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.ncahigherlearningcommission.org. The HLC is nationally recognized by the U.S. Department of Education and by 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 for veterans' training under the GI 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.

Davenport University has received specialized accreditation for its Associate of Business Administration, Associate of Science, Bachelor of Business Administration, Bachelor of Science, and Masters of Business Administration degree programs in business through the International Assembly for Collegiate Business Education (IACBE), Chillicothe, Kansas.

A bachelor's degree is earned at Davenport University with a major in accounting is fully recognized by the Michigan 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 BBA at Davenport University with a major in Finance is fully recognized by the CFP Board of Standards.

A bachelor's degree in Nursing is fully recognized in Michigan by the Board of Nursing.

The Paralegal Studies Program, which offers an Associate of Applied Science degree, is accredited by the American Association for Paralegal Studies (AAP). The Paralegal Studies Program at Battle Creek (Diploma, AAS), Saginaw in conjunction with Lansing (AAS), Caro (Diploma), and Grand Rapids (Diploma) campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AARAE); Commission on Accreditation of Allied Health Education Programs (CAAEHP), 1301 Park Street, Clearwater, FL 33756 (727) 210-2350.

The pre-licensure nursing program is approved by the Michigan Board of Nursing for BSN classes in Grand Rapids.

The Associate’s in Nursing and the Diploma in Practical Nursing at the Warren and Midland campuses are also approved by the Michigan Board of Nursing. The Bachelor of Science in Nursing (Completion Program), the Associate of Applied Science in Nursing and the Diploma in Practical Nursing programs 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; 800-689-1836; www.nlnac.org.

The Perioperative Nurse Post-Baccalaureate Certificate Program in Nursing at Davenport University is approved by the Michigan Board of Nursing. The Bachelor of Science in Nursing (Completion Program), the Associate of Applied Science in Nursing and the Diploma in Practical Nursing programs 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; 800-689-1836; www.nlnac.org.

The Pre-licensure Nursing Program at the Holland Campus is approved by the Michigan Board of Nursing. The Bachelor of Science in Nursing (Completion Program), the Associate of Applied Science in Nursing and the Diploma in Practical Nursing programs 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; 800-689-1836; www.nlnac.org.

The pre-licensure nursing program is approved by the Michigan Board of Nursing for BSN classes in Grand Rapids.

The Associate’s in Nursing and the Diploma in Practical Nursing at the Warren and Midland campuses are also approved by the Michigan Board of Nursing. The Bachelor of Science in Nursing (Completion Program), the Associate of Applied Science in Nursing and the Diploma in Practical Nursing programs 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; 800-689-1836; www.nlnac.org.

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The pre-licensure nursing program is approved by the Michigan Board of Nursing for BSN classes in Grand Rapids.

The Associate’s in Nursing and the Diploma in Practical Nursing at the Warren and Midland campuses are also approved by the Michigan Board of Nursing. The Bachelor of Science in Nursing (Completion Program), the Associate of Applied Science in Nursing and the Diploma in Practical Nursing programs 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; 800-689-1836; www.nlnac.org.

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Welcome to Davenport University!

Davenport is a university with a bold vision for high quality that will help you exceed employer expectations in the career of your choice. We listen to employers and CEOs of major companies who tell us what they need and then meet those needs with our career-focused curriculum. This catalog is designed to help you set a successful course toward your personal and educational goals.

Every student who enters Davenport University, whether at one of our fourteen campuses or online, receives the same level of quality and individual attention. We are dedicated to providing a supportive learning environment with rich traditions of excellence that will transform you and help you fulfill your potential as a professional.

People who hold degrees are the future of our knowledge-driven economy, and we are excited that you have chosen Davenport to help you become a successful part of this dynamic economy.

Please refer to the catalog and save this copy for future reference. And once again, welcome to Davenport, where we are dedicated to quality and seeing you succeed.

Sincerely,

Richard Pappas, Ed.D.
President
Welcome to Davenport University!
We look forward to helping you achieve your career and personal goals.

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.

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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 2010 (201110)

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<tr>
<th>Event</th>
<th>15-week semester</th>
<th>10-week session</th>
<th>7-week session 1</th>
<th>7-week session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yearlong Schedule Open</td>
<td>Mon Feb 1</td>
<td>Mon Feb 1</td>
<td>Mon Feb 1</td>
<td>Mon Feb 1</td>
</tr>
<tr>
<td>Schedules dropped/No payment arrangements</td>
<td>Mon Aug 16</td>
<td>Mon Aug 16</td>
<td>Mon Aug 16</td>
<td>Mon Oct 11</td>
</tr>
<tr>
<td>Last day to make payment without late fee</td>
<td>Fri Aug 20</td>
<td>Fri Aug 20</td>
<td>Fri Aug 20</td>
<td>Fri Oct 15</td>
</tr>
<tr>
<td>Last day for adding to waitlist</td>
<td>Fri Aug 20</td>
<td>Fri Aug 20</td>
<td>Fri Aug 20</td>
<td>Fri Oct 15</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Mon Aug 30</td>
<td>Mon Aug 30</td>
<td>Mon Aug 30</td>
<td>Wed Oct 27</td>
</tr>
<tr>
<td>Last day for drop/add and late payments</td>
<td>Fri Sept 3</td>
<td>Add Mon Aug 30</td>
<td>Add Mon Aug 30</td>
<td>Add Wed Oct 27</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Drop Fri Sept 3</td>
<td>Drop Fri Sept 3</td>
<td>Drop Tues Nov 2</td>
</tr>
<tr>
<td>Last day to use book vouchers/1st Census</td>
<td>Fri Sept 3</td>
<td>Fri Sept 3</td>
<td>Fri Sept 3</td>
<td>Tues Nov 2</td>
</tr>
<tr>
<td>Last day to withdraw with “W” grade</td>
<td>Fri Nov 19</td>
<td>Fri Oct 15</td>
<td>Fri Oct 1</td>
<td>Fri Dec 3</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Sat Sept 4 -</td>
<td>Sat Sept 4 -</td>
<td>Sat Sept 4 -</td>
<td>NA</td>
</tr>
<tr>
<td>Thanksgiving break</td>
<td>Mon Sept 6</td>
<td>Mon Sept 6</td>
<td>Mon Sept 6</td>
<td>NA</td>
</tr>
<tr>
<td>Classes end</td>
<td>Sat Dec 18</td>
<td>Tues Nov 9</td>
<td>Mon Oct 18</td>
<td>Sat Dec 18</td>
</tr>
<tr>
<td>Final grades due</td>
<td>Tues Dec 21</td>
<td>Fri Nov 12</td>
<td>Thur Oct 21</td>
<td>Tues Dec 21</td>
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</tbody>
</table>

14 Sat class meetings 6 Sat class meetings

### WINTER 2011 (201120)

<table>
<thead>
<tr>
<th>Event</th>
<th>15-week semester</th>
<th>10-week session</th>
<th>7-week session 1</th>
<th>7-week session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedules dropped/No payment arrangements</td>
<td>Mon Dec 20</td>
<td>Mon Dec 20</td>
<td>Mon Dec 20</td>
<td>Mon Feb 14</td>
</tr>
<tr>
<td>Last day to make payment without late fee</td>
<td>Mon Dec 27</td>
<td>Mon Dec 27</td>
<td>Mon Dec 27</td>
<td>Fri Feb 18</td>
</tr>
<tr>
<td>Last day for adding to waitlist</td>
<td>Mon Dec 27</td>
<td>Mon Dec 27</td>
<td>Mon Dec 27</td>
<td>Fri Feb 18</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Mon Jan 3</td>
<td>Mon Jan 3</td>
<td>Mon Jan 3</td>
<td>Mon Feb 28</td>
</tr>
<tr>
<td>Last day for drop/add and late payments</td>
<td>Fri Jan 7</td>
<td>Add Mon Jan 3</td>
<td>Add Mon Jan 3</td>
<td>Add Mon Feb 28</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Drop Fri Jan 7</td>
<td>Drop Fri Jan 7</td>
<td>Drop Fri Mar 4</td>
</tr>
<tr>
<td>Last day to use book vouchers/1st Census</td>
<td>Fri Jan 7</td>
<td>Fri Jan 7</td>
<td>Fri Jan 7</td>
<td>Fri Mar 4</td>
</tr>
<tr>
<td>Last day to withdraw with “W” grade</td>
<td>Fri Apr 1</td>
<td>Fri Feb 18</td>
<td>Fri Feb 4</td>
<td>Fri Apr 1</td>
</tr>
<tr>
<td>Spring break</td>
<td>Sun Feb 20 -</td>
<td>Sun Feb 20 -</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td>Sat Feb 26</td>
<td>Sat Feb 26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classes end</td>
<td>Sat Apr 23</td>
<td>Sat Mar 19</td>
<td>Sat Feb 19</td>
<td>Sat Apr 16</td>
</tr>
<tr>
<td>Final grades due</td>
<td>Tues Apr 26</td>
<td>Tues Mar 22</td>
<td>Tues Feb 22</td>
<td>Tues Apr 19</td>
</tr>
<tr>
<td>2011 Commencement Ceremony (Proposed)</td>
<td>Sun May 1</td>
<td>Sun May 1</td>
<td>Sun May 1</td>
<td>Sun May 1</td>
</tr>
<tr>
<td><strong>SPRING/SUMMER 2011 (201130)</strong></td>
<td><strong>12-week semester</strong></td>
<td><strong>10-week session</strong></td>
<td><strong>7-week session 1</strong></td>
<td><strong>7-week session 2</strong></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------</td>
<td>---------------------</td>
<td>---------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Schedules dropped/No payment arrangements</td>
<td>Mon Apr 18</td>
<td>Mon Apr 18</td>
<td>Mon Apr 18</td>
<td>Mon Jun 13</td>
</tr>
<tr>
<td>Last day to make payment without late fee</td>
<td>Fri Apr 22</td>
<td>Fri Apr 22</td>
<td>Fri Apr 22</td>
<td>Fri Jun 17</td>
</tr>
<tr>
<td>Last day for adding to waitlist</td>
<td>Fri Apr 22</td>
<td>Fri Apr 22</td>
<td>Fri Apr 22</td>
<td>Fri Jun 17</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Mon May 2</td>
<td>Mon May 2</td>
<td>Mon May 2</td>
<td>Mon Jun 27</td>
</tr>
<tr>
<td>Last day for drop/add and late payments</td>
<td>Fri May 6</td>
<td>Add Mon May 2 Drop Fri May 6</td>
<td>Add Mon May 2 Drop Fri May 6</td>
<td>Add Mon Jun 27 Drop Fri Jul 1</td>
</tr>
<tr>
<td>Last day to use book vouchers/1st Census</td>
<td>Fri May 6</td>
<td>Fri May 6</td>
<td>Fri May 6</td>
<td>Fri Jul 1</td>
</tr>
<tr>
<td>Last day to withdraw with “W” grade</td>
<td>Fri Jul 1</td>
<td>Fri Jun 17</td>
<td>Fri Jun 3</td>
<td>Fri Jul 29</td>
</tr>
<tr>
<td>Memorial Day weekend break</td>
<td>Sat May 28 - Mon May 30</td>
<td>Sat May 28 - Mon May 30</td>
<td>Sat May 28 - Mon May 30</td>
<td>NA</td>
</tr>
<tr>
<td>Independence Day break</td>
<td>Sun Jul 3 - Mon Jul 4</td>
<td>Sun Jul 3 - Mon Jul 4</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Classes end</td>
<td>Mon Aug 1 Tues Jul 19 Wed Jul 20 Thur Jul 21 Fri Jul 22 Sat Jul 30</td>
<td>Thur Jul 14</td>
<td>Mon Jun 20</td>
<td>Mon Aug 15</td>
</tr>
<tr>
<td>Final grades due</td>
<td>Wed Aug 4</td>
<td>Mon Jul 18</td>
<td>Thur Jun 23</td>
<td>Thur Aug 18</td>
</tr>
<tr>
<td><strong>FALL 2011 (201210)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2011 semester classes begin</td>
<td>Mon Aug 29</td>
<td>Mon Aug 29</td>
<td>Mon Aug 29</td>
<td>Wed Oct 26</td>
</tr>
</tbody>
</table>

6 Sat class meetings
Our Mission
Davenport University prepares individuals and organizations to excel in the knowledge-driven environment of the 21st Century.

Our Vision
Davenport University aspires to be renowned nationally and internationally as a quality institution of higher education that understands the market better than any other institution and uses that understanding to exceed employer expectations, transform communities, and change the lives of our students by preparing them to achieve their dreams.

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.
LEADERSHIP TEAM

Richard J. Pappas, Ed.D.
President

Kimberly A. Bruyn
Executive Vice President for University Relations and Communications

Scott Epstein, Ed.D.
Executive Vice President for Quality and Effectiveness

Larry Polselli, Ed.D.
Executive Vice President for Enrollment and Student Services

Dave Veneklase
Executive Vice President for Human and Organizational Development

Michael S. Volk, C.P.A.
Executive Vice President for Finance/CFO

Dennis C. Washington
Executive Vice President for Advancement

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

Wilbur A. Lettinga
Founder and Past President
Lettinga & Associates, Incorporated
CEO Kentland Corporation
Caledonia, Michigan

Frank H. Merlotti
President
Design Group
Steelcase, Incorporated
Grand Rapids, Michigan

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

Richard J. Pappas, Ed.D.
President
Davenport University
Grand Rapids, Michigan

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

Kenneth Yerrick
Executive VP Emeritus
Dow Corning Corporation
Midland, Michigan

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Dow Corning Corporation
Midland, Michigan

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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.
Note: A “dot” is shown in the grid when all courses required for program completion are offered at that campus. A student’s ability to progress through a program at a campus without a “dot” is dependent upon the mix of programs that are offered there. At some point, the student would need to take courses at a nearby campus or online in order to complete the program.

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### Davenport University

### School of Health Professions

Note: A “dot” is shown in the grid when all courses required for program completion are offered at that campus. A student’s ability to progress through a program at a campus without a “dot” is dependent upon the mix of programs that are offered there. At some point, the student would need to take courses at a nearby campus or online in order to complete the program.

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1. The HIT program is accredited at Livonia and Online. The SoHP is seeking site accreditation for the Battle Creek, Grand Rapids/Holland, Saginaw, and Warren campuses.
2. The MA program is accredited at the associate’s degree level at the Battle Creek, Lansing, and Saginaw campuses. The SoHP is seeking site accreditation for Warren.
3. The MA programs at the Caro and Grand Rapids locations are accredited at the diploma level; students pursuing the associate’s program at these locations are eligible to sit for the CMA exam, provided that they are awarded the MA diploma before completing the associate’s program.
Note: A “dot” is shown in the grid when all courses required for program completion are offered at that campus. A student's ability to progress through a program at a campus without a “dot” is dependent upon the mix of programs that are offered there. At some point, the student would need to take courses at a nearby campus or online in order to complete the program.

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DONALD W. MAINE SCHOOL OF BUSINESS

Programs

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

BACHELOR OF BUSINESS ADMINISTRATION
Accounting Fraud Investigation (BBA) 120 credits
Accounting Information Management (BBA) 120 credits
Applied Business (BBA) 120 credits
Business Professional Studies (BBA) 120 credits
Finance (BBA) 120 credits
Human Resource Management (BBA) 120 credits
International Business (BBA) 120 credits
Management (BBA) 120 credits
Marketing (BBA) 120 credits
Specialties: Internal Auditing, Management Accounting
Specialty: Financial Planning
Specialties: Entrepreneurship, Financial Management, Global Project Management, Leadership Effectiveness, Sustainable Business Development

BACHELOR OF SCIENCE
Paralegal Studies (BS) 120 credits

POST-BACCALAUREATE CERTIFICATES
Forensic Accounting Certificate 12 credits
Global Project Management 18 credits
Human Resource Management Certificate 24-25 credits
Paralegal Studies Certificate 27 credits
Sustainable Business Development 15 credits

ASSOCIATE OF BUSINESS ADMINISTRATION
Accounting (ABA) 64 credits
Business Administration (ABA) 61 credits
Finance (ABA) 65 credits
Public Safety and Security Management (ABA) 64 credits

ASSOCIATE OF SCIENCE
Paralegal Studies (AS) 64 credits
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 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.
- A Statement of Purpose must be submitted prior to beginning graduate-level coursework.

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

Foundations of Business

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Major

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Graduate Level Courses

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Capstone

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Open Electives

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

1See “Guide to Electives” on page 108 for list of choices.
PROFESSIONAL ACCOUNTANCY BBA/MBA

Professional Accountancy

Bachelor of Business Administration

Accounting Concentration

Master of Business Administration | 150 credits |

PROACCB/MBA

The Professional Accountancy program provides students with the opportunity to earn both the BBA in Accounting Information Management and the MBA with a concentration in Accounting in a five-year period. This degree combination meets the 150-hour educational requirement of the Michigan and most State Boards of Accountancy for students pursuing CPA licensure.

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

Foundations of Excellence 39 credits

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<th>Course Code</th>
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Foundations of Business 32 credits

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<td>Microcomputer Applications: Spreadsheets</td>
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Major 76 credits

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Graduate Level Courses (40 credits)

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Capstone

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Open Electives 3 credits

For 600-700 level course descriptions and ACCT600-700 Accounting Electives, please see the Course Descriptions section of the MBA Catalog or search for them on the University web site, www.davenport.edu.

STRATEGIC HUMAN RESOURCE MANAGEMENT

Strategic Human Resource

Bachelor of Business Administration

Strategic Human Resource Concentration

Master of Business Administration | 150 credits |

STRHUM B/MBA

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

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 development.

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

Foundations of Excellence 39 credits

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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†See “Guide to Electives” on page 108 for list of choices.
ENGL109 Composition 3
ENGL110 Advanced Composition 3
ENGL311 Professional Writing 3
FRSM100 Career and Education Seminar or (if exempt) Open Electives 3
MATH125 Intermediate Algebra 3
STAT220 Introduction to Statistics 3
SOSC201 Diversity in Society 3
Humanities Electives 3
Social Science Electives 3
ENVS125 Environmental Studies or Science/Mathematics Elective 3

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<td>HRMG313 Staffing Organizations</td>
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<td>HRMG314 Managing Change in Organizations</td>
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<td>HRMG330 Training for Organizations</td>
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<td>HRMG431 Negotiation and Dispute Resolution</td>
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<td>HRMG433 Compensation Administration</td>
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<td>HRMG453 Strategic Human Resources</td>
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<td>HRMG490* Human Resource Management Internship</td>
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<td>HRMG499 Certified Professional Human Resource Management Preparation</td>
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<td>HHRMG715 International Human Resources</td>
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<td>HHRMG725 Finance of Compensation and Benefits</td>
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<td>HHRMG730 Public Policy and Administrative Law</td>
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<td>HHRMG750 Organizational Training and Development</td>
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<td>HHRMG770 Advanced Problem Solving in Human Resource Management</td>
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*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 MBA Catalog or search for them on the University web site, www.davenport.edu.

### STRATEGIC MANAGEMENT

**Strategic Management**

**Bachelor of Business Administration**

**Strategic Management Concentration**

**Master of Business Administration | 150 credits | STRMGTB/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 BBA/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.

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

**Foundations of Excellence** 39 credits

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
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**Foundations of Business** 32 credits

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**Graduate Level Courses** (30 credits)

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<td>HHRMG715</td>
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<td>HHRMG725</td>
<td>Finance of Compensation and Benefits</td>
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<td>Public Policy and Administrative Law</td>
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<td>HHRMG750</td>
<td>Organizational Training and Development</td>
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<td>HHRMG770</td>
<td>Advanced Problem Solving in Human Resource Management</td>
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<td>MGMT725</td>
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**Capstone**

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<td>SABR781</td>
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**Open Electives** 6 credits

See “Guide to Electives” on page 108 for list of choices.
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 technical 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

- COMM201 Presentation Techniques  
- ECON200 Microeconomics  
- ECON201 Macroeconomics  
- ENGL109 Composition  
- ENGL110 Advanced Composition  
- ENGL311 Professional Writing  
- FRSM100 Career and Education Seminar or (if exempt) Open Electives1  
- MATH215 Intermediate Algebra  
- STAT220 Introduction to Statistics  
- SOSC201 Diversity in Society  
- Humanities Electives1  
- Social Science Electives1  
- ENVS125 Environmental Studies or Science/Mathematics Elective1

**Foundations of Business**  
32 credits

- ACCT201 Accounting Foundations I  
- ACCT202 Accounting Foundations II  
- ACCT220 Accounting Information Technology  
- BITS211 Microcomputer Applications: Spreadsheets  
- BUSN120 Introduction to Business or Business Elective  
- BUSN210 Professional Ethics  
- FINC211 Corporate Finance  
- LEGL210 Business Law Foundations  
- MGMT210 Management Foundations  
- MKTG211 Marketing Foundations

**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 by Davenport University. Successful completion of either the Study Abroad Experience or the 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 MBA Catalog or search for them on the University web site, www.davenport.edu.
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
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 Electives1 3
MATH125 Intermediate Algebra 3
STAT220 Introduction to Statistics 3
SOSC201 Diversity in Society 3
SOCIAL SCIENCE ELECTIVES1 3
ENVS125 Environmental Studies or Science/Mathematics Elective1 3

Foundations of Business 32 credits
ACCT201 Accounting Foundations I 4
ACCT202 Accounting Foundations II 4
ACCT220 Accounting Information Technology 3
BITS211 Microcomputer Applications: Spreadsheets 3
BUSN120 Introduction to Business or Business Elective 3
BUSN210 Professional Ethics 3
FINC211 Corporate Finance 3
LEGL210 Business Law Foundations 3
MGMT211 Management Foundations 3
MKTG211 Marketing Foundations 3

Major 42 credits
ACCT213 Cost Accounting 3
ACCT301 Intermediate Accounting I 4
ACCT302 Intermediate Accounting II 4
ACCT315 Federal Taxation I 3
ACCT318 Payroll and State Tax 3
ACCT320 Auditing and Assurance Services 3
ACCT350 Accounting Information Systems 3
ACCT420 Government and Not-for-Profit Accounting 3
ACCT495 Accounting Issues and Research 4
BUSN488T BBA Major Field Test 0

Choose 12 credit hours of Accounting electives from list below or choose a specialty:

Accounting Electives: [AI] (12 credits)
ACCT314 Cost Management 3
ACCT316 Federal Taxation II 3
ACCT401 Internal Auditing I 3
ACCT402 Internal Auditing II 3
ACCT415 Advanced Accounting Topics 3
ACCT421 EDP Computer Auditing 3
ACCT440 Advanced Strategic Management Accounting 3
ACCT490 Accounting Internship 3
FINC212 Advanced Corporate Finance 3

Internal Auditing Specialty [AIIA] (12 credits)
ACCT314 Cost Management 3
ACCT401 Internal Auditing I 3
ACCT402 Internal Auditing II 3
ACCT421 EDP Computer Auditing 3

Management Accounting Specialty [AIMA] (12 credits)
Choose 12 credits from the following:
ACCT314 Cost Management 3
ACCT415 Advanced Accounting Topics 3
ACCT421 EDP Computer Auditing 3

Open Electives 7 credits

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.

1See “Guide to Electives” on page 108 for list of choices.

BACK
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.

Foundations of Excellence 39 credits

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Foundations of Business 32 credits

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<td>Accounting Foundations II</td>
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<td>BITS211</td>
<td>Microcomputer Applications: Spreadsheets</td>
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<td>BUSN120</td>
<td>Introduction to Business or</td>
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<td>BUSN210</td>
<td>Professional Ethics</td>
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<td>FINC211</td>
<td>Corporate Finance</td>
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<td>LEGL210</td>
<td>Business Law Foundations</td>
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<td>MGMT211</td>
<td>Management Foundations</td>
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<tr>
<td>MKTG211</td>
<td>Marketing Foundations</td>
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Major 40 credits

Specialty courses comprising the major area of the associate's degree: 24

<table>
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<tr>
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<td>BUSN495</td>
<td>Business Planning Capstone</td>
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<td>FINC223</td>
<td>Entrepreneurial Finance or</td>
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<td>FINC235</td>
<td>Financial Analysis for Business Managers</td>
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<tr>
<td>GPMT350</td>
<td>Principles of Project Management</td>
</tr>
<tr>
<td>MGMT375</td>
<td>Leadership Theory and Discovery</td>
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</tbody>
</table>

Open Electives 9 credits

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

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; or
   b. They are equivalent to Foundations of Business courses at Davenport; or
   c. They are an acceptable substitute, as determined by the Dean 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.

1See “Guide to Electives” on page 108 for list of choices.
Emphasis in Entrepreneurship*:
BUSN311 Business Planning for Entrepreneurs 3
MGMT265 Entrepreneurship 3

Emphasis in Human Resource (Choose 6 credits):
HRM331 Staffing Organizations 3
HRM431 Negotiation and Dispute Resolution 3
LEGL401 Employment and Labor Law 3

Emphasis in Operations Management+:
MGMT412 Quality Management 3
MGMT413 Supply Chain Management 3

Emphasis in Marketing+:
MKTG320 Marketing of Services 3
MKTG404 Business-to-Business Marketing 3

Open Electives 18 credits

* Choose FINC223 Entrepreneurial Finance for the Entrepreneurship Emphasis.
+ Choose the FINC235 Financial Analysis for Business Managers for the Operations Management Emphasis or the Marketing Emphasis.

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

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 also provides the foundation for an MBA degree program.

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
MATH125 Intermediate Algebra 3
STAT220 Introduction to Statistics 3
SOSC201 Diversity in Society 3
HUM410 Social Science Electives 3
ENVS125 Environmental Studies or Science/Mathematics Elective 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 or Business Elective 3
BUSN210 Professional Ethics 3
CISPI12 Applied Information Technology 3
FINC211 Corporate Finance 3
LEGL210 Business Law Foundations 3
MGMT211 Management Foundations 3
MKTG211 Marketing Foundations 3

Major 37-43 credits
ACCT301 Intermediate Accounting I 4
ACCT315 Federal Taxation I 3
BUSN488T BBA Major Field Test 0
FINC212 Advanced Corporate Finance 3
FINC215 Investment Planning 3
FINC220 Money and Banking 3
FINC221 Financial Analysis 3
FINC320 International Finance 3
FINC402 Portfolio Management 3
FINC403 Health Care Finance 3

Choose the Financial Planning Specialty or 3 of the following electives: [FN] (9-10 credits)
ACCT302 Intermediate Accounting II 4
FINC222 Behavioral Finance 3
FINC230 Financial Planning and Insurance 3
FINC301 Retirement Planning and Employee Benefits 3
FINC310 Real Estate Finance 3
FINC401 Estate Planning 3

Financial Planning Specialty [FFP] (15 credits)
ACCT316 Federal Taxation II 3
FINC222 Behavioral Finance 3
FINC230 Financial Planning and Insurance 3
FINC301 Retirement Planning and Employee Benefits 3
FINC401 Estate Planning 3

Open Electives 6–12 credits

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.

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

See “Guide to Electives” on page 108 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
HUMN310-315 Global Culture or Humanities Elective 3

Open Electives 6 credits

*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 in an international function 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 108 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, Leadership Effectiveness, Entrepreneurship or Sustainable Business Development.

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 Electives1 3
MATH125 Intermediate Algebra 3
STAT220 Introduction to Statistics 3
SOSC201 Diversity in Society 3

dor

Foundations of Business 32 credits
ACCT201 Accounting Foundations I 4
ACCT202 Accounting Foundations II 4
BITS211 Microcomputer Applications: Spreadsheets 3
BUSN120 Introduction to Business or Business Elective 3
BUSN210 Professional Ethics 3
CISP112 Applied Information Technology 3
FINC211 Corporate Finance 3
LEGL210 Business Law Foundations 3
MGMT211 Management Foundations 3

or

Major 40-43 credits
BUSN225 International Business 3
BUSN403 Business Research 3
BUSN488T BBA Major Field Test 0
BUSN495 Business Planning Capstone 4
FINC223 Entrepreneurial Finance* or
FINC235 Financial Analysis for Business Managers or
FINC320 International Finance 3
GPMT350 Principles of Project Management 3
HRMG213 Human Resource Management 3
MGMT321 Organizational Behavior 3
MGMT357 Operations Management 3
MGMT440 Strategic Management 3

Plus 4 (four) upper level Management electives from course options listed below or choose a Specialty:
Management Electives may include any upper level MGMT courses and/or any of the following:
BUSN311 Business Planning for Entrepreneurs
HRMG314 Managing Change in Organizations
HRMG431 Negotiation and Dispute Resolution
MGMT320 Marketing of Services
MGMT404 Business to Business Marketing
MGMT430 New Product Development and Innovation
SABR381 Study Abroad Experience

Entrepreneurship Specialty [MENT] (15 credits)
BUSN265 Entrepreneurship 3
BUSN311 Business Planning for Entrepreneurs or
MGMT430 New Product Development and Innovation 3
MGMT312 Creativity and Innovation 3
MGMT320 Marketing of Services 3
MGMT322 Internet Marketing 3

Financial Management Specialty [MGFN] (15 credits)
ACCT213 Cost Accounting 3
FINC212 Advanced Corporate Finance 3
FINC220 Money and Banking 3

Choose one area of emphasis (6 credits):

Emphasis in Financial Analysis:
FINC221 Financial Analysis and 3
FINC320 International Finance 3

or

Emphasis in Investments:
FINC215 Investment Planning and 3
FINC402 Portfolio Management 3

Global Project Management Specialty [CTGT] (12 credits)
GPMT385 Special Topics: Global Project Management 3
GPMT400 Resource Management of Projects 3
GPMT410 Global Sourcing for Projects 3
GPMT445 Simulation and Case Study in Project Management or
GPMT499 Certified Project Management Professional Preparation 3

Leadership Effectiveness Specialty [MGLE] (12 credits)
HRMG314 Managing Change in Organizations 3
MGMT375 Leadership Theory and Discovery 3
MGMT420 Ethical Leadership and Corporate Social Responsibility 3
MGMT435 Leadership Challenges Seminar 3

Sustainable Business Development [SBDV] (15 credits)
MGMT330 International Management 3
MGMT370 Sustainability Principles and Theories 3
MGMT413 Sustainable Supply Chain Management 3
MGMT420 Ethical Leadership and Corporate Social Responsibility 3
MGMT450 Sustainable Global Business Design and Strategy 3

Open Electives 6-9 credits

* FINC223 is recommended when choosing the Entrepreneurship Specialty

1See “Guide to Electives” on page 108 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, or Sport Marketing.

Foundations of Excellence 39 credits

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<td>ENGL110</td>
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<td>ENGL311</td>
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<td>FRSM100</td>
<td>Career and Education Seminar or (if exempt) Open Electives</td>
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<td>MATH125</td>
<td>Intermediate Algebra</td>
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<td>STAT220</td>
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<td>SOSC212</td>
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<td>ENVS125</td>
<td>Environmental Studies or Science/Mathematics Elective</td>
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Foundations of Business 32 credits

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<th>Description</th>
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<td>ACCT201</td>
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<td>Accounting Foundations II</td>
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<tr>
<td>BIT5211</td>
<td>Microcomputer Applications: Spreadsheets</td>
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<td>BUSN120</td>
<td>Introduction to Business or Business Elective</td>
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<td>BUSN210</td>
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<td>CIS312</td>
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Major 40-43 credits

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<td>MKTG421</td>
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<td>MKTG430</td>
<td>New Product Development and Innovation</td>
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<tr>
<td>MKTG441</td>
<td>Strategic Marketing</td>
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Plus 4 (four) Marketing electives [MKTG] or choose one of the following specialties:

Advertising and Promotion Specialty [MKAP] (12 credits)

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<th>Course</th>
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<td>MKTG306</td>
<td>Creative Strategies</td>
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<td>Media Planning</td>
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<td>MKTG322</td>
<td>Internet Marketing or Internet Marketing</td>
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<td>MKTG490</td>
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Business-to-Business Specialty [MKBB] (12 credits)

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tr>
<td>MKTG305</td>
<td>Sales Management</td>
<td>3</td>
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<tr>
<td>MKTG311</td>
<td>Channel Strategy</td>
<td>3</td>
</tr>
<tr>
<td>MKTG322</td>
<td>Internet Marketing or Internet Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKTG490</td>
<td>Marketing Internship</td>
<td>3</td>
</tr>
<tr>
<td>MKTG404</td>
<td>Business-to-Business Marketing</td>
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Sport Marketing Specialty ** [MKSP] (12-15 credits)

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<tr>
<td>MGMT214</td>
<td>Sport Management Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MGMT223</td>
<td>Sports in Society or Sports in Society</td>
<td>3</td>
</tr>
<tr>
<td>MGMT490S</td>
<td>Sport Management Internship</td>
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<tr>
<td>MKTG215</td>
<td>Sport Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKTG350</td>
<td>Sport Advertising and Promotion</td>
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</table>

Open Electives 6-9 credits

**It is strongly recommended that students choosing the Sport Marketing Specialty take MGMT490S Sport Management Internship as open elective credit.

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</th>
<th>Description</th>
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<td>ECON200</td>
<td>Microeconomics</td>
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<td>ECON201</td>
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<td>ENGL109</td>
<td>Composition</td>
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<td>ENGL110</td>
<td>Advanced Composition</td>
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<tr>
<td>ENGL311</td>
<td>Professional Writing</td>
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<td>FRSM100</td>
<td>Career and Education Seminar or (if exempt) Open Electives</td>
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<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
<td>3</td>
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<tr>
<td>STAT220</td>
<td>Introduction to Statistics</td>
<td>3</td>
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<td>SOSC201</td>
<td>Diversity in Society</td>
<td>3</td>
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<td>SOSC212</td>
<td>Applied Information Technology</td>
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Foundations of Business 32 credits

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<td>BIT5211</td>
<td>Microcomputer Applications: Spreadsheets</td>
<td>3</td>
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<tr>
<td>BUSN120</td>
<td>Introduction to Business or Business Elective</td>
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<tr>
<td>BUSN210</td>
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<td>CIS312</td>
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<tr>
<td>FNC211</td>
<td>Corporate Finance</td>
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<tr>
<td>LEGL210</td>
<td>Business Law Foundations</td>
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<td>MGMT211</td>
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<td>MKTG211</td>
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Major 40-43 credits

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<td>GPMT350</td>
<td>Principles of Project Management</td>
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<td>MKTG212</td>
<td>Professional Selling</td>
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<td>MKTG213</td>
<td>Advertising Foundations</td>
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<td>MKTG310</td>
<td>Consumer Behavior</td>
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<td>MKTG412</td>
<td>Marketing Research</td>
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<td>MKTG421</td>
<td>International Marketing</td>
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<td>MKTG430</td>
<td>New Product Development and Innovation</td>
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<td>MKTG441</td>
<td>Strategic Marketing</td>
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**See “Guide to Electives” on page 108 for list of choices.
<table>
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**Foundations of Business** 22 credits

- ACCT201 Accounting Foundations I 4
- BITS214 Microcomputer Applications: Word Processing 3
- BITS211 Microcomputer Applications: Spreadsheets 3
- CISPII2 Applied Information Technology 3
- LEGL210 Business Law Foundations 3
- MGMT211 Management Foundations 3
- BUSN210 Professional Ethics 3

**Major** 40 credits

- LEGL101 Introduction to Paralegal Studies 3
- LEGL213 Torts 3
- LEGL215 Litigation 3
- LEGL216 Legal Research 3
- LEGL218 Legal Writing 3
- LEGL220 Computers for Paralegals 3
- LEGL285 Community Based Legal Studies 1
- LEGL301 Business Organizations 3
- LEGL415 Advanced Litigation 3
- LEGL490 Paralegal BS Internship 3

Choose 12 credits from the following:

- LEGL204 Family Law 3
- LEGL211 Criminal Law 3
- LEGL300 Evidence and Criminal Procedures 3
- LEGL303 Bankruptcy Law 3
- LEGL305 Real Estate Law 3
- LEGL308 Estate Planning and Probate Law 3
- LEGL384 Study Abroad: Legal Studies 3
- LEGL385 Legal Studies Special Topics 3
- LEGL401 Employment and Labor Law 3
- LEGL496 Paralegal Certificate Review 3

**Open Electives** 19 credits

**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's 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 course work that aids in preparing individuals to assume leadership roles in the growing industry of public safety and private security.

**The Program Guidelines:**

1. The associate's 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.

2. The 21 semester hours (32 quarter hours) can only be used as transfer credits in the specialty area of the BBA major.

3. All credits toward an associate 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 or
   b. They are equivalent to Foundations of Business courses at Davenport, or;
   c. They are an acceptable substitute, as determined by the 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, including at least 15 semester hours of their Foundations of Business requirements and the Strategic Public Safety and Security Management course (PSMG441).

**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
- MATH125 Intermediate Algebra 3
- STAT220 Introduction to Statistics 3
- SOC201 Diversity in Society 3
- Humanities Electives 3
- Social Science Electives 3
- ENVS125 Environmental Studies or Science/Mathematics Elective 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 or Business Elective 3
- BUSN210 Professional Ethics 3
- CISPII2 Applied Information Technology 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:

- BUSN488T BBA Major Field Test 21
- HRMG401 Human Resource Management for Public Entities 3
- MGMT375 Leadership Theory and Discovery 3
- PSMG301 Public Safety Administration 3
- PSMG315 Fiscal Management for Public Entities 3
- PSMG402 Asset Protection and Management 3

1See “Guide to Electives” on page 108 for list of choices.
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.

Foundations of Excellence 39 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
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<td>Microeconomics</td>
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<td>Macroeconomics</td>
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<td>Composition</td>
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<td>ENGL110</td>
<td>Advanced Composition</td>
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<td>ENGL311</td>
<td>Professional Writing</td>
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<td>FRSM100</td>
<td>Career and Education Seminar or (if exempt) Open Electives</td>
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<td>MATH125</td>
<td>Intermediate Algebra</td>
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<td>Humanities Electives</td>
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<td>Social Science Electives</td>
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Foundations of Business 32 credits

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACCT201</td>
<td>Accounting Foundations I</td>
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<td>BITS211</td>
<td>Microcomputer Applications: Spreadsheets</td>
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Major 43 credits

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<td>BUSN495</td>
<td>Business Planning Capstone</td>
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<tr>
<td>FINC223</td>
<td>Entrepreneurial Finance or</td>
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<td>FINC235</td>
<td>Financial Analysis for Business Manager</td>
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<td>HRMG213</td>
<td>Human Resource Management</td>
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<tr>
<td>LEGL334</td>
<td>Legal Aspects of Sport Management</td>
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</table>

Open Electives 6 credits

*The required 6 credit hours may be taken as a 2 semester internship or as two 3 credit hour one semester courses.

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 accounting, auditing or financial investigation experience. (The professional experience must be evidenced within a current resume and approved by the campus Department Coordinator with oversight responsibilities for accounting and finance).
- Completion of Accounting or Business bachelor’s degree.

Major 12 credits

<table>
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<tr>
<td>ACCT780</td>
<td>Forensic Accounting</td>
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<tr>
<td>ACCT781</td>
<td>Asset Recovery/Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>ACCT782+</td>
<td>Conducting Accounting Fraud Exams</td>
<td>3</td>
</tr>
<tr>
<td>ACCT783+</td>
<td>Forensic Accounting Data Analysis</td>
<td>3</td>
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</tbody>
</table>

***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 MBA Catalog or search for them on the University web site, www.davenport.edu.

GLOBAL PROJECT MANAGEMENT CERTIFICATE
Post-Baccalaureate Certificate | 18 credits minimum | GPROJ MG PBC

This program is designed to prepare students for a global project management position. While the learning and 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.

www.davenport.edu 25
Sustainable Management involves leading the creation of social and shareholder value while simultaneously decreasing negative environmental impact and thereby enhancing the resources for future generations. This specialty will prepare students for management careers based on sustainable business practices and focuses on the financial capital, ecological (environmental) capital and social capital of an organization. The program includes an international perspective on topics such as operating standards, leadership and social responsibility.

Prerequisite(s): Undergraduate degree with course work in management fundamentals, principles of business law, through either course work, CLEP exams or verified professional work* experience.

Major 24-25 credits
HRMG213 Human Resource Management 3
HRMG313 Staffing Organizations 3
HRMG314 Managing Change in Organizations 3
HRMG330 International Human Resource Management or
HRMG433 Compensation Administration 3
HRMG350 Training for Organizations 3
HRMG431 Negotiation and Dispute Resolution 3
HRMG453 Strategic Human Resources or
HRMG499 Certified Professional Human Resources Preparation 3 or 4
LEGL401 Employment and Labor Law 3

1See “Guide to Electives” on page 108 for list of choices.
customizable business degree by combining courses from as many as four business disciplines while also accommodating transfer credit from other institutions, from approved training programs and from professional licensure.

### Foundations of Excellence 21 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
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### Foundations of Business 22 credits

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<td>BITS211</td>
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### Major 21 credits

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### Finance

Associate of Business Administration | 65 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

<table>
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<tr>
<th>Course Code</th>
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<th>Credits</th>
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### Foundations of Business 22 credits

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<td>4</td>
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<td>BITS211</td>
<td>Microcomputer Applications: Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>BUSN120</td>
<td>Introduction to Business or</td>
<td></td>
</tr>
<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
<td>3</td>
</tr>
<tr>
<td>ACCT220</td>
<td>Accounting Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>MGMT211</td>
<td>Management Foundations</td>
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<td>MKTG211</td>
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### Major 18 credits

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</tr>
<tr>
<td>LEGL210</td>
<td>Business Law Foundations</td>
<td>3</td>
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</tbody>
</table>

Five courses from ACCT, BUSN, FINC, HRMG, MGMT, or MKTG. Major courses must be in at least two disciplines with at least one course at the 300 level. This degree program may not be used as part of a double major.

### Business Administration

Associate of Business Administration | 61 credits | BUS ADM ABA

The hallmark of the Associate of Business Administration program is its flexibility. It is designed to enable students to

1See “Guide to Electives” on page 108 for list of choices.
### Foundations of Business 22 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT201</td>
<td>Accounting Foundations I</td>
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<tr>
<td>BITS211</td>
<td>Microcomputer Applications: Spreadsheets</td>
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<td>BUSN210</td>
<td>Introduction to Business or Business Elective</td>
<td>3</td>
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<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
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<tr>
<td>CISPI211</td>
<td>Applied Information Technology</td>
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<td>MKTG211</td>
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### Major 22 credits

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<tr>
<td>FINC212</td>
<td>Advanced Corporate Finance</td>
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<tr>
<td>FINC215</td>
<td>Investment Planning</td>
<td>3</td>
</tr>
<tr>
<td>FINC220</td>
<td>Money and Banking</td>
<td>3</td>
</tr>
<tr>
<td>FINC221</td>
<td>Financial Analysis</td>
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<tr>
<td>LEGL210</td>
<td>Business Law Foundations</td>
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</tr>
</tbody>
</table>

### 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.

### Foundations of Excellence 21 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ECON200</td>
<td>Microeconomics or</td>
<td></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>FRSM100</td>
<td>Career and Education Seminar or (if exempt) Open Electives&lt;sup&gt;1&lt;/sup&gt;</td>
<td>3</td>
</tr>
<tr>
<td>MATH225</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Diversity in Society</td>
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### Foundations of Business 19 credits

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<th>Course Title</th>
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<td>ACCT201</td>
<td>Accounting Foundations I</td>
<td>4</td>
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<tr>
<td>BITS211</td>
<td>Microcomputer Applications: Spreadsheets</td>
<td>3</td>
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<tr>
<td>BITS214</td>
<td>Microcomputer Applications: Word Processing</td>
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<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
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<tr>
<td>CISPI211</td>
<td>Applied Information Technology</td>
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<td>LEGL210</td>
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### Major 24 credits

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<tr>
<td>LEGL213</td>
<td>Torts</td>
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<tr>
<td>LEGL215</td>
<td>Litigation</td>
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<tr>
<td>LEGL216</td>
<td>Legal Research</td>
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<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>LEGL220</td>
<td>Computers for Paralegals</td>
<td>3</td>
</tr>
<tr>
<td>LEGL301</td>
<td>Business Organizations</td>
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</table>

**Chose 6 (six) credits from the following:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>LEGL204</td>
<td>Family Law</td>
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<tr>
<td>LEGL211</td>
<td>Criminal Law</td>
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<tr>
<td>LEGL218</td>
<td>Legal Writing</td>
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<tr>
<td>LEGL290</td>
<td>Paralegal Associate of Science Internship</td>
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</tr>
<tr>
<td>LEGL300</td>
<td>Evidence and Criminal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>LEGL303</td>
<td>Bankruptcy Law</td>
<td>3</td>
</tr>
<tr>
<td>LEGL305</td>
<td>Real Estate Law</td>
<td>3</td>
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<tr>
<td>LEGL308</td>
<td>Estate Planning and Probate Law</td>
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</tr>
<tr>
<td>LEGL384</td>
<td>Study Abroad: Legal Studies</td>
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<tr>
<td>LEGL385</td>
<td>Legal Studies Special Topics</td>
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### PUBLIC SAFETY AND SECURITY MANAGEMENT

**Associate of Business Administration | 64 credits | PSMG ABA**

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.

### Foundations of Excellence 21 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 or</td>
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<tr>
<td>ECON201</td>
<td>Macroeconomics</td>
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<tr>
<td>ENGL109</td>
<td>Composition</td>
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<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
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</tr>
<tr>
<td>FRSM100</td>
<td>Career and Education Seminar or (if exempt) Open Electives&lt;sup&gt;1&lt;/sup&gt;</td>
<td>3</td>
</tr>
<tr>
<td>MATH225</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Diversity in Society</td>
<td>3</td>
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### Foundations of Business 22 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT201</td>
<td>Accounting Foundations I</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 or Business Elective</td>
<td>3</td>
</tr>
<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
<td>3</td>
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<tr>
<td>CISPI211</td>
<td>Applied Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>MGMT211</td>
<td>Management Foundations</td>
<td>3</td>
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<tr>
<td>MKTG211</td>
<td>Marketing Foundations</td>
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### Major 21 credits

<table>
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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>BUSN288T</td>
<td>ABA Major Field Test</td>
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<tr>
<td>LEGL211</td>
<td>Criminal Law</td>
<td>3</td>
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<tr>
<td>LEGL230</td>
<td>Constitutional Law and Civil Liberties</td>
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<td>PSMG102</td>
<td>Criminal Justice Foundations</td>
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<td>PSMG130</td>
<td>Corrections Foundations</td>
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<td>PSMG211</td>
<td>Security Management Foundations</td>
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<td>PSMG250</td>
<td>Investigative Techniques and Procedures</td>
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<tr>
<td>PSMG300</td>
<td>Emergency Preparedness and Homeland Security</td>
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</table>

<sup>1</sup>See “Guide to Electives” on page 108 for list of choices.
SCHOOL OF HEALTH PROFESSIONS

Programs

BACHELOR OF BUSINESS ADMINISTRATION
Health Services Administration (BBA) 120 credits

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

BACHELOR OF SCIENCE IN NURSING
Nursing Bachelor Completion Program (BSN) 120–123 credits
  Specialty: Medical Case Management
Nursing Pre-Licensure (BSN) 123–133 credits

POST-BACCALAUREATE CERTIFICATE
Medical Case Management 13-14 credits

ASSOCIATE OF BUSINESS ADMINISTRATION
Health Insurance Claims Management (ABA) 67-68 credits

ASSOCIATE OF APPLIED SCIENCE
Health Information Technology (AAS) 74 credits
Medical Assisting (AAS) 60 credits
  Specialty: Phlebotomy
Nursing (Teach out 2010-2011) 63 credits

DIPLOMA
Medical Assisting 42 credits
  Specialty: Phlebotomy
Medical Billing 48 credits
Phlebotomy 38 credits
Practical Nursing 35 credits

PRE-HEALTH PROFESSIONS COURSES
Pre-Health Professions Medical Assisting
Pre-Health Professions Nursing
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 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 prepares individuals interested in pursuing Davenport University’s MBA program.

Students successfully completing this CAHIIM-accredited program are eligible to take the Registered Health Information Administrator (RHIA) exam offered by the American Health Information Management Association (AHIMA).

Foundations of Excellence 34 credits
- BIOL120 Essentials of Anatomy and Physiology 4
- BIOL131 Introduction to Human Disease 3
- COMM120 Presentation Techniques 3
- ENGL109 Composition 3
- ENGL110 Advanced Composition 3
- ENGL311 Professional Writing 3
- MATH125 Intermediate Algebra 3
- STAT219 Introduction to Biostatistics 3
- PSYC101 Introductory Psychology 3
- SOSC201 Diversity in Society 3
- Humanities Electives1 or Social Science Electives1 3

Foundations of Health Professions 12 credits
- ACCT200 Accounting Basics for Managers 3
- CISPI12 Applied Information Technology 3
- HLTH101 Introduction to Health Careers 3
- HLTH110 Medical Terminology 3

Major 74 credits
- BITS212 Microcomputer Applications: Database 3
- FINC403 Health Care Finance 3
- HINT110 Health Record Content 3
- HINT201 Health Information Technology 3
- HINT203 Health Care Delivery Systems 3
- HINT209 Quality Assurance Health Care 3
- HINT211 Health Care Management Foundations 3
- HINT212 ICD-9-CM Coding 4
- HINT222 Procedural CPT/HCPCS Coding 3
- HINT223 Advanced Coding 4
- HINT250 Introduction to Reimbursement Systems 3
- HINT294 Medical Coding Practicum 2
- HINT294C Medical Coding Lab Practicum 2
- HINT297 Health Information Technology Practicum 2
- HINT297C Health Information Technology Lab Practicum 2
- HINT350 Clinical Information Systems 3
- HINT385 Current Topics/Health Information Management 3
- HINT400 Management of Information Systems 3
- HINT496 Health Information Management 4
- HLTH220 Pharmacology 3
- HLTH230 Health Care Law and Ethics 3
- HLTH401 Health Care Research 3
- HRMG213 Human Resource Management 3
- GMT312 Creativity and Innovation or GMT321 Organizational Behavior or GMT375 Leadership Theory and Discovery 3

Choose a minimum of 3 credits from the following courses:
- HINT490 Health Information Management Internship
- HSAD302 Regulations in Health Care
- HSAD402 Health Care Risk Management
- HRMG314 Managing Change in Organizations
- GPMT350 Principles of Project Management
- GPMT385 Special Topics: Global Project Management
- SABR381 Study Abroad Experience

To be prepared for success on the national certification exam and entry into the HIM workforce, it is strongly recommended that students in the HIM BS programs meet the most current catalog year requirements.

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

The Health Services Administration program prepares the graduate for entry-level management 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. This degree prepares individuals interested in pursuing Davenport University’s MBA program.

Credits for previous Allied Health course work or an associate’s 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 Allied Health.

Foundations of Excellence 30 credits
- COMM120 Presentation Techniques 3
- ENGL109 Composition 3
- ENGL110 Advanced Composition 3
- ENGL311 Professional Writing 3
- MATH125 Intermediate Algebra 3
- STAT219 Introduction to Biostatistics 3

1See “Guide to Electives” on page 108 for list of choices.
SOSC201 Diversity in Society 3
PSYC101 Introductory Psychology 3
PSYC101 Natural Science Elective* 3
PSYC101 Natural Science Elective† 3

**Foundations of Health Professions** 32 credits

<table>
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<td>FINC211</td>
<td>Corporate Finance</td>
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<td>HINT203</td>
<td>Health Care Delivery Systems</td>
<td>3</td>
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<tr>
<td>HINT250</td>
<td>Introduction to Reimbursement Systems</td>
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<td>HLTH101</td>
<td>Introduction to Health Careers</td>
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<td>HLTH230</td>
<td>Health Care Law and Ethics</td>
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<tr>
<td>HINT211</td>
<td>Health Care Management Foundations or</td>
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<tr>
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**Major** 52-55 credits

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<td>FINC403</td>
<td>Health Care Finance</td>
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<td>HLTH401</td>
<td>Health Care Research</td>
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<td>HINT209</td>
<td>Quality Assurance Health Care</td>
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<td>HINT350</td>
<td>Clinical Information Systems</td>
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<td>HRMG213</td>
<td>Human Resource Management</td>
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<td>HSAD302</td>
<td>Regulations in Health Care</td>
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<td>HSAD320</td>
<td>OSHA for Health Care</td>
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<td>HSAD402</td>
<td>Health Care Risk Management</td>
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<td>HSAD403</td>
<td>Health Care Economics</td>
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<tr>
<td>HSAD495</td>
<td>Health Services Administration Practicum</td>
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<td>MGMT321</td>
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Health Care Specialty courses [HS] (15-18 Credit Hours) comprising the major area of the earned associate’s degree or selected from the following:

<table>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HLTH320</td>
<td>Public Health Perspectives</td>
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</tr>
<tr>
<td>HRMG313</td>
<td>Staffing Organizations</td>
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<tr>
<td>HRMG314</td>
<td>Managing Change in Organizations</td>
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<td>HRMG350</td>
<td>Training for Organizations</td>
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<tr>
<td>HSAD301</td>
<td>Cultural Issues in Health Care</td>
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<tr>
<td>HSAD405</td>
<td>Health Care Human Resources</td>
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<td>MGMT312</td>
<td>Creativity and Innovation</td>
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<td>MGMT375</td>
<td>Leadership Theory and Discovery</td>
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**Open Electives** 3-6 credits

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
</table>

**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 health and human services professionals including Nurses and Medical Assistants, 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, human services organizations 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’s degree with an Allied Health credential (i.e., Registered Nurse, Medical Assistant, Respiratory Therapy) 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’s MBA program.

**Foundations of Excellence** 40 credits

<table>
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<td>BIOL131</td>
<td>Introduction to Human Disease</td>
<td>3</td>
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<tr>
<td>BIOL210</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
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<tr>
<td>ENGL109</td>
<td>Composition</td>
<td>3</td>
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<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>ENGL320</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>STAT219</td>
<td>Introduction to Biostatistics</td>
<td>3</td>
</tr>
<tr>
<td>PSYC101</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HSAD201</td>
<td>Diversity in Society</td>
<td>3</td>
</tr>
<tr>
<td>HSAD202</td>
<td>Humanities Electives*</td>
<td>3</td>
</tr>
<tr>
<td>HSAD203</td>
<td>Social Science Electives*</td>
<td>3</td>
</tr>
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</table>

**Foundations of Health Professions** 18 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CISPI12</td>
<td>Applied Information Technology</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>HLTH220</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>HLTH230</td>
<td>Health Care Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>HINT211</td>
<td>Health Care Management Foundations or</td>
<td>3</td>
</tr>
</tbody>
</table>

**Major** 35 credits

<table>
<thead>
<tr>
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</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 Utilization 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>
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</table>

**Open Electives** 27 credits

Recommended Electives:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>COMM311</td>
<td>Organizational Communications</td>
<td></td>
</tr>
<tr>
<td>COMM313</td>
<td>Small Group Communications</td>
<td></td>
</tr>
<tr>
<td>HINT203</td>
<td>Health Care Delivery Systems</td>
<td></td>
</tr>
<tr>
<td>HLTH202</td>
<td>Death and Dying</td>
<td></td>
</tr>
<tr>
<td>HLTH303</td>
<td>Psychosocial Health Concerns</td>
<td></td>
</tr>
<tr>
<td>HSAD301</td>
<td>Cultural Issues in Health Care</td>
<td></td>
</tr>
<tr>
<td>LEGL210</td>
<td>Business Law Foundations</td>
<td></td>
</tr>
<tr>
<td>MCMG410</td>
<td>Case Management Certification Preparation</td>
<td></td>
</tr>
</tbody>
</table>

†See “Guide to Electives” on page 108 for list of choices.
NURSING

Bachelor of Science in Nursing | 120-123 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 is approved by the National League for Nursing Accrediting Commission, Inc. The purpose of the bachelor’s degree nursing program at Davenport University is to prepare the 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Standing - Natural Sciences</td>
<td>15</td>
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<tr>
<td>BIOL312 Pathophysiology</td>
<td>4</td>
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<tr>
<td>ENGL109 Composition</td>
<td>3</td>
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<td>ENGL110 Advanced Composition</td>
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<tr>
<td>ENGL311 Professional Writing</td>
<td>3</td>
<td></td>
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<tr>
<td>MATH125 Intermediate Algebra</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>STAT219 Introduction to Biostatistics</td>
<td>3</td>
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### Foundations of Health Professions **

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Advanced Standing - Health Related Courses</td>
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</tr>
<tr>
<td>HLTH100* CPR/First Aid</td>
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<tr>
<td>HLTH101S Introduction to Health Careers Seminar</td>
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<tr>
<td>HLTH401 Health Care Research</td>
<td>3</td>
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<tr>
<td>NURS220 Lifespan: Growth and Development</td>
<td>3</td>
<td></td>
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<tr>
<td>NURS318 Bioethics</td>
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### Major

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Advanced Standing - Associate’s degree NURS courses</td>
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<td></td>
</tr>
<tr>
<td>NURS313 Professional Nursing Concepts</td>
<td>2</td>
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<tr>
<td>NURS315 Health Promotion and Education</td>
<td>3</td>
<td></td>
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<tr>
<td>NURS415 Evidence Based Nursing Practice</td>
<td>2</td>
<td></td>
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<tr>
<td>NURS420/420C Community Health Nursing</td>
<td>4</td>
<td></td>
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<tr>
<td>NURS421/421C Nurse Manager and Leader</td>
<td>3</td>
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<tr>
<td>NURS496 Senior Nursing Seminar</td>
<td>2</td>
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</table>

Choose 10 credit hours from the following electives or the Medical Case Management Specialty (13 credits):

### BSN Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>COMM315 Intercultural Communications</td>
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<td>HINT211 Health Care Management Foundations</td>
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<tr>
<td>HLTH202 Death and Dying</td>
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<tr>
<td>HLTH270 Dimensions of Aging</td>
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<tr>
<td>HLTH320 Public Health Perspectives</td>
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<td></td>
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<tr>
<td>HSAD301 Cultural Issues in Health Care</td>
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<td></td>
</tr>
<tr>
<td>HSAD402 Health Care Risk Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MCMG300 Case Management Fundamentals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOSC201 Diversity in Society</td>
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**Case Management Specialty [CMS] (13 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MCMG300 Case Management Fundamentals</td>
<td>3</td>
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</tr>
<tr>
<td>MCMG312 Case Management Insurance Utilization Review</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MCMG401 Case Work Reporting Techniques</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MCMG403 Case Management Special Populations</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Students with an associate’s 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’s degree nursing courses. Advanced Standing is equal to 64 credit hours.

*Students who have current CPR/BLSD 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 Skill Building on the Computer (1 credit hour), CISP100 Introduction to Computers or CISP112 Applied Information Technology (3 credit hours).

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

NURSING PRE-LICENSURE

Bachelor of Science in Nursing | 123-133 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 HLTH101 (to be completed during the first semester of study).

### Foundations of Excellence

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BIOL110 Foundations of Cell Biology</td>
<td>3</td>
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<tr>
<td>BIOL110L Foundations of Cell Biology Lab</td>
<td>1</td>
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<tr>
<td>BIOL121 Anatomy and Physiology I</td>
<td>3</td>
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<tr>
<td>BIOL121L Anatomy and Physiology Lab I</td>
<td>1</td>
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<tr>
<td>BIOL122 Anatomy and Physiology II</td>
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<td>BIOL122L Anatomy and Physiology Lab II</td>
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<tr>
<td>CHEM101 Foundations in Chemistry</td>
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<td>CHEM101L Foundations in Chemistry Lab</td>
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<td>ENGL109 Composition</td>
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<tr>
<td>ENGL110 Advanced Composition</td>
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<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
<td>3</td>
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<tr>
<td>STAT219</td>
<td>Introduction to Biostatistics</td>
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<tr>
<td>PSYC100</td>
<td>Introductory Psychology</td>
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**Foundations of Health Professions** 20 credits

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<tr>
<td>BIOL21L</td>
<td>Microbiology</td>
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<tr>
<td>BIOL211L</td>
<td>Microbiology Lab</td>
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<tr>
<td>BIOL312</td>
<td>Pathophysiology</td>
<td>4</td>
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<tr>
<td>COMMC315</td>
<td>Intercultural Communications</td>
<td>3</td>
</tr>
<tr>
<td>HLTI01</td>
<td>Introduction to Health Careers</td>
<td>3</td>
</tr>
<tr>
<td>NURS220</td>
<td>Lifespan: Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>NURS318</td>
<td>Bioethics</td>
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**Major** 72-82 credits

<table>
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<tbody>
<tr>
<td>NURS102L</td>
<td>Nursing Required Lab 1st Year</td>
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<tr>
<td>NURS120</td>
<td>Pharmacology in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS13S</td>
<td>Nutrition in Nursing</td>
<td>2</td>
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<tr>
<td>NURS200</td>
<td>Orientation to Medical Terminology</td>
<td>1</td>
</tr>
<tr>
<td>NURS201</td>
<td>Foundations of Nursing and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>NURS202L</td>
<td>Nursing Required Lab 2nd Year</td>
<td>0</td>
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<tr>
<td>NURS313</td>
<td>Professional Nursing Concepts</td>
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<tr>
<td>NURS315</td>
<td>Health Promotion and Education</td>
<td>3</td>
</tr>
<tr>
<td>NURS317</td>
<td>Health Assessment in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS317L</td>
<td>Health Assessment in Nursing Lab</td>
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<tr>
<td>NURS322</td>
<td>Mental Health Nursing Across the Lifespan</td>
<td>4</td>
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<td>NURS322C</td>
<td>Mental Health Nursing Clinical</td>
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<tr>
<td>NURS340</td>
<td>Nursing Care of Adult (PL)</td>
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<td>NURS340C</td>
<td>Nursing Care of Adult Clinical (PL)</td>
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<td>NURS340L</td>
<td>Nursing Care of Adult Lab (PL)</td>
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<tr>
<td>NURS355</td>
<td>Nursing of Childbearing Family (PL)</td>
<td>4</td>
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<tr>
<td>NURS355C</td>
<td>Nursing of Childbearing Family Clinical (PL)</td>
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<tr>
<td>NURS355L</td>
<td>Nursing of Childbearing Family Lab (PL)</td>
<td>1</td>
</tr>
<tr>
<td>NURS370</td>
<td>Nursing Care of Children (PL)</td>
<td>4</td>
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<tr>
<td>NURS370C</td>
<td>Nursing Care of Children Clinical (PL)</td>
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<tr>
<td>NURS370L</td>
<td>Nursing Care of Children Lab (PL)</td>
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<td>NURS415</td>
<td>Evidence Based Nursing Practice</td>
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</tr>
<tr>
<td>NURS42S</td>
<td>Community Health Nursing (PL)</td>
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<tr>
<td>NURS42SC</td>
<td>Community Health Nursing Clinical (PL)</td>
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<td>NURS430</td>
<td>Nurse Manager and Leader (PL)</td>
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<td>NURS430C</td>
<td>Nurse Manager and Leader Clinical (PL)</td>
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<tr>
<td>NURS48BT</td>
<td>Comprehensive Achievement Test</td>
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<tr>
<td>NURS496*</td>
<td>Senior Nursing Seminar</td>
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</table>

Choose 3 credit hours from the following electives or Open Elective credit or complete the Medical Case Management Specialty (13 credits):

**BSN Elective** (3 credits)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CISP112</td>
<td>Applied Information Technology</td>
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<tr>
<td>HLTI02</td>
<td>Death and Dying</td>
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<tr>
<td>HLTI320</td>
<td>Public Health Perspectives</td>
<td></td>
</tr>
<tr>
<td>HSAD301</td>
<td>Cultural Issues in Health Care</td>
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<td>MCMG300</td>
<td>Case Management Fundamentals</td>
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<td>NURS302L</td>
<td>ACLS Exam Preparation Lab (1 cr)</td>
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<td>SOSC201</td>
<td>Diversity in Society</td>
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**Case Management Specialty (CMS)** (13 credits)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MCMG300</td>
<td>Case Management Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MCMG312</td>
<td>Case Management Insurance Utilization Review</td>
<td>3</td>
</tr>
<tr>
<td>MCMG401</td>
<td>Case Work Reporting Techniques</td>
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</tr>
<tr>
<td>MCMG403</td>
<td>Case Management Special Populations</td>
<td>3</td>
</tr>
</tbody>
</table>

*Optional course

---

**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 STAT220 Introduction to Statistics or STAT219 Introduction to Biostatistics be completed.

**Major** 13-14 credits

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MCMG312</td>
<td>Case Management Insurance Utilization Review</td>
<td>3</td>
</tr>
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<td>MCMG401</td>
<td>Case Work Reporting Techniques</td>
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<tr>
<td>MCMG410</td>
<td>Case Management Certification Preparation*</td>
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Choose from two of the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MCMG310</td>
<td>Community Services</td>
<td>3</td>
</tr>
<tr>
<td>MCMG311</td>
<td>Psychological Adjustment to Disability</td>
<td>3</td>
</tr>
<tr>
<td>MCMG403</td>
<td>Case Management Special Populations</td>
<td>3</td>
</tr>
</tbody>
</table>

*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, physician 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 Livonia location or online. Students successfully completing this CAHIM-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 and Physiology 4
- BIOL131 Introduction to Human Disease 3
- COMM120 Presentation Techniques 3
- ENGL109 Composition 3
- ENGL110 Advanced Composition 3
- MATH125 Intermediate Algebra 3
- SOSC201 Diversity in Society 3

Foundations of Health Professions 9 credits
- CISP112 Applied Information Technology 3
- HLTH101 Introduction to Health Careers 3
- HLTH110 Medical Terminology 3

Major 43 credits
- HINT110 Health Record Content 3
- HINT201 Health Information Technology 3
- HINT203 Health Care Delivery Systems 3
- HINT209 Quality Assurance Health Care 3
- HINT211 Health Care Management Foundations 3
- HINT221 ICD-9-CM Coding 4
- HINT222 Procedural CPT/LPCS Coding 3
- HINT223 Advanced Coding 4
- HINT250 Introduction to Reimbursement Systems 3
- HINT294 Medical Coding Practicum 2
- HINT294C Medical Coding Lab Practicum 2
- HINT297 Health Information Technology Practicum 2
- HINT297C Health Information Technology Lab Practicum 2
- HLTH120 Pharmacology 3
- HLTH230 Health Care Law and Ethics 3

To be prepared for success on the national certification exam and entry into the HIM workforce, it is strongly recommended that students in the HIT AAS programs meet the most current catalog year requirements.

HEALTH INSURANCE CLAIMS MANAGEMENT

Associate of Business Administration | 67-68 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 22 credits
- BIOL120 Essentials of Anatomy and Physiology 4
- BIOL131 Introduction to Human Disease 3
- COMMM120 Presentation Techniques 3
- ENGL109 Composition 3
- ENGL110 Advanced Composition 3
- MATH125 Intermediate Algebra 3
- SOSC201 Diversity in Society 3

Foundations of Health Professions 9 credits
- CISP112 Applied Information Technology 3
- HLTH101 Introduction to Health Careers 3
- HLTH110 Medical Terminology 3

Major 36-37 credits
- BIST221 Administrative Procedures or
- MEDA259 Medical Office Applications 4 or 3
- ACCT201 Accounting Foundations I 4
- HINT210 Health Record Content 3
- HINT212 Health Care Management Foundations 3
- HINT221 ICD-9-CM Coding 4
- HINT222 Procedural CPT/LPCS Coding 3
- HINT223 Advanced Coding or
- HINT250 Introduction to Reimbursement Systems 3
- HINT251 Health Care Reimbursement Applications 3
- HINT296 Claims Management Practicum 4
- HLTH220 Pharmacology 3
- HLTH230 Health Care Law and Ethics 3

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 location and Saginaw in conjunction with the Lansing location (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMA). 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 26 credits
- BIOL120 Essentials of Anatomy and Physiology 4
- BIOL131 Introduction to Human Disease 3
- COMMM120 Presentation Techniques 3
- ENGL109 Composition 3
- ENGL110 Advanced Composition 3
- HLTH100** CPR/First Aid 1
- MATH125 Intermediate Algebra 3
- PSYCH01 Introductory Psychology 3
- SOSC201 Diversity in Society 3

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NURSING

Associate of Applied Science | 72 credits | NURSE AAS

Program in Teach Out 2010-2011

The nursing program at Davenport University, approved by the Michigan Board of Nursing, provides nursing education to prepare the graduate at the associate’s degree level with the skills and knowledge necessary to function in the role of the Registered Nurse. This program is accredited by the National League for Nursing Accrediting Commission, Inc. Graduates are prepared to deliver direct patient care in acute care settings and for managing care environments of the patient with complex health care needs and their relating persons in collaboration with and other members of the health care team. The graduate will be eligible to apply for the National Council Licensing Examination (NCLEX-RN) for the Registered Nurse.

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 Technologists, Phlebotomy Technician Certification exam.

The Associate of Applied Science Nursing degree requirements must be met based on the catalog year of acceptance to the nursing program.

*If CISPI12 or an equivalent course has previously been successfully completed, BITS105 is not required.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL120</td>
<td>Essentials of Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL131</td>
<td>Introduction to Human Disease</td>
<td>3</td>
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<tr>
<td>ENGL109</td>
<td>Composition</td>
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<td>HLTH100**</td>
<td>CPR/First Aid</td>
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<td>MATH125</td>
<td>Intermediate Algebra</td>
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### Foundations of Health Professions

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISP112</td>
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<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>HLTH220</td>
<td>Pharmacology</td>
<td>3</td>
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</tbody>
</table>

### Major

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HINT250</td>
<td>Introduction to Reimbursement Systems</td>
<td>3</td>
</tr>
<tr>
<td>MEDA254+</td>
<td>Clinical Patient Care</td>
<td>3</td>
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<tr>
<td>MEDA255+</td>
<td>Clinical Laboratory Procedures</td>
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<td>MEDA259</td>
<td>Medical Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>MEDA290+</td>
<td>Medical Assisting Practicum</td>
<td>3</td>
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</tbody>
</table>

### Phlebotomy Option

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

+These MEDA courses must be completed at Davenport University in order to be eligible to sit for the certification exams.

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

To be prepared for success on the national certification exam and entry into the Medical Assisting profession, it is strongly recommended that students meet the most current catalog year requirement.

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### MEDICAL BILLING

**Diploma | 38 credits | MD BILL 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 care 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.

<table>
<thead>
<tr>
<th>Foundations of Excellence</th>
<th>14 credits</th>
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</thead>
<tbody>
<tr>
<td>BIOL120</td>
<td>Essentials of Anatomy and Physiology</td>
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<tr>
<td>BIOL131</td>
<td>Introduction to Human Disease</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
</tr>
<tr>
<td>HLTH100**</td>
<td>CPR/First Aid</td>
</tr>
<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
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</table>

<table>
<thead>
<tr>
<th>Foundations of Health Professions</th>
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</thead>
<tbody>
<tr>
<td>CISP112</td>
<td>Applied Information Technology</td>
</tr>
<tr>
<td>HLTH101</td>
<td>Introduction to Health Careers</td>
</tr>
<tr>
<td>HLTH110</td>
<td>Medical Terminology</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Major</th>
<th>16 credits</th>
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<tbody>
<tr>
<td>HINT250</td>
<td>Introduction to Reimbursement Systems</td>
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<tr>
<td>MEDA254+</td>
<td>Clinical Patient Care</td>
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<tr>
<td>MEDA255+</td>
<td>Clinical Laboratory Procedures</td>
</tr>
<tr>
<td>MEDA259</td>
<td>Medical Office Applications</td>
</tr>
<tr>
<td>MEDA290+</td>
<td>Medical Assisting Practicum</td>
</tr>
</tbody>
</table>

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

### PRACTICAL NURSING

**Diploma | 48 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 is accredited 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, 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.

<table>
<thead>
<tr>
<th>Foundations of Excellence</th>
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</thead>
<tbody>
<tr>
<td>BIOL110</td>
<td>Foundations of Cell Biology</td>
</tr>
<tr>
<td>BIOL121</td>
<td>Anatomy and Physiology I</td>
</tr>
</tbody>
</table>

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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

Bachelor's Program | Pre-Health Nursing | PREHL PL BSN
## Programs

### BACHELOR OF SCIENCE
- **Computer Information Systems (BS)** 120 credits
  - Majors:
    - Computer Gaming and Simulation
    - Database Management
    - Programming
    - Web Design and Development
  - Major: Networking Technology (BS) 120 credits
  - Majors:
    - Computer Networking
      - Specialties: Advanced Cisco Networking, Server Administration
    - Network Security
    - Security and Information Assurance (BS) 120 credits
  - Majors:
    - Biometric Security
    - Information and Computer Security
    - Technology Management (BS) 120 credits
  - Majors:
    - Global IT Project Management
      - Specialties: Computer Information Systems, Information Security, Networking

### POST-BACCALAUREATE CERTIFICATE
- **Global Project Management** 18 credits

### ASSOCIATE OF APPLIED SCIENCE
- **Computer Information Systems (AAS)** 60 credits
- **Networking Technology (AAS)** 60 credits
- **Security and Information Assurance (AAS)** 60 credits
# COMPUTER INFORMATION SYSTEMS

**Bachelor of Science | 120 credits minimum | COMPTINFO BS**

The Computer Information Systems Bachelor of Science degree is designed to provide students a broad range of computer programming skills. Students will learn to work with corporate management and subject matter experts to analyze information needs and determine ways in which computer systems can be used to meet those needs. Students will choose between four majors: Computer Gaming and Simulation, Database Management, Programming, and Web Design and Development. It is highly recommended that all students use open electives to complete more than one major or an additional specialty.

## Foundations of Excellence 21 credits
- **COMM120** Presentation Techniques 3
- **ENGL109** Composition 3
- **ENGL110** Advanced Composition 3
- **ENGL311** Professional Writing 3
- **FRSM100** Career and Education Seminar or (if exempt) Open Electives\(^1\) 3
- **HUMN310-315** Global Cultures: choice of country or culture 3
- **SOSC201** Diversity in Society 3

## Foundations of Mathematics and Science 15 credits
- **MATH125** Intermediate Algebra 3
- **MATH135** College Algebra 3
- **STAT220** Introduction to Statistics 3
- **ENVS125** Environmental Studies or **PHYS100** Applied Physics and **PHYS100L** Applied Physics Lab 3

Choose one of the following: 3
- **MATH140** Finite Mathematics
- **MATH150** Pre-Calculus
- **STAT222** Inferencesal Statistics

## Foundations of Business 9-10 credits
- **ACCT200** Accounting Basics for Managers or **ACCT201** Accounting Foundations I 3 or 4
- **BUSN210** Professional Ethics 3
- **MGMT211** Management Foundations 3

## Foundations of Technology 18 credits
- **CISP111** Systems Foundations 3
- **CISP220** Web Page Applications 3
- **CISP250** Discrete Structures 3
- **GPMT350** Principles of Project Management 3
- **Programming Language I** 3
- **CISP231** C++ Programming I 3
- **CISP233** C# Programming I 3
- **CISP237** Java Programming I 3
- **CISP241** Visual Basic Programming I

Programming Language II 3
- Sequential to language chosen in Programming Language I

## Choose one or more of the following majors:

### Computer Gaming and Simulation [CG] 55 credits
- **BITS212** Microcomputer Applications: Database 3
- **BITS201** Image Editing Applications 3
- **BITS202** Graphic Illustration Software 3
- **CISP244** Introduction to Game Theory 3
- **CISP246** 3D Modeling 3
- **CISP247** Database Design 3
- **CISP280** Artificial Intelligence 3
- **CISP311** Database Systems 4
- **CISP312** Data Structures 3
- **CISP316** Web Design 3
- **CISP335** Game Development 3
- **CISP370** 3D Game Development 3
- **CISP448** Collaborative Game Development 3
- **MATH205** Applied Linear Algebra 3
- **NETW217** UNIX Operating Systems 3
- **TECH497** School of Technology Capstone 3

Choose one of the following sequenced programming languages not completed as part of the Foundations: 6
- **CISP231** and **CISP232** C++ Programming I & II
- **CISP233** and **CISP234** C# Programming I & II
- **CISP237** and **CISP239** Java Programming I & II
- **CISP241** and **CISP242** Visual Basic Programming I & II

### Database Management [DBM] 43 credits
- **BITS212** Microcomputer Applications: Database 3
- **CISP247** Database Design 3
- **CISP280** Artificial Intelligence 3
- **CISP311** Database Systems 4
- **CISP312** Data Structures 3
- **CISP325** Data Mining 3
- **CISP420** Distributed Architectures 3
- **IAAS221** Security Foundations 3
- **IAAS331** Databases and Distributed Systems 3
- **NETW101** PC Operating Systems 3
- **NETW141** MS Client and Server OS 3
- **NETW217** UNIX Operating Systems 3
- **NETW243** MS Administer SQL Server 3
- **TECH497** School of Technology Capstone 3

### Programming [PRG] 46 credits
Choose two of the following sequenced programming languages not completed as part of the Foundations: 12
- **CISP231** and **CISP232** C++ Programming I & II
- **CISP233** and **CISP234** C# Programming I & II
- **CISP237** and **CISP239** Java Programming I & II
- **CISP241** and **CISP242** Visual Basic Programming I & II
- **BITS212** Microcomputer Applications: Database 3
- **CISP238** Server Side Scripting I 3
- **CISP247** Database Design 3
- **CISP311** Database Systems 4
- **CISP312** Data Structures 3
- **CISP401** Systems Analysis and Design 3
- **CISP410** Systems Integration 3
- **CISP430** Operating Systems 3
- **NETW101** PC Operating Systems 3
- **NETW217** UNIX Operating Systems 3
- **TECH497** School of Technology Capstone 3

\(^1\)See “Guide to Electives” on page 108 for list of choices.
<table>
<thead>
<tr>
<th>Major</th>
<th>Web Design and Development [WDD]</th>
<th>43 credits</th>
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</thead>
<tbody>
<tr>
<td>BITS212</td>
<td>Microcomputer Applications: Database</td>
<td>3</td>
</tr>
<tr>
<td>BITS301</td>
<td>Image Editing Applications</td>
<td>3</td>
</tr>
<tr>
<td>BITS302</td>
<td>Graphic Illustration Software</td>
<td>3</td>
</tr>
<tr>
<td>BITS303</td>
<td>Web Authoring</td>
<td>3</td>
</tr>
<tr>
<td>CISP211</td>
<td>E-Business Foundations</td>
<td>3</td>
</tr>
<tr>
<td>CISP237</td>
<td>Java Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CISP238</td>
<td>Server Side Scripting I</td>
<td>3</td>
</tr>
<tr>
<td>CISP247</td>
<td>Database Design</td>
<td>3</td>
</tr>
<tr>
<td>CISP310</td>
<td>Server Side Scripting II</td>
<td>3</td>
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<tr>
<td>CISP311</td>
<td>Database Systems</td>
<td>4</td>
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<tr>
<td>CISP316</td>
<td>Web Design</td>
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<tr>
<td>CISP405</td>
<td>B2B E-Commerce</td>
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<tr>
<td>NETW217</td>
<td>UNIX Operating Systems</td>
<td>3</td>
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<tr>
<td>TECH497</td>
<td>School of Technology Capstone</td>
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<table>
<thead>
<tr>
<th>Open Electives</th>
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<tbody>
<tr>
<td>Recommended Electives:</td>
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<tr>
<td>ENVS125 Introduction to Environmental Studies (if not completed for Foundations)</td>
<td></td>
</tr>
<tr>
<td>CISP490 Computer Information Systems Internship</td>
<td></td>
</tr>
</tbody>
</table>

Choose from the following sequenced programming languages not completed as part of the Foundations:

- CISP231 and CISP232 C++ Programming I & II
- CISP233 and CISP234 C# Programming I & II
- CISP237 and CISP239 Java Programming I & II
- CISP241 and CISP242 Visual Basic Programming I & II

**NETWORKING TECHNOLOGY**

**Bachelor of Science | 120 credits minimum | NETWTECH BS**

The Networking Technology bachelor’s degree is designed to prepare the graduate with the technical knowledge and skills needed to design, install, administer, and maintain computer network systems. An added dimension is the focus on business and communications skills that will enable graduates to understand the business environment and to apply networking and security solutions effectively. Students may major in Network Security or Computer Networking with a specialty in Server Administration or Advanced Cisco Networking.

**Foundations of Excellence | 21 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
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<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>HUMN310-315</td>
<td>Global Cultures: choice of country or culture</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Diversity in Society</td>
</tr>
</tbody>
</table>

**Foundations of Mathematics and Science | 15 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
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<tr>
<td>MATH135</td>
<td>College Algebra</td>
</tr>
<tr>
<td>STAT220</td>
<td>Introduction to Statistics</td>
</tr>
<tr>
<td>ENVS125</td>
<td>Environmental Studies or</td>
</tr>
<tr>
<td>PHYS100</td>
<td>Applied Physics and</td>
</tr>
<tr>
<td>PHYS111</td>
<td>Applied Physics Lab</td>
</tr>
</tbody>
</table>

Choose one of the following:

- MATH140 Finite Mathematics
- MATH150 Pre-Calculus
- STAT322 Inferential Statistics

**Foundations of Business | 9-10 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT200</td>
<td>Accounting Basics for Managers or</td>
</tr>
<tr>
<td>ACCT201</td>
<td>Accounting Foundations I</td>
</tr>
<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
</tr>
<tr>
<td>MGMT211</td>
<td>Management Foundations</td>
</tr>
</tbody>
</table>

Choose one of the following majors:

**Major | Computer Networking [NETW] | 57-61 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>IAAS224</td>
<td>Implementing Network Security</td>
</tr>
<tr>
<td>IAAS235</td>
<td>Wireless Networking and Security</td>
</tr>
<tr>
<td>NETW101</td>
<td>PC Operating Systems</td>
</tr>
<tr>
<td>NETW111</td>
<td>Cisco Networking Fundamentals</td>
</tr>
<tr>
<td>NETW112</td>
<td>Cisco Networking Router IOS</td>
</tr>
<tr>
<td>NETW141</td>
<td>MS Client and Server OS</td>
</tr>
<tr>
<td>NETW201</td>
<td>PC Maintenance and Management</td>
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<tr>
<td>NETW211</td>
<td>Cisco Networking LAN Design</td>
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<td>Cisco Networking WAN Design</td>
</tr>
<tr>
<td>NETW217</td>
<td>UNIX Operating Systems</td>
</tr>
<tr>
<td>NETW235</td>
<td>UNIX/Linux Server Administration</td>
</tr>
<tr>
<td>NETW241</td>
<td>MS Implement Network Infrastructure</td>
</tr>
<tr>
<td>NETW326</td>
<td>IP Telephony</td>
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<td>NETW440</td>
<td>Network Design and Management</td>
</tr>
<tr>
<td>TECH497</td>
<td>School of Technology Capstone</td>
</tr>
</tbody>
</table>

Choose one or more of the following majors:

**Advanced Cisco Networking Specialty [ACNS] | 16 credits**

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
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<td>Cisco Networking Advanced Routing</td>
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<tr>
<td>NETW312</td>
<td>Cisco Networking Secure WANS</td>
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<td>NETW411</td>
<td>Cisco Networking Advanced Switching</td>
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<tr>
<td>NETW412</td>
<td>Cisco Networking Optimize WANS</td>
</tr>
</tbody>
</table>

**Server Administration Specialty [SADS] | 12 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>NETW243</td>
<td>MS Administer SQL Server</td>
</tr>
<tr>
<td>NETW341</td>
<td>MS Plan and Implement Active Directory</td>
</tr>
<tr>
<td>NETW350</td>
<td>Configuring MS Exchange Server</td>
</tr>
<tr>
<td>NETW435</td>
<td>Virtualization</td>
</tr>
</tbody>
</table>

**Network Security [NS] | 60 credits**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>IAAS224</td>
<td>Implementing Network Security</td>
</tr>
<tr>
<td>IAAS245</td>
<td>Disaster Recovery</td>
</tr>
<tr>
<td>IAAS321</td>
<td>Securing the Infrastructure</td>
</tr>
<tr>
<td>IAAS322</td>
<td>Network Defense/Countermeasure</td>
</tr>
<tr>
<td>IAAS325</td>
<td>Wireless Networking and Security</td>
</tr>
<tr>
<td>IAAS421</td>
<td>Computer Forensics</td>
</tr>
<tr>
<td>IAAS481</td>
<td>Information Security and Assurance</td>
</tr>
<tr>
<td>NETW101</td>
<td>PC Operating Systems</td>
</tr>
<tr>
<td>NETW111</td>
<td>Cisco Networking Fundamentals</td>
</tr>
<tr>
<td>NETW112</td>
<td>Cisco Networking Router IOS</td>
</tr>
<tr>
<td>NETW141</td>
<td>MS Client and Server OS</td>
</tr>
<tr>
<td>NETW201</td>
<td>PC Maintenance and Management</td>
</tr>
<tr>
<td>NETW211</td>
<td>Cisco Networking LAN Design</td>
</tr>
<tr>
<td>NETW212</td>
<td>Cisco Networking WAN Design</td>
</tr>
<tr>
<td>NETW217</td>
<td>UNIX Operating Systems</td>
</tr>
</tbody>
</table>

See “Guide to Electives” on page 108 for list of choices.
SECURITY AND INFORMATION ASSURANCE

Bachelor of Science | 120 credits minimum | SECINFASR BS

The Bachelor of Science degree in Security and Information Assurance provides the student with the knowledge and skills necessary for securing the technological environment. Biometric and application security concepts are combined with hands-on tools and techniques to present the student with the security layers necessary to best protect an organization’s information assets.

Foundations of Excellence 21 credits

- COMM120 Presentation Techniques 3
- ENGL109 Composition 3
- ENGL110 Advanced Composition 3
- ENGL311 Professional Writing 3
- FRSM100 Career and Education Seminar 3
- (if exempt) Open Electives 1
- HUMN310-315 Global Cultures: choice of country or culture 3
- SOSC201 Diversity in Society 3

Foundations of Mathematics and Science 15 credits

- MATH125 Intermediate Algebra 3
- MATH135 College Algebra 3
- STAT220 Introduction to Statistics 3
- ENVS125 Environmental Studies 3
- PHYS100 Applied Physics and Lab 3
- Choose one of the following: 3
  - MATH140 Finite Mathematics
  - MATH150 Pre-Calculus
  - STAT322 Inferential Statistics

Foundations of Business 9-10 credits

- ACCT200 Accounting Basics for Managers 3
- ACCT201 Accounting Foundations I 3 or 4
- BUSN210 Professional Ethics 3
- MGMT211 Management Foundations 3

Foundations of Technology 21 credits

- BITS212 Microcomputer Applications: Database 3
- CISP111 Systems Foundations 3
- CISP247 Database Design 3
- CISP250 Discrete Structures 3
- GPMT350 Principles of Project Management 3
- IAAS221 Security Foundations 3
- NETW217 UNIX Operating System 3

Choose one or more of the following majors:

**Major | Biometric Security (BIOS) | 52 credits**

- BIOL120 Essentials of Anatomy and Physiology 4
- CISP233 C# Programming I 3
- CISP234 C# Programming II 3
- CISP280 Artificial Intelligence 3
- CISP285 Data Mining 3
- IAAS222 Biometric Fundamentals 3
- IAAS223 Applicable Biometrics 3
- IAAS226 Biometric Spoofing 3
- IAAS232 Authentication and Audits 3
- IAAS240 Biometric ID and Privacy Laws 3
- IAAS350 Biometric Algorithms 3
- IAAS380 Computer Vision 3
- IAAS410 Pattern Recognition 3
- IAAS425 Biometric Security Architectures 3
- IAAS446 Advances in Biometric Technologies 3
- MATH205 Applied Linear Algebra 3
- TECH497 School of Technology Capstone 3

**Major | Information and Computer Security (IC) | 51 credits**

- CISP220 Web Page Applications 3
- CISP238 Server Side Scripting I 3
- CISP311 Database Systems 3
- CISP312 Data Structures 3

Choose one of the following sequenced programming languages: 3

- CISP231 and CISP232 C++ Programming I & II
- CISP233 and CISP234 C# Programming I & II
- CISP237 and CISP239 Java Programming I & II
- CISP241 and CISP242 Visual Basic Programming I & II
- IAAS245 Disaster Recovery 3
- IAAS235 Wireless Networking and Security 3
- IAAS331 Database and Distributed Systems 3
- IAAS332 Authentication and Audits 3
- IAAS421 Computer Forensics 3
- CISP420 Distributed Architectures 3
- IAAS481 Information Security and Assurance 3
- IAAS491 Cryptography 3
- IAAS492 Legal/Ethical Issues Information/Assurance 3
- NETW201 PC Management and Maintenance 3
- NETW101 PC Operating Systems 3
- NETW111 Cisco Networking Fundamentals 3
- NETW220 Data Communications and Networks 3
- TECH497 School of Technology Capstone 3

Open Electives 1-3 credits

Recommended Electives:

- IAA5483 Prevention, Detection Processes 3
- IAAS490 Information Assurance and Security Internship 3
- GPMT400 Resource Management of Products 3
- NETW235 UNIX Server Administration 3

TECHNOLOGY MANAGEMENT

Bachelor of Science | 120 credits minimum | TECH MGMT BS

This program is designed to prepare students for various management positions specific to Information Technology (IT). Course work integrates and ties concepts from

1See “Guide to Electives” on page 108 for list of choices.
accounting, finance, IT with in-depth project management concepts unique to the dynamics that are information technology specific, across health care, business and technology. Students will also refine their focus by selecting course concentration options in Networking, Computer Information Systems (CIS), or Information Security along w/ a course that will help prepare them to complete the Project Management Institute (PMI) Project Management Professional (PMP) exam or a Project Management Internship.

### Foundations of Excellence

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<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 (if exempt) Open Electives</td>
<td>3</td>
</tr>
<tr>
<td>HUMN310-315</td>
<td>Global Cultures: choice of country or culture</td>
<td>3</td>
</tr>
<tr>
<td>SOSSC201</td>
<td>Diversity in Society</td>
<td>3</td>
</tr>
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</table>

### Foundations of Mathematics and Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH135</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>STAT220</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ENV215</td>
<td>Environmental Studies or</td>
<td>3</td>
</tr>
<tr>
<td>PHYS100</td>
<td>Applied Physics and PHYS100L Applied Physics Lab</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose one of the following: 3
- MATH140 Finite Mathematics
- MATH150 Pre-Calculus
- STAT322 Inferential Statistics

### Foundations of Business

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACCT201</td>
<td>Accounting Foundations I</td>
<td>4</td>
</tr>
<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MGMT211</td>
<td>Management Foundations</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>BITS211</td>
<td>Microcomputer Applications: Spreadsheet</td>
<td>3</td>
</tr>
<tr>
<td>CISP111</td>
<td>Systems Foundations</td>
<td>3</td>
</tr>
<tr>
<td>CISP313</td>
<td>Computer Selection and Training</td>
<td>3</td>
</tr>
<tr>
<td>GPMT350</td>
<td>Principles of Project Management</td>
<td>3</td>
</tr>
<tr>
<td>IAAAS221</td>
<td>Security Foundations</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose two of the following courses: 3
- ACCT314 Cost Management
- GPMT499 Certified Project Management Professional Preparation
- MGMT321 Organizational Behavior
- MGMT357 Operations Management
- MGMT412 Quality Management

### Major

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>[GTPM]</td>
<td>Major IT Project Management</td>
<td>52-61 credits</td>
</tr>
</tbody>
</table>

Choose one or more of the following specialty areas or apply 18 credits (6 courses) from the major area a completed approved articulated associate’s degree: 3

### Computer Information Systems Specialty (CISS) (24 credits)

- Choose one of the following sequenced programming languages: 6
  - CISP231 and CISP232 C++ Programming I & II
  - CISP233 and CISP234 C# Programming I & II
  - CISP237 and CISP239 Java Programming I & II
  - CISP241 and CISP242 Visual Basic Programming I & II
- BITS212 Microcomputer Applications: Database
- CISP211 E-Business Foundations
- CISP247 Database Design
- CISP250 Discrete Structures
- CISP312 Data Structures
- CISP420 Distributed Architectures

### Information Security Specialty (ISS) (21 credits)

- BITS212 Microcomputer Applications: Database
- CISP247 Database Design
- IAAS222 Biometric Foundations
- IAAS245 Disaster Recovery
- IAAS331 Database and Distributed Systems
- IAAS332 Authentication and Audits
- NETW101 PC Operating Systems

### Networking Specialty (NTS) (18 credits)

- IAAS225 Wireless Networking and Security
- NETW101 PC Operating Systems
- NETW111 Cisco Networking Fundamentals or NETW220 Data Communications and Networks
- NETW141 MS Client and Server OS
- NETW217 UNIX Operating Systems
- NETW235 UNIX/Linux Server Administration or NETW241 MS Implement Network Infrastructure

### Open Electives 0-7 credits

- CISP490 Computer Information Systems Internship
- IAAS490 Information Assurance and Security Internship
- NETW490 Networking Internship

### GLOBAL PROJECT MANAGEMENT CERTIFICATE

Post-Baccalaureate Certificate | 18 credits minimum | GPROJ MG PBC

This program is designed to prepare students for a global project management position. While the learning and 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, health care). This program will also help prepare students to complete the Project Management Institute (PMI) project management certification exam.
Preadmission Requirements:

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

Major | 18 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 Study in Project Management | 3
GPMT499 Certified Project Management Professional Preparation | 3

Students completing the BS Technology Management Global IT Project Management major or the Global Project Management Specialty as part of their BBA in Management are not eligible for this additional certification.

COMPUTER INFORMATION SYSTEMS

Associate of Applied Science | 60 credits minimum | 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 | 15 credits
---|---
COMM120 Presentation Techniques | 3
ENGL109 Composition | 3
ENGL110 Advanced Composition | 3
FRSM100 Career and Education Seminar or (if exempt) Open Electives | 3
SOSC201 Diversity in Society | 3

Foundations of Mathematics and Science | 6 credits
---|---
MATH125 Intermediate Algebra | 3
ENVS125 Environmental Studies or PHYS100 Applied Physics and PHYS100L Applied Physics Lab | 3

Foundations of Business | 6 credits
---|---
BUSN210 Professional Ethics | 3
MGMT211 Management Foundations | 3

Foundations of Technology | 15 credits
---|---
CISP111 Systems Foundations | 3
CISP220 Web Page Applications | 3
CISP250 Discrete Structures | 3
Programming Language I | 3
CISP231 C++ Programming I | 3
CISP233 C# Programming I | 3
CISP237 Java Programming I | 3
CISP241 Visual Basic Programming I | 3
Sequential course to language chosen for Programming Language I | 3
CISP232 C++ Programming II | 3
CISP234 C# Programming II | 3
CISP239 Java Programming II | 3
CISP242 Visual Basic Programming II | 3

Major | [CISP] | 18 credits
---|---|---
BITS212 Microcomputer Applications: Database | 3
CISP211 E-Business Foundations | 3
CISP238 Server Side Scripting I | 3
CISP247 Database Design | 3
NETW101 PC Operating Systems | 3
NETW217 UNIX Operating Systems | 3

NETWTECH 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 objectives of certification exams.

Foundations of Excellence | 15 credits
---|---
COMM120 Presentation Techniques | 3
ENGL109 Composition | 3
ENGL110 Advanced Composition | 3
FRSM100 Career and Education Seminar or (if exempt) Open Electives | 3
SOSC201 Diversity in Society | 3

Foundations of Mathematics and Science | 6 credits
---|---
MATH125 Intermediate Algebra | 3
ENVS125 Environmental Studies or PHYS100 Applied Physics and PHYS100L Applied Physics Lab | 3

Foundations of Business | 6 credits
---|---
BUSN210 Professional Ethics | 3
MGMT211 Management Foundations | 3

Foundations of Technology | 6 credits
---|---
BITS212 Microcomputer Applications: Database | 3
CISP111 Systems Foundations | 3

Major | [NTT] | 27 credits
---|---|---
IAAS224 Implementing Network Security | 3
NETW101 PC Operating Systems | 3
NETW111 Cisco Networking Fundamentals | 3
NETW112 Cisco Networking Router IOS | 3
NETW141 MS Client and Server OS | 3
NETW201 PC Maintenance and Management | 3
NETW217 UNIX Operating System | 3
NETW235 UNIX Server Administration | 3
NETW241 MS Implement Network Infrastructure | 3

1See “Guide to Electives” on page 108 for list of choices.
SECURITY AND INFORMATION ASSURANCE

Associate of Applied Science | 60 credits minimum |
SECINASR AAS

The Security and Information Assurance associate of science degree is designed to provide the student with the knowledge and skills for securing the technological environment. Biometric and application security concepts are combined with hands-on tools and techniques to present the student with information on security layers necessary to best protect an organization’s information assets.

<table>
<thead>
<tr>
<th>Foundations of Excellence</th>
<th>15 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
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<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
</tr>
<tr>
<td>FRSM100</td>
<td>Career and Education Seminar or (if exempt) Open Electives ¹</td>
</tr>
<tr>
<td>SOCS201</td>
<td>Diversity in Society</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Foundations of Mathematics and Science</th>
<th>6 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>ENVS125</td>
<td>Environmental Studies or</td>
</tr>
<tr>
<td>PHYS100</td>
<td>Applied Physics and</td>
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<td>PHYS100L</td>
<td>Applied Physics Lab</td>
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<table>
<thead>
<tr>
<th>Foundations of Business</th>
<th>6 credits</th>
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<tbody>
<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
</tr>
<tr>
<td>MGMT211</td>
<td>Management Foundations</td>
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</table>

<table>
<thead>
<tr>
<th>Foundations of Technology</th>
<th>15 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BITS212</td>
<td>Microcomputer Applications: Database</td>
</tr>
<tr>
<td>CISP111</td>
<td>Systems Foundations</td>
</tr>
<tr>
<td>CISP250</td>
<td>Discrete Structures</td>
</tr>
<tr>
<td>IAAS221</td>
<td>Security Foundations</td>
</tr>
<tr>
<td>NETW217</td>
<td>UNIX Operating Systems</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major [SIA]</th>
<th>18 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISP233</td>
<td>C# Programming I</td>
</tr>
<tr>
<td>CISP234</td>
<td>C# Programming II</td>
</tr>
<tr>
<td>IAAS222</td>
<td>Biometric Fundamentals</td>
</tr>
<tr>
<td>IAAS223</td>
<td>Applicable Biometrics</td>
</tr>
<tr>
<td>IAAS245</td>
<td>Disaster Recovery</td>
</tr>
<tr>
<td>NETW111</td>
<td>Cisco Networking Fundamentals or</td>
</tr>
<tr>
<td>NETW220</td>
<td>Data Communications and Networks</td>
</tr>
</tbody>
</table>

¹See “Guide to Electives” on page 108 for list of choices.
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, Ph.D.
Dean, Donald W. Maine School of Business
Ph.D. Mississippi State University
M.A., B.S. Morgan State University

Irene Bembenista, D.M., C.P.A.
Associate Dean
Accounting/Finance
D.M. University of Phoenix
M.M.S., B.A. Purdue University

Susan Glover, DBA
Associate Dean
DBA, Lawrence Technological University
M.B.A. Programs, Legal Studies, and Public Safety
M.S.A., B.S. Central Michigan University

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

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

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

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

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

Jennifer Byron
Department Coordinator, MBA
M.B.A., Grand Valley State University
B.A., Alma College

Michael Carey
Department Coordinator, Marketing
M.B.A., Western Michigan University
BSBA, Aquinas College

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

Jack D. Cichy, Ph.D., CM
Management
Ph.D. Michigan State University
Ed.S., M.A., 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 Goulet Crosby
Department Coordinator, Marketing, Legal, and Public Safety Management
M.B.A., B.B.A. Western Michigan University

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

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

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

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

Linda Hood
Director of Academic Services
Management and Marketing
M.B.A. Baker College of Graduate Studies
B.A. University of Michigan

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

Steve Hughes
Program Director, Executive MBA
E.M.B.A., B.B.A. Northwood University

Debra Kiss, J.D., C.M.A., C.P.A., C.I.A.
Accounting
J.D. Cooley Law School
M.B.A. Grand Valley State University
B.S. Aquinas College

Michael Kolacz, Ed.D., C.M.
Department Coordinator,
Management/Marketing
Ed.D. Eastern Michigan University
M.A. University of Michigan
M.B.A., B.S. Indiana University
David LaBeau  
Department Coordinator, M.B.A.  
M.A. Central Michigan University  
B.S. Detroit College of Business

Brenda Lauer  
Accounting  
M.S.A., M.A. Western Michigan University  
B.A. Indiana University

Ron Loesel  
Accounting  
M.B.A. Saginaw Valley State University  
B.A. Alma College

James W. Loughran, Ph.D.  
Department Coordinator, M.B.A.  
Ph.D. Capella University  
M.S.A. Central Michigan University  
B.B.A. Eastern Michigan University

Lawrence Maes  
Department Coordinator, Management/Marketing  
M.S.A. Central Michigan University  
B.B.A. University of Detroit

Brian Moore  
Department Coordinator, Accounting/Finance  
M.S.F. Walsh College  
B.B.A. Western Michigan University

Fred Morley  
Department Coordinator, Accounting/Finance  
M.B.A. Saginaw Valley State University  
B.S. Ferris State University

Todd Pitts, C.M.  
Management  
M.B.A. Davenport University  
B.S. Purdue University

Steve Prawdzik  
Sport Management and Marketing  
M.B.A., B.B.A. Western Michigan University

Dale Prondzinski  
Department Coordinator, Accounting/Finance  
M.B.A. University of Pennsylvania  
M.A. Pepperdine University  
B.S.Ed. University of North Dakota

Deborah Schoenwether  
Management  
M.B.A. Baker College  
B.B.A. Davenport College

David Sellars, Ph.D., C.P.M.  
Marketing  
Ph.D. Union University  
M.B.A. Michigan State University  
B.S. Central Michigan University

Larry Simpson, C.P.A.  
Department Coordinator, Accounting/Finance/M.B.A.  
M.B.A. Wright State University  
B.S. The Ohio State University

Scott Stevens  
Management  
M.B.A., B.B.A. Saginaw Valley State University

Marjolijn van der Velde, Ph.D.  
Department Coordinator, M.B.A.  
Ph.D. University of Illinois at Chicago  
M.Ed. Springfield College  
M.B.A., B.S. Grand Valley State University

Dan Wiljanen  
Human Resource Management  
M.A., B.A. University of West Florida
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.

Margaret Harvey, Ph.D.
Interim Dean
Undergraduate Nursing Program
Ph.D. Walden University
M.S.N. University of Phoenix
M.A.T. Aquinas College
B.A. Calvin College

Beverly Mihalko, Ph.D.
Associate Dean
Allied Health
Ph.D. Wayne State University
M.P.H. University of Michigan
B.S. Eastern Michigan University
M.T. (ASCP) Detroit Memorial School of Medical Technology

Susan Slajus, R.H.I.A.
Associate Dean
Health Information Management
M.B.A. Davenport University
B.S., B.A. Aquinas College

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

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

Natasha Freeman Cauley, MPH, RHIA
M.P.H University of Alabama at Birmingham
B.S. University of Alabama at Birmingham

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

Sylvia D. Daniel, R.H.I.A.
Program Director
Health Information Management
M.S.A. Central Michigan University
B.S. University of Detroit Mercy

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.
Program Director
Health Information Management
M.S. Capella University
B.S. Cornerstone University

Melissa Haswell
Science
M.S., M.A. Central Michigan University

Thomas Hunt, R.H.I.A.
Program Director
Health Information Management
M.B.A. Davenport University
B.B.A. Cleary University

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

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

Marybeth Pieri-Smith, C.M.A., C.P.C., C.C.S.-P.
Program Director
Health Information Management
M.B.A., B.S. Davenport University
B.S. Grand Valley State University

Aleta Pillai, R.N.
Nursing
M.S.N., B.S.N. University of Phoenix

Mary Stewart, R.N.
Nursing
M.S.N. University of Phoenix
B.S.N. Davenport University

Sharon Sutliff, 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., B.S. Central Michigan University

Megan Tober, R.H.I.A.
Program Director
Health Information Management
M.B.A. Davenport University
B.S., B.S. Ferris State University

Julia VanderMolen, Ph.D.
Department Coordinator, Science
Ph.D. Western Michigan University
M.Ed. Grand Valley State University
B.S. Western Michigan 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.

Michael Clancy
Dean, School of Technology
M.B.A. Seton Hall University
B.S. Kean 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

Denton Bobeldyk, C.C.I.E.
Security
M.S., B.S. Grand Valley State University

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

Bob Clarkson
Project Management
M.B.A. Regis University
B.S. Park College, Parkville, MO
B.S. University of the State of New York - Regents College
P.M.P. Project Management Professional, Project Management Institute (PMI)

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

Richard Comden, M.C.P., 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., B.B.A. Marygrove College

Lonnie Decker, Ph.D., C.C.N.P., C.C.A.I.
Department Coordinator, Networking/BITS
Ph.D. Capella University
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., B.Ed. Wayne State University

Computer Information Systems
M.S. Ferris State University
M.B.A. Grand Valley State University
B.S. Michigan State University

Aphrodite Jones
Department Coordinator, Technology
M.B.A., B.B.A. Davenport University

Brian Kowalczyk
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
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.
Suzanne Gut  
English and ESLP  
M.S. Nova Southeastern University  
B.A. Valparaiso University  

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.F.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  

Barbara Huston  
Assistant Director of Academic Services  
B.B.A. Davenport University  

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

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

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

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

Tom Lacinski, Ed.D.  
Department Coordinator, General Education  
Ed.D. Central Michigan University  
M.A. Michigan State University  
B.S. Eastern Michigan University  

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

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

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

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

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

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

Neil Shepard  
Social Sciences  
M.A. California State University-Fullerton  
B.A. University of Maryland-Baltimore County  

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

Wayne Sneath, Ph.D.  
Ph.D. Bowling Green State University  
M.A. Miami University  
B.A. St John Fisher College  

Tamara Stachowicz  
Department Coordinator, Social Sciences and Humanities  
M.A. Antioch University  
B.S. Spring Arbor University  

Deborah Steiner  
Mathematics  
M.S. Virginia Tech University  
B.S. Michigan State University  

Diana Stout  
Department Coordinator, English/Communications/Foreign Languages  
M.F.A., B.A. Western Michigan University  

Dan Sullivan  
English  
M.A. University of Wisconsin-Milwaukee  
B.A. Michigan State University  

John Suttkus  
Mathematics  
M.A. Wayne State University  
B.S. Oakland University  
B.S. University of Central Florida  

Therese Tomaszek, Ph.D.  
Humanities/English/Social Science  
Ph.D. The Florida State University  
M.A. Michigan State University  
B.A. Aquinas College  

Sharon R. Vriend-Robinette, Ph.D.  
Department Coordinator, Social Sciences, Humanities and Economics  
Ph.D. Bowling Green State University  
M.A. Bowling Green State University  
B.A. Calvin College  

Alan Walczak  
Department Coordinator, English, Communications and Foreign Languages  
Director, Study Abroad  
M.A. Western Michigan University  
B.S. Grand Valley State University  

Angie Williams-Chehmani, Ph.D.  
Department Coordinator, English, Communications and Foreign Languages  
Ph.D. Bowling Green State University  
M.A. Wright State University  
B.A. College of Mount Saint Joseph  

Lee D. Witt, Ph.D.  
Mathematics  
Ph.D. Western Michigan University  
M.S., B.S. Western Michigan University  

Sabrina Zoppa  
Department Coordinator, Social Sciences  
M.A. Western Michigan University  
B.S. Northern Michigan University
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 you with 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/gender, sexual orientation, veteran status, 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

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

2. Provide an official high school transcript from a regionally accredited high school or proof of:
   a. GED or
   b. Official college transcript documenting 15 or more transferable semester credits from a regionally accredited college/university.

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

   Unofficial college/university transcripts may be reviewed to determine eligibility for admissions. If acceptance is granted based on that review the student will be allowed to register for classes for one semester. Registration will be prohibited for any subsequent semesters until the official college/university transcripts are on file.

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

5. Home-schooled students must submit the following documentation:
   a. Documentation from a home-school agency, local school district, or state Department of Education, or
   b. Notarized transcript of high school courses taken, with grades.

6. Provide at least one of the following documents to demonstrate that you have met the approved criteria for acceptance at Davenport University:
   a. Qualifying ACT scores
   b. Qualifying SAT scores

7. 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.

Transcript Guidelines

Students must provide an official copy of their high school and/or all previous college transcripts for their 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
6191 Kraft Ave SE
Grand Rapids, MI 49512

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 campus they wish to attend for complete guidelines. In addition, regulations and requirements for clinical practicums and internships vary, including vaccinations, physical examination, etc. 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 or the Nursing Program 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, MATH020, and/or 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:
   - BIOL120, BIOL131, HLTH101, HLTH110, and HLTH220.
4. Verification with the Department Coordinator for Allied Health that all criteria have been met
5. Complete and sign the Limited Enrollment Form for Medical Assistant Program
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 DU Medical Assisting Program. The professional practicum host site, in cooperation with the DU School of Health Professions, 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.
3. For the diploma in practical nurse Level I (PN) seats are limited; entry is competitive and based on the following:
   - Official college transcript from all colleges/universities attended documenting a minimum of 14 or more semester hours including equivalents to ENGL109, MATH125, BIOL110/110L, BIOL121/121L and BIOL122/122L
   - Minimum 2.5 GPA or higher on a 4.0 scale.
4. For the BSN Pre-Licensure Program there are three admissions tracks, entry is based on the following:

**Admissions Track 1: High School Graduates**
- Minimum 3.5 cumulative high school GPA
- Minimum ACT score of 23.
- The combined GPA resulting from all previously completed mathematics and science courses within the past 5 years is considered.
- Two letters of professional recommendation.
- Personal essay expressing the reasons for entering the nursing program and professional goals upon graduation.
- Student must maintain at least a 3.0 cumulative GPA prior to entering first nursing course.

**Admissions Track 2: Internal and Transfer Students without a College Degree**
- Completion of general education requirements at the college level, specifically, but not limited to, (BIOL110/110L, BIOL121/121L, CHEM150/CHEM150L, ENGL109, MATH125) may result in priority consideration to the nursing program.
- Minimum cumulative GPA of 2.5.
- The combined GPA resulting from all previously completed mathematics and science courses within the past 5 years is considered.
- Two letters of professional recommendation.
- Personal essay expressing the reasons for entering the nursing program and professional goals upon graduation.

**Admissions Track 3: Bachelor’s Degree in Another Field**
- Bachelor's degree from a regionally accredited institution.
- The combined GPA resulting from all previously completed mathematics and science courses within the past 5 years is considered.
- Two letters of professional recommendation.
- Personal essay expressing the reasons for entering the nursing program and professional goals upon graduation.

5. For the BSN-RN Completion Program, entry is based on the following:

- Submission 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 and all previously attended colleges/universities.
- Minimum of a 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 (can be completed 1st semester of attendance in HLTH101S).

**Admission to the BSN-RN Completion Program** is considered on a rolling basis when all the application materials have been received. If selected for admission, the RN will be granted “Advanced Standing”, contact the Nursing Advisor for details.

All requirements listed above must be met before you will be considered for admission to the program of your choice.

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

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.

**Transfer Credit for the PN or BSN Pre-Licensure:**

Transfer science courses must have had a lab component to be considered equivalent. Science courses had to have been taken within the last five years and students should have received a minimum of a C or better grade in order for them to be accepted for transfer. Students that earned a C in a science course(s) may be required to repeat it in order to meet minimum C+ grade required to advance in the program. Transfer of any course equivalent to Davenport University NURS prefixed course is considered on a case by case basis but generally must have been completed within one year of application to DU’s Nursing program. Nursing students must meet the residency requirement for graduation from Davenport University.

**Withdrawal from the Nursing Program**

Nursing students who withdraw or are unable to progress may seek readmission by reapplying in writing to the Associate Dean of Nursing. A readmitted 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 stopping out of the nursing program for five or more years may be subject to completion of the full application for admission process and repeating the Nursing Program from the beginning. The Associate Dean of Nursing will make the decision to admit, based on length of time out, reason for
withdrawal, both cumulative and major GPA, letter of reference, courses in the major completed, and seats available. Nursing students should refer to the Nursing Program Student Handbook for 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 MACRAO (Michigan 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 $125). International students transferring to Davenport University from a high school, college or university within the United States will pay a US $25.00 application fee. You will also need:

**Undergraduate**

- Official high school or college/university transcripts.
- All international transcripts (except Canadian Colleges and Universities, and partner institutions) must be evaluated by one of these credential evaluation services: Educational Credential Evaluators or World Educational Services.
- Official TOEFL (Test of English as a Foreign Language) score.

Minimum scores required for admissions are 37 (internet-based test) or 420 (paper-based test). A minimum score of 5.0 on the IELTS will also be considered for admission.

**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 forms. 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 (1-866-925-3884) 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 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).

DSST (formerly DANTES) Examination Program
The University will, under prescribed conditions, grant credit for the DSST 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 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’s 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. MGMT413 Supply Chain Mgmt
Paired with: Identifying and Creating Demand
Integrated Enterprise Mgmt MGMT413 Supply Chain Mgmt

APICS—EDUCATIONAL SOCIETY FOR RESOURCE MANAGEMENT
CERTIFIED IN PRODUCTION AND INVENTORY MANAGEMENT (CPIM)
Basics of Supply Chain Mgmt MGMT413 Supply Chain Mgmt
Detailed Scheduling and Planning MGMT413 Supply Chain Mgmt
Execution and Control of Operations MGMT413 Supply Chain Mgmt
Master Planning of Resources MGMT413 Supply Chain Mgmt
Strategic Mgmt of Resources MGMT413 Supply Chain Mgmt

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

JACKSON-HEWITT TAX SERVICE
Jackson-Hewitt Basic Income Tax Course (BIT1-3) ACCT315 Federal Taxation I

HUMAN RESOURCE CERTIFICATION INSTITUTE (HRCI)
(FOUNDED BY SHRM)
Professional in HR (PHR) HRMG213 Human Resource Mgmt
Senior Professional in HR (SPHR) HRMG213 Human Resource Mgmt
Or HRMG313 Staffing Organizations
Global Professional in HR (GPHR) HRMG350 Training for Organizations
HRMG433 Compensation Administration

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

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

School of Technology Credit for Professional Certifications

PROJECT MANAGEMENT INSTITUTE (PMI)
Project Management Professional Certification GMPM350 Principles of Project Management or
GMPM499 Certified Project Management Preparation

COMPUTING TECHNOLOGY INDUSTRY ASSOCIATION
NOTE: all certifications must have been earned within the last two years prior to articulation.

(COMPTIA)
Various* Various*

CISCO CORPORATION
Various* Various*

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

NOVELL CORPORATION
Various* Various*

SECURITY CERTIFIED PROGRAM
SCO 402-Network Defense and Countermeasures IAAS322 Network Defense/Countermeasures
SCO 411-Hardening the Infrastructure IAAS321 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 CISP314 Web Design (CWDSA-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) HINT110 Health Record Content
HINT221 ICD-9-CM Coding
HINT222 CPT/ HCPCS Procedural Coding
HINT223 Advanced Coding
HINT290 Coding Practicum
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/or math prerequisites. Non-matriculating students identified as “course-only” and other special situations such as the guest student program are not required to attend orientation or to participate in the COMPASS assessment.

University Fees and Expenses

Admissions Fees:
- Application Fee (undergraduate and graduate), non-refundable: 25.00
- Application Fee (international undergraduate and graduate), non-refundable: 125.00
- Application Fee (international partnership school undergraduate and graduate), non-refundable: 25.00

Counseling No Show Fee: 20.00

Exams for Credit Fee: Actual Test Cost
- Exam Proctoring Fee (DU Student): 15.00
- Exam Proctoring Fee (Non-DU Student): 25.00

Deferred Payment Fee: 30.00

ID Card Replacement Fee: 35.00

Judicial Fee: Alcohol or other Drug Education: 100.00
- Judicial Fee: Alcohol or other Drug Counseling: 300.00

Late Registration Fee: 50.00

Nursing Assessment Admissions Exam: 75.00

Panther Prowl (2010 HS graduates Lettinga campus): 100.00

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

Registration Fee (per semester): 100.00

Residence Hall Fees:
- Residence Hall Application Fee (non-refundable): 50.00
- Residence Hall Security Deposit: 100.00

See details on fees for Residential Life at: http://housing.davenport.edu

Returned Check Fee: 30.00

Student Activity Fee: 75.00

Technology Fee: 35.00

Transcript Fee (per copy): 10.00

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 campus they will be attending for specific tuition rates. Tuition must be paid before the start of each semester via the Davenport portal or by mail with a money order or personal check. Payment Plan details are available on the Davenport portal or can be obtained from your campus advisor. 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 online at www.fafsa.ed.gov. The majority of students attending halftime 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’s online course offerings provide 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. Online courses provide 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.

**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**

Online course work at Davenport University 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 Davenport wants students to have a successful online learning experience, they are expected to have these skills before taking online courses.

Students are strongly encouraged 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 campus 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 campus with an Academic Advisor or online.

**Preparing for Class**

**Online Course Orientation**

Students should prepare for online courses by viewing the online tutorial at www.davenport.edu.

**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.
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 LInC, 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.

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.
FINANCIAL AID

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 academic 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 congressional 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:

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

The “total college expenses” include tuition, fees, indirect costs (books, travel, and personal expenses), and other expenses. The “expected family contribution” is calculated based on factors such as family income and assets, family size, and other financial information. Students must be enrolled in an eligible program leading to a degree or diploma before receiving federal aid.

Student Financial Aid Rights and Responsibilities

The Financial Aid Office 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 Office, the Michigan Office of Scholarships and Grants, or the agency to which the application was submitted
- Be aware of the school refund, satisfactory academic 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 Advising (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 as of the date of withdrawal, either the University, or the student, or both are required to return some portion of federal aid
- 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 atten-
Students have the right to know the following:

- $4,000 maximum for each school year.
- Exceptional financial need. The amounts range from $100 to $5,550, 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.

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 the Financial Aid Office for additional information.

**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 $659 to $5,550, 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 half-time to 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 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
- Must apply via the FAFSA

Check the Davenport web site for a complete list of eligible majors. Federal funding for the SMART program will be discontinued after the 2010-2011 school year unless Congress acts to extend this program. The Financial Aid Office will notify affected students on 2011.

**State of Michigan Gift Aid**
These awards are contingent on the State Legislature continuing the funding for these programs. If the State reduces or eliminates the award, students will be responsible to pay the balance. Davenport will provide updates on Davenport throughout the year as new information comes from the State government.*

**Michigan Tuition Grant***
The state of Michigan may provide grants 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 academic 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
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 requires on-line entrance interviews for all first-time Davenport University borrowers. The University will provide exit counseling materials to 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 freshman is $3,500; for sophomores, it is $4,500. The 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, 2010, the interest rate is fixed at 4.5% 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 and dependent students not based upon financial need. Dependent students may borrow an additional maximum of $2000 per loan period. Independent students may borrow an additional maximum of $6,000 as freshmen or sophomores. The maximum for juniors and seniors is $7,000. 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 Smart Option, Charter One (TruFit Student Loan), Citisassist, and Chase Select. These are consumer loans, not federal aid, and may have income requirements and credit checks. Contact the Financial aid Office for more information on alternative loans.

**Default and Overpayments**
Students who owe an overpayment or are in default on any Title IV Loan, which includes Guaranteed Student, Stafford, SLS, PLUS, NDSL, or Perkins loans, will be denied financial aid. The University also has the right to deny admission to any student who is in default on any Title IV Loan.

**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).

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**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.

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.

Students who do not meet the required standards of SAP their first semester will receive a warning notice. Students that are still below standards for a second semester will have their aid canceled. 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 by e-mail of the cancellation of financial aid and are urged to contact the Financial Aid Office. Students with mitigating circumstances wishing to appeal the financial aid cancellation may do so, in writing, to the Financial Aid Office. The Office staff will evaluate the appeal and determine whether the student’s progress is considered satisfactory despite noncompliance 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.

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**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. Because of federal law, financial aid cannot be awarded until all of the required documentation is reviewed by the Financial Aid Office. Since funds are limited, students may stand to lose access to some funds, such as institutional scholarships and some state and federal programs, if documentation is not submitted promptly.

It is Davenport University’s policy to provide students (either in person, by mail, on-line, 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 unsure of what is needed, they should contact their advisor or the Financial Aid Office for further explanation until all matters are clarified.

If students’ submitted data fails to meet requirements, the Financial Aid Office staff and Advising staff will contact the students, either through a letter to the address on record or by telephone or e-mail asking them to contact the
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 beginning of the second week of each semester/session. 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. 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 is applied to the tuition balance only.
   b. Federal Pell, FSEOG, ACG, 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. Most institutional scholarships have both per semester and annual limits (details available on the Davenport website) and are applied to a student’s account to cover any balance due only after all federal and state aid, excluding student loans and work-study, have been applied. Institutional scholarships will not result in a refund to the student. 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.
5. Tuition discounts given by the University are applied after all other grants and scholarships are applied to charges. A student may receive a discount or an institutional scholarship, not both. The student will be awarded a discount or the scholarship, whichever is most beneficial to the student.

Note: If an outside funding agency specifically requests a different order of application, the Bursar’s Office must receive written confirmation from the agency before authorizing an exception.


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 Bursar’s Office at 6191 Kraft Ave, Grand Rapids, MI 49512.

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 further 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.

University. Students can also review account information through Self-Service Banner by logging into Davenportal. (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.

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 further 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) and can also be viewed by the student at http://www.nslds.ed.gov/nslds_SA/.

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 Advising. 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 6191 Kraft Ave, Grand Rapids, MI 49512, 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 the 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.

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. Invoices for any balance owed the University will be sent out according to Bursar Office policy.

Refund, Repayment, and Withdrawal Schedule

<table>
<thead>
<tr>
<th>Refund/Credits</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>75% / 25%</td>
<td>Day 8-26</td>
<td>Day 8-21</td>
<td>Day 8-19</td>
<td>Day 8-18</td>
<td>Day 8-16</td>
<td>Day 8-14</td>
<td>Day 8-12</td>
<td>Day 8-9</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>0% / 100%</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>
</tbody>
</table>
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 his or her behalf. 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 withdrawal. An invoice will be sent to students who owe a balance to the University according to Bursar Office policy.

Additional information on the return of federal funds calculation procedures and requirements, including examples, may be obtained by contacting the Financial Aid Office.

### Student Loan/PLUS Credit Balances

After student loans have been disbursed, money not needed for charges will be returned to an enrolled student 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 students are not required to complete the FAFSA. Upon applying for admission to the University, students will be reviewed to determine if they meet eligibility requirements for a DU scholarship. Most institutional scholarships have both per semester and annual limits (details available on the Davenport website) and are applied to a student’s account to cover any balance due only after all federal and state aid, excluding student loans and work-study, have been applied. Institutional scholarships will not result in a refund to the student. External scholarships (e.g., Rotary Clubs, churches, etc.) can be used to cover university costs such as books or room and board but will not result in a refund to the student.

Scholarships do not apply to competency exams, DANTES, and other competency-granted credits. Campus-specific scholarships may carry additional criteria 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 scholarships must meet the following criteria:

- The student must file the FAFSA (excluding international 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.
- 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 Office.
- The student must be enrolled at least half-time (min. 6 credit hours) except for the Study Abroad Grants.
- 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) or annual limit.
- 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 are considered 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.
- Most institutional scholarships have both per semester and annual limits (details available on the Davenport website) and can be used to pay for tuition, fees, and
books after all federal and state aid (excluding student loans and work-study) have 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 Financial Aid Office 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 one 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 Financial Aid Office.
i. This policy applies to all institutional scholarship programs that are renewable.

The Financial Aid Office will notify students via e-mail of the loss of a scholarship and opportunity for appeal. The Financial Aid Office will notify students of the granting or denial of the appeal. If the appeal is granted, an e-mail will outline the conditions of the appeal. If the student falls below the conditions of appeal, the Financial Aid Office will send an e-mail explaining the final loss of the scholarship.
# 2010-2011 Davenport University Scholarships

<table>
<thead>
<tr>
<th>STUDENT TYPE</th>
<th>TO QUALIFY</th>
<th>RENEWABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New students entering directly out of high school - Undergraduate</strong></td>
<td>Minimum 3.75 CGPA at end of junior year in high school and min. 31 ACT. Essay is required (due January 15th). Minimum enrollment of 15 credit hours per semester. Essay Topic: “How I have demonstrated and plan to demonstrate in my life characteristics espoused by Gerald R. Ford including leadership, civic responsibility, service, ethics, and courage of conviction.” Only 1 scholarship is awarded per year to a new high school student.</td>
<td>Up to 4 years or bachelor’s degree (whichever is shorter) RENEWAL CGPA (end of winter semester) 3.60 GPA</td>
</tr>
<tr>
<td><strong>Gerald R. Ford Memorial Scholarship</strong></td>
<td>Up to full tuition, fees, room and board, study abroad and textbooks</td>
<td></td>
</tr>
<tr>
<td><strong>President's Scholarship</strong></td>
<td>Minimum 3.90 CGPA (end of junior year) OR minimum 31 ACT and 3.0 CGPA OR minimum 1360 SAT (verbal + math) and 3.0 CGPA. Essay is required (due January 15). Essay topic: “How will a Davenport education help you achieve your career goals?”</td>
<td>Up to 4 years or bachelor’s degree (whichever is shorter) RENEWAL CGPA (end of winter semester) 3.60 GPA</td>
</tr>
<tr>
<td><strong>New students entering directly out of high school - Undergraduate</strong></td>
<td>Minimum 3.90 CGPA (end of junior year) OR minimum 31 ACT and 3.0 CGPA OR minimum 1360 SAT (verbal + math) and 3.0 CGPA. Essay is required (due January 15). Essay is required (due January 15). Essay topic: “How will a Davenport education help you achieve your career goals?”</td>
<td>Up to 4 years or bachelor’s degree (whichever is shorter) RENEWAL CGPA (end of winter semester) 3.60 GPA</td>
</tr>
</tbody>
</table>
| **Platinum** | One of the following must be met to qualify:  
- High school applicants: Minimum 3.50 CGPA (end of junior year) OR minimum 25 ACT and 3.0 CGPA OR minimum 1130 SAT (verbal + math) and 3.0 CGPA.  
- Transfer applicants: Must transfer in a minimum of 15 college-level credits AND have a minimum 3.50 CGPA from transferring institution.  
- Proof of membership Phi Theta Kappa  
- BPA, DECA, HOSA or Skills USA state first-place champion and 3.0 minimum CGPA. | Up to 4 years or bachelor’s degree (whichever is shorter) RENEWAL CGPA (end of winter semester) 3.20 GPA |
| **Gold** | One of the following must be met to qualify:  
- High school students: Minimum 3.20 CGPA (end of junior year) OR minimum 21 ACT and 3.0 CGPA OR minimum 980 SAT (verbal + math) and 3.0 CGPA.  
- Transfer students: Must transfer in a minimum of 15 college-level credits AND have a minimum 3.20 CGPA from transferring institution.  
- BPA, DECA, HOSA or Skills USA state competition participant and 3.0 minimum CGPA. | Up to 4 years or bachelor’s degree (whichever is shorter) RENEWAL CGPA (end of winter semester) 3.00 GPA |
<table>
<thead>
<tr>
<th>STUDENT TYPE</th>
<th>TO QUALIFY</th>
<th>RENEWABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>New students - Undergraduate</td>
<td>One of the following must be met to qualify:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>■ High school students: Minimum 2.80 CGPA (end of junior year)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>■ Transfer students: Must transfer in a minimum of 15 college-level credits AND have a minimum 2.80 CGPA from transferring institution.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>■ Adult students: Must transfer in college-level math and English courses OR 2.80 high school CGPA OR 530 GED OR qualifying Compass scores: Writing $\geq 78$ Reading $\geq 81$ Algebra $\geq 39$</td>
<td></td>
</tr>
<tr>
<td>Silver</td>
<td>Up to $2,000 per year</td>
<td>Up to 4 years or bachelor's degree (whichever is shorter)</td>
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<tr>
<td></td>
<td></td>
<td>RENEWAL CGPA (end of winter semester)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.80 GPA</td>
</tr>
<tr>
<td>STUDENT TYPE NAME</td>
<td>AMOUNT RENEWABLE</td>
<td>TO QUALIFY</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------</td>
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</tr>
<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>Not automatically renewable</td>
<td></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>Not automatically renewable</td>
<td></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>Not automatically renewable</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student Club</strong></td>
<td></td>
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</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>Not automatically renewable</td>
<td></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 any Davenport campus. 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>Not automatically renewable</td>
<td></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 any Davenport campus. 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>Not automatically renewable</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Davenport Student</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Study Abroad</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>Not automatically renewable</td>
<td></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
- Bank of America
- Batt's Foundation
- 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. Crossen, Jr.
- Paul Collins
- Comerica Bank Endowed
- Peter & Emajean Cook
- Custer Workplace 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
- 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 Flechsig Family
- Larry & Judith Fredricks
- David & Judy Frey
- Dr. Robert and Christine Funaro
- Geerlings Development/Scott Geerlings
- Daniel & Michelle Georgievich Endowed
- G.M., Lansing Women's Club
- 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
- Islamic Institute Endowed
- Johnson Controls
- James & Ginger Jurries
- Kalamazoo Employees
- Gerrit & June Kamphouse
- The Kane Group (Grand Rapids Area)
- Kane Group (Dearborn Area)
- Angelina Keller (Brad Keller)
- Keith and Kathy Klingenber
- Knape & Vogt Manufacturing Co. (Ray Knape)
- Robert & Ellie Kunkel
- James & Clarine LaBante
- 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
- Emerson G. McCarty
- 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 A. Mieras, Ph.D.
- MJK Architects, Engineers & Planners
- Martin Morales Minority
- Alberta Muirhead
- John & Elinore Mulder
- Patrick & Katherine Mullen
- John Myaard
- Woldemar H. Nikkel
- Kevin & Deborah O'Halla Scholarship Fund
- Roger W. O'Halla
- Chris & Joan Panopoulos
- Perrigo Company
- Powell Moving and Storage, Inc. Endowed
- Rockford Construction
- C. Dexter & Sandra Rohm
- Charles & Stelis Royce
- Robert & Ellen Sadler
- Robert & Helen Jean Schmiedicke
- H. B. Shane & Company Inc.
- Smith 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 Harsel
- Aubrey J. Terbrack
- Dave Thomas, Founder of Wendy's
- Richard & Gretchen Tierney
- TLC Group
- Universal Forest Products
- (Ambassador Peter F. Secchia)
- Fred & Gretchen Vandenberg
- Roger and Clare VanderLaan (Holland)
- Roger and Clare VanderLaan
- P. Robert & Charlene Vanderson
- Bernard & Jean VanderVeen
- VanDykken Mechanical Scholarship
- Varnum, Riddering, Schmidt & Howlett
- Robert Voetberg Scholarship
- The Volk Family
- Elmer Vruggink, Ph.D.
- Russel Warner
- Mary Warner
- Warren Alumni Club
- Tyrus R. Wessell Student Aid Fund
- West Side Beer Distributing (Donald Klopcic)

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Irving & Birdella White
Hugh and Melbarose Wichert
Kathryn L. Wiese
Bruce & Lavina Wynalda
Marian Davenport Wynalda
Yoshiko Yamagishi
Kenneth and Carole Yerrick Endowed
Max & Micki Young

Endowed Memorial Scholarships
Paul Ames
Charles “Andy” Anderson
Amy Barnaby
Dr. Ronald Bartson
Hy & Greta Berkowitz
Rosemary Braun (Fred Braun)
Frank Breukink
Paula Brown
Wilma Brudy
Marvin “Red” Brummel
Jason Bruso Memorial
Nilda Caceres
Mila Crkovski
Davenport University Memorial Fund
Robert J. DenHerder
E. Scott Derr
John Dishaw Memorial Scholarship
Thomas F. Dulude
Roger E. Erickson
James A. Farmer, Sr. (James & Ginny Farmer)
Matthew Brian Feko (Joseph & Marie Feko)
Helen Frays
Bruce W. Gilmore
William R. Heible
Rhonda Goodyke-Hoorn (Roger & Clare VanderLaan)
Betty Igrisan Scholarship
John P. Keller (Dr. Bradley & Nina Keller)
William Kingma (Betty Kingma)
Jean Kinsman
Mary Walsh Kole
Eugene & Josephine (Parbel) Kozak Memorial
Nichole Lake
Judith Lettinga Memorial
Mary Kay Lettinga
Jean E. Lindsey
Edna & Marilyn Losgar (Peter Wege)
Maine Family
Emerson G. McCarty Memorial
Anna B. McPherson, RN (H. William Moerdyk)
Blaise Newman
Felicia Jadesola Ojo
Josephine & John Oonk, Jr.
Robert T. Orlikowski
Gordon H. Poll
Thomas Fisher Reed
Pauline Roskam
Kevin L. Rotman
Bernice G. Rudzinski
Yvette Russel
Sandra Scoville
Robert W. Sneden
Eleanor Spidell
Janice Stauffer (Tom Stauffer)
Kristin Ten Harsmel-Anderson
Lisa Trombley
Elton Carl & Margaret E. Twork
Vander Wall Family
John S. VanderHeide, III (John & Jane VanderHeide)
Herman & Jennie VanderLaan (Roger and Clare VanderLaan)
Jane Wetherell (Al Wetherell)
Antoinette (Toni) Wykstra
George L. Young
Kathryn & Harold Zahm
Ronald Zoulek (Jim & Pat Zoulek)

Annual Scholarships
ABWA - Indinois Chapter
Accounting Annual Scholarship
Alma Campus Annual
Alpha Beta Gamma/Gamma Gamma
Alumni Ambassador Scholarship Fund
Alumni Assoc. for the Grad. Program
Alumni Association Unrestricted
Amical Foundation/Donald Phillips
Battle Creek Employees
The Besaw Family Scholarship
Beta Sigma Phi-Grand Rapids City Council
Caro Campus Annual Scholarship
C.F.M.A.
Bob Clarkson
Lynda Cribari
Louie and Susan Crkovski
Davenport University Online
Dearborn Federal Savings
Eileen DeVries
Distinguished Alum Mentor Scholarship
Dulcet College Annual Fund
Grand Rapids Campus General
Hammer Family Scholarship
Holland Campus Annual Fund
Honors Accounting Scholarship
Kalamazoo Campus Annual Fund
Kirco Construction Corp
Susan Margaret Kovach Cultural Diversity (L. Sharma)
Lacks Enterprises
Lansing Campus Annual Scholarship
Midland Campus Annual Scholarship
Northern Michigan Staff Annual
Donald Offermann Annual Scholarship
Peter Pratt and Linda Headley Annual Scholarship
Pyper Products/Doyle Hayes
David Rausch & Kristin Stehouwer - Traverse City
David Rausch & Kristin Stehouwer - TriCities
Saginaw Campus
The Saginaw Spirit Annual Scholarship
Signature Applications, LLC
Steelcase, Inc.
Steil Fund for Single Mothers
Ralph and Carolyn Stingel
Tim & Bob Sullivan
Traverse City Annual Scholarship
Dave and Kate Veneklase
The Volk Family
Harold F. Williamson Memorial
Advising

Davenport offers students the support of an academic advisor to aid in their academic pursuits and development as professionals. Davenport strongly believes in a developmental advising model which guides students through their academic plans to support their career objectives. Academic advising is available at every campus to assist students in selecting courses, discussing curriculum change implications, answering questions related to academic programs and policies, or reviewing progress towards graduation. Students are responsible for being aware of and meeting all curriculum requirements, including any changes that may occur therein. 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 transfer and articulated credits from other institutions, prior learning credits and non-collegiate credits and to see how the credits apply to their program of study.
- To discuss short and long term career goals
- 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 adding, dropping, or withdrawing from 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 including referral to University and/or community resources.

Payment of tuition and fees can be made through the Davenportal (the student portal). Any questions regarding these payments can be handled through the Student Services Office.

Advising for students accepted into the nursing program is handled by designated nursing advisors.

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. During their freshman year at Davenport, students will complete a Career and Education Plan (CEP) as part of Career Investigation Assignment in Freshman Seminar, FRSM 100. Students in the School of Health Professions complete the CEP in HLTH101 Introduction to Health Careers. Students will identify, define and document their long-term career goals. Students will then 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 campus to explore career options and discuss internships.

Counseling

Counseling services with a Licensed Social Worker are provided free of charge at the W.A. Lettinga Campus. Appointments can be scheduled by calling the Welcome Center at (616) 554-5340. Students who would like information about counseling services outside of the Lettinga Campus should contact their advisor or the Student Affairs Office for referral to a Community Mental Health agency in their area.

Housing

University-sponsored housing is available at the Grand Rapids Lettinga campus for all students and required for traditionally aged freshmen who live outside of the 45 mile commuting radius. The purpose of Housing and Residence Life is to provide an environment that is comfortable, safe and conducive to academic success and community development. In addition, the housing program offers two living-learning communities for students majoring in business or technology. Research shows students who live on campus are more likely to be retained, post higher grades, and graduate. All students living on the Lettinga campus also enjoy the benefits of a university meal plan in our popular dining hall.

Email

The University provides Panther Mail email accounts for students registered for the current semester. This will be the primary information medium by which students will learn of dates, deadlines, policies and activities related to
Davenport. These accounts are provided by the University to communicate with students and it is expected that all students will monitor email regularly. In addition, students will use this email account as the email address for all online and blended course(s).

Student Identification (ID) Cards—Panther One Card

Every student will be issued a Panther One Card at any campus. Pictures may be taken either during Orientation or through Student Services. Panther One Cards will be mailed to a student’s permanent mailing address. Cards must be activated to ensure timely delivery of refunds. Panther One Cards must be used to check out library materials and utilize computers in the Library Information Commons. Panther One Cards may also be used to obtain student discounts, where available.

Change of Name, Address, Phone Number, or Email

It is the student’s responsibility to update through the Davenport portal of any changes to address, phone number, and/or email address. Students wishing to submit a change in the name should contact their advisors for details.

Student Insurance

Health insurance coverage is required for, student athletes, students enrolled in specific classes or specific majors within the School of Health Professions, and for all international students. Questions regarding the insurance requirements along with information for those students wishing to obtain insurance for themselves and/or spouses and dependents can be found on the Risk Management Channel under the Help tab on the Davenport portal.

Additionally, professional liability insurance coverage is provided as part of the course fee to students enrolled in an internship, professional practice experience, or clinical experience in the School of Health Professions.

Students with Disabilities

Accommodations for Students with Disabilities

It is the policy of Davenport University to comply with 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 (2008) or Section 504 of the Vocational Rehabilitation Act of 1973. It is the students’ responsibility to contact a Disability Services Coordinator at their campus to initiate the accommodation process.

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 accommodations 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 accommodated to mitigate the effects of a disability and to more accurately measure student achievement, as long as such accommodation does not fundamentally alter the 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 campus to secure an Accommodation Request Form and the appropriate Verification of Disability Form. These forms, contact information, and other disability services information is located on the Disability Services page Davenport website (www.davenport.edu/disabilityservices.) This information
Student Life

Davenport University offers students many opportunities to get involved. The Student Life Office supports student success and aims to foster student development by providing students with opportunities to get involved, build community, and learn outside of the classroom. There are a variety of registered student organizations (RSOs) for students to join. Some organizations are specific to individual majors and offer students an opportunity to interact with individuals within their chosen career. Other organizations focus on social and volunteer experiences and provide students the opportunity to get involved both on and off campus. The Student Life Office also sponsors a number of social, educational, and leadership events and programs. The Volunteer Center provides service opportunities for students who want to make a difference in the community. Students interested in involvement opportunities should contact the Student Life Office to determine which opportunities are available on their campus. Students can also find out what is going on by visiting the Student Life tab on the portal, visiting the Student Life website or by becoming a friend at www.facebook.com/dustudentlife.

Intercollegiate Sports

Davenport University’s Intercollegiate Athletic Program is a member of the NAIA (National Association of Intercollegiate Athletics), ACHA (American Collegiate Hockey Association) at the Division II and Division III level, USBC Collegiate (US. Bowling Conference), U.S. Lacrosse Women’s Division Intercollegiate Associate, MCLA (Men’s Collegiate Lacrosse Association) and the MiRFU (Michigan Rugby Football Union).

All participants must be 18 years of age or older and a full-time student (i.e., 12 credits or more per semester or 6 credits or more per semester for graduate students). Eligibility rules are very detailed. Please contact the Athletic Department for more information.

If you are interested in competing at the intercollegiate level, complete and submit 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 Basketball
- Men’s Bowling
- Men’s Competitive Cheer
- Women’s Basketball
- Women’s Bowling
- Women’s Competitive Cheer
- Women’s Cross-Country
- Women’s Competitive Dance
- Women’s Cross-Country
- Women’s Golf
- Women’s Indoor Track & Field
- Women’s Lacrosse
- Women’s Outdoor Track & Field
- Women’s Softball
- Women’s Tennis
- Women’s Volleyball

Please inquire about future athletic programs to be offered at Davenport University.

Career Services

Davenport University Career Services assists all students and alumni with every aspect of the career development and career success process. From aiding in career exploration and interest assessment, to ongoing support once in the field.

Classroom & DU Campus Events

A student’s relationship with Career Services begins with the classroom presentations and events that are conducted at every campus throughout the year. Career Services encourages all students to take advantage of the many group networking and career development events, as well as the information provided during in-class presentations. All of the Career Services offerings are designed to improve a student’s professional and soft skills for the purpose of achieving career success.

Career Search and Career Skills Development

Through career counseling, events and the resources provided by Career Services, students will learn a full range of professional and soft skills and receive on-going help and support for creating dynamic resumes, 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 tips to dress for success on any budget.

Experiential Learning 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 portfolio can work with Career Services to locate great opportunities.

Career Fairs and Events

To assure student success and exposure to employment opportunities, Career Services hosts 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, DUCareerNET. Through the student portal, students and alumni can search for the opportunities that best suit their needs or work with their Career Services Coordinators to learn of other popular job search and career information sites. For lifelong support, communication is the key. Students should keep DU Career Services aware of any changes in address or employment 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 ever changing needs.

**Resources and Resource Materials**

Career Services is constantly working to upgrade and improve the quality of resources available to students and alumni for professional and soft skill growth. Be it on the intranet, in DUCareerNET, through InterviewStream, in the LinC, or in our offices, students can expect interactive support in the form of podcasts, quick and topical videos, interactive mock interviewing online and the most current advising techniques available through our career services advising team. All students and alumni have access to these resources while registered with DU as a student and after graduation.

**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 50,000 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, access to the alumni online community, and many University services. You’ll also receive:

- Lifetime employment assistance including DUCareerNET 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. Free brush-up may not be used for laboratory courses, clinical and practicum experiences, and/or internships.
- 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 Alumni.

- 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/alumni.

**Davenport University Corporate Education and Training Services**

Through its new Leadership and Management Development Institute (LMDI), the University provides quality education and training services using nationally recognized resources to meet organizational, business leadership and management development needs. It also operates in close collaboration with the Maine School of Business and serves a unique role in that it may develop and customize educational programs and deliver them in a customer-focused manner that assists organizations succeed long term. These programs also include professional certification preparation courses for the PHR/SPHR, PMP, CM and CME.

If you are interested in learning more about or enrolling in the SHRM Learning System® Exam Prep Course, please visit our website at: [http://webservices.davenport.edu/corppartners/shrm/](http://webservices.davenport.edu/corppartners/shrm/)

If you are interested in education and training programs that have the potential for academic course credit, please contact the LMDI staff or go to [http://www.davenport.edu/lmdi/](http://www.davenport.edu/lmdi/)
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 campus 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 campus as to the hours for advising services.

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 upon an entrance assessment unless there are qualifying ACT or SAT scores on file. Students who transfer from other institutions without college level credit 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 Pre-Algebra (MATH020), Elementary Algebra (MATH030) or Intermediate Algebra (MATH125). A passing grade (P) must be achieved before moving on to the next level in the series in both English and math. Students are encouraged to take advantage of all academic support services available at their campus.

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

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 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 of the courses required for each
program and fulfill all residency requirements. Students pursuing a double major will not be awarded their degree until all requirements for both majors have been met. 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.

Double Specialties

Davenport University encourages students to complete additional Specialties within those degree programs that require them as part of the major area of study. Students may also elect a Specialty outside of their major field of study, but must meet all required prerequisites and co-requisites for the courses. All Specialty classes are considered part of the major and will be included in the calculation of the major GPA for graduation requirements. Residency requirements for the major including all chosen Specialties must be met. Students pursuing double Specialties will not be awarded their degree until all requirements have been met.

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 for taking the course for credit.

Competency Examination

Students may take each of the University's standardized competency examinations only once to attempt earning 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 in the University's competency examination assessments and/or prior learning assessment, and 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>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>HLTH220</td>
<td>Pharmacology</td>
</tr>
</tbody>
</table>

School of Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<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 any time 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 may be available at each campus. Some classes may only be available in the online format due to limited in-seat courses offerings at certain campuses. Students should contact Student Services for the classes and formats offered at their campus.

Traditional In-Seat

In this traditional format, class meets in-seat for 100% of the required contact hours. Most traditional classes are scheduled to meet weekly or twice-weekly; a smaller number of sections are scheduled to meet three times per week. The length of each class session is determined by the number of meetings per week and the number of credit hours or contact hours (whichever is greater) associated with the course.

Seven-Week Blended In-Seat with Online

In this seven-week format, class meets in-seat for 60% of the required contact hours and the remaining 40% is completed online. Most Blended classes are scheduled to meet once per week, some meet twice per week. The length of each in-seat session is determined by the number of meetings per week and the number of credit hours or contact hours (whichever is greater) associated with the course. In addition to the in-seat class meetings, Blended classes require a minimum of 2-to-3 hours of online participation per week.

External Learning

In this format, students work independently for the most part, following a detailed syllabus. They meet with faculty a specified number of times, individually or in small groups, for review and assessment. Both the faculty member and the student sign a learning agreement listing course outcomes and deadlines.
Internships

Davenport University believes that practical experience in the field of study is an integral part of a student’s preparation for career success. In recognition of this, many degree programs have a required internship experience while 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/Program Director before enrolling in the course. Some internship experiences require a minimum GPA for enrollment and the internship site may require that a criminal background check and drug screening process be completed. Students are encouraged to see their Advisor for details. It is required that the student contact Career Services at least one semester prior to scheduling for an internship experience. Students will receive a letter grade for internship courses. Placement in internship sites for the School of Health Professions is competitive and is not guaranteed.

Seven-Week Online

Online learning uses state-of-the-art technology to bring quality education to students in a virtual setting. These 3 credit hour courses require student engagement with course material and/or participation in online class discussion 5 out of 7 days each week for a total of approximately 12 hours. Please note, individual students may require more (or less) time depending on their personal level of experience with the material, level of experience with computers and the speed of Internet connection.

Ten-Week Online

Online learning uses state-of-the-art technology to bring quality education to students in a virtual setting. These 4 credit hour courses require student engagement with course material and/or participation in online class discussion 5 out of 7 days each week for a total of approximately 12 hours. Please note, individual students may require more (or less) time depending on their personal level of experience with the material, level of experience with computers and the speed of Internet connection.

International Study Opportunities

Davenport University realizes that preparation for success in today’s global workforce means acquiring a combination of knowledge, skills and attitudes known as global competencies. Students must become knowledgeable about other countries, develop cross-cultural communication skills, and acquire the sensitivity that enables them to appreciate and work with diverse cultures. One of the best ways to become more globally competent is to experience day-to-day life in another country with the preparation and guidance that enables insights and understanding. Davenport University provides these kinds of opportunities through its study abroad program enabling students to study anywhere from three weeks to one year abroad.

The short-term programs are group experiences led by Davenport faculty and involve earning up to six credits for both academic and extracurricular activities while abroad. Students can study about finance in London, experience 5,000 years of tradition in China, tour multi-national corporations in Germany, and learn about global economics amid the diversity of flora and fauna in Kenya, East Africa. Short-term programs are continually developed for students and the variety of locations will increase. To learn about these opportunities visit an academic advisor at your campus or view the information on the university web site.

Students at Davenport have also spent a semester or year abroad at various universities in the Netherlands, Spain, China, France and Italy. Davenport’s official agreement with INHOLLAND University in Amsterdam, the Netherlands, enables students to earn Davenport credit while studying there for one semester or for a full year. Full-year students would be eligible for a degree from both universities. Through a special relationship with John Cabot University in Rome, Italy, students from West Michigan become eligible for a scholarship to study for a semester or year there. Due to Davenport’s affiliate membership with the American Institute for Foreign Studies (AIFS), Davenport students can choose from over thirty locations around the world including some in Asia, Europe, African and Australia.

Many types of financial aid may be used to offset the costs of study abroad, such as loans, scholarships and grants. Davenport provides study abroad grants for eligible students participating in its short-term programs, and students currently receiving financial aid may continue using it for approved programs such as those mentioned above.

Davenport’s study abroad program is expanding and new opportunities are being explored and developed. In addition to the traditional study abroad experiences described above, work and service-learning opportunities abroad are also being made available. For updated information please contact the study abroad office located at the W.A. Lettinga Campus, view the university web site, or speak with an academic advisor at your campus.

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 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, to include 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, to include at least fifty percent of the courses in the major</td>
</tr>
<tr>
<td>Associate Degree</td>
<td>A minimum of 15 semester credits, to include 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 Applied Business, BBA Public Safety and Security Management, the Medical Assistant programs, and the 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 receiving a C- or below must repeat the course before proceeding to the next course in the sequence. Students will receive credit for the 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 choose to have 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.

The School of Health Professions and the Nursing Program may have additional restrictions on re-entry into the clinical and practicum courses. Students should check the School of Health Professions Student Handbook or the Nursing Program Student Handbook for specific program or course re-entry requirements.

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 associate’s 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 to sequential courses, the following courses from the School of Health Professions require a C or better grade for successful completion: HLT/H101, HLT/H110, HLT/H220, HLT/H230, HLT/H240, as well as all HINT, HSAD, and MCMG. All NURS prefixed lecture courses require a C+ or better grade for successful completion. All BIOL and CHEM courses taken as requirements in the Nursing programs.
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 taking 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. 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.

An exception to this rule is made for sequential courses. A student cannot retake the first course in a sequence if they have already received credit for the second sequential course. (For example, students may not repeat Accounting Foundations I once they have credit for Accounting Foundations II.)

If a failed course was taken initially at Davenport University, it is strongly recommended that the retake also be completed at Davenport. Completing the course at another institution will not offset the impact of the failing grade on the cumulative and/or major grade point average.

Many courses from the School of Health Professions and the Nursing program may only be repeated once if a failing grade is earned. The School of Health Professions Student Handbook and the Nursing Program Student Handbook detail any special requirements for their courses and programs. 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 of a 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 that students earning an associate’s degree must complete a minimum of 60 semester hours of instruction, and students completing a bachelor’s degree must complete a minimum of 120 semester hours of instruction. Davenport University adheres to this standard and has designed its curricula to satisfy this requirement.

Students planning on participating in the Commence Ceremony must attend a Grad Salute at their campus. Online only students should contact their Advisor for assistance. The Grad Salute is held so that students can purchase their cap and gown (cost will be approximately $30–$60 depending on degree level), order announcements, and meet with a Career Services Coordinator and a member of the DU Alumni Association. Formal graduation ceremonies are held at the end of winter semester for all graduates of the current academic year. 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 on the Davenport portal. Diplomas are ordered at the end of each semester for those students who have graduated and have submitted an application for graduation. The printed Diplomas reflect the academic credential earned and will only show the degree level awarded. 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 are met. Diplomas cannot be released for any student with a financial obligation to the University.

Graduation Honors
Students with a cumulative GPA of 3.50 or higher are recognized as honor graduates. The three honors categories for associate’s and bachelor’s degree students are the following:

- 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’s and bachelor’s degree graduates when it is mailed to the student.

Coursework and Grades
Description of 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 observe these syllabi as “intent” and not 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 AU, CR, I, LATE, NC, P, W and WM 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. 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>
<tr>
<td>C+</td>
<td>2.30</td>
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<tr>
<td>C</td>
<td>2.00</td>
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<tr>
<td>C-</td>
<td>1.70</td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>NF</td>
<td>0.00</td>
</tr>
<tr>
<td>AU</td>
<td>Audit: by arrange-</td>
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<tr>
<td></td>
<td>ment, completed</td>
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<tr>
<td></td>
<td>during the drop/add</td>
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<tr>
<td></td>
<td>period of each term.</td>
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<tr>
<td></td>
<td>No credit is earned.</td>
</tr>
<tr>
<td>CR</td>
<td>Credit earned with-</td>
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<td></td>
<td>out calculation into</td>
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<tr>
<td></td>
<td>the GPA for Competency</td>
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<tr>
<td></td>
<td>Exam or Prior Learning</td>
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<td></td>
<td>Assessment credit.</td>
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<tr>
<td>I</td>
<td>Incomplete: given</td>
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<tr>
<td></td>
<td>only when extenuating</td>
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<td></td>
<td>circumstances allow an</td>
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<td></td>
<td>agreement to be made</td>
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<td></td>
<td>between the student and</td>
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<td></td>
<td>instructor to complete</td>
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<tr>
<td></td>
<td>the coursework after the</td>
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<tr>
<td></td>
<td>semester has ended.</td>
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<tr>
<td></td>
<td>Incomplete (I) grades</td>
</tr>
<tr>
<td></td>
<td>are changed to Failure (F)</td>
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<tr>
<td></td>
<td>if not completed 30 business</td>
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<tr>
<td></td>
<td>days into the next semester.</td>
</tr>
<tr>
<td>LATE</td>
<td>Late grade: given</td>
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<tr>
<td></td>
<td>when there is a delay in</td>
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<tr>
<td></td>
<td>submission of grade.</td>
</tr>
<tr>
<td>NC</td>
<td>No credit.</td>
</tr>
<tr>
<td>P</td>
<td>Pass: credit earned</td>
</tr>
<tr>
<td></td>
<td>without calculation</td>
</tr>
</tbody>
</table>
|       | into the GPA, consi-
|       | dered equivalent to “C” |
|       | (2.00) or better grade. |
| W     | Withdrawal by offi-
|       | cial deadline determined |
|       | by length of course. |
|       | Students not with- |
|       | drawing by the official |
|       | deadlines who do not complete |
|       | the course will receive a grade of “F”. |
| WM    | Withdrawal—Military |

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.

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 “NF” if they never attend and never officially withdraw. A grade of “F” is given if the student stops attending and/or fails 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 for that course for the request to be considered. The faculty member may accept or deny the request. Documentation may be required. If accepted, the faculty member will sign the form and forward it to the Director of Academic Services of the student’s home campus 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 30 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 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 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 and the Executive Director of General Education.

**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.
- An error in calculating the grade.
- 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 from 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 begins 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. The instructor will 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 discussion with the Instructor, the student, and the Director of Academic Services either face to face or via email. 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). In order to advance the appeal to this third and final step, the student must provide information that has not previously been considered as a part of the appeal or additional documentation demonstrating why the decision reached by the Director of Academic Services was in error. 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 online course grade must use email.

**Grade Point Average**

Students must maintain a minimum overall 2.0 cumulative GPA as well as a minimum of a 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. It does not include grades or hours earned in noncredit courses or grades of AU, CR, I, LATE, NC, P, W, and WM. 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. The University also hosts an annual honors celebration. At this event, students who have distinguished themselves through academic excellence are recognized for their accomplishments. Many campuses 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 that is used to calculate the semester GPA
- 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 will be used to determine the Dean’s List.

**Transcript Request Procedure**

Academic transcripts may be requested by fax (616) 732-1150 or by mail from Davenport University Registrar’s Office, 6191 Kraft Ave, Grand Rapids, MI 49512. The current fee is $10.00 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/university 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 campus attended. Transcripts cannot be released for any student with a financial obligation to the University.

Davenport University antecedents:

Davenport College
Detroit College of Business

www.davenport.edu
Great Lakes Junior College (formerly: Saginaw Business Institute)
Lansing Business Institute
Parsons Business College
Patricia Stevens Career College (Owned by DU

Davenport University is designated as the “keeper of records” for the following institutions:
Argubright College
Borgess School of Nursing
Institute of Merchandise and Design
Jordan College
Nazareth College

Transcripts from those institutions are requested through the Registrar’s Office using the same process detailed above. Transcripts (or copies) sent to DU from other institutions cannot be released.

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 the work submitted in the 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.

American standards of plagiarism refer to the intentional or unintentional use of previously created words, ideas, images, or creative works without proper documentation which includes citations of the sources used and a list of references. It is a student’s responsibility to ask the faculty member to clarify any questions on correct use of documentation for the work submitted in the course.

The following are examples of activities considered plagiarism but may not be inclusive of all plagiarism activities:

- Purchasing any portion a paper
- Copying print or electronic text
- Having someone else write any portion of a paper
- Rephrasing/paraphrasing text improperly
- Rephrasing/paraphrasing text without proper citation
- Copying diagrams, illustrations, charts, pictures, or other visual materials without proper citation
- Using information from audio, visual, or other media without proper citation
- Using information from personal communication (interviews, group discussions, telephone conversations, email, blogs, etc.) without proper citation
- Using information from an employer Intranet without proper citation and without permission
- Using an entire paper, word-for-word, written for one class in another class; small portions can be reused with proper citations, with the intent of building on the previous paper, thus creating a new paper
- Submitting previously created material, including one’s own (self-plagiarism), without proper citation

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 the 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, both the instructor and student will present documentation to the Director of Academic Services within ten business days from the initial meeting. The Director of Academic Services will review the documentation with the faculty member and student, either together or separately. The Director of Academic Services will make a decision in a timely fashion.

3. If the student disagrees with the decision of the Director of Academic Services the case will be forwarded to Judicial Affairs for adjudication. This step will only be taken if the student presents new or additional evidence to support his/her position. This additional information must be received by the Director of Academic Services from the student within 10 days of notice of the decision from Step 2.

Students may face the following consequences for any act of plagiarism or cheating:

First level offense

A first level offense occurs the first time the student has a breach of academic integrity and typically involves an assignment or activity that does not represent a major part of the course grade. For example, the student knowingly and intentionally cheats on a weekly assignment; copies a source without proper citation; cheats on an exam (not the final); etc.

First level offenses minimally lead to the consequence of receiving a zero for the particular assignment or activity. The extenuating incident will be documented in the university’s centralized reporting system.

Second level offense

A second level offense can occur in one of two ways:

- A second level offense occurs the second time a particular student has a breach of academic integrity involv-
ing an assignment or activity that does not represent a major part of the course grade as described above.

- A second level offense occurs when the infraction is a first offense that occurs on an assignment or activity that is a major part of the course grade like the final exam and major paper.

Second level offenses minimally lead to the consequence of failure of the class. The incident will be documented in the university's centralized reporting system.

Third level offense

Third level offenses typically occur when a student has had three or more academic integrity offenses in more than one class or a blatant incidence of plagiarism or cheating at any time, such as submitting an entire document or completed work not created by the student and are therefore usually dealt with at the administrative level.

Third level offenses minimally lead to the failure of the class and a recommendation that the student be expelled from the University. The incident will be documented in the university’s centralized reporting system.

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.

In the School of Health Professions, any absence in the MEDA designated courses and the professional practice experience may constitute grounds for failure of the course. The course descriptions and syllabi will note these attendance expectations.

Students should reference the Nursing Handbook for attendance policies in the Nursing program.

Student Alert Process

Davenport is committed to connecting students with resources that may assist a student in meeting their educational and career goals. Davenport recognizes that early intervention is critically important to a student’s long-term academic success. To that end, Davenport faculty regularly communicate with students and their advisors regarding student academic progress and other concerns related to performance or attendance. Advisors continue the conversations begun by faculty with the student in an effort to connect the student with available academic supports and develop success strategies with the student.

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 a 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 campus Director of Academic Services and must explain the reasons 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 a minimum of a 2.5 GPA in each subsequent semester of attendance. 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 nature 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. The Director of Academic Services must send a written decision on this within two weeks (14 calendar days) of receipt of the written appeal, with a copy of the decision to the Registrar.

NOTE: Students in the Nursing Program may be held to more exacting standards than are listed here. A failing grade (F or NF) in a NURS prefixed course may result in termination from the program. Students may appeal termination by filing a Grievance as detailed in the Nursing Program Student Handbook.

Financial aid recipients must submit a separate letter of appeal to the Financial Aid Office 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 1-866-925-3884.

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 11 of Davenport’s campuses, while supporting the learning and research for all of Davenport’s students, faculty and staff, whether online or in-seat.

Help with research or questions is available by coming in, calling in, e-mailing or chatting with one of the Davenport LInC staff. 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 and clicking on the Library tab. These Web pages offer access to many resources and services. The electronic catalog can help students locate what they need from almost 100,000 titles of books, DVDs, VHS tapes, e-books, web sites and other resources. Using the catalog, students and alumni 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 subject, or databases by subject. Students can make requests on the “Ask-a-Librarian” and “Ask-a-Tutor” email services, and fill out a form for borrowing materials from non-Davenport Libraries (ILL).

Testing Services:

Testing is offered at many of the Davenport campuses. Please check the LInC Web pages to see which tests are offered and at which campuses. For testing questions, email Testing@Davenport.edu.
Tutoring Services:
Davenport provides free in-seat and online tutoring at the LINCs for all students. Tutoring is scheduled at each campus for subjects such as accounting, finance, biology, economics, English, all writing, mathematics, and statistics and is available to students on a drop-in or appointment basis during scheduled hours. Tutoring is also available for other subjects and can be arranged upon request. Online tutoring is available through Smarthinking and in online sessions provided by DU tutors. 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 (major field 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).

Photos taken at University sponsored events or in public areas of the campus may be used in marketing materials.

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 2002 and graduated by the end of the 2007/2008 academic year is 19%. These first-time full-time students made up less than 20% of the university enrollment.
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, or
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.
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:
- Hitting – Hitting, slapping, or shoving an individual.
- Harming – Threatening and/or harming an individual, his/her family, friends, associates, or his/her property.
- Destruction – The destruction of property owned, operated, or controlled by the University.
- Threats – Making a threat of violence through telephone calls, letters, electronic mail, or other forms of written, verbal, or electronic communication.
- Intimidation – Intimating or attempting to coerce an individual to do wrongful acts.
- Sabotage – Sabotaging equipment or intentionally damaging property.
- Suicide – Threatening and attempting suicide.
- Weapons – Possessing or displaying weapons.
- Assault – Assault, arson, homicide, or inflicting bodily harm.

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:

- **DEA**: http://www.dea.gov
- **Drug Penalties**: http://www.dea.gov/agency/penalties.htm
- **Marijuana 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 Security Services, or 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, Security Services, 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 campus or at a school-related function should be promptly reported (by Accident/Incident Report) to Security Services, 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

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 concerns, problems, or technical difficulties 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.

E-mail 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
Some Davenport University campuses require a parking permit. There may be a fee charged to obtain a parking permit at some campuses. Unauthorized automobiles and those not parked according to regulations may be ticketed, towed and/or fined. Charges may be applied directly to a student’s account. Students may be processed judicially for non-compliance with the University’s Parking Policy. 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.

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 Davenportal. Students and staff should check carefully for information about the campus they attend or work at, since it is possible that some campuses may close while others remain open.

Student Lounges
Most campuses have Student Centers where students may meet informally, and most of them have food and beverage vending machines. Some campuses also have a microwave oven for heating food. Bulletin boards are located at campuses for the purpose of sharing information regarding University sponsored or sanctioned events. Each campus
must adhere to the University Posting Policy. In order to post on any designated bulletin board, posters must be approved prior to posting. Those interested in posting information should contact Security Services or the Student Services Leader at their campus regarding the approval process.

**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**

Campus 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 campus 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 campus. 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 campus offices or in the Library Information Commons.
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 athletic teams and club teams, 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 of 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

Each student accepts the following responsibilities:

1. Students are expected to respect and value the rights of others, support the academic environment, and encourage the proper use of University facilities.
2. 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.
3. Students are expected to make themselves aware of the regulations governing them as members of the University community.
4. Students are expected to conduct themselves as mature individuals at all times consistent with the institution's values, beliefs, and highest standards of ethics. This encompasses all conduct while on campus, off campus, and during all University-related endeavors including, but not limited to, internships, practicums, clinicals, or other University-related experiences.
5. Students are expected to maintain a current local and permanent address with the University. Addresses may be updated through the Davenport portal.
6. 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 off University premises, including virtual communications, 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. Participation in off-campus events that involve students or student organizations at which this Student Code has been violated, the University community or University operations are jeopardized, or at which participation has negatively impacted the reputation of the University. 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. 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. The university may discipline a student for academic dishonesty, which is defined as any activity that tends to undermine the academic integrity of the institution. Academic dishonesty includes, but is not limited to, the following:
   A. Cheating A student may not use or attempt to use; give or attempt to give unauthorized assistance, materials, information, or study aids in any academic exercise, including but not limited to, the following:
   1. A student must not use or give external assis-
   tance on any “in-class” or “take-home” examination, unless the instructor has specifically authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, and calculators.
   2. A student must not use another person as a substitute in the taking of an examination or quiz.
   3. A student must not steal examinations or other course materials.
   4. A student must not allow others or offer to conduct research or to prepare work for him or her without advance authorization from the instructor for whom the work is being submitted. Under this prohibition, a student must not make any unauthorized use of materials obtained from commercial term paper companies or from files of papers prepared by other persons.
   5. A student must not collaborate with other persons on a particular project and submit a copy of a written report, which is represented explicitly or implicitly as the student’s individual work.
   6. A student must not use or give any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
   7. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor to whom the work is being submitted.
   8. A student must not alter a grade or score in any way.

   B. Fabrication A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations of the sources of information.

   C. Facilitating Academic Dishonesty A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct. A student is responsible for taking reasonable precautions to ensure his or her work is not accessed by or transferred to another individual wherein it may then be used to commit an act of academic misconduct.

   D. Interference
   1. A student must not steal, change, destroy, or impede another student’s work. Impeding another student’s work includes, but is not limited to: the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
   2. A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.

   E. Plagiarism A student must not adopt or reproduce words, or statements of another person without appropriate acknowledgement. A student must give credit to the originality of others and acknowledge indebtedness whenever he or she does any of the following:
   1. Quotes another person’s actual words, either oral or written;
2. Paraphrases another person’s words, either oral or written;  
3. Uses another person’s idea, opinion, or theory; or  
4. Borrows facts, statistics, or other illustrative material, unless the information is common knowledge.

F. Violation of Course Rules A student must not violate course rules as contained in a course syllabus which are rationally related to the content of the course or to the enhancement of the learning process in the course.

2. ALCOHOL. The use or possession of alcoholic beverages is prohibited by Davenport University on all University property regardless of age.  
   a. In any residence hall where any official resident or guest(s) of that room is not 21 years of age or older.  
   b. In any residence hall where the official resident(s) or guest(s) of that room are of legal drinking age.  
   c. When possession or use creates a danger to self or others, including but not limited to the sale, gift or transfer of alcohol to minors.  
   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. In the course of a University activity or student organization activity, when the possession or use is contrary to law and/or university policy.

3. 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.

4. 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; or  
   e. Providing false information as part of the judicial process.

5. DISORDERLY CONDUCT. Engaging in intentional expression or conduct that substantially disrupts or interferes with the University’s normal functions, the rights of others or causes substantial disorder. Disorderly conduct may include any of the following:  
   a. Taking action that threatens or endangers the safety, health, or life of self or others, or behavior that creates the impression of such endangerment;  
   b. Obscene conduct or behavior;  
   c. Lewd, indecent, or vulgar conduct or expression;  
   d. 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;  
   e. 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;  
   f. Conduct which adversely affects the student’s suitability as a member of the University community, as defined by the Office of Student Affairs; or  
   g. Damage to University property or the property of another.

6. FAILURE TO COMPLY. Failure to comply with reasonable directives of University officials when such officials are acting in the performance of their duties.

7. 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 is prohibited.

8. 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, athletic 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.

9. ILLEGAL DRUGS. The term “controlled substance” is defined by Michigan law, and includes, but is not limited to, substances such as marijuana, cocaine, narcotics, certain stimulants and depressants, and hallucinogens. The following actions are prohibited:
   a. Use or possession of any drug or controlled substance, or of drug paraphernalia, contrary to law or without a valid and legal prescription for such drugs or controlled substances.
   b. Production, manufacture, distribution or use of any drug, controlled substance or any substance used as a drug contrary to law.
   c. Sale, gift or transfer of drugs, controlled substances, or drug paraphernalia, whether or not such sale, gift, or transfer occurs on or off campus.

10. MISREPRESENTATION. Representing or acting on behalf of the University or another individual when not authorized to do so.

11. 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 and/or normal activities within any building or area; or
   d. Obstruction of the free flow of pedestrian or vehicular traffic on University premises.

12. SEXUAL ASSAULT/ATTEMPTED SEXUAL ASSAULT. Physical contact of a sexual nature by one person against the will of or without the consent of another.

13. SMOKING. All buildings at all Davenport University campuses are designated as smoke free. Smoking is prohibited in all indoor spaces; including, but not limited to, student centers, educational, housing and dining locations. Smoking is prohibited within a minimum twenty-five (25) feet of any Davenport building. Per Michigan law, there is no smoking at the Alma campus.

14. THEFT. Unauthorized possession or use of University property or the property of another.

15. UNAUTHORIZED ENTRY. Unauthorized entry, occupancy, or use of physical or virtual University premises or property.

16. 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.

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 Athletics, the Student Athlete Handbook, those related to the School of Health Professions, and the School of Health Professions Manual, the Nursing Program Handbook, and those related to student employment, and the Student Employee Handbook.

18. VIOLATION OF LAWS. Violation of federal, state, or local laws is prohibited. 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.

19. VIOLATION OF THE UNIVERSITY ANTI-HARASSMENT POLICY. As outlined in the University Catalog.

20. VIOLATION OF THE UNIVERSITY ANTI-VIOLENCE POLICY. As outlined in the University Catalog.

21. 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. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on University premises or use of any such item, even if legally possessed in a manner that harms, threatens, causes fear to others, or concern to members of the University.

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;
Director of Student Affairs.

Requirements for a student to 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 wellbeing 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
A hearing conducted before a judicial officer is often called an individual hearing as the respondent meets with a singular judicial officer designated by the Executive Director of Student Affairs. A hearing conducted before a judicial officer occurs more frequently than a hearing held before a hearing council. During a hearing conducted before a judicial officer, the judicial officer 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. If appropriate, the respondent may present witnesses or provide witness statements to the judicial officer for review. The judicial officer, 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.

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 group and campuswide 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 members are 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. Restitution: compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
10. Educational sanctions: require a student organization or individual to write a paper, plan and present a program, attend a class or seminar, or complete other educational requirements.
11. Loss of privileges: Denial of specified privileges for a designated period of time.
12. Disqualification of Registered Student Organization (RSO) 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 juris-
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, rather than 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:
- ENVS
- HSAD
- HSAD
- HSAD

**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 ESLP courses may use 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
- ENGL
- ENVS
- FREN
- GEOL
- GRMN
- HIST
- HUMN
- JAPN
- MATH
- PHYS
- PSYC
- RUS
- SABR
- SOCY
- SOSC
- SPAN

**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
- ENVS
- ESLP
- FREN
- GRMN
- HUMN
- JAPN
- MATH
- PHYS
- PSYC
- RUS
- SABR
- SOCY
- SOSC
- SPAN

**Open Electives**
Any course at the 100 level or above that is not already required in the program.

**Natural Science Electives**
Any course at the 100 level or above from the following categories not required in the program may be taken for Natural Science credit:
- BIOL
- CHEM
- ENVS
- GEOL
- PHYS

**Math Electives**
Any course at the 100 level or above from the following categories not required in the program may be taken for Math credit:
- MATH
- STAT

**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
- SABR
- SOCY
- SOSC

**Technology Electives**
Any courses at the 100 level or above from the following areas:
- BITS
- CISP
- GPMT
- IAAS
- NETW
- TECH

### COURSE CODES
To assist you with understanding this section, please use the following key to the codes:
- Accounting = ACCT
- Arabic = ARAB
- Biology = BIOL
- Business = BUSN
- Business Information Technology and Systems = BITS
- Chemistry = CHEM
- Chinese = CHIN
- Communications = COMM
- Computer Information Systems and Programming = CISP
- Economics = ECON
- English = ENGL
- English as a Second Language = ESLP
- Environmental Science = ENVS
- Finance = FINC
- French = FREN
- Freshman Seminar = FRSM
- Geology = GEOL
- German = GRMN
- Global Project Management = GPMT
- Health Sciences = HLTH
- Health Information Technology/Management = HINT
- Health Services Administration = HSAD
- History = HIST
- Honors Projects = HNRS
- Human Resources Management = HRMG
- Humanities = HUMN
- Information Assurance and Security = IAAS
- Japanese = JAPN
- Legal Issues/ Law = LEGL
- Management = MGMT
- Marketing = MKTG
- Mathematics = MATH
- Medical Assisting = MEDA
- Medical Case Management = MCMG
- Networks = NETW
- Nursing = NURS
- Physics = PHYS
- Political Science = POLS
- Professional Excellence = PROX
- Public Safety and Security = PSMG
- Psychology = PSYC
- Russian = RUS
- Social Sciences = SOCS
- Sociology = SOCY
- Spanish = SPAN
- Statistics = STAT
- Study Abroad Experience = SABR
- Technology = TECH

*Note: Courses offered online may have the book cost billed with tuition and fees.*
ACCT200 Accounting Basics for Managers 3 CR
This course is designed strictly for the non-business major. It is a comprehensive survey course of financial and managerial accounting concepts that discusses the financial aspects of starting and growing a business. Specifically, the course explores the role of accounting in business, examining the balance sheet, profit/loss statements, and cash flow reports. Students will also learn how to analyze financial statements and financial trends.  
Prerequisite(s): MGMT211

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. Partnership accounting is also covered. 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.  
Co-requisite(s): BIOT211 or CISIP112 and MATH125

ACCT202 Accounting Foundations II 4 CR
This course continues the study of accounting principles with special emphasis on 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 cost 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): ACCT202

ACCT290 Accounting Internship 3 CR
Contact Career Services at least one semester prior to enrolling. 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 ACCT220, ACCT302, BUSN210, MGMT211; 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

ACCT310 Accounting Fraud Examination 3 CR
This course is an introduction to the field of forensic accounting. Topics include the history of forensic accounting, the fraud triangle theory, financial statement misrepresentation, and fraud examination techniques, including fraud prevention and control. Students will also be exposed to real-world cases in the area of forensic accounting and will have the opportunity to complete an experiential learning project as part of this course.  
Prerequisite(s): ACCT302

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 to 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 withholdings 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): ACCT302

ACCT350 Accounting Information Systems 3 CR
This course examines the information flow through accounting systems including documentation, the recording process, and financial
ACCT302; minimum 2.70 GPA in the major and 2.70 GPA cumulative.

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.

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 HIPAA 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.

Prerequisite(s): ACCT302 and ACCT320

ACCT440 Advanced Strategic Management Accounting 3 CR
This course will examine advanced managerial accounting and control strategies 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
Contact Career Services at least one semester prior to enrolling. 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 business communications. 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

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

Biology (BIOL)

All BIOL prefixed courses taken as requirements in the Nursing programs require a C+ or better grade for successful completion.

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.

BIOL110L Foundations of Cell Biology Lab 1 CR
This course is designed to provide the laboratory fundamentals of biological science at the cellular level. Students will focus on the scientific method, cellular structure and function, cellular energetics, photosynthesis, cellular respiration, genetics, and heredity. A $115.00 lab and insurance fee is charged in this course. *Note: The lab portion designated as BIOL110V is taught in a virtual format.

Co-requisite(s): BIOL110

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.

**Prerequisite(s):** BIOL111L or BIOL111V

**Recommended Prerequisite(s):** BIOL110 and BIOL110L or BIOL110V

**BIOL111L Organisms and Populations Lab** 1 CR

This course is designed to provide the fundamental 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. A $115.00 lab and insurance fee is charged in this course. *Note: The lab portion designated as BIOL111V is taught in a virtual format.

**Co-requisite(s):** BIOL111

**Prerequisite(s):** BIOL110 and BIOL110L or BIOL110V

**BIOL120 Essentials of Anatomy & Physiology** 4 CR

This course provides the student with the essential principals of anatomy and physiology including introductory chemistry concepts, cell and tissues studies and the structure and function of the following organ systems: integumentary, musculoskeletal, 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.

**Recommended Prerequisite(s):** BIOL110L

**Co-requisite(s):** BIOL121L

**Prerequisite(s):** BIOL110

**Recommended Prerequisite(s):** BIOL110L

**BIOL121L Anatomy and Physiology I 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. A $115.00 lab and insurance fee is charged in this course.

**Recommended Prerequisite(s):** BIOL110L

**Co-requisite(s):** BIOL121L

**Prerequisite(s):** BIOL110

**Recommended Prerequisite(s):** BIOL110L

**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 integrate the structure and functioning of the cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems with material from earlier courses through laboratory exercises. A $115.00 lab and insurance fee is charged in this course.

**Co-requisite(s):** BIOL122

**Prerequisite(s):** Completion of BIOL121/BIOL121L with a C grade or above

**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.

**Recommended Prerequisite(s):** BIOL120 or BIOL121/BIOL121L

**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

**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.

Recommended Prerequisite(s): BUSN120
Prerequisite(s): MGMT211

BUSN265 Entrepreneurship 3 CR
This course provides foundational knowledge of the entrepreneurial process and its applications in new ventures and other aspects of business management. It addresses the elements of a good business plan, explains how to build new venture teams, and secure financial support. Using case analysis, simulations and experiential learning, the student will develop the ability to recognize and evaluate new business opportunities and define basic strategies for enterprise growth and development. This is the first course the Entrepreneurship Specialty.

Prerequisite(s): BUSN120, MGMT211 and MKTG211

BUSN288T ABA Major Field Test 0 CR
This course is for students nearing the completion of their Associate of Business Administration degree. This course has one class meeting in which the Major Field Test will be administered. The Major Field Test is a nationally-normed exam that covers the basic core business concepts of accounting, information systems, marketing, and management.

Prerequisite(s): All Foundations of Business courses completed

BUSN311 Business Planning for Entrepreneurs 3 CR
This course provides an in-depth business planning experience focused especially to the scope, scale and needs of the business entrepreneur in developing a new venture. Students will be able to learn and immediately apply knowledge and skills they developed as they build a comprehensive business plan that incorporates financial, marketing and long range planning methods.

Prerequisite(s): BUSN120, FINC223, MGMT211 and MKTG211

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): BITS211, MGMT211, MKTG211 and STAT220

BUSN427 Quantitative Methods 3 CR
Teach-out 2010-2011
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): BITS211, MGMT211 and STAT220

BUSN488T BBA Major Field Test 0 CR
This course is for students nearing completion of their Bachelor of Business Administration degree. The course will have only one class meeting which is for the completion of the Major Field Test. The Major Field Test is a nationally-normed exam that tests over core business concepts of accounting, economics, statistics, marketing, information systems, and management. Note: This course has a $75.00 exam fee.

Prerequisite(s): Senior status; taken concurrently with program capstone (ACCT495, BUSN495, FINC401, HRMG453, MKTG441 or PSMG441)

BUSN495 Business Planning Capstone 4 CR
This business capstone 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): FINC223 or FINC235, BUSN403 or MKTG412 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

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.

Recommended Prerequisite(s): CISP100

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.

Recommended Prerequisite(s): CISP100
Prerequisite(s): 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. By the end of the semester, students will have the prerequisite skills to take applicable certification testing.

**Recommended Prerequisite(s):** CISP100

**BITS213 Microcomputer Applications: Desktop Publishing**

This course introduces students to professional digital illustration software. Students will learn to design high-quality, marketable publications with industry-standard page composition software. Some areas of study include macros, mail merge, sharing data, compounding specialized tables, collaborative tools, and forms. Upon successful completion of this course, students will have the prerequisite skills to take applicable certification testing.

**Recommended Prerequisite(s):** CISP100

**BITS214 Microcomputer Applications: Word Processing**

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, compounding specialized tables, collaborative tools, and forms. Upon successful completion of this course, students will have the prerequisite skills to take applicable certification testing.

**Recommended Prerequisite(s):** CISP100

**BITS221 Administrative Procedures**

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):** CISP111 or CISP112 and ENGL110

**BITS290 Business Info Tech Internship**

Contact Career Services at least one semester prior to enrolling. 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 shall be closely related 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, and BITS214; minimum 2.5 cumulative grade point average and 2.3 in the Major

**BITS301 Image Editing Applications**

Students create, edit, and prepare graphics for print publications and web sites using professional image editing software. A project approach gives 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. Upon successful completion of this course, students will have the prerequisite skills to take applicable certification testing.

**Recommended Prerequisite(s):** CISP100 and CISP220

**BITS302 Graphic Illustration Software**

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.

**Recommended Prerequisite(s):** CISP100

**BITS303 Web Authoring Applications**

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. Upon successful completion of this course, students will have the prerequisite skills to take applicable certification testing.

**Recommended Prerequisite(s):** BITS301

**Recommended Prerequisite(s):** CISP111 or CISP112 and CISP220

**Chemistry (CHEM)**

All CHEM prefixed courses taken as requirements in the Nursing programs require a C+ or better grade for successful completion.

**CHEM150 Foundations in Chemistry**

This course emphasizes general chemistry principles, including introductory topics in organic chemistry and biochemistry for the health professions student.

**Co-requisite(s):** CHEM150L

**Prerequisite(s):** MATH125

**CHEM150L Foundations in Chemistry Lab**

An introduction to general chemistry laboratory principles and techniques that accompanies CHEM 150. Emphasis is placed on fundamental chemistry principles, organic chemistry, and biochemistry for the health professions student. A $115.00 lab and insurance fee is charged in this course.

**Co-requisite(s):** CHEM150

**Prerequisite(s):** MATH125

**CHEM 160 General Chemistry I**

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, thermochemistry, quantum theory, states of matter and solutions.

**Co-requisite(s):** CHEM160L or CHEM160V

**Prerequisite(s):** MATH125

**CHEM 160L General Chemistry I Lab**

This laboratory course supplements the learning in CHEM160. It is an introduction to fundamental principles and techniques of chemistry. Emphasis is placed on basic chemical theories, stoichiometry, properties of solutions, gas laws, and thermochemistry applications. A $115.00 lab and insurance fee is charged in this course. Note: The lab portion designated as CHEM160V was taught in a virtual format.

**Co-requisite(s):** CHEM160

**Prerequisite(s):** MATH125

**CHEM 161 General Chemistry II**

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.

**Co-requisite(s):** CHEM161L or CHEM160V

**Prerequisite(s):** CHEM160 and CHEM160L or CHEM160V

**CHEM161L General Chemistry II Lab**

This course expands on the topics explored in CHEM160L. Emphasis is placed on basic chemical theories, acid-base properties, equilibria, kinetics, electrochemistry and qualitative analysis. A $115.00 lab and insurance fee is charged in this course. Note: The lab portion designated as CHEM161V was taught in a virtual format.

**Co-requisite(s):** CHEM161

**Prerequisite(s):** CHEM160 and CHEM160L or CHEM160V
**Chemical Engineering (CHEM)**

**CHEM 250 Organic Chemistry I**
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.

- **Prerequisite(s):** CHEM250L
- **Co-requisite(s):** CHEM161 and CHEM161L or CHEM161V

**CHEM 255 Organic Chemistry II**
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.

- **Prerequisite(s):** CHEM255L
- **Co-requisite(s):** CHEM250 and CHEM250L or CHEM250V

**CHEM 255L Organic Chemistry I Lab**
This laboratory course highlights the concepts learned in lecture. Students will learn and employ techniques for the preparation, isolation, purification and characterization of organic molecules. A $115.00 lab and insurance fee is charged in this course. *Note: The lab portion designated as CHEM250V was taught in a virtual format.*

- **Prerequisite(s):** CHEM250
- **Co-requisite(s):** CHEM161 and CHEM161L or CHEM161V

**CHEM 250L Organic Chemistry II Lab**
A continuation of the first semester lab course. Students will gain more experience in multipstep synthesis and analysis of products. A $115.00 lab and insurance fee is charged in this course. *Note: The lab portion designated as CHEM250V was taught in a virtual format.*

- **Prerequisite(s):** CHEM255
- **Co-requisite(s):** CHEM250 and CHEM250L or CHEM250V

**CHEM 310 Biochemistry**
The fundamentals of biochemistry will be presented, emphasizing a broad understanding of chemical events in living systems in terms of metabolism and 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.

- **Prerequisite(s):** CHEM250 and CHEM250L or CHEM250V

*Note: These courses are offered for the Medical School Partnership. All CHEM courses completed for the Partnership require a “C” or better grade for successful completion.

**Chinese (CHIN)**

**CHIN 111 Introduction to Chinese**
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.

- **Prerequisite(s):** CHIN111

**CHIN 121 Intermediate Chinese**
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 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

**Communications (COMM)**

**COMM 120 Presentation Techniques**
This course introduces and applies the theories and principles of effective communication 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. Note: Online sections will have a $60.00 book fee included with tuition charges.

**COMM 311 Organizational Communication**
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.

**COMM 313 Small Group Communication**
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.

**COMM 315 Intercultural Communication**
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.

**COMM 385 Communication Special Topics**
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)**

**CISP 100 Introduction to Computers**
This course introduces students to computer hardware, software, and terminology. Hands-on lab exercises will be extensive and focused on Internet usage, file management, and microcomputer software (word processing, spreadsheet, database, and presentation).

- **Recommended Prerequisite(s):** Keyboarding 25 wpm

**CISP 111 Systems Foundations**
This course surveys the major components of the business systems cycle. The five phases of the systems development life cycle (SDLC)
This course introduces students to the foundations of information technology, systems and management processes used in today’s global business environment. Topics include hardware, software, database management, networks and Internet technologies, as well as an overview of the system development process. Students will gain a business perspective and knowledge of common management information systems such as: automation & support systems; strategic information systems; enterprise resource planning systems. The security, privacy and ethical implications of information technology will also be explored.

**Recommended Prerequisite(s): CISP100**

**CISP112 Applied Information Technology** 3 CR

This course introduces students to the foundations of information technology, systems and management processes used in today’s global business environment. Topics include hardware, software, database management, networks and Internet technologies, as well as an overview of the system development process. Students will gain a business perspective and knowledge of common management information systems such as: automation & support systems; strategic information systems; enterprise resource planning systems. The security, privacy and ethical implications of information technology will also be explored.

**Recommended Prerequisite(s): CISP100**

**CISP211 E-Business Foundations** 3 CR

This is an introduction to the world of electronic business—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, hardware and software requirements for e-business activities, security concerns, and payment systems. A discussion of social networking tools and their impact on current businesses will be discussed. Marketing techniques, business models and decision-making processes regarding Internet-based technologies and business decisions will be discussed.

**Prerequisite(s): CISP111 or CISP112**

**CISP220 Web Page Applications** 3 CR

This course covers tools for rapid deployment of common and complex Web solutions. Students will use current techniques 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), CSS and JavaScript.

**Recommended Prerequisite(s): CISP100**

**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): CISP250 or MATH250**

**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, overloaded 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**

**CISP233 C# Programming I** 3 CR

This is an introductory course in C# programming. Students are presented with fundamental programming concepts, program structure, language syntax, and the semantics of C# utilizing the .NET Framework. Emphasis will be placed on the design, development, and testing of programs used to solve practical problems. Note: A grade of C or better is required to take the next course in the sequence.

**Prerequisite(s): CISP250 or MATH250**

**CISP234 C# Programming II** 3 CR

This continuing course in C# exposes students to Object-Oriented Programming and Object-Oriented Analysis and Design techniques. Students will design, develop, and test applications used to solve practical problems. Topics explored include classes, inheritance, polymorphism, interfaces, database access, extensible markup language, and network programming.

**Prerequisite(s): Completion of CISP233 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.

**Prerequisite(s): CISP234 or CISP242**

**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): CISP234 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): CISP250 or MATH250**

**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 DLL’s, 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 equilibria, and extensive, competitive and repetitive games.

**Prerequisite(s): CISP231**

**CISP246 3D Modeling** 3 CR

This course provides the student with an introduction to 3D modeling. Students will utilize polygonal and NURBS modeling to develop surfaces, shapes, and basic animations. Topics covered include lighting, rendering, paint effects, and particles.

**Prerequisite(s): BITS301**
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.
Recommended Prerequisite(s): CISP111 or CISP112
Prerequisite(s): CISP250/MATH250

CISP250/MATH250 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 or CISP112 and MATH130 or MATH135

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
Contact Career Services at least one semester prior to enrolling.
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 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, CISP111, and CISP241; minimum 2.5 cumulative grade point average and 2.3 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, XML and PHP. 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(s): CISP242 or CISP324 and CISP328

CISP311 Database Systems 4 CR
This course covers the use of a relational database management system (RDBMS) in the design and development of database systems. Topics include the use of SQL, DDL, stored procedures, indexes, constraints, triggers, user management, query optimization, and administrative tasks.
Prerequisite(s): 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(s): CISP232, CISP234, 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(s): CISP111 (Will also accept CISP112 as prerequisite)

CISP316 Web Design 3 CR
In this intermediate to web design course students apply 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 state of the art software. Design techniques will be discussed and implemented into a functional website that the student will create in the course.
Prerequisite(s): BITS503

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(s): CISP280

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(s): 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 hands-on exercises will stress application creation and execution in a 3D context.
Prerequisite(s): 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(s): CISP111 and the Object Oriented Language Sequence I & II

CISP405 B2B E-Commerce 3 CR
This course explores the variety of methods that companies are using to improve their purchasing and logistics activities with Internet- and Web-based technologies. Main topics covered include MRP and ERP concepts, buy-side and sell-side services, XML/EDI document interchange, supply chain management, and logistics activities.
Prerequisite(s): CISP211 and CISP220
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 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 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 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 access 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. Note: This course is graded on a pass/no credit basis.
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 ENGL 021. 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 audiences to improve form and content. Note: Online sections will have a $90.00 book fee included with tuition charges.
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.
Emphasis on communication in both on-paper and digital media is included. Students also learn to use a variety of formats, styles, and delivery systems to achieve the clear, concise, and professional communication required to communicate in global markets. To stress the importance of workplace communication, students create a major professional document as a team. Note: Online sections will have a $60.00 book fee included with tuition charges.

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.

Recommended Co-requisite(s): ESLP022, ESLP032 and ESLP042

Prerequisite(s): TOEFL iBT score of 37-45, 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.

Recommended Co-requisite(s): ESLP023, ESLP033 and ESLP043

Prerequisite(s): TOEFL iBT score of 46-53, TOEFL PBT score of 450-475, or COMPASS score of 230-264 (combined).

ESLP022 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.

Recommended Co-requisite(s): ESLP012, ESLP032 and ESLP042

Prerequisite(s): TOEFL iBT score of 37-45, TOEFL PBT score of 420-449, or COMPASS score of 200-229 (combined).

ESLP023 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 5-paragraph essay. A variety of rhetorical modes will be addressed in this course. Note: This course is graded on a pass/no credit basis.

Recommended Co-requisite(s): ESLP013, ESLP033 and ESLP043

Prerequisite(s): TOEFL iBT score of 46-53, TOEFL PBT score of 450-475, or COMPASS score of 230-264 (combined).

ESLP032 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.

Recommended Co-requisite(s): ESLP012, ESLP022 and ESLP042

Prerequisite(s): TOEFL iBT score of 37-45, TOEFL PBT score of 420-449, or COMPASS score of 200-229 (combined).

ESLP033 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.

Recommended Co-requisite(s): ESLP013, ESLP023 and ESLP033

Prerequisite(s): TOEFL iBT score of 46-53, TOEFL PBT score of 450-475, or COMPASS score of 230-264 (combined).

ESLP042 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.

Recommended Co-requisite(s): ESLP012, ESLP022 and ESLP032

Prerequisite(s): TOEFL iBT score of 46-53, TOEFL PBT score of 450-475, or COMPASS score of 230-264 (combined).

ESLP043 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.

Recommended Co-requisite(s): ESLP013, ESLP023 and ESLP033

Prerequisite(s): TOEFL iBT score of 46-53, TOEFL PBT score of 450-475, or COMPASS score of 230-264 (combined).

ESLP124 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. Students will also be asked to complete a short research assignment and begin case analysis.

Recommended Co-requisite(s): ESLP134

Prerequisite(s): TOEFL iBT score of 54-60, TOEFL PBT score of 478-499, COMPASS score of 265-289 (combined), or completion of ESLP23 and ESLP033 with a P grade.

ESLP134 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® 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. Grammar skills will be discussed in the writing portion as needed.

Recommended Co-requisite(s): ESLP124

Prerequisite(s): TOEFL iBT score of 54-60, TOEFL PBT score of 478-499, COMPASS score of 265-289 (combined), or completion of ESLP033 and ESLP133 with a P grade.
Environmental Science (ENVS)

ENVS125 Introduction to Environmental Studies 3 CR
(Formerly GEOL125)
This course focuses on issues pertaining to environmental awareness and sustainability. Students will gain an understanding of the various components of the Earth System and the complex relationship between humanity and the global environment. Students will analyze and discuss current environmental issues, as well as currently proposed solutions, and debate their likely impact upon present and future generations. Relevant concepts from natural and social sciences will be utilized to critically and creatively evaluate specific issues of environmental awareness and sustainability as they relate to business, health, and technology.

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.
Prerequisite(s): FINC211

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.
Prerequisite(s): ACCT202 and BITS211

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.
Prerequisite(s): FINC215

FINC223 Entrepreneurial Finance 3 CR
This applied course approach 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.
Prerequisite(s): FINC211, MGMT211

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.
Prerequisite(s): FINC215

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.
Prerequisite(s): FINC211, MGMT211, MKT211

FINC290 Finance Internship 3 CR
Contact Career Services at least one semester prior to enrolling. 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.
Prerequisite(s): Sophomore status and the completion of BUSN210, FINC211, FINC221, MGMT211; minimum 2.70 GPA in the major and 2.70 GPA cumulative.
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.
Prerequisite(s): FINC211

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.
Prerequisite(s): ECON200 or ECON201

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.
Prerequisite(s): FINC310

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 course 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.
Prerequisite(s): FINC301

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.
Prerequisite(s): FINC215

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.
Prerequisite(s): ACCT201

FINC490 Finance Internship 3 CR
Contact Career Services at least one semester prior to enrolling. 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.
Prerequisite(s): Junior 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 3 CR
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 3 CR
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 expand their knowledge of the French language used in practical, everyday business situations; students continue examining French business practices and culture as they apply to the diverse segments of French-speaking peoples.

Prerequisite(s): FREN111

FREN131 Advanced French 3 CR
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 continue to expand their vocabulary and their knowledge of French business cultures. Students advance in their knowledge of the French 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 French-speaking peoples.

Prerequisite(s): FREN121

Freshman Seminar (FRSM)

FRSM100 Career and Education Seminar 3 CR
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 also improve on academic skills necessary to successfully complete university work, 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 orient students to the University, to the Davenport University Excellence System, and to other ele-
ments of the Davenport curriculum. (This course is required for all new business and technology students, except those transferring with 30 or more semester credits.)

Geology (GEOL)

GEOL120 Astronomy 3 CR
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. A $25.00 fee is charged in this course.

GEOL120 Geology of the Southwestern United States 3 CR
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. A $15.00 insurance fee is charged in this course.

GEOL140 Physical Geology 3 CR
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. A $25.00 fee is charged in this course.

German (GRMN)

GRMN111 Introduction to German 3 CR
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 3 CR
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. Students expand their knowledge of the German language used in practical, everyday business situations; students continue examining German business practices and culture as they apply to the diverse segments of German-speaking peoples.

GRMN131 Advanced German 3 CR
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.

Global Project Management (GPMT)

GPMT350 Principles of Project Management 3 CR
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 Gantt 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.

Prerequisite(s): BITS211 or MGMT211 and STAT220 or MATH140

GPMT385 Special Topics: Global Project Management 3 CR
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 Prerequisite(s): GPMT350

GPMT400 Resource Management of Projects 3 CR
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.

Recommended Prerequisite(s): BITS211

GPMT410 Global Sourcing for Projects 3 CR
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 manager’s face in negotiating and managing global contracts and projects.

Prerequisite(s): GPMT350

GPMT445 Simulation/Case Study in Project Management 3 CR
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.

Prerequisite(s): GPMT400 and GPMT410

GPMT490 Project Management Internship 4 CR
Contact Career Services at least one semester prior to enrolling.
This bachelor-level Project 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, 200–250 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): Senior status, GPMT400; minimum 2.5 cumulative grade point average and 2.3 in the major.

GPMT499 Cert Project Mgt Professional (PMP) Prep 3 CR
This course prepares students for the Project Management Professional (PMP) certification examination developed and conducted by the Project Management Institute (PMI). This exam-prep course provides a focused review of all subject matter for the Project Management Certification. It uses questions from prior certification exams to help students become familiar with the format, content and nature of the exam. Note: Successful completion of this preparatory course does not guarantee the passing exam.

Prerequisite(s): GPMT350 or equivalent experience.

Health Sciences (HLTH)

HLTH100 Cardiopulmonary Resuscitation/First Aid 1 CR
This course provides the student with the BLS for Healthcare Providers (AHA) and covers core material such as adult and pediatric CPR (including two-rescuer scenarios and use of the bag mask), foreign-body airway obstruction, and automated external defibrillation. The first aid portion (Heartsaver First Aid) of the 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. This course is intended for those who may have a duty to respond to a first aid or cardiac emergency because of job responsibilities or regulatory requirements. A $55.00 supplies and insurance fee is charged in this course. Note: This course is graded on a Pass/Fail basis.

HLTH101 Introduction to Health Careers 3 CR
This course orients the student to the Davenport University School of Health Profession’s students. This course also introduces students to the skills needed for University success as well as career planning and development strategies. Students are introduced to research techniques through a career investigation project. Note: If the CBC/DS portion of the class is not completed in the specified time frame, a failing grade will be given for the course. An $85.00 fee is charged in this course and a grade of C or better is required to pass these courses successfully.

HLTH101S Introduction to Health Careers Seminar 0 CR
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. An $85 fee is charged in this seminar. Note: If the CBC/DS portion of the class is not completed in the specified time frame, a failing grade will be given for the course. 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 3 CR
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.

Co-requisite(s): ENGL109

HLTH113/PSYC113 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.

HLTH127/PSYC127 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.

HLTH202 Death and Dying 3 CR
This course examines issues and concerns involved in helping patients and family members facing the problems of terminal illness and death. Students will be introduced to death-related issues for everyday life, including suicide, bereavement, euthanasia, and hospice care. Living will and advanced directives are discussed. This course also examines current medical concerns regarding the care and treatment of a terminal patient.

Prerequisite(s): ENGL109

HLTH220 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.

Recommended Prerequisite(s): BIOL120 or BIOL121 and BIOL121L

Prerequisite(s): MATH125

HLTH230 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 concepts 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.

Prerequisite(s): ENGL109

HLTH270/PSYC270 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.

Prerequisite(s): ENGL109

HLTH303/PSYC303 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 development.
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.

Co-requisite(s): ENGL110

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.

Co-requisite(s): ENGL110

HLTH381/382/383 International Health Care  variable CR
This course explores health care in an international context. Students learn about health care concepts while studying in another nation. Students will study 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.

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.

Co-requisite(s): ENGL311
Prerequisite(s): STAT219

Health Information Technology/Management (HINT)

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 differences 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. A $25.00 lab fee is charged in this course. This course requires two hours of lecture and two hours of lab per week (4 contact hours). Note: A grade of C or better is required to pass this course successfully.

Co-requisite(s): CISP112 and HLTH110

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 system 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. $100.00 lab and practice management system fee is charged in this course. This course requires two hours of lecture and two hours of lab per week (4 contact hours). Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): HINT110

HINT203 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.

Recommended Co-requisite(s): HINT110 (for HIT/HIM students)
Prerequisite(s): MATH125

HINT209 Quality Assurance Health Care 3 CR
This course is an introduction of the methods used 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): HINT203

HINT211 Health Care Management Foundations 3 CR
This course is 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, a 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.

Prerequisite(s): ENGL110

HINT221 ICD-9-CM Coding 4 CR
This course introduces students to the International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM) clinical 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 understanding 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 ICD-10-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): BIOL120, 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-
HINT294C Medical Coding Lab Practicum 2 CR
This course provides professional practice experience (PPE) for the medical coding diploma and the first PPE for the health information technology and the health information management degree programs. Hands-on experience in computerized 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) certification exam through the American Health Information Management Association (AHIMA).
Note: This course requires lecture and PPE completed in the computer lab 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.
Co-requisite(s): HINT294 and HINT294C must be taken concurrently
Prerequisite(s): HINT294, HINT295, and must have Program Director approval

HINT296 Claims Management Practicum 4 CR
Contact your Advisor at least one semester prior to enrolling.
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, accurate 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 (requiring at least 150 hours hands-on experience per semester). 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. A $15.00 insurance fee is charged in this course.
Prerequisite(s): Last semester of associate's degree or end of sophomore year bachelor’s degree; major courses complete and must have Program Director approval.

HINT297 Health Information Technology Practicum 2 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 management 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 150 hours hands-on experience per semester). Principles of health information technology will be applied through observation and participation in a variety of medical record functions. The major emphasis is on the acquisition of knowledge, analysis of technical procedures and development 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. A $15.00 insurance fee is charged in the HINT297C course. Note: This course requires lecture and PPE each week. 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): HINT297 and HINT297C must be taken concurrently

HINT350 Clinical Information Systems 3 CR
The application of clinical systems will be discussed and demonstrated, 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 enterprise levels. Planning and evaluation (including financial capital and operating and regulatory matters affecting clinical information systems are considered. Strategies and theories for user performances in the clinical setting are discussed. $100.00 practice management system fee is charged in this course. Note: A grade of C or better is required to pass this course successfully.
Prerequisite(s): BIT212 and HINT201: Junior status achieved and completion of all 100 and 200 level HINT courses.

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.
Health Services Administration (HSAD)

**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.

**Prerequisite(s):** SOSC201

**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.

**Prerequisite(s):** HINT400

**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 bloodborne pathogens, Needlestick 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.

**Prerequisite(s):** ENGL110

**HSAD381/382/383 International Health Care Services** 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
This course 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.

**Prerequisite(s):** HINT211

**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 insurance 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.

**Recommended Prerequisite(s):** STAT219 or STAT220

**HSAD405 Health Care Human Resources** 3 CR
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.

**Prerequisite(s):** HINT211

**HSAD495 Health Services Administration Practicum** 4 CR
Contact Career Services at least one semester prior to enrolling.

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. It is 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. A $15.00 insurance fee is charged in this course. Note: This course requires two 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.

Prerequisite(s): Last semester; major courses complete or taken concurrently and must have Department Coordinator approval. The completion of the Criminal Background Check and an updated Clinical Student Disclosure Statement is required.

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 3 CR
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 3 CR
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 0 CR
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 pass/NC no credit basis.

Prerequisite(s): Acceptance into the Honors Accountancy Program and completion of all 200 level accounting courses.

Human Resource Management (HRMG)

HRMG213 Human Resource Management 3 CR
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.

Recommended Prerequisite(s): BUSN210

Prerequisite(s): HINT211 or MGMT211

HRMG313 Staffing Organizations 3 CR
This student-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 diverse qualified pool of applicants, evaluating applicants relative to selection criteria that is reliable and employs valid measurements. Emphasis is placed on the reliability and validity of various selection methods to insure regulatory compliance.

Prerequisite(s): HRMG213

HRMG314 Managing Change in Organizations 3 CR
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.

Prerequisite(s): HRMG213

HRMG330 International Human Resource 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 SOCS201

HRMG350 Training for Organizations 3 CR
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.

Prerequisite(s): HRMG213

HRMG401 Human Resource Management for Public Entities 3 CR
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.

Co-requisite(s): ENGL311

Prerequisite(s): SOCS201, PSMG301 and achieved senior status

HRMG431 Negotiation and Dispute Resolution 3 CR
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. **Prerequisite(s):** ENGL311, HRMG213, and achieved senior status.

**HRMG433 Compensation Administration 3 CR**
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 developing 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. **Recommended Prerequisite(s):** FINC211

**Prerequisite(s):** ACCT202, BIT221, HRMG213, and achieved senior status.

**HRMG453 Strategic Human Resources 4 CR**
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 work force. **Recommended Prerequisite(s):** FINC211

**Prerequisite(s):** ENGL311, HRMG313, MGMT321, LEGL401, HRMG433 and achieved senior status.

**HRMG490 Human Resource Management Internship 3 CR**
Contact Career Services at least one semester prior to enrolling. This bachelor-level Human Resource 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 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 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:** International majors must secure an internship opportunity with an organization that does business globally. **Note:** A Criminal Background check and drug screening may be required. **Prerequisite(s):** ENGL311, HRMG313, MGMT321, LEGL401, HRMG433 and achieved senior status.

**HRMG499 Certified Professional Human Resource Prep Course 3 CR**
This course prepares students for the PHR or SPHR certification examination developed and conducted by the Resources Certification Institute (HRCI) in collaboration with the Society of Human Resources Management (SHRM). This exam-prep course provides a focused review of all courses required in the Human Resources Management degree program. It uses questions from prior certification exams to help the student become familiar with the format, content and nature of the exam. **Note:** Successful completion of this preparatory course does not guarantee passing exam. Effective January 2011 those taking the certification exam will be required to meet the work-related experience criteria. **Prerequisite(s):** Achieved senior status.
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.

Recommended Prerequisite(s): CISP100

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 Biometric 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.

Prerequisite(s): NETW141

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 planning for and 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 business continuity plan development.

Prerequisite(s): IAAS221 or IAAS224

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. Upon successful completion of this course, students will have the prerequisite skills to take applicable certification testing.

Recommended Prerequisite(s): NETW217

Prerequisite(s): IAAS224, NETW101 and NETW112 or NETW241

IAAS322 Network Defense/Countermeasure 3 CR
This course covers the technologies required to defend a network. Topics covered include implementing of firewalls, VPNs and intrusion detection systems, performing a risk analysis, and managing security policies. Upon successful completion of this course, students will have the prerequisite skills to take applicable certification testing.

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 standards and wireless hardware will be examined. Hands-on exercises will reinforce the implementation and troubleshooting of wireless networks.

Prerequisite(s): IAAS221 or IAAS224, NETW101 and NETW111 or NETW220

IAAS326 Biometric 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): CISP232 or CISP234, IAAS222, MATH205 and STAT322

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 of 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 will also be covered.

Prerequisite(s): IAAS223
IAAS482 Vulnerability Assessment 3 CR
This course will provide methodologies for identifying and 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. Resources will be identified to allow for discovery of patches and programs to address the latest security threats.
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

IAAS484 Legal/Ethical Issues in Information Assurance 3 CR
This course will explore the legal and ethical issues in information and computer security and the scope of security management that the security professional must understand. Topics will include state and local codes and regulations, privacy issues, and decision-making processes faced by security managers that involve important legal and ethical aspects. Other areas of interest include personnel law and obligations, negotiations, contract management, constitutional rights of individuals, legal compliance, ethical standards and legal liability, and cultural unconsciousness.
Prerequisite(s): IAAS481

IAAS485 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): IIA322 or IAAS332

IAAS486 Biometric Algorithms 3 CR
The course will focus on Image Processing and its applications to Fingerprints, 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, trans- action systems, and identification of humans, machines and data.
Prerequisite(s): CISP232 or CISP234 and IAAS222

IAAS380 Computer Vision 3 CR
The course will focus on image processing and its applications to the various biometric modalities. The goal of computer vision is to develop methods that will allow a machine to understand or analyze images/videos. We will explore various fundamental topics in the area, including image formation, feature detection, segmentation, scene analysis, multiple view geometry, recognition and learning, motion and tracking.
Prerequisite(s): IAAS350, MATH205 and STAT322

IAAS410 Pattern Recognition 3 CR
This course will cover the different types of data classification and how they are applied to the algorithms that classify the unique biometric traits. Supervised and unsupervised learning methods will be covered. Linear models for regression/classification, nearest-neighbor, and neural networks are just some of the topics that may be covered.
Prerequisite(s): IAAS350, MATH205 and STAT322

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

IAAS447 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): IIA322 or IAAS332

IAAS448 Cryptography 3 CR
This course presents cryptography as the essential tool for private communications over an unsecured, public medium such as the Internet. Cryptography is shown as the enabling technology for E-commerce, virtual private networks (VPNs), and secure operating systems. Major topics of the course include cryptographic algorithms, certificates, and Public Key Infrastructure (PKI). Other areas of interest include authentication, confidentiality, nonrepudiation, secret key cryptography, public key cryptography, digital certificates, ciphers, and digital signatures.
Recommended Prerequisite(s): MATH135
Prerequisite(s): IAAS481

IAAS450 Biometric Algorithms 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

IAAS481 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. 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 Japanese business practices and culture as they apply to the diverse segments of Japanese-speaking people.

IAAS482 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. **Prerequisite(s):** JAPN111

**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. **Prerequisite(s):** JAPN121

**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. **Prerequisite(s):** ENGL109

**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. **Prerequisite(s):** LEGL101

**LEGL210 Business Law Foundations** 3 CR
This survey course covers the fundamental principles of business law, including the legal system, dispute resolution, government regulation, torts, and crimes affecting business, contracts, sales, and agency. A digest of cases is used to encourage analytical thinking. **Co-requisite(s):** ENGL110

**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. **Prerequisite(s):** ENGL110

**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. **Prerequisite(s):** LEGL101

**LEGL213 Torts** 3 CR
Students are introduced to areas of legal liability 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, dramshop, consumer protection, and other areas of tort liability. **Prerequisite(s):** LEGL101

**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. **Prerequisite(s):** LEGL101

**LEGL216 Legal Research** 3 CR
Students are introduced to the published sources of law and research strategies utilized to efficiently analyze legal issues and determine the current state of the law. Students learn to use print resources, as well as computer assisted research tools to access primary and secondary sources of law. **Co-requisite(s):** ENGL110

**LEGL218 Legal Writing** 3 CR
Students apply their legal research skills to draft pleadings, discovery documents, memoranda, briefs, correspondence and other documents commonly utilized in legal settings. **Co-requisite(s):** ENGL110

**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 law office management applications. **Prerequisite(s):** LEGL101 and BITS21

**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

**LEGL285 Community Based Legal Studies** 1 CR
In this course students will engage in community based experiential learning through a project proposed and designed by the student under the supervision of the instructor. **Prerequisite(s):** LEGL101

**LEGL290 Paralegal AS Internship** 3 CR
**Contact Career Services at least one semester prior to enrolling.** 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

**LEGL301 Business Organizations** 3 CR
Students are introduced to local laws 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

**LEGL302 Practice Management** 3 CR
Students are introduced to the legal problems encountered in business formation, operation, and management, including the law concerning the formation and operation of sole proprietorships, partnerships, corporations, and limited liability companies. They are also introduced to related business law concepts. **Prerequisite(s):** LEGL101
LEGL305 Bankruptcy Law 3 CR
This course is a study of bankruptcy concepts relating to consumer bankruptcy filings under Chapters 7 and 13 of the Bankruptcy Code. The course focuses on practical aspects of bankruptcy practice, including drafting of forms and other documents.
Prerequisite(s): LEGL101

LEGL305 Real Estate Law 3 CR
Students are introduced to various forms of property ownership. Students will draft legal documents used in real estate transactions as well as documents used in litigation reflecting various types of property ownership.
Prerequisite(s): LEGL101

LEGL308 Estate Planning and 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, trusts, powers of attorney and medical advanced directives. Students also learn about estate administration, guardianships and conservatorship through the drafting of petitions and other court 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

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 according to the student’s international study and pending approval from the appropriate associate dean.

LEGL384 Study Abroad: Legal Studies 3 CR
In this class students will conduct a comparative legal analysis between the United States system of jurisprudence and the judicial system of the country the student is visiting during a study abroad experience.
Prerequisite(s): LEGL101

LEGL385 Legal Studies Special Topics 3 CR
This seminar course gives students an opportunity to explore, in greater depth, legal topics introduced in prior classes. The emphasis of the class will be on the application of skills and knowledge previously acquired and the promotion of access to justice.
Prerequisite(s): Junior status or Certificate student with the approval of the Department Coordinator for Legal Studies

LEGL401 Employment and Labor Law 3 CR
This course focuses on the managing of employer/employee employment 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, ENGL311, 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): LEGL215 and LEGL218

LEGL490 Paralegal BS Internship 3 CR
Contact Career Services at least one semester prior to enrolling.
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

LEGL496 Paralegal Certificate Review 3 CR
This class provides an extensive review of all previous course work in order to prepare the student for the National Association of Legal Professionals or NALS, ALS examination, the basic certification for legal professionals. At the completion of the course work, the ALS examination will be administered. In addition to standard tuition fees for this course, there is an additional $50.00 examination fee and an $18.00 NALS membership fee that must be paid to NALS prior to taking the examination. These additional fees are set by NALS and may be subject to change by NALS.
Prerequisite(s): All required law classes completed or taken concurrently.

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 and SOSC201

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): HINT211 or 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): HINT211 or MGMT211

MGMT330 International Management 3CR
This case study course places management in its broader context of multicultural management, organizational behavior, strategic planning, international negotiations as well as sustainability, ethics and social responsibility. Students explore the skills necessary for international decision making through numerous simulations, exercises and projects.
Prerequisite(s): BUSN210, BUSN225 and SOSC201

MGMT335 Global Sport Management 3CR
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

MGMT357 Operations Management 3 CR
This course examines the management of systems and processes that create goods and/or services. Quantitative modeling techniques 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): BITS211, FINC211, MGMT211 and STAT220

MGMT364 Sport Operations and Facilities Management 3CR
This course focuses on the fundamentals of operating a sport venue facility. Emphasis is placed on examining various quality management techniques and the development of performance measurements associated with venue and event operations. Project management 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.
Recommended Prerequisite(s): FINC211
Prerequisite(s): BITS211, MGMT214 and STAT220

MGMT370 Sustainability Principles and Theories 3 CR
This course presents the sustainability concepts as expressed in the “Triple Bottom Line” and focuses on building an understanding of the financial capital, ecological (environmental) capital and social capital of an organization. The relationship between the industrial/commercial infrastructure and the natural world is examined. Sustainable regulatory compliance standards are explored. The role of “Corporate Social Responsibility” and the development and measurement of “Social Capital” are examined using case studies and topic-focused presentations by leaders in the practice of sustainability. The integration of an organization’s operational functions in domestic and international settings provides a global perspective to these sustainability concepts.
Prerequisite(s): BUSN210, ENVIS25, FINC211, MGMT211 and MKTG211

MGMT375 Leadership Theory and Discovery 3 CR
Students examine and apply theories of leadership with a focus on determining effective strategies and styles of leadership needed to influence and coordinate the efforts of work team members and organizations. Through the use of self analysis critiques, students discover their leadership styles and preferences.
Recommended Co-requisite(s): MGMT321
Prerequisite(s): HINT211 or MGMT211 and ENGL311

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. The 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). 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

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.
Recommended Prerequisite(s): FINC211
Prerequisite(s): MGMT211 and STAT220

MGMT413 Sustainable 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.
Recommended Prerequisite(s): FINC211
Co-requisite(s): ENGL311
Prerequisite(s): BITS211, MGMT211, and STAT220

MGMT420 Ethical Leadership and Corporate Social Responsibility 3 CR
This case-focused course examines the roles of leaders and their ethical responsibilities organizations in today’s global marketplace. The impact of all levels of leaders on multiple stakeholders and the balancing of decision-making to maximize benefit to one’s ecological environment, communities, shareholders, and workers are analyzed. The course features case studies in the areas on areas of governance, environmental management practices, and social/citizenship responsibilities.
Prerequisite(s): BUSN210, ENGL311, MGMT211 and achieved senior status.

MGMT421 Sport Governance and Regulation 3CR
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
MGMT435 Leadership Challenges Seminar 3 CR
Students explore contemporary leadership concepts and best practices in various organizational environments while evaluating and applying these concepts to their leadership effectiveness styles and strategies. Students focus on refining their own theory of proactive leadership. A $100.00 fee for a personal leadership assessment is included.
Prerequisite(s): MGMT375 and MGMT420

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, FINC235, and achieved senior status

MGMT450 Sustainable Global Business Design/Strategy 3 CR
A study of sustainable business frameworks as drivers of business value creation and innovation. Sustainability development and implementation best practices are explored at the national and global levels using case analysis and presentations from select subject matter experts. The course includes studies of how government involvement fosters and supports business sustainability. Students examine the impact of “Disruptive Innovation” associated with advances in technology and their relationship with the strategies expressed by the Triple Bottom Line Concept. The course project provides the student with an opportunity to integrate the course content within the specialty with their management major by conducting and sustainability audit of an approved organization.
Prerequisite(s): FINC235 and MGMT370

MGMT490 Management Internship 3 CR
Contact Career Services at least one semester prior to enrolling. 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): 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

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.
Recommended Prerequisite(s): FINC211
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): MKTG213

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): CISP112 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 communications campaign, incorporating traditional mass media, targeted electronic media and sport media 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): ENGL311 and MKTG215

MKTG381/382/383 International Marketing variable CR
These courses explore marketing in an international context. Students learn about marketing concepts while studying 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 structure 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. 
Co-requisite(s): ENGL311
Prerequisite(s): MKTG211

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. 
Recommended Prerequisite(s): FINC211
Prerequisite(s): BIT5211, ENGL311, MKTG212, STAT220, and achieved senior status

MKTG421 International Marketing 3 CR
This course is a study of the opportunities and challenges encountered in international marketing, at various scopes 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 differences; assess market value; and develop marketing strategies relevant to various international segments. 
Prerequisite(s): BUSN225, ENGL311 and MKTG211

MKTG430 New Product Development and Innovation 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 strategic analysis for new products, product enhancements and line extensions; management of cross-functional teams; financial analysis, including pricing, forecasting, margins and product mix. Innovation is studied as an integral part of the new product development process. The development of an annual product marketing plan is the culmination of this course. 
Prerequisite(s): BIT5211, ENGL311, FINC211, MGMT211, STAT220 and achieved senior status

MKTG441 Strategic Marketing 4 CR
This marketing capstone course focuses on 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 use of simulations and the development of a formal marketing plan. 
Prerequisite(s): FINC211, MKTG213, MKTG310, MKTG412 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 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): Achieved senior status; Business Foundations completed; minimum 2.7 GPA in the major and 2.7 cumulative GPA

Mathematics (MATH)

MATH020 Pre-Algebra 3 CR
This course is designed to prepare students for success in MATH030 as well as establish the basic computational skills required within the University’s curriculum. The first part of the course introduces the arithmetic and communication of rational numbers (i.e., integers, fractions, and decimals). The second part of the course introduces the fundamentals of simplifying and evaluating variable expressions, solving basic linear equations, unit conversions, and reading/interpreting graphs. Applications within business (e.g., currency conversion, unit cost), technology, and/or the health professions (specifically drug dose calculations) will be used to both motivate and develop these concepts. Note: This course is graded on a pass/no credit basis.

Prerequisite(s): Appropriate test scores.

MATH030 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. Note: This course is graded on a pass/no credit basis. Online sections will have a $75.00 book fee included with tuition charges.

Prerequisite(s): Appropriate test scores or MATH020.

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. Note: Online sections will have a $75.00 book fee included with tuition charges.

Prerequisite(s): Appropriate test scores or successful completion of MATH030. Students must also successfully complete an assessment exam on the first day of class.

MATH130 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): MATH125

MATH135 College Algebra 3 CR
This course is intended to further develop students’ algebraic skills as well as prepare them for success in MATH210 (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. Note: Online sections will have an $80.00 book fee included with tuition charges.

Prerequisite(s): MATH125

MATH140 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 BS program. Note: Online sections will have a $75.00 book fee included with tuition charges.

Prerequisite(s): MATH125

MATH150 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): MATH140 and MATH135 or MATH150

MATH210 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): MATH135 or MATH150

MATH215 Calculus I 4 CR
This is a 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): MATH150

MATH216 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 MATH215 with a C grade or above
MATH250/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 or CISP112 and MATH130 or MATH135

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.

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. A $115.00 lab and insurance fee is charged in this course. Note: This course requires one hour of lecture and four hours of lab per week. DU scrubs are required for this course. A grade of C or better is required to pass this course successfully.
Prerequisite(s): BIOL120, BIOL131, HLTH110 and HLTH220 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. A $115.00 lab and insurance fee is charged in this course. Note: This course requires one hour of lecture and four hours of lab per week. DU scrubs are required for this course. A grade of C or better is required to pass this course successfully.
Prerequisite(s): BIOL120, BIOL131, HLTH101 or HLTH101S, HLTH110 and students are required to provide documentation of immunizations, including HBV or a signed waiver and a negative TB test.

MEDA259 Medical Office Applications 3 CR
Students will master the administrative duties of medical office management. This 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. Students will have hands-on interaction in the use of electronic medical records. Note: This course requires two hours of lecture and two hours of lab per week. DU scrubs are required for this course. A grade of C or better is required to pass this course successfully.
Prerequisite(s): CISP112 and HLTH110

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 and a $15.00 insurance fee are charged in this course. Note: This course requires one hour of lecture and four hours of lab per week. DU scrubs will be required for 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. A $15.00 insurance fee is charged in this course. 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. DU scrubs are required for this course. A grade of C or better is required to pass this course successfully.
Prerequisite(s): HLTH100, MEDA255, 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
Contact Career Services at least one semester prior to enrolling. 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 and a $15.00 insurance fee are charged in this course. Note: This course requires two hours 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.). DU scrubs will be required for this course. A grade of C or better is required to pass this course successfully.
Prerequisite(s): HLTH100, MEDA254, MEDA255, MEDA259 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, practice standards, and essential skills of the medical case manager. The course will emphasize case management concepts, principles, and strategies. Note: A grade of C or better is required to pass this course successfully.

MCMG310 Community Services 3 CR
The course examines the resources in the community, state agencies, and services available to individuals with physical, cognitive and/or emotional disabilities. Emphasis is placed on how case managers coordinate community services and support available for their clients throughout the healthcare continuum. A discussion of the laws of Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), and the Rehabilitation Acts that affects case
management will be included. 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, cognitive and/or emotional disabilities. Upon completion of the course, the student will have a knowledge base in the medical and psychological traits of disabilities and an understanding of treatment protocols and resources required to facilitate a 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 various insurances and appeal processes that affect case management. The focus will be on the process of conducting a Utilization Review, which will address the necessity and appropriateness of admission and the length of stay. Discharge planning will be highlighted. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): MCMG300

MCMG401 Case Work Reporting Techniques 4 CR
The course examines the basic knowledge of the methods and techniques used in casework recording, report writing, client interviews, and conflict resolution. The course includes gathering data, organizing and analyzing the information, writing a client report and conducting a cost benefit analysis to validate client services. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): ENG311 and MCMG300

MCMG402 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 of an 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.

Prerequisite(s): MCMG300

MCMG403 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 Americans with Disabilities Act (ADA) and accommodations for these special populations. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): MCMG300

MCMG410 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 allied health professionals and individuals with an undergraduate or higher degree in a related field. Note: Course is graded on a pass/fail basis.

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.

MCMG495 Case Management Practicum 4 CR
Contact Career Services at least one semester prior to enrolling. 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. A $15.00 insurance fee is charged in this course. 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; major courses complete and must have Program Coordinator approval plus the completion of the Criminal Background Check and an updated Clinical Student Disclosure Statement is required.

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.

Recommended Prerequisite(s): CISIP100

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 the Cisco IOS (Internetwork Operating System). 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) certification exam. (4 contact hours)

Co-requisite(s): MATH125 and NETW101

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 certification exam. (4 contact hours)

Prerequisite(s): NETW111

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.

Co-requisite(s): NETW101

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 PC and network security methods, computer 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.

Prerequisite(s): NETW101

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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 certification exam. (4 contact hours)
Prerequisite(s): NETW112

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 certification exam. (4 contact hours)
Prerequisite(s): NETW211

NETW217 UNIX Operating System 3 CR
(Formerly CISP217)
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 and MATHI25

NETW220 Data Communications and Networks 3 CR
This course focuses on fundamentals of data communications systems and networks. Topics to be covered will 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.
Prerequisite(s): CISP111 and MATH125

NETW235 UNIX/Linux 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 Linux 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): CISP217

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

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
Contact Career Services at least one semester prior to enrolling.
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, CISP111 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 introduces advanced routing concepts. Students will be introduced to the knowledge and skills necessary to use advanced IP addressing and routing in implementing scalable and secure Cisco ISR routers connected to LANs and WANs. Topics include: EIGRP, OSPF, and BGP routing protocols; route optimization/redistribution; GRE tunnels; VPNs; and access technologies. Lab work is designed to simulate real-world networking. This course prepares students for the CCNP ROUTE (642-902) certification exam. (5 contact hours)
Prerequisite(s): NETW212 or CCNA Certification

NETW312 Cisco Networking Secure WANs 4 CR
This course introduces network device security. Students will be introduced to the knowledge and skills necessary to install, secure, troubleshoot and monitor network devices and their associated networks to maintain integrity, confidentiality and availability of data and devices. Topics include: Using SDM, AAA/ACS, secure remote access, Site-to-Site Virtual Private Networks (VPNs), Cisco IOS Firewall/IPS, and strategies to mitigate Layer 2/3 attacks. Lab work is designed to simulate real-world networking. This course prepares students for the Cisco IINS (640-553) certification exam. (5 contact hours)
Prerequisite(s): NETW311 or CCNA Certification (NETW311 may be allowed to be taken concurrently)

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. Upon successful completion of this course, students will have the prerequisite skills to take applicable certification testing.
Prerequisite(s): NETW212 or CCNA Certification

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
The course covers planning and maintaining network services and connectivity. The course includes extensive use of hands-on exercises.
Prerequisite(s): NETW241

NETW350 Configuring MS Exchange Server 3 CR
This course covers installation, administration and troubleshooting of Microsoft Exchange Server. This 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 introduces advanced switching concepts. Students will be introduced to the knowledge and skills necessary to plan, config-
ure and verify the implementation of complex enterprise switching solutions and the secure integration of VLANs, WLANs, voice and video into campus networks. Lab work is designed to simulate real-world networking. Topics include: VLANs, Loop Prevention, Layer 2/3 Switch Security, and high availability. This course prepares students for the CCNP SWITCH (642-813) certification exam (5 contact hours).

**Prerequisite(s):** NETW311 or CCNA Certification (NETW311 may be allowed to be taken concurrently)

**NETW412 Cisco Networking Optimize WANs** 4 CR

This course introduces advanced troubleshooting concepts. Students will be introduced to the knowledge and skills necessary to (1) plan and perform regular maintenance on complex enterprise routed and switched networks and (2) use technology-based practices and a systematic ITIL-compliant approach to perform network troubleshooting. Topics include: Maintaining and Monitoring network performance, troubleshooting IPv4/6 routing protocols, VLANs, Layer 2/3 security, wireless, VoIP, video, IOS services, and AAA. Lab work is designed to simulate real-world networking. This course prepares students for the CCNP TSHOOT (642-832) certification exam (5 contact hours).

**Prerequisite(s):** NETW312 and NETW411 (NETW312 or NETW411 may be allowed to be taken concurrently)

**NETW421 MS Server Application Infrastructure** 3 CR

This course covers deploying technologies that provide the infrastructure necessary to build and run enterprise applications and services. Topic areas include Microsoft Terminal Services, Web services infrastructure, and network application services such as Windows Sharepoint. This course includes extensive use of hands-on exercises.

**Prerequisite(s):** NETW341

**NETW435 Virtualization** 3 CR

This course covers planning, deploying, and maintaining server, desktop, storage and application virtualization. Topics include configuring and securing a virtual environment. Optimizing storage in a virtual environment and the related business benefits of virtualization are discussed and applied. This course includes extensive use of hands-on exercises.

**Prerequisite(s):** NETW241

**NETW440 Network Design and Management** 3 CR

This course focuses on the design, management, and monitoring of network infrastructure. A variety of software tools will be used for hands-on exercises.

**Recommended Prerequisite(s):** NETW212 and NETW217

**Prerequisite(s):** NETW241

**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

Contact Career Services at least one semester prior to enrolling. 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 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):** Junior status, NETW242; minimum 2.5 cumulative grade point average and 2.3 in the Major (NETW212 or IAAAS444 may replace NETW242 as a prerequisite)

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**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

**NURS100 Medical Terminology for Nurses** 1 CR

This course includes the study of the basic structure of medical words including prefixes, suffixes, roots, combining forms, plurals, pronunciation, spelling, and the definitions of medical terms. Emphasis is on building a professional vocabulary required for employment as a licensed practical nurse. Students will learn how to locate basic knowledge and terminology related to the human body and medical terminology resources on the Internet for use in nursing practice. Note: A grade of C+ or better is required to pass the lecture course successfully.

**Prerequisite(s):** Acceptance to Nursing Diploma program

**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. A $125.00 lab fee is charged in NURS101L, a $15.00 insurance fee in NURS101C and a $125.00 ATI fee is charged in NURS101. 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-require (s): NURS101, NURS101L and NURS101C

**Prerequisite(s):** Admission to the Nursing Program, BIOL122 and BIOL122L, MATH125

**NURS102L Required Nursing Lab 1st Year** 0 CR

This is a basic skills lab in which students are taught patient assessment, transfer and aseptic/sterile techniques, and body mechanics. This course is required in both semesters of the first year of the BSN Pre-Licensure program. Note: this class is graded on a Pass/Fail basis.

**Prerequisite(s):** Accepted into BSN Pre-Licensure program

**NURS118 Introduction to Nursing Pharmacology** 3 CR

This course provides drug therapy foundations for the delivery of safe patient care. Emphasis will be placed on the nursing management of drug therapy and the basics of core drug knowledge. 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.

**Prerequisite(s):** Acceptance into Nursing Diploma program

**NURS120 Pharmacology in Nursing** 3 CR

This course provides drug therapy foundations for 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,
NURS130 Fundamentals of Nutrition
This course is designed to introduce the diploma 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. Note: A grade of C+ or better is required to pass the lecture course successfully.
Prerequisite(s): Acceptance into Nursing Diploma program

NURS135 Nutrition In Nursing
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.
Prerequisite(s): Acceptance into the BSN Pre-Licensure Program, BIOL122, BIOL122L, and MATH125

NURS144 Nursing of Adults I (Lecture)
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 structured setting. A $75.00 ATI fee is charged in NURS144 and $15.00 insurance fee is charged in NURS144C. 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.

NURS144C Nursing of Adults Clinical I
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 structured setting. A $75.00 ATI fee is charged in NURS144 and $15.00 insurance fee is charged in NURS144C. 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.

NURS161 Maternal and Child Nursing (Lecture)
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. A $15.00 insurance fee is charged in NURS161C. 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.

NURS161C Maternal and Child Nursing Clinical

NURS188T Comprehensive Achievement Test
The Comprehensive Achievement Test (CAT) must be successfully completed in order to be eligible to graduate and to apply to take the NCLEX-PN exam. Note: this class is graded on a Pass/Fail basis.

NURS200 Orientation to Medical Terminology
This course includes the study of the basic structure of medical words including prefixes, suffixes, roots, combining forms, plurals, pronunciation, spelling, and the definitions of medical terms.

Emphasis is on building a professional vocabulary required for employment as a professional registered nurse. A correlation of medical terms within the context of patient case studies will be utilized. Students will learn how to locate basic knowledge and terminology related to the human body and medical terminology resources on the Internet for use in nursing practice. Note: A grade of C+ or better is required to pass the lecture course successfully.

NURS201 Foundations of Nursing and Critical Thinking
Nursing is an evidenced based profession focused on the community welfare on an individual basis. The Foundations of Nursing and Critical Thinking course looks at nursing as an art and a science with the primary goal being the promotion of the quality of life throughout the life cycle as it relates to the individual. This course is designed on theoretical bases and strategies for adaptation through health promotion. The student will learn to utilize critical thinking skills in the application of nursing theory to the practice of professional nursing and to the nursing process. Introductory content covers such topics as the health care system, communication, nursing processes, client teaching, documentation, and discharge planning. Topics such as HIPAA, communicable diseases, pain management, and bioterrorism are also discussed. In this course the student will be introduced to the Nursing Process format with an emphasis on the nurse’s role in providing competent client care. Nursing Outcomes Classification (NOC) and Nursing Interventions Classification (NIC) are identified in each Nursing Care Plan. Other critical thinking skills are also introduced, including Concept Mapping of client care, critical thinking case study scenarios, test taking skills, an introduction to APA format, and skillful reasoning as a guide to nursing action and sound basic decision-making. This course will assist the learner in developing the intellectual capacities and skills to become disciplined, self-directed, critical thinkers within the context of learning basic nursing content. Note: A grade of C+ or better is required to pass the lecture course successfully.

NURS202L Required Nursing Lab 2nd Year
This course is a continuation of the NURS102L focusing on advanced patient assessment techniques and providing an initial clinical experience in preparation for third year course work. Note: this class is graded on a Pass/Fail basis.

NURS220 Lifespan Growth and Development
The study of human growth and development across the life span with emphasis upon normal growth and milestones achieved in the physical, cognitive, social, and emotional systems is a prerequisite for nurses who must meet the needs of a diverse population of patients. This course introduces and examines the basic principles which guide growth and development and the health of individuals from the prenatal period through senescence. The focus is on theoretical issues, developmental tasks, human differences, and applications of the knowledge within the area of human development. Familial contexts are highlighted and present methodological, conceptual and substantive issues necessary for understanding and evaluating empirically based information about growth, development and health at different stages of life and from different academic perspectives. Course content covers several themes, including contributions of biological and environmental factors to health and human development; measuring the health of individuals within families and communities, understanding determinants and consequences of health and development across the lifespan, measuring normal and abnormal growth and development and health and assessing the implications of health disparities. Note: A grade of C+ or better is required to pass the lecture course successfully.

NURS222 Nursing Concepts
NURS222 Orientation for Medical Terminology
1 CR
This course includes the study of the basic structure of medical words including prefixes, suffixes, roots, combining forms, plurals, pronunciation, spelling, and the definitions of medical terms.

Emphasis is on building a professional vocabulary required for employment as a professional registered nurse. A correlation of medical terms within the context of patient case studies will be utilized. Students will learn how to locate basic knowledge and terminology related to the human body and medical terminology resources on the Internet for use in nursing practice. Note: A grade of C+ or better is required to pass the lecture course successfully.

Co-requisite(s): BIOL122/122L and NURS201 or acceptance to BSN Nursing Completion program (NURS299).
NURS245 Nursing of Adults II (Lecture) 4 CR
NURS245C Nursing of Adults Clinical II 4 CR
(Teach out 2010-2011)
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. A $75.00 ATI fee is charged in NURS245 and a $15.00 insurance fee is charged in NURS245C. Note: NURS245 requires two 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, BIOL211 and BIOL211L

NURS251 Nursing of Childbearing Family (Lecture) 2 CR
NURS251C Nursing of Childbearing Family 1 CR
(Teach out 2010-2011)
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. A $15.00 insurance fee is charged in NURS251. 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
(Teach out 2010-2011)
This course focuses on child health, including a detailed study of developmental changes. Emphases 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. A $75.00 ATI fee is charged in NURS261 and a $15.00 insurance fee is charged in NURS261C. 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
Prerequisite(s): NURS245/245C

NURS275 Psychiatric Nursing (Lecture) 2 CR
NURS275C Psychiatric Nursing Clinical 1 CR
(Teach out 2010-2011)
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 wellness 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. A $75.00 ATI fee is charged in NURS275 and a $15.00 insurance fee is charged in NURS275C. 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

NURS288T Comprehensive Achievement Test 0 CR
The Comprehensive Achievement Test (CAT) must be successfully completed in order to be eligible to graduate and to apply to take the NCLEX-RN exam. Note: This class is graded on a Pass/Fail basis.
Co-requisite(s): NURS298 & NURS298C
Prerequisite(s): Last semester; major courses completed or taken concurrently. Required for all AAS Nursing students

NURS298C Nursing Seminar (Lecture) 1 CR
NURS298C Nursing Seminar Clinical 3 CR
(Teach out 2010-2011)
The 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. A $15.00 insurance fee is charged in NURS298C. 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
Co-requisite(s): NURS275/275C

NURS302L ACLS Certification Exam Preparation 1 CR
This course provides preparation for the Advanced Cardiac Life Support (ACLS) certification exam. ACLS is well recognized by the health care community as a certification recommended for work in higher level acute care settings. Note: this class is graded on a Pass/Fail basis.
Prerequisite(s): Successful completion of 2nd year BSN Pre-licensure program

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 in teaching plans. NURS315H - A course designed with an ‘H’ is offered in a blended format. The blended option for this NURS course is primarily an online delivery with the possibility of 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
NURS317L Health Assessment in Nursing Lab 1 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 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 blended format. The blended option for this NURS course is primarily an online delivery with one day a month in-seat attendance required. A $40.00 insurance and lab fee is charged in NURS317L. 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

NURS318 Bioethics

3 CR

Ethical concerns have always been central to the nursing profession. However, the new realities of nursing, which include managed care economics, rapidly changing technology, and disparities of access, bring complex ethical and legal issues to the forefront. To work effectively in today’s healthcare environment, nurses must develop their skills at identifying and resolving a range of ethical dilemmas.

The discipline of ethics empowers nurses by offering them a formal process for making sound choices based on moral beliefs. This course reviews ethical principles and theories and relates them to the new challenges facing the healthcare delivery system. Legal factors are examined in relation to their impact on ethical decisions.

Ethical dilemmas are viewed in the context of ethical decision-making frameworks. The changes in healthcare are examined for their influence on nurse leaders as ethical practitioners. Course readings and assignments focus on nursing practice applications.

Note: A grade of C+ or better is required to pass the lecture course successfully.

**Prerequisite(s):** NURS317 and NURS317L or acceptance to BSN Nursing Completion program (NURS299).

NURS322 Mental Health Nursing Across the Lifespan

4 CR

NURS322L Mental Health Nursing Technical Skills Lab

1 CR

NURS322C Mental Health Nursing Clinical

2 CR

This course focuses on the psychopathology and nursing interventions relative to primary mental health diseases/disorders across the life span. The course is patient-centered and delves into the health and illness of clients who have serious and persistent emotional and psychosocial difficulties and psychiatric illnesses. The course emphasizes development of students’ decisional capabilities, self-awareness and professional behaviors as they utilize theory and research from nursing, psychology and related disciplines for the provision of nursing care to individuals, families and groups suffering from acute and chronic mental illnesses. Students learn to meet the needs of clients with challenged emotional and/or cognitive abilities that impair their day-to-day functioning through the use of critical thinking activities. Therapeutic communication, psychopharmacologic therapy, and client teaching is emphasized as each disorder is discussed within the framework of nursing assessment, diagnosis, outcome setting, intervention and evaluation. A $100.00 ATI fee is charged in NURS322 and a $15.00 insurance fee is charged in NURS322L. Note: NURS322 requires four hours of lecture and NURS322L requires two hours of skills lab each week of the semester. NURS322 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):* NURS322, NURS322L and NURS322C

**Prerequisite(s):** BIOL312, NURS312 and NURS317/317L

NURS340 Nursing Care of Adult (Lecture)

8 CR

NURS340L Nursing Care of Adult Lab

1 CR

NURS340C Nursing of Adult Clinical

5 CR

This course focuses on the development of theoretical knowledge and clinical skills involved in nursing care of the adult patient. Concepts which address prevention, health promotion, disease management and therapeutic interventions for adults will be addressed. Health issues and disease processes commonly experienced by individuals and their families in the adult years will be explored.

Clinical practice experiences are provided in both out-patient and acute care settings and will focus on knowledge and skills necessary for competent and compassionate care of adults within the context of their families and community. Opportunities to apply theoretical concepts and perform nursing skills specific to adult and older adult clients are offered through faculty guided campus simulation laboratory classes and off-campus clinical experiences at acute care facilities caring for patients with fluid and electrolyte, respiratory, immunologic, endocrine disorders, oncology, orthopedic, and surgical procedures. The nursing process and critical thinking is the framework used to guide therapeutic nursing interventions. This course prepares the nursing student to be an effective practitioner in the care of the adult patient. A $100.00 ATI fee is charged in NURS340 and a $15.00 insurance fee is charged in NURS340C. Note: NURS340 requires eight hours of lecture per week and NURS340L requires two hours of skills lab each week of the semester. NURS340C requires 225 hours of clinical for the semester. A grade of C+ or better is required to pass the lecture course successfully.

*Component Co-requisite(s):* NURS340, NURS340L and NURS340C

**Prerequisite(s):** NURS322/NURS322L/NURS322C

NURS355 Nursing of Childbearing Family (Lecture)

4 CR

NURS355L Nursing Childbearing Family Lab

1 CR

NURS355C Nursing Childbearing Family Clinical

2 CR

This course provides the learner the theoretical knowledge to apply the nursing process to culturally diverse family client systems during childbearing. The pregnancy experience from conception through post delivery will be explored. Women’s health and wellness is emphasized. Adverse outcomes of pregnancy are presented. Selected health issues for men and women with an emphasis on primary prevention will also be examined. The clinical component will provide for correlation of theory to practice in the community, as well as the acute care setting. On-campus simulation lab experiences will enhance the essential psychomotor skills needed to care for a birthing mother and her newborn infant. A $125.00 ATI fee is charged in NURS355 and a $15.00 insurance fee is charged in NURS355C. Note: NURS355 requires four hours of lecture per week and NURS355L requires two hours of skills lab each week of the semester. NURS355C 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):* NURS355, NURS355L and NURS355C

**Prerequisite(s):** NURS370/370L/NURS370C

NURS370 Nursing Care of Children (Lecture)

4 CR

NURS370L Nursing Care of Children Lab

1 CR

NURS370C Nursing of Children Clinical

2 CR

This course enables the learner to integrate a theoretical knowledge base with clinical practice in order to provide care for children in culturally diverse family client systems. The learner will explore the collaborative role of the professional nurse in assessing and intervening with child-rearing family systems. Emphasis is placed on secondary and tertiary prevention in assisting the client system to attain or maintain wellness from stressors common to children from birth to adolescence. Primary prevention through health promotion of children of all ages is also addressed. The nursing process is used as a framework to provide care for children and adolescents. Pluralistic families including nutrition and medication therapy are included. Normal family functioning and the impact of illness on the family are explored as are the developmental needs of the child. Clinical experiences are offered in both acute care and community settings. On-campus simulation laboratory experiences will enhance critical thinking through the implementation of essential psychomotor skills. A $15.00 insurance fee is charged in NURS370C. Note: NURS370 requires four hours of lecture per week and NURS370L requires two hours of skills lab each week of the semester. NURS370C 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):* NURS370, NURS370L and NURS370C

**Prerequisite(s):** NURS340/NURS340L/NURS340C

NURS370 Nursing Childbearing Family (Lecture)

4 CR

NURS370L Nursing Childbearing Family Lab

1 CR

NURS370C Nursing Childbearing Family Clinical

2 CR

This course provides the learner the theoretical knowledge to apply the nursing process to culturally diverse family client systems during childbearing. The pregnancy experience from conception through post delivery will be explored. Women’s health and wellness is emphasized. Adverse outcomes of pregnancy are presented. Selected health issues for men and women with an emphasis on primary prevention will also be examined. The clinical component will provide for correlation of theory to practice in the community, as well as the acute care setting. On-campus simulation lab experiences will enhance the essential psychomotor skills needed to care for a birthing mother and her newborn infant. A $125.00 ATI fee is charged in NURS355 and a $15.00 insurance fee is charged in NURS355C. Note: NURS355 requires four hours of lecture per week and NURS355L requires two hours of skills lab each week of the semester. NURS355C 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):* NURS355, NURS355L and NURS355C

**Prerequisite(s):** NURS370/370L/NURS370C

NURS370 Nursing Care of Children (Lecture)

4 CR

NURS370L Nursing Care of Children Lab

1 CR

NURS370C Nursing of Children Clinical

2 CR

This course enables the learner to integrate a theoretical knowledge base with clinical practice in order to provide care for children in culturally diverse family client systems. The learner will explore the collaborative role of the professional nurse in assessing and intervening with child-rearing family systems. Emphasis is placed on secondary and tertiary prevention in assisting the client system to attain or maintain wellness from stressors common to children from birth to adolescence. Primary prevention through health promotion of children of all ages is also addressed. The nursing process is used as a framework to provide care for children and adolescents. Pluralistic families including nutrition and medication therapy are included. Normal family functioning and the impact of illness on the family are explored as are the developmental needs of the child. Clinical experiences are offered in both acute care and community settings. On-campus simulation laboratory experiences will enhance critical thinking through the implementation of essential psychomotor skills. A $15.00 insurance fee is charged in NURS370C. Note: NURS370 requires four hours of lecture per week and NURS370L requires two hours of skills lab each week of the semester. NURS370C 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):* NURS370, NURS370L and NURS370C

**Prerequisite(s):** NURS340/NURS340L/NURS340C
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.

Recommended Co-requisite(s): HLTH401
Prerequisite(s): STAT219 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 blended format. The blended option for this NURS course is primarily an online delivery with the possibility of one day a month in-seat attendance required. A $15.00 insurance fee is charged in NURS420C. 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

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. A $15.00 insurance fee is charged in NURS421C. 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.

*Component Co-requisite(s): NURS421 and NURS421C

NURS425 Community Health Nursing (PL) (Lecture) 4 CR
NURS425C Community Health Nursing Clinical (PL) 2 CR
This course provides didactic and clinical learning experiences for students in selected principles of community health, public and family health nursing. Students conduct in depth community and family health assessments employing basic epidemiological principles and data collection strategies. Students are afforded the opportunity to learn within community settings as well as interdisciplinary groups of health care providers for the purpose of promoting and protecting health. Opportunities will exist for the student to assist in developing the best health care possible for diverse cultural groups. The nursing process is utilized by students engaging in health promotion and maintenance strategies in a variety of community health settings via clinical experiences. A $125.00 ATI fee is charged in NURS425 and a $15.00 insurance fee is charged in NURS425C. Note: NURS425 requires four hours of lecture per week and NURS425C 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): NURS425 and NURS425C
Co-requisite(s): NURS430/430C
Prerequisite(s): NURS313, NURS315, NURS355/355L/355C and NURS370/370L/370C

NURS430 Nurse Manager and Leader (PL) 2 CR
NURS430C Nurse Manager and Leader Clinical (PL) 4 CR
This course examines the leadership process in nursing. The student studies the effects of leadership theory in the management of people and tasks within the health care environment, demonstrating the relationship between nursing leadership and healthcare and patient advocacy. Emphasis is placed on teaching and learning that stresses interpersonal communication as an essential component of nursing and leadership. Students will identify dominant and emerging leadership styles, fostering enhanced leadership capacity. An exploration of management theories and principles and their application to nursing practice is presented. As their final project, students will conduct independent research leading to a presentation or position paper on a critical healthcare policy issue. Student development in the roles of problem-solver, change agent and leader is emphasized through an extensive clinical experience with the student working with a preceptor in an acute care facility. A $15.00 insurance fee is charged in NURS430C. Note: NURS430 requires two hours of lecture per week and NURS430C 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): NURS430 and NURS430C
Co-requisite(s): NURS425/425C
Prerequisite(s): NURS313, NURS315, NURS355/NURS355L/NURS355C and NURS370/NURS370L/NURS370C

NURS488T Comprehensive Achievement Test 0 CR
The Comprehensive Achievement Test (CAT) must be successfully completed in order to be eligible to graduate and to apply to take the NCLEX-RN exam. Note: this class is graded on a Pass/Fail basis.

Co-requisite(s): NURS496
Prerequisite(s): Last semester; major courses completed or taken concurrently. Required for all BSN Pre-Licensure Nursing students.

NURS496 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 blended format. The blended option for this NURS course is primarily an online delivery with the possibility of one day a month in-seat attendance required. A grade of C+ or better is required to pass the lecture course successfully.

Prerequisite(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): PHYS100
Prerequisite(s): 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. A $15.00 insurance fee is charged in this course.

Co-requisite(s): PHYS100
Prerequisite(s): MATH125
PHYS210 Fundamentals of Physics 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.
Co-requisite(s): PHYS210L or PHYS210V
Prerequisite(s): 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. A $100.00 lab fee is charged in PHYS210L. *Note: The lab portion designated as PHYS210V was taught in a virtual format.
Co-requisite(s): PHYS210
Prerequisite(s): 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.
Co-requisite(s): PHYS220L or PHYS220V
Prerequisite(s): PHYS210 and PHYS210L or PHYS210V

PHYS220L Fundamentals of Physics II Lab 1 CR
This 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: The lab portion designated as PHYS220V was taught in a virtual format.
Co-requisite(s): PHYS220
Prerequisite(s): PHYS210 and PHYS210L or PHYS210V

*These courses are offered for the Medical School Partnership. All PHYS courses completed for the Partnership require a “C” or better grade for successful completion.

Public Safety and Security Management (PSMG)

PSMG102 Criminal Justice Foundations 3 CR
This course provides an introduction and career orientation to the field of law enforcement and criminal justice. Major topics include: the philosophical and historical background of the field; types of courts and agencies and their areas of responsibilities; administrative and technical problems related to criminal justice; an understanding of the Bill of Rights. Note: Students wishing to sit for the State of Michigan Civil Service Exam for Corrections Officer must receive a final course grade of C or better.
Co-requisite(s): ENGL109

PSMG130 Corrections Foundations 3 CR
This course presents an overview of community based corrections programs in the United States. It includes exposure to the social, legal, and economic impacts of locally provided services, as well as sentencing alternatives and client processing, documenting and report writing, incarceration, probation, and parole. The course will examine prisoner/ex-prisoner rights and responsibilities, as well as typical offender profiles.
Co-requisite(s): ENGL109

PSMG211 Security Management Foundations 3 CR
This course provides an overview of both public and private security management principles with a focus on management strategies for loss prevention. Balancing the business and legal orientations of security operations, emphasis is on physical, personnel, and information security. Specific security applications, including industrial, transportation and computer are also explored. The body of knowledge contained within this course can also serve as a guide for students pursuing the Certified Protection Professional (CPP) designation through the ASIS (American Society of Industrial Security)
Co-requisite(s): ENGL110

PSMG250 Investigative Techniques and Procedures 3 CR
This course provides an overview of the principles, methods and techniques used for conducting a criminal or civil investigation. The legal framework for investigation, including coverage of evidentiary rules and ethical issues are examined. Interviewing techniques are also explored with emphasis on the ethical and legal issues associated with conducting the interviews. Practical application techniques are reinforced using case studies and hands-on exercises.
Prerequisite(s): PSMG102 or LEGL211
PSMG300 Emergency Preparedness/Homeland Security 3 CR
This course focuses on comprehensive emergency planning and scrutinizes in detail the major elements that must be addressed in an emergency response plan. The course explores the types of hazards and risks faced by both emergency response personnel and the public in typical emergencies including hazard and risk reduction, decontamination, data and information management, monitoring strategies and devices, terrorism and the training of emergency response personnel. Students focus on emergency situation analysis, including evaluation of risks and the design of both proactive and reactive plans of action.
Prerequisite(s): PSMG102 and PSMG211

PSMG301 Public Safety Administration 3 CR
This course examines the primary managerial functions of planning, organizing, leading and controlling, within public safety organizations of the post-9/11 era. Uniques aspects to the public sector, such as intergovernmental relations and political administration, are addressed. Students gain expertise in allocating and managing the human, financial and technology resources of a public safety organization.
Prerequisite(s): FINC211 and MGMT211

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 expenses as well as contractual and consultative expenditures. Unique issues associated with public sector financial management such as governmental funding, service and equipment cutbacks, and accessibility to and management of state and federal grants is also explored.
Prerequisite(s): PSMG301

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 is also offers an opportunity for students to develop an asset protection plan and, by using selected cases, analyze various asset protection programs.
Prerequisite(s): ENGL311, BIS121, MGMT211, FINC211

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.
Prerequisite(s): MGMT375, PSMG315, PSMG402 and achieved senior status

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.

PSYC113/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.

PSYC127/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.

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 also be explored. Legal considerations surrounding mental disorders and the mental health field will be addressed.
Prerequisite(s): PSYC101

PSYC270/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.
Prerequisite(s): ENGL109

PSYC303/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

PSYC385 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.
Prerequisite(s): ENGL109

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.

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

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):** RUS121

### Social Sciences (SOSC)

**SOSC201 Diversity in Society**  
This course introduces students to the complex issues surrounding diversity in U.S. society and to the need for understanding difference in an increasingly globalized world. Students will explore the social-historical context of multiple experiences on individual, cultural, and institutional levels. They will analyze the complex interactions regarding diversity in organizations. Students will also evaluate their own thoughts, attitudes, and behaviors in order to understand their roles in a diverse society.

**Prerequisite(s):** ENGL109

**SOSC221 Comparative Religion**  
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**  
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**  
This course introduces 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**  
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**  
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 Beginning Spanish I**  
This first semester Spanish course is an introduction to listening, speaking, reading and writing skills, and Spanish-speaking cultures. 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 language structure, and begin exploring diverse segments of Spanish-speaking cultures. **Note:** A grade of C or better is required to take the next course in the sequence. Online sections will have a $60.00 book fee included with tuition charges.

**Prerequisite(s):** Completion of SPAN111 with a C or above

**SPAN211 Intermediate Spanish I**  
The third semester Spanish course is a continuation of language skills and cultural understanding in SPAN111. The course recognizes the practical importance of language with special emphasis on speaking skills. Students expand their vocabulary, language structure, and continue examining diverse Spanish-speaking cultures. **Note:** Online sections will have a $50.00 book fee included with tuition charges.

**Prerequisite(s):** SPAN121

**SPAN221 Intermediate Spanish II**  
The fourth semester Spanish course is a continuation of language skills and cultural understanding from SPAN211. The course recognizes the practical importance of language with special emphasis on speaking skills. Students continue to expand their vocabulary and language structure, and build a well-rounded view of diverse Spanish-speaking cultures.

**Prerequisite(s):** Completion of SPAN211 with a C or above

**SPAN311 Spanish for the Professions**  
A course designed for students pursuing the language specialty. This course follows a language needs approach which consists of developing content based on the needs and interests of students and their prospective majors. Students will relate information studied in other subjects to their learning of foreign language. Concentration will be on preparing students with specific language and usage in relevant cultural contexts in their intended careers. Instruction will utilize target language.

**Prerequisite(s):** SPAN221

### Statistics (STAT)

**STAT219 Introduction to Biostatistics**  
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):** MATH125

**STAT220 Introduction to Statistics**  
This course introduces students to statistical methods common to professional careers. Students learn how to use the collection, analy-
sis, 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. Note: Online sections will have a $75.00 book fee included with tuition charges.

**Prerequisite(s):** MATH125

**STAT322 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):** STAT219 or STAT220

## Study Abroad (SABR)

**SABR381 Study 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

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**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 their specific major area of study. Students are strongly encouraged to attempt a certification exam relevant to their degree during this course. The estimated cost of an outside certification exam is $125 - $300.

**Prerequisite(s):** Last semester; major courses complete or taken concurrently and GPMT350.
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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.ncahigherlearningcommission.org. The HLC is nationally recognized by the U.S. Department of Education and by 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 for veterans’ training under the GI 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.

Davenport University has received specialized accreditation for its Associate of Business Administration, Associate of Science, Bachelor of Business Administration, Bachelor of Science, and Masters of Business Administration degree programs in business through the International Assembly for College Business Accreditations (IACBE), Olathe, Kansas.

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

A bachelor’s degree in Finance with a Financial Planning major earned at Davenport University is fully recognized by the CFP™ (Certified Financial Planning) Standards Board.


The pre-licensure nursing program is approved by the Michigan Board of Nursing for BSN classes in Grand Rapids. The Associate’s in Nursing and the Diploma in Practical Nursing programs are approved by the Michigan Board of Nursing. The Bachelor of Science in Nursing (Completion Program), the Associate of Applied Science in Nursing and the Diploma in Practical Nursing programs 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; 800-669-1656; www.nlnac.org.

The Paralegal Studies Program, which offers an Associate of Science, Bachelor of Science and a Post-Baccalaureate Certificate in Paralegal Studies, is accredited by the American Bar Association (ABA) since 1994.

Davenport University provides equal employment opportunities to all employees, applicants and students without unlawful discrimination based on age, color, disability, height, marital status, national origin, race, religion, sex/gender, sexual orientation, veteran status and weight in accordance with applicable laws. This policy applies to all terms and conditions of employment and educational services.

In addition, the University will provide reasonable accommodation to qualified persons who have protected disabilities that are unrelated to their ability to do the job to the extent that the University receives a timely request of the need for accommodation in accordance with the University ADA policy.

Non-discrimination policy