketing .........................................20
NEW Strategic Management ...............19
Paralegal Studies, B.S. .........................21
Paralegal Studies, Associate Degree .......25
Paralegal Studies Certificate .................24
Professional Accountancy BBA/MBA .....13
Programs .........................................11
Public Safety ....................................26
Public Safety and Security
Management ABA .................................26
Public Safety and Security
Management BBA .................................22
Service Management and Marketing ....22
Sport Management ...............................23
Strategic Human Resource
Management ......................................17
School of Health Professions ..........27
Faculty .............................................46
Health Information Management ....28
Health Information Technology (HIT) ....31
Health Insurance Claims Management ..32
Health Services Administration .........28
Medical Assisting, Associate Degree ...32
Medical Assisting, Diploma .................33
Medical Billing ....................................33
Medical Case Management .................29
Medical Coding ..................................34
Medical Language Specialist .............34
NEW Medical Case Management
Certificate .........................................31
Nursing AAS ......................................33
Nursing BSN ......................................30
Nursing Pre-Licensure .........................30
Phlebotomy ......................................34
Accreditations and Approvals

Davenport University is accredited by the Higher Learning Commission—North Central Association of Colleges and Schools (NCA); 30 North LaSalle Street, Suite #2400, Chicago, IL 60601; phone (800) 621-7440; www.ncahigheredaccreditation.org. The HLC is nationally recognized by both the U.S. Department of Education and the Council of Higher Education Accreditation (CHEA).

Davenport University, an independent, nonprofit institution, is chartered by the State of Michigan and is empowered to grant degrees. It also is certified by the State Approval Agency of the Department of Education.

Davenport University is recognized and regulated by CPDE—Indiana Commission on Proprietary Education, 302 West Washington Street, Room E201, Indianapolis, IN 46204-2787; phone (800) 277-5695 or (317) 232 1210.

Davenport University is recognized for veterans’ training under the G.I. Bill for Veterans’ Educational Assistance. The University is approved by the United States Department of Justice, Immigration and Naturalization Service as an institution of higher education for training foreign students. The University is approved by agencies of the state and federal governments for many programs including rehabilitation, work incentive, etc.

All the programs in the Marine School of Business at Davenport University have received candidacy status for initial accreditation from the International Assembly for Collegiate Business Education (IACBE).

A bachelor’s degree earned at Davenport University with a major in accounting is fully recognized by the Michigan State Board of Accountancy.

The Professional Accountancy degree earned at Davenport University is fully recognized by the Indiana State Board of Accountancy.

A bachelor’s degree in Finance with a Financial Planning Specialty earned at Davenport University is fully recognized by the CFP (Certified Financial Planning) Standards Board.

The HFY associate degree level program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM); contact information: CAHIIM, 233 N. Michigan Avenue, Suite 250, Chicago, IL 60601; phone (312) 235 1183; www.caihim.org.

The Medical Assisting programs at Battle Creek (Diploma, AAS), in conjunction with the Lansing (AAS), Carson (Diploma), and Grand Rapids Fulton St. (Diploma, Meritville (AAS) and South Bend (AAS) locations, are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahpep.org), upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE); Commission on Accreditation of Allied Health Education Programs (CAAAHEP), 1561 Park Street, Clearwater, FL 33756; phone (727) 270-2350.

Davenport University’s Medical Coding program is an Approved Coding Certificate Program from the American Health Information Management Association (AHIMA), 233 N. Michigan Avenue, Suite 2150, Chicago, IL 60601-5800; phone (312) 233-1100.

The pre-licensure nursing programs are approved by the Michigan Board of Nursing for BSN classes in Grand Rapids, and the Associate in Nursing and the Diploma in Practical Nursing at the Warren and Midland locations. The Bachelor’s of Science in Nursing, the Associate in Nursing and the Diploma in Practical Nursing program are each accredited by the National League for Nursing Accrediting Commission, Inc. (NLNAC); contact information: NLNAC Inc., 61 Broadway, 33rd Floor, New York, NY 10006; phone (800) 669-1656; www.nlnac.org.

The Paralegal Studies Program, which offers an Associate of Science, Bachelor’s of Science and a Post-Baccalaureate Certificate at the Main Campus in Grand Rapids, MI, has been continuously approved by the American Bar Association (ABA) since 1994.

Non-discrimination policy

Davenport University maintains a policy of non-discrimination regarding students on the basis of race, color, religion, national origin, sex, weight, height, marital status, physical or mental limitations and/or disability in the administration of its admissions policies, scholarships and loan programs and other University administered programs. In addition, the University does not discriminate regarding extra-curricular activities or employment practices. The University has a policy prohibiting unlawful discrimination or sexual harassment. Incidents of discriminatory harassment must be reported to the Executive Director or his/her designee.

Locations

**Michigan**

Main Campus 616-698-7111 866-925-3884
6191 Kraft Avenue SE Grand Rapids MI 49512

Alma 989-463-8922 1500 N. Pine Avenue Alma MI 48801

Battle Creek 269-968-6105 800-762-4173 200 West Van Buren Street Battle Creek MI 49017

Cato 989-673-6857 800-968-9710 1231 Cleaver Road Cato MI 48723

Fleet 810-732-9977 800-727-1443 438 Miller Road, Suite A Fleet MI 48507

Gaylord 989-765-3720 888-352-5391 80 Livingston Boulevard Gaylord MI 49735

Grand Rapids – Fulton Street

616-451-3511 800-632-9569 415 E. Fulton Street Grand Rapids MI 49503

Holland 616-395-4600 800-643-4630 3643 S. Waverly Road Holland MI 49423

Kalamazoo 269-382-2835 800-632-8928 412 West Main Street Kalamazoo MI 49006

Lansing 517-484-2600 866-600-5515 220 E. Kalamazoo Street Lansing MI 48933

Livonia 800-686-1600 19499 Victor Parkway Livonia MI 48152

Midland 989-835-5688 800-968-4860 3555 E. Patrick Road Midland MI 48642

Saginaw 989-799-7800 800-968-8133 5300 Bay Road Saginaw MI 48604

Traverse City 231-995-1740 800-694-0883 2200 Dendrinos Dr., Suite 110 Traverse City MI 49684

Warren 586-558-8700 800-724-7708 27650 Dequindre Road Warren MI 48092

Indiana

Merrillville 219-769-5556 800-549-7960 8200 Georgia Street Merrillville IN 46410

South Bend/Mishawaka 574-277-8447 800-277-8447 7127 Grape Road Granger IN 46530

National | International

Davenport Online 616-742-2080 800-203-5323 415 E. Fulton Street Grand Rapids MI 49503

Admissions 800.686.1600