Accreditations and Approvals

Davenport University is accredited by the Higher Learning Commission—North Central Association of Colleges and Schools (NCA), 30 North LaSalle Street, Suite #2400, Chicago, IL 60601; phone (800) 621-7440; www.ncahlc.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 G.I. Bill for Veterans Educational Assistance.

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

The University is approved by agencies of the state and federal governments for many programs including Rehabilitation Work Incentive, etc.

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), Olathe, Kansas.

On April 25, 2011, Davenport University was notified of its designation as a Center of Academic Excellence (CAE) for its Information Assurance courseware for the years 2011-2016. CAEs are designated by the National Centers of Academic Excellence in Information Assurance Education (CAEIE). Davenport University is also an approved participant in the National Student Clearinghouse Program, an organization of schools of higher education that reports academic enrollment records to the United States Department of Education.

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.

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

The HIM associate degree level program (at Livonia and Online) is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Contact information: CAHIIM, 233 N. Michigan Avenue Suite 2150, Chicago, IL 60601; phone (312) 233-1183; www.cahiim.org.

The HIM associate degree level program (at Livonia and Online) is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Contact information: CAHIIM, 233 N. Michigan Avenue Suite 2150, Chicago, IL 60601; phone (312) 233-1183; www.cahiim.org.

The Medical Assisting program at Battle Creek (Diploma, AAS), Saginaw in conjunction with Lansing (AAS), 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 Medical Assisting Education Review Board (MAERB), Commission on Accreditation of Allied Health Education Programs 1361 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, Midland and Warren. The Diploma in Practical Nursing at the Warren and Midland locations are also approved by the Michigan Board of Nursing. The Bachelor of Science in Nursing (Completion Program) 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 at the campus in Grand Rapids, MI has been continuously approved by the American Bar Association (ABA) since 1994.

NON-DISCRIMINATION and EQUAL EMPLOYMENT OPPORTUNITY POLICY

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.

All employees and students are expected to comply with both the letter and spirit of this policy. Employees and students who believe that they may be subject to unlawful discrimination in employment or educational services are encouraged to address their concerns in accordance with the University Anti-Harassment policy.

Accreditation credentials are available for review from University officials upon request.
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 2012 (201310)

<table>
<thead>
<tr>
<th>Event (with dates)</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>Last day to make payment arrangements without late fee</td>
<td>Fri Aug 24</td>
<td>Fri Aug 24</td>
<td>Fri Aug 24</td>
<td>Fri Oct 19</td>
</tr>
<tr>
<td>Web add/drop closes</td>
<td>Tues Sept 4</td>
<td>Tues Sept 4</td>
<td>Tues Sept 4</td>
<td>Tues Oct 23</td>
</tr>
<tr>
<td>Last day for adding to waitlist</td>
<td>Tues Sept 4</td>
<td>Tues Sept 4</td>
<td>Tues Sept 4</td>
<td>Tues Oct 30</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Wed Sept 5</td>
<td>Wed Sept 5</td>
<td>Wed Sept 5</td>
<td>Wed Oct 31</td>
</tr>
<tr>
<td>Last day for drop/add and late payments</td>
<td>Tues Sept 11</td>
<td>Add Wed Sept 5</td>
<td>Add Wed Sept 5</td>
<td>Add Wed Oct 31</td>
</tr>
<tr>
<td>2013-2014 Yearlong Schedule Opens</td>
<td>Fri Feb 1, 2013</td>
<td>Fri Feb 1, 2013</td>
<td>Fri Feb 1, 2013</td>
<td>Fri Feb 1, 2013</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>Wed Nov 21 - Sun Nov 25</td>
<td>NA</td>
<td>NA</td>
<td>Wed Nov 21 - Sun Nov 25</td>
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<tr>
<td>Classes end</td>
<td>Fri Dec 21</td>
<td>Tues Nov 13</td>
<td>Tues Oct 23</td>
<td>Fri Dec 21</td>
</tr>
<tr>
<td>Final grades due</td>
<td>Sun Dec 23</td>
<td>Thur Nov 15</td>
<td>Thur Oct 25</td>
<td>Sun Dec 23</td>
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</tbody>
</table>

14 Sat class meetings

## WINTER 2013 (201320)

<table>
<thead>
<tr>
<th>Event (with dates)</th>
<th>15-week semester</th>
<th>10-week session</th>
<th>7-week session 1</th>
<th>7-week session 2</th>
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</thead>
<tbody>
<tr>
<td>Last day to make payment arrangements without late fee</td>
<td>Fri Dec 28</td>
<td>Fri Dec 28</td>
<td>Fri Dec 28</td>
<td>Fri Feb 22</td>
</tr>
<tr>
<td>Web add/drop closes</td>
<td>Sun Jan 6</td>
<td>Sun Jan 6</td>
<td>Sun Jan 6</td>
<td>Sat Feb 23</td>
</tr>
<tr>
<td>Last day for adding to waitlist</td>
<td>Sun Jan 6</td>
<td>Sun Jan 6</td>
<td>Sun Jan 6</td>
<td>Sun Mar 3</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Mon Jan 7</td>
<td>Mon Jan 7</td>
<td>Mon Jan 7</td>
<td>Mon Mar 4</td>
</tr>
<tr>
<td>Last day for drop/add and late payments</td>
<td>Fri Jan 11</td>
<td>Add Mon Jan 7</td>
<td>Add Mon Jan 7</td>
<td>Add Mon Mar 4</td>
</tr>
<tr>
<td>2013 Commencement Ceremony</td>
<td>Sun Apr 28</td>
<td>Sun Apr 28</td>
<td>Sun Apr 28</td>
<td>Sun Apr 28</td>
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</table>

6 Sat class meetings
<table>
<thead>
<tr>
<th>Event</th>
<th>12-week session</th>
<th>10-week session</th>
<th>7-week session 1</th>
<th>7-week session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to make payment arrangements without late fee</td>
<td>Fri May 3</td>
<td>Fri May 3</td>
<td>Fri May 3</td>
<td>Fri Jun 21</td>
</tr>
<tr>
<td>Web add/drop closes</td>
<td>Sun May 12</td>
<td>Sun May 12</td>
<td>Sun May 12</td>
<td>Mon Jul 1</td>
</tr>
<tr>
<td>Last day adding to waitlist</td>
<td>Sun May 12</td>
<td>Sun May 12</td>
<td>Sun May 12</td>
<td>Tues Jul 2</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Mon May 13</td>
<td>Mon May 13</td>
<td>Mon May 13</td>
<td>Wed Jul 3</td>
</tr>
<tr>
<td>Last day for drop/add and late payments</td>
<td>Fri May 17</td>
<td>Add Mon May 13</td>
<td>Add Mon May 13</td>
<td>Add Wed Jul 3</td>
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<tr>
<td></td>
<td></td>
<td>Drop Fri May 17</td>
<td>Drop Fri May 17</td>
<td>Drop Tues Jul 9</td>
</tr>
<tr>
<td>Last day to use book vouchers/1st Census</td>
<td>Fri May 17</td>
<td>Fri May 17</td>
<td>Fri May 17</td>
<td>Tues Jul 9</td>
</tr>
<tr>
<td>Last day to withdraw with “W” grade</td>
<td>Fri Jul 12</td>
<td>Fri Jun 28</td>
<td>Fri Jun 14</td>
<td>Fri Aug 2</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Sat May 25 - Mon May 27</td>
<td>Sat May 25 - Mon May 27</td>
<td>Sat May 25 - Mon May 27</td>
<td>NA</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Thur Jul 4</td>
<td>Thur Jul 4</td>
<td>NA</td>
<td>Thur Jul 4</td>
</tr>
<tr>
<td>Classes end</td>
<td>Mon Aug 5</td>
<td>Wed Jul 24</td>
<td>Mon Jul 1</td>
<td>Tues Aug 20</td>
</tr>
<tr>
<td>Final grades due</td>
<td>Thur Aug 8</td>
<td>Fri Jul 26</td>
<td>Wed Jul 3</td>
<td>Thur Aug 22</td>
</tr>
<tr>
<td></td>
<td><strong>11 Thurs &amp; Sat class meetings</strong></td>
<td><strong>6 Sat class meetings</strong></td>
<td><strong>6 Thur class meetings</strong></td>
<td></td>
</tr>
</tbody>
</table>

### 201410

**Fall Semester 2013 classes begin**
- Wed Sept 4
- Wed Sept 4
- Wed Sept 4
- Wed Oct 30
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

History

BUILDING UPON A RICH LEGACY

Davenport University debuted in Grand Rapids in 1866, just 16 years after the city was incorporated. Following many decades of growth and transformation, Davenport has become a leading institution of higher education with campuses across the state of Michigan helping students achieve their career goals in business, technology and health professions.

Founded as Grand Rapids Business College by Conrad G. Swensberg, a Union Army veteran fresh out of service following the Civil War, the college held its first class on January 25, 1866, with 16 students registered for courses in bookkeeping, penmanship, business law and arithmetic – the standard office skills of the day.

After operating under various names and in several locations in downtown Grand Rapids, the institution was on the brink of closing its doors in 1910 when a new teacher, Michael E. Davenport, saved the day. Rallying the remaining staff, he kept the doors open and assumed control of the school that would soon bear his name. Under Davenport’s leadership, the school expanded statewide over the next several decades and became a non-profit institution in 1954. The reputation of the school grew within the community as its graduates assumed positions of leadership in business. M.E. Davenport faithfully served the institution as president until his passing in 1959, leaving a solid legacy on which his successor could build.

Robert W. Sneden succeeded M.E. Davenport as president. Sneden attended Davenport-McLachlan Institute (now Davenport University) from 1937-1940. While serving in the Army during World War II he was married to Davenport’s daughter Margaret. After the war he began his professional career at Davenport in a variety of roles. He served with distinction as president from 1959 until his retirement in 1977, adding campuses statewide, expanding academic programming for students, and achieving accreditation through North Central Association of Colleges and Schools.

When the reins of presidential leadership passed to Donald W. Maine in 1977, Davenport continued to build on the rich traditions and legacy of its past to prepare students to become the business and community leaders of tomorrow. Under Maine’s leadership, Davenport developed from a college offering associate degree programs to a fully-accredited university provided undergraduate, graduate and online degrees. Maine served as president and chancellor from 1977 to 2000, introducing bachelor’s programs in the 1980s and master’s programs in the 1990s.

Under the leadership of Randolph Flechsig, president from 2000 to 2009, Davenport’s three separate colleges were unified into one Davenport University. Flechsig led development of the W.A. Lettinga Campus south of Grand Rapids, which is Davenport’s only residential campus and serves as home base for the University’s administration. Flechsig also reintroduced Davenport’s athletics programs which today includes 24 men’s and women’s teams in a variety of sports, including national championship teams in hockey, lacrosse and rugby. Affiliated with the National Association of Intercollegiate Athletics (NAIA), Davenport competes in the Wolverine Athletic Conference (WHAC) for most sports.

Today, under the leadership of Dr. Richard Pappas, Davenport University is aggressively pursuing Vision 2015, which calls for a culture of quality, leading-edge programs based on the needs of students and marketplace, high standards of measurable excellence, and results that exceed expectations, empower Davenport’s graduates and foster stronger communities. Under Pappas’ leadership, Davenport is expanding again with new facilities like the Peter C. Cook Center in downtown Grand Rapids, and new programs including Davenport University’s first doctorate (in Physical Therapy) to launch in 2013.
Since its founding in 1866, Davenport University has grown to become the second largest private, non-profit institution of higher education in Michigan. With 11 campuses serving nearly 13,000 students across Michigan, Davenport eagerly embraces a future of growth and new opportunities while also understanding and honoring the rich legacy of its storied past.

Organization and Structure

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

Non-Profit Status

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

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Tracy D. Graham
Managing Principal
Graham-Allen Partners, LLC
South Bend, Indiana

VICE CHAIRMAN

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Design Group
Steelcase, Inc.
Grand Rapids, Michigan

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PowerOne Corporation
Canton, Michigan

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President/CEO
dxhayesGroup
Grand Rapids, Michigan

Robert Hetzler
Former President/CEO
Monitor Sugar Company
Bay City, Michigan

Wilbur A. Lettinga
Founder President
Lettinga & Associates, Incorporated
CEO Kentland Corporation
Grand Rapids, Michigan

James B. Meyer
Former Chairman, President/CEO
Spartan Stores
Hudsonville, Michigan

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

Michelle Van Dyke
Regional President
Fifth Third Bank
Grand Rapids, Michigan

Kenneth Yerrick
Executive VP Emeritus
Dow Corning Corporation
Traverse City, Michigan

Leadership Team

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President
Ed.D., University of Michigan
M.A., University of Michigan
B.B.E., Eastern Michigan University

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Executive Vice President for
University Relations and Communications
M.S., University of Kansas
B.A., Calvin College

Scott Epstein, Ed.D.
Executive Vice President for
Quality and Effectiveness
Ed.D., Nova Southeastern University
M.E., Loyola College
B.S., Northeastern University

Barbara A. Mieras, Ph.D
Interim Executive Vice President for
Advancement
Ph.D., Michigan State University
M.A., M.A., B.S., Western Michigan University

Larry Polselli, Ed.D.
Executive Vice President for
Enrollment and Student Services
Ed.D., Argosy University
M.A., B.A., Chicago State University

Linda Rinker, Ed.D.
Executive Vice President for Academics and Provost
Ed.D., Columbia University
M.S.N., Villanova University
M.A., Kutztown University
B.S.E.D., West Chester State College

Dave Veneklase
Executive Vice President for Human and Organizational Development
M.B.A., B.B.A., Grand Valley State University

Michael S. Volk, C.P.A.
Executive Vice President for Finance and CFO
B.B.A., Central Michigan University
Davenport University Foundation Board of Trustees

James Albers
Chief Executive Officer
Holland Special Delivery

Joseph Buzzita
Executive Vice President
Hughes Management Inc.

Scott Geerlings
President
Geerlings Development Company

Meg Goebel
President
Paul Goebel Group

Richard E. Holmes
Partner
Holmes & Wiseley P.C.

Larry Leigh
Managing Director
Leigh Family Investments

Wilbur A. Lettinga
Founder President
Lettinga & Associates, Incorporated
Chief Executive Officer
Kentland Corporation

Wilbur (Bill) B. Lettinga
President & Partner
Kentland Corporation

Bruce Los
Vice President of Human Resources
Gentex Corporation

Janet Mason
President & General Manager
WZZM 13

Michael McMahon
Vice President, Strategic Accounts
Cardinal Health

Barbara A. Mieras, Ph.D.
Interim Executive Vice President for Advancement

Rachel Mraz
Assistant Vice President
Merrill Lynch

Richard J. Pappas, Ed.D.
President
Davenport University

Craig Tiggleman
Chief Executive Officer
Canteen Services/ApprocalUE Catering and Events

Mike VanGessel
President and Chief Executive Officer
Rockford Companies

Michael S. Volk
Executive Vice President for Finance and CFO
Davenport University

Curt Wells
Senior Vice President
Huntington Bank

Jeff Zylstra
Vice President of Investment Banking
Fifth Third Bank
Davenport University Excellence System

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

Outcomes

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

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

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

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

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

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

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

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

PROFESSIONAL COMMUNICATION
Graduates understand and demonstrate professional demeanor, presentation and communication skills in a variety of interpersonal, social and professional settings.
### D.W. MAINE COLLEGE OF BUSINESS

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.

2012-2013 Program Grid

<table>
<thead>
<tr>
<th>DEGREE/PROGRAM</th>
<th>Battle Creek</th>
<th>Flint</th>
<th>GR Lettinga</th>
<th>GR Downtown</th>
<th>Holland</th>
<th>Kalamazoo</th>
<th>Lansing</th>
<th>Lkonia</th>
<th>Midland</th>
<th>Saginaw</th>
<th>Traverse City</th>
<th>Warren</th>
<th>DU Online</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BBA/MBA Programs</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Honors Professional Accountancy</td>
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<tr>
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<td>Strategic Management</td>
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<tr>
<td><strong>Bachelor</strong></td>
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<tr>
<td>Accounting Fraud Investigation</td>
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<td></td>
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<td>●</td>
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*The BS Paralegal Studies at the Lansing Campus is a bachelor degree completion program.*
# Davenport University

## College 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.

### 2012-2013 Program Grid

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<th>Kalamazoo</th>
<th>Lansing</th>
<th>Livonia</th>
<th>Midland</th>
<th>Saginaw</th>
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1 The HIT program is accredited at Livonia and Online.
2 The MA program is accredited at the associate’s degree level at the Battle Creek, Lansing, and Saginaw campuses.
3 The MA program at Grand Rapids is accredited at the diploma level; students pursuing the associate’s program at this location are eligible to sit for the CMA exam, provided that they are awarded the MA diploma before completing the associate’s program.
DAVENPORT UNIVERSITY

COLLEGE OF TECHNOLOGY

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12 www.davenport.edu
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
  Specialties: Internal Auditing, Management Accounting
Finance (BBA) 120 credits
  Specialties: Financial Planning
General Business (BBA) 120 credits
Human Resource Management (BBA) 120 credits
International Business (BBA) 120 credits
Management (BBA) 120 credits
  Specialties: Entrepreneurship, Financial Management, Global Project Management,
  Leadership Effectiveness, Risk Management and Insurance,
  Sustainable Business Development
Marketing (BBA) 120 credits
  Specialties: Advertising and Promotion, Business-to-Business, Sport Marketing
Public Safety and Security Management (BBA) 120 credits
Sport Management (BBA) 120 credits

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) 64-66 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 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
- **SOSC201** Diversity in Society 3
- **HUM125** Humanities Electives 3
- **SOSC201** 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
- **ACCT220** Accounting Information Technology 3
- **BITS211** Microcomputer Applications: Spreadsheets 3
- **BUSN210** Professional Ethics 3
- **FINC211** Corporate Finance 3
- **LEGAL120** Business Law Foundations 3
- **BUSN120** Introduction to Business or Business Elective 3
- **MGT211** Management Foundations 3
- **MKTG211** Marketing Foundations 3

### Major 77 credits

- **ACCT213** Cost Accounting 3
- **ACCT301** Intermediate Accounting I 4
- **ACCT302** Intermediate Accounting II 4
- **ACCT310** Accounting Fraud Examination 3
- **ACCT315** Federal Taxation I 3
- **ACCT316** Federal Taxation II 3
- **ACCT320** Auditing and Assurance Services 3
- **ACCT415** Advanced Accounting Topics 3
- **ACCT420** Government and Not-for-Profit Accounting 3
- **ACCT490** Accounting Internship 3
- **BUSN488T** BBA Major Field Test 0
- **HNRS301-306** Honors Accountancy Projects 0
- **IAAS221** Security Foundations 3
- **IAAS332** Authentication and Audits 3

### Graduate Level Courses (39 credits)

- **ACCT640** Managerial Accounting 3
- **ACCT650** CPA Responsibilities and Ethics 3
- **ACCT750** Information Systems Auditing 3
- **ACCT760** Internal Controls and Legal Issues 3
- **BUSN650** Business Analysis 3
- **ECON625** Managerial Economics 3
- **FINC620** Financial Management 3
- **MGT645** Organizational Development and Culture 3
- **MGT755** Strategic Planning and Management or
- **MGT778** Global Business Strategies 3
- **MIS620** Accounting Information Systems 3
- **MKTG610** Marketing Strategies 3

### Capstone

- **ACCT795** Accounting Research 3
- **CAPS790** Capstone Internship or
- **CAPS799** Capstone Experience or
- **SABR781** Study Abroad Experience 3

### Open Electives 2 credits

- **SABR781** Study Abroad Experience 3

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*The use of a business elective must be approved by the Associate Dean.*

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.

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1See “Guide to Electives” on page 114 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

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*See “Guide to Electives” on page 114 for list of choices.

Foundations of Business

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| ECON200    | 3       |
| ECON201    | 3       |
| ENGL109    | 3       |
| ENGL110    | 3       |
| ENGL311    | 3       |
| FRSM100    | 3       |
| MATH125    | 3       |
| STAT220    | 3       |
| SOSC201    | 3       |
| ENVS125    | 3       |

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Major 76 credits

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STRATEGIC HUMAN RESOURCE MANAGEMENT BBA/MBA

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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Graduate Level Courses (30 credits)

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Capstone

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<td>CAPS799 Capstone Experience or</td>
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<tr>
<td>SABR781 Study Abroad Experience</td>
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Open Electives 6 credits

*The use of a business elective must be approved by the Associate Dean.

**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 BBA/MBA

**Strategic Management**

**Bachelor of Business Administration**

**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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM120 Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ECON200 Microeconomics</td>
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</tr>
<tr>
<td>ECON201 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109 Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL110 Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL311 Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>FRSM100 Career and Education Seminar or</td>
<td>3</td>
</tr>
<tr>
<td>(if exempt) Open Electives&lt;sup&gt;1&lt;/sup&gt;</td>
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</tr>
<tr>
<td>MATH125 Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>STAT220 Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SOSC201 Diversity in Society</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Electives&lt;sup&gt;1&lt;/sup&gt;</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Electives&lt;sup&gt;1&lt;/sup&gt;</td>
<td>3</td>
</tr>
<tr>
<td>ENVS125 Environmental Studies or</td>
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<td>Science/Mathematics Elective&lt;sup&gt;1&lt;/sup&gt;</td>
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Foundations of Business 32 credits

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<thead>
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<tr>
<td>ACCT201 Accounting Foundations I</td>
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<td>ACCT202 Accounting Foundations II</td>
<td>4</td>
</tr>
<tr>
<td>BITS211 Microcomputer Applications: Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>BUSN120 Introduction to Business or</td>
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</tr>
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<td>Business Elective*</td>
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<td>BUSN210 Professional Ethics</td>
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<td>CISP112 Applied Information Technology</td>
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<td>FINC211 Corporate Finance</td>
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<td>LEGL210 Business Law Foundations</td>
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<td>MGMT211 Management Foundations</td>
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Major 73 credits

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<tr>
<td>BUSN225 International Business</td>
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<tr>
<td>GPM350 Principles of Project Management</td>
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<tr>
<td>HRMG213 Human Resource Management</td>
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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>HRMG350 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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<tr>
<td>LEGL401 Employment and Labor Law</td>
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<td>MGMT321 Organizational Behavior</td>
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<td>MGMT420 Ethical Leadership and Corporate Social Responsibility</td>
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Graduate Level Courses (30 credits)

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<tbody>
<tr>
<td>BUSN650 Business Analysis</td>
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<td>ECON625 Managerial Economics</td>
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<td>HRMG715 International Human Resources</td>
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<tr>
<td>HRMG725 Finance of Compensation and Benefits</td>
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<tr>
<td>HRMG730 Public Policy and Administrative Law</td>
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<tr>
<td>HRMG750 Organizational Training and Development</td>
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<tr>
<td>HRMG770 Advanced Problem Solving in Human Resource Management</td>
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<tr>
<td>MGMT725 Effective Leadership</td>
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<tr>
<td>MGMT775 Strategic Planning and Management</td>
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</tbody>
</table>

<sup>1</sup>See “Guide to Electives” on page 114 for list of choices.
ACCOUNTING FRAUD INVESTIGATION

Bachelor of Business Administration | 120 credits | ACC FRD BBA

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

**Foundations of Excellence 39 credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ECON200</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
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<td>Macroeconomics</td>
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</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
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</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>MATH125</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>STAT220</td>
<td>Introduction to Statistics</td>
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</tr>
<tr>
<td>SOSC201</td>
<td>Diversity in Society</td>
<td>3</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Humanities Electives</td>
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</tr>
<tr>
<td>ENVS125</td>
<td>Environmental Studies or Science/Mathematics Elective</td>
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**Foundations of Business 32 credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT201</td>
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<td>ACCT202</td>
<td>Accounting Foundations II</td>
<td>4</td>
</tr>
<tr>
<td>ACCT220</td>
<td>Accounting Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>BITS211</td>
<td>Microcomputer Applications: Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>BUSN120</td>
<td>Introduction to Business or Business Elective</td>
<td>3</td>
</tr>
<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
<td>3</td>
</tr>
<tr>
<td>FINC211</td>
<td>Corporate Finance</td>
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</tr>
<tr>
<td>LEGL210</td>
<td>Business Law Foundations</td>
<td>3</td>
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<tr>
<td>MGMT211</td>
<td>Management Foundations</td>
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<tr>
<td>MKTG211</td>
<td>Marketing Foundations</td>
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**Capstone**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACCT213</td>
<td>Cost Accounting</td>
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<td>ACCT301</td>
<td>Intermediate Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT302</td>
<td>Intermediate Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACCT310</td>
<td>Accounting Fraud Examination</td>
<td>3</td>
</tr>
<tr>
<td>ACCT315</td>
<td>Federal Taxation I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT320</td>
<td>Auditing and Assurance Services</td>
<td>3</td>
</tr>
<tr>
<td>ACCT350</td>
<td>Accounting Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACCT401</td>
<td>Internal Auditing I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT402</td>
<td>Internal Auditing II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT421</td>
<td>EDP Computer Auditing</td>
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</tr>
<tr>
<td>ACCT495</td>
<td>Accounting Issues and Research</td>
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<tr>
<td>BUSN488T</td>
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</table>

**Open Electives 3 credits**

*The use of a business elective must be approved by the Associate Dean.

**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.

1See “Guide to Electives” on page 114 for list of choices.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>IAAS221</td>
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<td>IAAS332</td>
<td>Authentication and Audits</td>
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<tr>
<td>LEGL211</td>
<td>Criminal Law</td>
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<tr>
<td>PSMG250</td>
<td>Investigative Techniques and Procedures</td>
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</table>

Open Electives 1 credits

*The use of a business elective must be approved by the Associate Dean.

### 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), International Accounting Standards (IAS), 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**

<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>
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<td>ENGL311</td>
<td>Professional Writing</td>
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<tr>
<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>
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<td>Diversity in Society</td>
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<td>Social Science Electives</td>
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<tr>
<td>ENVS125</td>
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**Foundations of Business 32 credits**

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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>Accounting Foundations II</td>
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<td>ACCT220</td>
<td>Accounting Information Technology</td>
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<td>BIT211</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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**Major 42 credits**

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<td>ACCT301</td>
<td>Intermediate Accounting I</td>
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<tr>
<td>ACCT302</td>
<td>Intermediate Accounting II</td>
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<td>ACCT315</td>
<td>Federal Taxation</td>
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<tr>
<td>ACCT318</td>
<td>Payroll and State Tax</td>
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<tr>
<td>ACCT320</td>
<td>Auditing and Assurance Services</td>
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<td>Accounting Information Systems</td>
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<td>ACCT420</td>
<td>Government and Not-for-Profit Accounting</td>
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<td>Accounting Issues and Research</td>
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Choose 12 credit hours of Accounting electives from list below or choose a specialty:

**Accounting Electives: [AI] (12 credits)**

<table>
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<td>ACCT316</td>
<td>Federal Taxation</td>
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<td>ACCT415</td>
<td>Advanced Accounting Topics</td>
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<td>ACCT421</td>
<td>EDP Computer Auditing</td>
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<td>ACCT461</td>
<td>CMA Prep Financial Planning/Performance Control</td>
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<tr>
<td>ACCT462</td>
<td>CMA Prep Financial Decision Making</td>
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</tr>
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<td>ACCT490</td>
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<tr>
<td>FINC212</td>
<td>Advanced Corporate Finance</td>
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**Internal Auditing Specialty [AIIA] (12 credits)**

<table>
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<th>Course Title</th>
<th>Credits</th>
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</tr>
<tr>
<td>ACCT402</td>
<td>Internal Auditing II</td>
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</tr>
<tr>
<td>ACCT421</td>
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</tr>
<tr>
<td>ACCT461</td>
<td>CMA Prep Financial Planning/Performance Control</td>
<td>3</td>
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</tbody>
</table>

**Management Accounting Specialty [AIMA] (12 credits)**

Choose 12 credits from the following:

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACCT415</td>
<td>Advanced Accounting Topics</td>
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</tr>
<tr>
<td>ACCT421</td>
<td>EDP Computer Auditing</td>
<td>3</td>
</tr>
<tr>
<td>ACCT461</td>
<td>CMA Prep Financial Planning/Performance Control</td>
<td>3</td>
</tr>
<tr>
<td>ACCT462</td>
<td>CMA Prep Financial Decision Making</td>
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</tr>
<tr>
<td>FINC212</td>
<td>Advanced Corporate Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

Open Electives 7 credits

*The use of a business elective must be approved by the Associate Dean.

### 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**

<table>
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<tr>
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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ECON200</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

1See "Guide to Electives" on page 114 for list of choices.
GENERAL BUSINESS
Bachelor of Business Administration | 120 credits |
GEN BUS BBA

The General Business 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
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
Humanities Electives1 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
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
MKTG211 Marketing Foundations 3

Major 40-46 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
FINC490 Finance Internship or 3
FINC495 Financial Plan Development 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 3–9 credits
*The use of a business elective must be approved by the Associate Dean.

OPTION 1** Applied Studies - Completed Associate Degree on File (OPT1) (24 credits)
Specialty courses comprising the major area of the associate’s degree.

This option is specifically designed for those who have already attained an associate’s degree. The distinctive feature of this pro-

1See “Guide to Electives” on page 114 for list of choices.

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gram is its recognition of the expertise evidenced by the earned associate’s degree. The associate’s degree must include at least 18 semester hours (27 quarter hours) in a suitable major area of student that is not business, health, technology, general studies or liberal arts.

**OPTION 2** General Studies (OPT2) (18 credits)

Choose 18 credits from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUSN225</td>
<td>International Business</td>
<td>3</td>
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<tr>
<td>BUSN265</td>
<td>Entrepreneurship</td>
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<tr>
<td>BUSN311</td>
<td>Business Planning for Entrepreneurs</td>
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<td>HRMG313</td>
<td>Staffing Organizations</td>
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<td>Managing Change in Organizations</td>
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<td>HRMG341</td>
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<td>Employment and Labor Law</td>
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<td>MGMT312</td>
<td>Creativity and Innovation</td>
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<td>MGMT321</td>
<td>Organizational Behavior</td>
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<td>MGMT357</td>
<td>Operations Management</td>
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<td>MGMT370</td>
<td>Sustainability Principles and Theories</td>
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<td>MGMT399</td>
<td>Certified Manager Preparation</td>
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<td>MGMT412</td>
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<td>MGMT413</td>
<td>Sustainable Supply Chain Management</td>
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<td>MGMT420</td>
<td>Ethical Leadership &amp; Corp. Social Responsibility</td>
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<td>Sustainable Global Design/Strategy</td>
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<td>MKTG320</td>
<td>Marketing of Services</td>
<td>3</td>
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<td>MKTG404</td>
<td>Business-to-Business Marketing</td>
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<td>MKTG430</td>
<td>New Product Development and Innovation</td>
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<tr>
<td>SABR381</td>
<td>Study Abroad Experience</td>
<td>3</td>
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</table>

Open Electives 6-12 credits

**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.**

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

**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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>COMM120</td>
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<td>Microeconomics</td>
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<td>Professional Writing</td>
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<tr>
<td>FRSM100</td>
<td>Career and Education Seminar or Open Electives</td>
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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

**Foundations of Business** 32 credits

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT201</td>
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<td>ACCT202</td>
<td>Accounting Foundations II</td>
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<tr>
<td>BITS211</td>
<td>Microcomputer Applications: Spreadsheets</td>
<td>3</td>
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<td>BUSN120</td>
<td>Introduction to Business or Business Elective</td>
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<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
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<td>CISP112</td>
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<td>Corporate Finance</td>
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<td>MGMT211</td>
<td>Management Foundations</td>
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**Major** 40 credits

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<td>BUSN488T</td>
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<td>GPMT350</td>
<td>Principles of Project Management</td>
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<td>HRMG330</td>
<td>International Human Resource Management or</td>
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<td>HRMG490</td>
<td>Human Resource Management Internship</td>
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<td>MGMT375</td>
<td>Leadership Theory and Discovery</td>
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Open Electives 9 credits

*The use of a business elective must be approved by the Associate Dean.

**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

<table>
<thead>
<tr>
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<tbody>
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<td>Advanced Composition</td>
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</table>

See “Guide to Electives” on page 114 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 Entrepreneurship, Financial Management, Global Project Management, Leadership Effectiveness, Risk Management and Insurance or Sustainable Business Development.

Foundations of Excellence 39 credits

<table>
<thead>
<tr>
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Foundations of Business 32 credits

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<td>BUSN225</td>
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<td>FINC320</td>
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<td>MKTG421</td>
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<td>MGMT490**</td>
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Major 43 credits

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Open Electives 6 credits

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<td>MGMT440</td>
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</table>

*The use of a business elective must be approved by the Associate Dean.

**Study Abroad or Internship requirement: Successful completion of the Study Abroad Experience (SABR 381) is required as part of the degree. In extraordinary circumstances when a study abroad program requirement cannot be met, a student may petition to receive approval for an appropriate internship. The internship must be at a site-approved organization that does business globally and the intern must work within a significant international function in the organization. A petition for an internship substitution should be submitted to the appropriate associate dean or Dean of the D.W. Maine College of Business. Davenport University internship guidelines will apply. The granting of such petitions is rare as the study abroad experience is deemed integral to preparing for a career in international business.

+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.

See "Guide to Electives" on page 114 for list of choices.
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
- MKTG320 Marketing of Services
- MKTG345 Pricing Concepts and Methods
- MKTG404 Business to Business Marketing
- MKTG430 New Product Development and Innovation
- SABR381 Study Abroad Experience

Entrepreneurship Specialty [MENT] (15 credits)
- BUSN265 Entrepreneurship
- BUSN311 Business Planning for Entrepreneurs or MKTG430 New Product Development and Innovation
- GGMT312 Creativity and Innovation
- MKTG3320 Marketing of Services or MKTG345 Pricing Concepts and Methods
- MKTG322 Internet Marketing

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

Choose one area of emphasis (6 credits):

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

Emphasis in Investments:
- FINC215 Investment Planning and FINC402 Professional Preparation

Global Project Management Specialty [CTGT] (12 credits)
- GPMT385 Managing Project Schedules
- GPMT400 Financial Management of Projects
- GPMT410 Global Sourcing for Projects
- GPMT445 Risk Management of Projects or GPMT490 Project Management Internship (3-6 cr) or GPMT499 Certified Project Management

Leadership Effectiveness Specialty [MGLE] (12 credits)
- HRMG314 Managing Change in Organizations
- GGMT375 Leadership Theory and Discovery
- MGMT420 Ethical Leadership and Corporate Social Responsibility
- MGMT435 Leadership Challenges Seminar

Risk Management and Insurance Specialty [RMGI] (15 credits)
- RMGI221 Principles of Risk Management & Insurance
- RMGI322 Personal Insurance
- RMGI323 Commercial Insurance
- RMGI420 Insurance Company Operations and Regulations
- RMGI454 Risk Management

See Recommended Electives for this Specialty below

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

Open Electives 6-9 credits

Recommended Open Electives for Risk Management and Insurance Specialty (select 2) 6 credits
- RMGI410 Insurance Proposals and Negotiation
- RMGI490 Risk Management and Insurance Internship+
- MKTG212 Professional Selling
- MKTG320 Marketing of Services

+Internship required for DU employment guarantee

*The use of a business elective must be approved by the Associate Dean.

**FINC223 is recommended when choosing the Entrepreneurship Specialty

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.
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

- COMM120 Presentation Techniques 3
- ECON200 Microeconomics 3
- ECON201 Macroeconomics 3
- ENGL109 Composition 3
- ENGL110 Advanced Composition 3
- ENGL311 Professional Writing 3
- MATH125 Intermediate Algebra 3
- STAT220 Introduction to Statistics 3
- FRSM100 Career and Education Seminar or (if exempt) Open Electives1 3
- SOSC201 Diversity in Society 3
- Humanities Electives1 3
- Social Science Electives1 3
- ENVS125 Environmental Studies or Science/Mathematics Elective1 3

Foundations of Business 22 credits

- ACCT201 Accounting Foundations I 4
- BITS214 Microcomputer Applications: Word Processing 3
- BITS211 Microcomputer Applications: Spreadsheets 3
- CISP112 Applied Information Technology 3
- LEGL210 Business Law Foundations 3
- MGMT211 Management Foundations 3
- BUSN210 Professional Ethics 3

Major 40-42 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 1-3
- 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 Comparative Legal Analysis/Study Abroad 3
- LEGL385 Legal Studies Special Topics 3
- LEGL386 Study Abroad: Special Legal Topics 3
- LEGL401 Employment and Labor Law 3
- LEGL496 Paralegal Certificate Review 3

Open Electives 17-19 credits

1See "Guide to Electives" on page 114 for list of choices.
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’s degree up to 64 semester hours (96 quarter hours) will be accepted.

4. Semester hours beyond 64 (96 quarter hours) will be accepted only if:
   a. They are equivalent to a Foundations of Excellence requirement or elective at Davenport 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ECON200</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON201</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL311</td>
<td>Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>FRSM100</td>
<td>Career and Education Seminar or (if exempt) Open Electives(^1)</td>
<td>3</td>
</tr>
<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>STAT220</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Diversity in Society</td>
<td>3</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Humanities Electives(^1)</td>
<td>3</td>
</tr>
<tr>
<td>ENVS125</td>
<td>Environmental Studies or Science/Mathematics Elective(^1)</td>
<td>3</td>
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Foundations of Business 32 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT201</td>
<td>Accounting Foundations I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT202</td>
<td>Accounting Foundations II</td>
<td>4</td>
</tr>
<tr>
<td>BITS211</td>
<td>Microcomputer Applications: Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>BUSN120</td>
<td>Introduction to Business or Business Elective(^*)</td>
<td>3</td>
</tr>
<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CISP112</td>
<td>Applied Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>FINC211</td>
<td>Corporate Finance</td>
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</tr>
<tr>
<td>LEGL210</td>
<td>Business Law Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MGMT211</td>
<td>Management Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MKTG211</td>
<td>Marketing Foundations</td>
<td>3</td>
</tr>
</tbody>
</table>

The Program Guidelines:

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).

Open Electives 9 credits

Recommended Electives (if not previously taken):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IAAS221</td>
<td>Security Foundations</td>
<td>3</td>
</tr>
<tr>
<td>PSMG211</td>
<td>Security Management Foundations</td>
<td>3</td>
</tr>
<tr>
<td>PSMG300</td>
<td>Emergency Preparedness and Homeland Security</td>
<td>3</td>
</tr>
</tbody>
</table>

\(^*\)The use of a business elective must be approved by the Associate Dean.

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>
</tr>
</thead>
<tbody>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ECON200</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON201</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL311</td>
<td>Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>FRSM100</td>
<td>Career and Education Seminar or (if exempt) Open Electives(^1)</td>
<td>3</td>
</tr>
<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>STAT220</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Diversity in Society</td>
<td>3</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Humanities Electives(^1)</td>
<td>3</td>
</tr>
<tr>
<td>ENVS125</td>
<td>Environmental Studies or Science/Mathematics Elective(^1)</td>
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Foundations of Excellence 32 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUSN488T</td>
<td>BBA Major Field Test</td>
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<tr>
<td>HRMG401</td>
<td>Human Resource Management for Public Entities</td>
<td>3</td>
</tr>
<tr>
<td>MGMT375</td>
<td>Leadership Theory and Discovery</td>
<td>3</td>
</tr>
<tr>
<td>PSMG301</td>
<td>Public Safety Administration</td>
<td>3</td>
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<tr>
<td>PSMG315</td>
<td>Fiscal Management for Public Entities</td>
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</tr>
<tr>
<td>PSMG402</td>
<td>Asset Protection and Management</td>
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</tr>
<tr>
<td>PSMG441</td>
<td>Strategic Public Safety and Security Management</td>
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Open Electives 9 credits

Recommended Electives (if not previously taken):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>IAAS221</td>
<td>Security Foundations</td>
<td>3</td>
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<tr>
<td>PSMG211</td>
<td>Security Management Foundations</td>
<td>3</td>
</tr>
<tr>
<td>PSMG300</td>
<td>Emergency Preparedness and Homeland Security</td>
<td>3</td>
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</tbody>
</table>

\(^1\)See “Guide to Electives” on page 114 for list of choices.
## Foundations of Business 32 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
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<td>ACCT202</td>
<td>Accounting Foundations II</td>
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</tr>
<tr>
<td>BITS211</td>
<td>Microcomputer Applications: Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>BUSN120</td>
<td>Introduction to Business or Business Elective*</td>
<td>3</td>
</tr>
<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CISP112</td>
<td>Applied Information Technology</td>
<td>3</td>
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<tr>
<td>FINC211</td>
<td>Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>LEGL210</td>
<td>Business Law Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MGMT211</td>
<td>Management Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MGMT211</td>
<td>Marketing Foundations</td>
<td>3</td>
</tr>
<tr>
<td>LEGL334</td>
<td>Legal Aspects of Sport Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT214</td>
<td>Sport Management Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MGMT223</td>
<td>Sports in Society</td>
<td>3</td>
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<tr>
<td>MGMT335</td>
<td>Global Sport Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT364</td>
<td>Sport Operations and Facilities Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT421</td>
<td>Sport Governance and Regulation</td>
<td>3</td>
</tr>
<tr>
<td>MGMT490S*</td>
<td>Sport Management Internship</td>
<td>6</td>
</tr>
<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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### Major 43 credits

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>BUSN303</td>
<td>Business Research</td>
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<tr>
<td>BUSN488T</td>
<td>BBA Major Field Test</td>
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</tr>
<tr>
<td>BUSN495</td>
<td>Business Planning Capstone</td>
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</tr>
<tr>
<td>FINC223</td>
<td>Entrepreneurial Finance or Financial Analysis for Business Manager</td>
<td>3</td>
</tr>
<tr>
<td>HRM213</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>LEGL334</td>
<td>Legal Aspects of Sport Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT214</td>
<td>Sport Management Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MGMT223</td>
<td>Sports in Society</td>
<td>3</td>
</tr>
<tr>
<td>MGMT335</td>
<td>Global Sport Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT364</td>
<td>Sport Operations and Facilities Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT421</td>
<td>Sport Governance and Regulation</td>
<td>3</td>
</tr>
<tr>
<td>MGMT490S*</td>
<td>Sport Management Internship</td>
<td>6</td>
</tr>
<tr>
<td>MKTG215</td>
<td>Sport Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKTG350</td>
<td>Sport Advertising and Promotion</td>
<td>3</td>
</tr>
</tbody>
</table>

### Open Electives 6 credits

- The use of a business elective must be approved by the Associate Dean.
- The required 6 credit hours may be taken as a 2 semester internship or as two 3 credit hour one semester courses.

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**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.

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**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 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

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**See “Guide to Electives” on page 114 for list of choices.
HUMAN RESOURCE MANAGEMENT CERTIFICATE

Post-Baccalaureate Certificate | 24-25 credits | HRMG PBC

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

Preadmission Requirements:

- An undergraduate degree and the successful completion of select management foundations courses and principles of business law, through either course work, CLEP exams or verified professional work* experience.

Major 24-25 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HRMG213 Human Resource Management</td>
<td>3</td>
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<tr>
<td>HRMG331 Staffing Organizations</td>
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</tr>
<tr>
<td>HRMG314 Managing Change in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>HRMG330 International Human Resource Management</td>
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</tr>
<tr>
<td>HRMG433 Compensation Administration</td>
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<td>HRMG350 Training for Organizations</td>
<td>3</td>
</tr>
<tr>
<td>HRMG431 Negotiation and Dispute Resolution</td>
<td>3</td>
</tr>
<tr>
<td>HRMG453 Strategic Human Resources</td>
<td>3</td>
</tr>
<tr>
<td>HRMG499 Certified Professional Human Resources Preparation</td>
<td>3 or 4</td>
</tr>
<tr>
<td>LEGL401 Employment and Labor Law</td>
<td>3</td>
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</tbody>
</table>

*Entrance into the program with professional work experience requires approval by the Associate Dean.

The Department of Education requires Davenport University to provide certain information (Gainful Employment Disclosure) regarding this certificate program to aid students in making a decision to enroll. The Gainful Employment Disclosure information for this Post-Baccalaureate Certificate can be found at http://www.davenport.edu/programs/business/post-baccalaureate-certificate/human-resource-management-certificate-pb.

PARALEGAL STUDIES CERTIFICATE

Post-Baccalaureate Certificate | 27 credits | PARALGL PBC

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

Major 27 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>LEGL101 Introduction to Paralegal Studies</td>
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<tr>
<td>LEGL210 Business Law Foundations</td>
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</tr>
<tr>
<td>LEGL215 Litigation</td>
<td>3</td>
</tr>
<tr>
<td>LEGL216 Legal Research</td>
<td>3</td>
</tr>
<tr>
<td>LEGL220 Computers for Paralegals</td>
<td>3</td>
</tr>
<tr>
<td>LEGL415 Advanced Litigation</td>
<td>3</td>
</tr>
<tr>
<td>LEGL490 Paralegal BS Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose 6 credits from the following courses:

- LEGL204 Family Law
- LEGL211 Criminal Law
- LEGL213 Torts
- LEGL218 Legal Writing
- LEGL285 Community Based Legal Studies
- LEGL300 Evidence and Criminal Procedures
- LEGL301 Business Organizations
- LEGL303 Bankruptcy Law
- LEGL305 Real Estate Law
- LEGL308 Estate Planning and Probate Law
- LEGL384 Comparative Legal Analysis/Study Abroad
- LEGL385 Legal Studies Special Topics
- LEGL386 Study Abroad: Special Legal Topics
- LEGL401 Employment and Labor Law
- LEGL496 Paralegal Certificate Review

LEGL215 Litigation 3
LEGL415 Advanced Litigation 3
LEGL490 Paralegal BS Internship 3

The Department of Education requires Davenport University to provide certain information (Gainful Employment Disclosure) regarding this certificate program to aid students in making a decision to enroll. The Gainful Employment Disclosure information for this Post-Baccalaureate Certificate can be found at http://www.davenport.edu/programs/business/post-baccalaureate-certificate/paralegal-studies-certificate-pb.

SUSTAINABLE BUSINESS DEVELOPMENT CERTIFICATE

Post-Baccalaureate Certificate | 15 credits | S BUSDEV PBC

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, marketing, accounting and finance or verified professional work* experience.

Major 15 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MGMT330 International Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT370 Sustainability Principles and Theories</td>
<td>3</td>
</tr>
<tr>
<td>MGMT413 Sustainable Supply Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT420 Ethical Leadership/Corporate Social Responsibility</td>
<td>3</td>
</tr>
<tr>
<td>MGMT450 Sustainable Global Business Design and Strategy</td>
<td>3</td>
</tr>
</tbody>
</table>

*Entrance into the program with professional work experience requires approval by the Associate Dean.

Students completing the Sustainable Business Development Specialty as part of their BBA in Management are not eligible for this additional certification.

1See “Guide to Electives” on page 114 for list of choices.
The Department of Education requires Davenport University to provide certain information (Gainful Employment Disclosure) regarding this certificate program to aid students in making a decision to enroll. The Gainful Employment Disclosure information for this Post-Baccalaureate Certificate can be found at http://www.davenport.edu/programs/business/post-baccalaureate-certificate/sustainable-business-development-certificate-pb.

ACCOUNTING

Associate of Business Administration | 64 credits | ACCT ABA

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

Foundations of Excellence

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>COMM120</td>
<td>3</td>
</tr>
<tr>
<td>ECON200</td>
<td>Microeconomics or 3</td>
</tr>
<tr>
<td>ECON201</td>
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</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
</tr>
<tr>
<td>FRSM100</td>
<td>Career and Education Seminar or (if exempt) Open Electives 3</td>
</tr>
<tr>
<td>MATH125</td>
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<td>Diversity in Society</td>
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Foundations of Business

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT201</td>
<td>Accounting Foundations I 4</td>
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<tr>
<td>BITS211</td>
<td>Microcomputer Applications: Spreadsheets 3</td>
</tr>
<tr>
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<tr>
<td>ACCT210</td>
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</tr>
<tr>
<td>MGMT211</td>
<td>Management Foundations 3</td>
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<tr>
<td>MKTG211</td>
<td>Marketing Foundations 3</td>
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Major

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ACCT202</td>
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<tr>
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</tr>
<tr>
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<td>Intermediate Accounting II 4</td>
</tr>
<tr>
<td>ACCT213</td>
<td>Cost Accounting 3</td>
</tr>
<tr>
<td>ACCT315</td>
<td>Federal Tax I 3</td>
</tr>
<tr>
<td>ACCT318</td>
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<tr>
<td>BUSN288T</td>
<td>ABA Major Field Test 0</td>
</tr>
</tbody>
</table>

*The use of a business elective must be approved by the Associate Dean.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM120</td>
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</tr>
<tr>
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</tr>
<tr>
<td>ECON201</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
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<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
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<tr>
<td>FRSM100</td>
<td>Career and Education Seminar or (if exempt) Open Electives 3</td>
</tr>
<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Diversity in Society</td>
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Foundations of Business

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT201</td>
<td>Accounting Foundations I 4</td>
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<tr>
<td>BITS211</td>
<td>Microcomputer Applications: Spreadsheets 3</td>
</tr>
<tr>
<td>BUSN120</td>
<td>Introduction to Business or Business Elective* 3</td>
</tr>
<tr>
<td>BUSN210</td>
<td>Professional Ethics 3</td>
</tr>
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<td>CISP112</td>
<td>Applied Information Technology 3</td>
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<td>MGMT211</td>
<td>Management Foundations 3</td>
</tr>
<tr>
<td>MKTG211</td>
<td>Marketing Foundations 3</td>
</tr>
</tbody>
</table>

*The use of a business elective must be approved by the Associate Dean.

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 customize a 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
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<td>ECON200</td>
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<td>Composition</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
</tr>
<tr>
<td>FRSM100</td>
<td>Career and Education Seminar or (if exempt) Open Electives 3</td>
</tr>
<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Diversity in Society</td>
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Foundations of Business

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ACCT201</td>
<td>Accounting Foundations I 4</td>
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<tr>
<td>BITS211</td>
<td>Microcomputer Applications: Spreadsheets 3</td>
</tr>
<tr>
<td>BUSN120</td>
<td>Introduction to Business or Business Elective* 3</td>
</tr>
<tr>
<td>BUSN210</td>
<td>Professional Ethics 3</td>
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<td>ACCT220</td>
<td>Accounting Information Technology 3</td>
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<tr>
<td>MKTG211</td>
<td>Marketing Foundations 3</td>
</tr>
</tbody>
</table>

*See “Guide to Electives” on page 114 for list of choices.
### PARALEGAL STUDIES

**Associate of Science | 64 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.

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<thead>
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<td>ECON201</td>
<td>Macroeconomics</td>
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<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</td>
</tr>
<tr>
<td></td>
<td>(if exempt) Open Electives</td>
</tr>
<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
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<td>BITS211</td>
<td>Microcomputer Applications: Spreadsheets</td>
</tr>
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<td>BITS214</td>
<td>Microcomputer Applications: Word Processing</td>
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<td>BUSN210</td>
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<td>Applied Information Technology</td>
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<td>LEGL210</td>
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<td>Torts</td>
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<td>LEGL215</td>
<td>Litigation</td>
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<tr>
<td>LEGL216</td>
<td>Legal Research</td>
</tr>
<tr>
<td>LEGL220</td>
<td>Computers for Paralegals</td>
</tr>
<tr>
<td>LEGL301</td>
<td>Business Organizations</td>
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Chose 6 (six) credits from the following:

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>LEGL204</td>
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<td>Criminal Law</td>
</tr>
<tr>
<td>LEGL218</td>
<td>Legal Writing</td>
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<tr>
<td>LEGL285</td>
<td>Community Based Legal Studies</td>
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<tr>
<td>LEGL290</td>
<td>Paralegal Associate of Science Internship</td>
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<tr>
<td>LEGL300</td>
<td>Evidence and Criminal Procedures</td>
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<tr>
<td>LEGL303</td>
<td>Bankruptcy Law</td>
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<tr>
<td>LEGL305</td>
<td>Real Estate Law</td>
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<tr>
<td>LEGL308</td>
<td>Estate Planning and Probate Law</td>
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<tr>
<td>LEGL384</td>
<td>Comparative Legal Analysis/Study Abroad</td>
</tr>
<tr>
<td>LEGL385</td>
<td>Legal Studies Special Topics</td>
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<tr>
<td>LEGL386</td>
<td>Study Abroad: Special Legal Topics</td>
</tr>
</tbody>
</table>

*The use of a business elective must be approved by the Associate Dean.

### 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.

<table>
<thead>
<tr>
<th>Foundations of Excellence</th>
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</tr>
</thead>
<tbody>
<tr>
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</tr>
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<td>Microeconomics or</td>
</tr>
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<td>ECON201</td>
<td>Macroeconomics</td>
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<tr>
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<td>Composition</td>
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<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
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<tr>
<td>FRSM100</td>
<td>Career and Education Seminar or</td>
</tr>
<tr>
<td></td>
<td>(if exempt) Open Electives</td>
</tr>
<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
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<tr>
<td>SOSC201</td>
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<table>
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<tr>
<td>BITS211</td>
<td>Microcomputer Applications: Spreadsheets</td>
</tr>
<tr>
<td>BUSN120</td>
<td>Introduction to Business or</td>
</tr>
<tr>
<td></td>
<td>Business Electives</td>
</tr>
<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
</tr>
<tr>
<td>CISP112</td>
<td>Applied Information Technology</td>
</tr>
<tr>
<td>MGMT211</td>
<td>Management Foundations</td>
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<tr>
<td>MKTG211</td>
<td>Marketing Foundations</td>
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</table>

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<tr>
<td>LEGL230</td>
<td>Constitutional Law and Civil Liberties</td>
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<tr>
<td>PSMG102</td>
<td>Criminal Justice Foundations</td>
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<tr>
<td>PSMG130</td>
<td>Corrections Foundations</td>
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<tr>
<td>PSMG211</td>
<td>Security Management Foundations</td>
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<tr>
<td>PSMG250</td>
<td>Investigative Techniques and Procedures</td>
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<tr>
<td>PSMG300</td>
<td>Emergency Preparedness and Homeland Security</td>
</tr>
</tbody>
</table>

*The use of a business elective must be approved by the Associate Dean.*

\[1\] See “Guide to Electives” on page 114 for list of choices.
COLLEGE OF HEALTH PROFESSIONS

Programs

BACHELOR OF SCIENCE
Health Information Management (BS) 121 credits
Health Services Administration (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) 120–133 credits

POST-BACCALAUREATE CERTIFICATE
Medical Case Management 13-14 credits

ASSOCIATE OF BUSINESS ADMINISTRATION
Health Insurance Claims Management (ABA) 68-69 credits

ASSOCIATE OF APPLIED SCIENCE
Health Information Technology (AAS) 75 credits
Medical Assisting (AAS) 61 credits
  Specialty: Phlebotomy 64 credits

DIPLOMA
Medical Assisting 43 credits
  Specialty: Phlebotomy 49 credits
Phlebotomy 36 credits
Practical Nursing 47 credits

PRE-HEALTH PROFESSIONS COURSES
Pre-Health Professions Undecided (Medical Assistant focused)
Pre-Health Professions Undecided (Nursing focused)
HEALTH INFORMATION MANAGEMENT

Bachelor of Science | 121 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 are experts in managing patient health information and medical records, administering computer information systems, collecting and analyzing patient data, and using classification systems and medical terminologies. These professionals work in a broad range of settings throughout the healthcare industry. These include the continuum of care delivery organizations, including hospitals, multispecialty clinics and physician practices, long-term care, mental health, and other ambulatory care settings. The profession has seen significant expansion in non-patient care settings, with careers in managed care and insurance companies, software vendors, consulting services, government agencies, education, and pharmaceutical companies.

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 35 credits

BIOL115 Anatomy and Physiology with Human Disease I 4
BIOL116 Anatomy and Physiology with Human Disease II 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

Foundations of Health Professions 12 credits

ACCT200 Accounting Basics for Managers 3
CISP112 Applied Information Technology 3
HLTH101 Introduction to Health Careers 3
HLTH110 Medical Terminology 3

Major 74 credits

BITS212 Microcomputer Applications: Database 3
CISP247 Database Design 3
FINC403 Health Care Finance 3
HINT210 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 Coding 4
HINT222 Procedural CPT/HCPCS Coding 3
HINT223 Advanced Coding 4
HINT250 Introduction to Reimbursement Systems 3
HINT294 Coding Practicum (Lecture) 2
HINT294C Coding Lab Practicum (Lab) 2
HINT297 HIT Practicum (Lecture) 2
HINT297C HIT Practicum (Lab) 2
HINT350 Clinical Information Systems 3
HINT385 Current Topics/Health Information Management 3
HINT400 Management of Information Systems 3
HINT496 Health Information Management 4
HLTH230 Health Care Law and Ethics 3
HLTH401 Health Care Research 3
HRMG213 Human Resource Management 3
MGMT312 Creativity and Innovation or 3
MGMT321 Organizational Behavior or 3
MGMT375 Leadership Theory and Discovery 3

Choose a minimum of 3 credits from the following courses: 3

GPMT350 Principles of Project Management 3
GPMT385 Special Topics: Global Project Management 3
HINT490 Health Information Management Internship 3
HRMG314 Managing Change in Organizations 3
HSAD302 Regulatory Health Care 3
HSAD402 Health Care Risk Management 3
IAAS221 Security Foundations 3
SABR381 Study Abroad Experience 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 HIM BS program meet the most current catalog year requirements.

HEALTH SERVICES ADMINISTRATION

Bachelor of SCIENCE | 120 credits | HLTH SRV BS

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 30-31 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
SOSC201 Diversity in Society 3
PSYC101 Introductory Psychology 3
BIOL120 Essential of Anatomy and Physiology or 3
 or
Natural Science Elective* 3-4
BIOL131 Introduction to Human Disease or 3
 or
Natural Science Elective* 3

1See “Guide to Electives” on page 114 for list of choices.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT200</td>
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<td>3</td>
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<tr>
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<td>Microcomputer Applications: Spreadsheet</td>
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</tr>
<tr>
<td>CISP112</td>
<td>Applied Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>HINT203</td>
<td>Health Care Delivery Systems</td>
<td>3</td>
</tr>
<tr>
<td>HINT211</td>
<td>Health Care Management Foundations</td>
<td>3</td>
</tr>
<tr>
<td>HINT250</td>
<td>Introduction to Reimbursement Systems</td>
<td>3</td>
</tr>
<tr>
<td>HLT101</td>
<td>Introduction to Health Careers</td>
<td>3</td>
</tr>
<tr>
<td>HLT230</td>
<td>Health Care Law and Ethics</td>
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</tr>
<tr>
<td>HSAD221</td>
<td>IT for Health Care Managers</td>
<td>3</td>
</tr>
<tr>
<td>MKTG211</td>
<td>Marketing Foundations</td>
<td>3</td>
</tr>
</tbody>
</table>

**Foundations of Health Professions**  
30 credits

- HLTH320: Public Health Perspectives 3
- HLT101: Introduction to Health Careers 3
- HINT311: Health Care Management Systems 3
- HINT250: Introduction to Reimbursement Systems 3
- HLT100: Introduction to Health Careers 3
- HLT110: Medical Terminology 3
- HLT220: Pharmacology 3
- HLT230: Health Care Law and Ethics 3
- HINT211: Health Care Management Foundations 3

**Open Electives**  
1-5 credits

- Recommended Electives
  - CMM311: Organizational Communications 3
  - HLT101: Introduction to Health Careers 3
  - HLT110: Medical Terminology 3
  - HLT220: Pharmacology 3
  - HLT230: Health Care Law and Ethics 3
  - HINT211: Health Care Management Foundations 3

1 See "Guide to Electives" on page 114 for list of choices.

**Foundations of Excellence**  
41 credits

- BIOL115: Anatomy and Physiology with Human Disease I 4
- BIOL116: Anatomy and Physiology with Human Disease II 4
- BIOL310: Nutrition 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 Electives 1 3
- Social Science Electives 1 3

**Foundations of Health Professions**  
18 credits

- CISP112: Applied Information Technology 3
- HLT101: Introduction to Health Careers 3
- HLT110: Medical Terminology 3
- HLT220: Pharmacology 3
- HLT230: Health Care Law and Ethics 3
- HINT211: Health Care Management Foundations 3

**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 College of Health Professions. This curriculum can prepare students for entry into the Davenport University’s MBA program.

**Foundations of Excellence**  
41 credits

- BIOL115: Anatomy and Physiology with Human Disease I 4
- BIOL116: Anatomy and Physiology with Human Disease II 4
- BIOL310: Nutrition 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 Electives 1 3
- Social Science Electives 1 3

**Foundations of Health Professions**  
18 credits

- CISP112: Applied Information Technology 3
- HLT101: Introduction to Health Careers 3
- HLT110: Medical Terminology 3
- HLT220: Pharmacology 3
- HLT230: Health Care Law and Ethics 3
- HINT211: Health Care Management Foundations 3

1 See “Guide to Electives” on page 114 for list of choices.
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>
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<th>Credits</th>
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<td>ENGL110 Advanced Composition</td>
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</tr>
<tr>
<td>ENGL311 Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH125 Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
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</table>

**Foundations of Health Professions**                                    | 16 credits |

<table>
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<tbody>
<tr>
<td>Advanced Standing – Health Related Courses</td>
<td>6</td>
</tr>
<tr>
<td>HLTH100* CPR/First Aid</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total: 176 credits</strong></td>
<td></td>
</tr>
</tbody>
</table>

**BSN Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM311 Intercultural Communications</td>
<td>1</td>
</tr>
<tr>
<td>HINT211 Health Care Management Foundations</td>
<td>1</td>
</tr>
<tr>
<td>HLTH202 Death and Dying</td>
<td>1</td>
</tr>
<tr>
<td>HLTH270 Dimensions of Aging</td>
<td>1</td>
</tr>
<tr>
<td>HLTH320 Public Health Perspectives</td>
<td>1</td>
</tr>
<tr>
<td>HSAD301 Cultural Issues in Health Care</td>
<td>1</td>
</tr>
<tr>
<td>HSAD402 Health Care Risk Management</td>
<td>1</td>
</tr>
<tr>
<td>MCMG300 Case Management Fundamentals</td>
<td>1</td>
</tr>
<tr>
<td>NURS302L ACLS Exam Preparation Lab</td>
<td>1</td>
</tr>
<tr>
<td>SOCS201 Diversity in Society</td>
<td>1</td>
</tr>
</tbody>
</table>

**Case Management Specialty [CMS]**

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH101S Introduction to Health Careers Seminar</td>
<td>0</td>
</tr>
<tr>
<td>HLTH230 Health Care Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>HLTH401 Health Care Research</td>
<td>3</td>
</tr>
<tr>
<td>PSYC303 Psychosocial Health Concerns</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total: 176 credits</strong></td>
<td></td>
</tr>
</tbody>
</table>

Choose 12 credit hours from the following BSN Electives, apply credits from the completed Nursing associate’s degree, or choose the Medical Case Management Specialty (13 credits):

**BSN Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM315 Intercultural Communications</td>
<td>1</td>
</tr>
<tr>
<td>HINT211 Health Care Management Foundations</td>
<td>1</td>
</tr>
<tr>
<td>HLTH202 Death and Dying</td>
<td>1</td>
</tr>
<tr>
<td>HLTH270 Dimensions of Aging</td>
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<td>HSAD402 Health Care Risk Management</td>
<td>1</td>
</tr>
<tr>
<td>MCMG300 Case Management Fundamentals</td>
<td>1</td>
</tr>
<tr>
<td>NURS302L ACLS Exam Preparation Lab</td>
<td>1</td>
</tr>
<tr>
<td>SOCS201 Diversity in Society</td>
<td>1</td>
</tr>
</tbody>
</table>

**Case Management Specialty [CMS]**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCMG300 Case Management Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MCMG312 Case Management Insurance Utilization Review</td>
<td>3</td>
</tr>
<tr>
<td>MCMG401 Case Work Reporting Techniques</td>
<td>4</td>
</tr>
<tr>
<td>MCMG403 Case Management Special Populations</td>
<td>3</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 65 credit hours.

* Students who have current CPR/BLS and First Aid certifications or equivalents 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 | 120-133 credits | P-LIC RN BSN

This program is designed for students 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 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, TEAS score, science and math GPA, professional recommendations, 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).

**Foundations of Excellence** 34 credits
- BIOL110  Foundations of Cell Biology  3
- BIOL110L  Foundations of Cell Biology Lab  1
- BIOL121  Anatomy and Physiology I  3
- BIOL121L  Anatomy and Physiology Lab I  1
- BIOL122  Anatomy and Physiology II  3
- BIOL122L  Anatomy and Physiology Lab II  1
- CHEM150  Foundations in Chemistry  3
- CHEM150L  Foundations in Chemistry Lab  1
- COMM120  Presentation Skills  3
- ENGL109  Composition  3
- ENGL110  Advanced Composition  3
- MATH125  Intermediate Algebra  3
- STAT219  Introduction to Biostatistics  3
- PSYC101  Introductory Psychology  3

**Foundations of Health Professions** 20 credits
- BIOL211  Microbiology  3
- BIOL211L  Microbiology Lab  1
- BIOL312  Pathophysiology  4
- HLTH101  Introduction to Health Careers  3
- HLTH230  Health Care Law and Ethics  3
- PSYC303  Psychosocial Health Concerns  3
- SOCS201  Diversity in Society  3

**Major** 66-79 credits
- NURS101  Foundations of Nursing/Critical Thinking  3
- NURS101C  Foundations of Nursing/Critical Thinking Clinical  2
- NURS125  Pharmacology I  2
- NURS126  Pharmacology II  2
- NURS135  Nutrition in Nursing  2
- NURS250  Nursing Care of Adults I  4
- NURS250L  Nursing Care of Adults I Lab  1
- NURS250C  Nursing Care of Adults I Clinical  3
- NURS315  Health Promotion and Education  3
- NURS317  Health Assessment in Nursing  3
- NURS317L  Health Assessment in Nursing Lab  1
- NURS325  Mental Health Nursing Across the Lifespan  3
- NURS325C  Mental Health Nursing Clinical  1
- NURS334  Nursing Care of Adults II  4
- NURS334L  Nursing Care of Adults II Lab  1
- NURS334C  Nursing Care of Adults II Clinical  4
- NURS355  Nursing of Childbearing Family  4
- NURS355C  Nursing of Childbearing Family Clinical  2
- NURS370  Nursing Care of Children  4
- NURS370L  Nursing Care of Children Lab  1
- NURS370C  Nursing Care of Children Clinical  2
- NURS415*  Evidence Based Nursing Practice  2
- NURS427  Community Health Nursing (PL)  3
- NURS427C  Community Health Nursing Clinical (PL)  2
- NURS433  Nurse Manager and Leader (PL)  2
- NURS433C  Nurse Manager and leader Clinical (PL)  3
- NURS488T  Comprehensive Achievement Test  0
- NURS496*  Senior Nursing Seminar  2

**Recommended optional elective credit:**
- NURS302L  ACLS Certification Exam Preparation  1

Complete the optional Case Management Specialty (13 credits):

**Case Management Specialty [CMS]** (13 credits)
- MCMG300  Case Management Fundamentals  3
- MCMG312  Case Management Insurance Utilization Review  3
- MCMG401  Case Work Reporting Techniques  4
- MCMG403  Case Management Special Populations  3

*Nursing Pre-Licensure BSN students may take online offerings with permission of the Nursing Department.

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

**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
- MCMG312  Case Management Insurance Utilization Review  3
- MCMG401  Case Work Reporting Techniques  4
- MCMG410  Case Management Certification Preparation*  1

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

*Optional course

The Department of Education requires Davenport University to provide certain information (Gainful Employment Disclosure) regarding this certificate program to aid students in making a decision to enroll. The Gainful Employment Disclosure information for this Post-Baccalaureate Certificate can be found at [http://www.davenport.edu/programs/health-professions/post-baccalaureate-certificate/medical-case-management-certificate-pb](http://www.davenport.edu/programs/health-professions/post-baccalaureate-certificate/medical-case-management-certificate-pb).
HEALTH INFORMATION TECHNOLOGY (HIT)

Associate of Applied Science | 75 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 collects and 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 CAHIIM-accredited program are eligible to take the Registered Health Information Technician (RHIT) exam offered by the American Health Information Management Association (AHIMA). Students desiring to go on to complete the B.S. in Health Information Management must successfully complete HINT297 and HINT297C prior to progressing into the B.S. major.

<table>
<thead>
<tr>
<th>Foundations of Excellence</th>
<th>26 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL115 Anatomy and Physiology with Human Disease I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL116 Anatomy and Physiology with Human Disease II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL131 Introduction to Human Disease</td>
<td>3</td>
</tr>
<tr>
<td>COMM120 Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109 Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL110 Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH125 Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SOSC201 Diversity in Society</td>
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</table>

<table>
<thead>
<tr>
<th>Foundations of Health Professions</th>
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</thead>
<tbody>
<tr>
<td>CISP112 Applied Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>HLTH101 Introduction to Health Careers</td>
<td>3</td>
</tr>
<tr>
<td>HLTH110 Medical Terminology</td>
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<table>
<thead>
<tr>
<th>Major</th>
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<tbody>
<tr>
<td>HINT110 Health Record Content</td>
<td>3</td>
</tr>
<tr>
<td>HINT201 Health Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>HINT203 Health Care Delivery Systems</td>
<td>3</td>
</tr>
<tr>
<td>HINT209 Quality Assurance Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HINT211 Health Care Management Foundations</td>
<td>3</td>
</tr>
<tr>
<td>HINT221 ICD Coding</td>
<td>4</td>
</tr>
<tr>
<td>HINT222 Procedural CPT/HCPCS Coding</td>
<td>3</td>
</tr>
<tr>
<td>HINT223 Advanced Coding</td>
<td>4</td>
</tr>
<tr>
<td>HINT250 Introduction to Reimbursement Systems</td>
<td>3</td>
</tr>
<tr>
<td>HINT294 Coding Practicum (Lecture)</td>
<td>2</td>
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<tr>
<td>HINT294C Coding Practicum (Lab)</td>
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<tr>
<td>HINT297 HIT Practicum (Lecture)</td>
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<tr>
<td>HINT297C HIT Practicum (Lab)</td>
<td>2</td>
</tr>
<tr>
<td>HLTH230 Health Care Law and Ethics</td>
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</tbody>
</table>

HEALTH INSURANCE CLAIMS MANAGEMENT

Associate of Business Administration | 68-69 credits | HICM ABA

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

<table>
<thead>
<tr>
<th>Foundations of Excellence</th>
<th>26 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL115 Anatomy and Physiology with Human Disease I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL116 Anatomy and Physiology with Human Disease II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL131 Introduction to Human Disease</td>
<td>3</td>
</tr>
<tr>
<td>COMM120 Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109 Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL110 Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH125 Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SOSC201 Diversity in Society</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Foundations of Health Professions</th>
<th>9 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISP112 Applied Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>HLTH101 Introduction to Health Careers</td>
<td>3</td>
</tr>
<tr>
<td>HLTH110 Medical Terminology</td>
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<table>
<thead>
<tr>
<th>Major</th>
<th>33-34 credits</th>
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<tbody>
<tr>
<td>BITS221 Administrative Procedures or</td>
<td></td>
</tr>
<tr>
<td>MEDA259 Medical Office Applications</td>
<td>4 or 3</td>
</tr>
<tr>
<td>HINT110 Health Record Content</td>
<td>3</td>
</tr>
<tr>
<td>HINT211 Health Care Management Foundations</td>
<td>3</td>
</tr>
<tr>
<td>HINT221 ICD Coding</td>
<td>4</td>
</tr>
<tr>
<td>HINT222 Procedural CPT/HCPCS Coding</td>
<td>3</td>
</tr>
<tr>
<td>HINT223 Advanced Coding or</td>
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</tr>
<tr>
<td>ACCT201 Accounting Foundations I</td>
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</tr>
<tr>
<td>HINT250 Introduction to Reimbursement Systems</td>
<td>3</td>
</tr>
<tr>
<td>HINT251 Health Care Reimbursement Applications</td>
<td>3</td>
</tr>
<tr>
<td>HINT296 Claims Management Practicum</td>
<td>4</td>
</tr>
<tr>
<td>HLTH230 Health Care Law and Ethics</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Optional Elective:</th>
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</thead>
<tbody>
<tr>
<td>HLTH220 Pharmacology</td>
<td></td>
</tr>
</tbody>
</table>

MEDICAL ASSISTING

Associate of Applied Science | 61-64 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 (AAMAE). The program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates are prepared in the basics of patient care, basic laboratory practices and medical office procedures. In addition, the graduate will have developed their interpersonal communication skills and acquired a foundation in both

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 program meet the most current catalog year requirements.

34 www.davenpot.edu
Meet the most current catalog year requirements.

In the Medical Assisting profession, it is strongly recommended that students complete this requirement are eligible to sit for 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.)

<table>
<thead>
<tr>
<th>Foundations of Excellence</th>
<th>27 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL115®</td>
<td>Anatomy and Physiology with Human Disease I</td>
</tr>
<tr>
<td>BIOL116®</td>
<td>Anatomy and Physiology with Human Disease II</td>
</tr>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
</tr>
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<td>ENGL110</td>
<td>Advanced Composition</td>
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<tr>
<td>HLTH100**</td>
<td>CPR/First Aid</td>
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<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>PSYC101</td>
<td>Introductory Psychology</td>
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<td>SOSC201</td>
<td>Diversity in Society</td>
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<table>
<thead>
<tr>
<th>Foundations of Health Professions</th>
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<tbody>
<tr>
<td>CISP112</td>
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<td>HLTH101</td>
<td>Introduction to Health Careers</td>
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<tr>
<td>HLTH110</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>HLTH220</td>
<td>Pharmacology</td>
</tr>
<tr>
<td>HLTH230</td>
<td>Health Care Law and Ethics</td>
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<table>
<thead>
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<tbody>
<tr>
<td>HINT250</td>
<td>Introduction to Reimbursement Systems</td>
</tr>
<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>
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<tr>
<td>MEDA290+</td>
<td>Medical Assisting Practicum</td>
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Choose either Open Electives or Phlebotomy Option:

<table>
<thead>
<tr>
<th>Open Electives</th>
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<tbody>
<tr>
<td>Recommended Electives:</td>
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<tr>
<td>HINT110</td>
<td>Health Records Content</td>
</tr>
<tr>
<td>HINT201</td>
<td>Health Information Technology</td>
</tr>
<tr>
<td>HLTH127</td>
<td>Healthy Living</td>
</tr>
<tr>
<td>HLTH270</td>
<td>Dimensions of Aging</td>
</tr>
<tr>
<td>HLTH303</td>
<td>Psychosocial Health Concerns</td>
</tr>
<tr>
<td>HLTH320</td>
<td>Public Health Perspectives</td>
</tr>
<tr>
<td>HSAD320</td>
<td>OSHA for Health Care</td>
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<table>
<thead>
<tr>
<th>Phlebotomy Option</th>
<th>6 credits</th>
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</thead>
<tbody>
<tr>
<td>MEDA261</td>
<td>Phlebotomy Lab</td>
</tr>
<tr>
<td>MEDA262*</td>
<td>Phlebotomy Practicum</td>
</tr>
</tbody>
</table>

*Davenport University requires that phlebotomy students must have documentation that they have met a minimum of 120 hour clinical practicum and have successfully performed at least 100 venipunctures. All students who complete this requirement are eligible to sit for the American Association of Medical Assistants, 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.

#A grade of C or better is required for successful completion of both BIOL115 and BIOL116.

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 requirements.

<table>
<thead>
<tr>
<th>MEDICAL ASSISTING</th>
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<tbody>
<tr>
<td>Diploma</td>
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</table>

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

<table>
<thead>
<tr>
<th>Foundations of Excellence</th>
<th>15 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL115®</td>
<td>Anatomy and Physiology with Human Disease I</td>
</tr>
<tr>
<td>BIOL116®</td>
<td>Anatomy and Physiology with Human Disease II</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>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Foundations of Health Professions</th>
<th>12 credits</th>
</tr>
</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>
</tr>
<tr>
<td>HLTH220</td>
<td>Pharmacology</td>
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<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>
</tr>
<tr>
<td>MEDA254+</td>
<td>Clinical Patient Care</td>
</tr>
<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>
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<table>
<thead>
<tr>
<th>Phlebotomy Option</th>
<th>6 credits</th>
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</thead>
<tbody>
<tr>
<td>MEDA261</td>
<td>Phlebotomy Lab</td>
</tr>
<tr>
<td>MEDA262*</td>
<td>Phlebotomy Practicum</td>
</tr>
</tbody>
</table>

*Disclosure information for this Diploma program can be found at www.davenport.edu/programs/health-professions/meda/medaphl-diploma.
PHLEBOTOMY

Diploma | 36 credits | PHLEB DIPL

The purpose of this program is to prepare students to function as phlebotomists whose responsibilities include, but are not limited to, venipuncture and blood draw micro-collection techniques. These procedures are performed on patients of all ages at clinics, hospital labs, intensive care units, outpatient 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 are eligible to sit for the American Association of Medical Technologists, Phlebotomy Technician Certification exam.

**Foundations of Excellence** 15 credits

- BIOL115  Anatomy and Physiology with Human Disease I 4
- BIOL116  Anatomy and Physiology with Human Disease II 4
- ENGL109  Composition 3
- HLTH100*  CPR/First Aid 1
- MATH125  Intermediate Algebra 3

**Foundations of Health Professions** 12 credits

- CISP112  Applied Information Technology 3
- HLTH101  Introduction to Health Careers 3
- HLTH110  Medical Terminology 3
- HLTH230  Health Care Law and Ethics 3

**Major** 9 credits

- MEDA255  Clinical Laboratory Procedures 3
- MEDA261  Phlebotomy Laboratory 3
- MEDA262  Phlebotomy Practicum 3

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

*A grade of C or better is required for successful completion of both BIOL115 and BIOL116.

To be prepared for success on the national certification exam and entry into the workforce as a Phlebotomy Technician, it is strongly recommended that students in the Phlebotomy Diploma program meet the most current catalog year requirements.

The Department of Education requires Davenport University to provide certain information (Gainful Employment Disclosure) regarding this diploma program to aid students in making a decision to enroll. The Gainful Employment Disclosure information for this Diploma program can be found at http://www.davenport.edu/programs/health-professions/diploma/phlebotomy-diploma.

PRE-HEALTH PROFESSIONS COURSES

Program standards are specific for most of the College 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 College 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 College of Health 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL110</td>
<td>Foundations of Cell Biology</td>
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<tr>
<td>BIOL110L</td>
<td>Foundations of Cell Biology Lab</td>
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<td>BIOL121</td>
<td>Anatomy and Physiology I</td>
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<tr>
<td>BIOL121L</td>
<td>Anatomy and Physiology I Lab</td>
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<tr>
<td>BIOL122</td>
<td>Anatomy and Physiology II</td>
<td>3</td>
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<tr>
<td>BIOL122L</td>
<td>Anatomy and Physiology II Lab</td>
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<tr>
<td>CHEM150</td>
<td>Foundations in Chemistry</td>
<td>3</td>
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<tr>
<td>CHEM150L</td>
<td>Foundations in Chemistry Lab</td>
<td>1</td>
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<tr>
<td>ENGL109</td>
<td>Composition</td>
<td>3</td>
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<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
<td>3</td>
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<tr>
<td>PSYC101</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>STAT219</td>
<td>Introduction to Biostatistics</td>
<td>3</td>
</tr>
<tr>
<td>BIOL211</td>
<td>Microbiology</td>
<td>3</td>
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<tr>
<td>BIOL211L</td>
<td>Microbiology Lab</td>
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<tr>
<td>HLTH100**</td>
<td>Cardiopulmonary Resuscitation/First Aid</td>
<td>1</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>
</tbody>
</table>

*Optional courses not required.

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

Courses that must be successfully completed prior to submitting an application for the LPN Diploma program.

*Optional courses not required.

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

A grade of C or better is required for successful completion of both BIOL115 and BIOL116.
# Programs

## Bachelor of Science

**Computer Information Systems (BS)**
- Majors:
  - Computer Gaming and Simulation
  - Database Management
  - Programming
  - Web Design and Development

**Networking Technology (BS)**
- Majors:
  - Computer Networking
    - Specialties: Advanced Cisco Networking, Server Administration

**Security and Information Assurance (BS)**
- Majors:
  - Biometric Security

NEW **Digital Forensics**

**Technology Management (BS)**
- Major:
  - 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 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
STAT322 Inferential 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
GPM1350 Principles of Project Management 3
Programming Language I 3
CISP231 C++ Programming I
CISP233 C# Programming I
CISP237 Java Programming I
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:

<table>
<thead>
<tr>
<th>Major</th>
<th>Computer Gaming and Simulation [CG] 55 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bits212 Microcomputer Applications: Database 3</td>
</tr>
<tr>
<td></td>
<td>Bits301 Image Editing Applications 3</td>
</tr>
<tr>
<td></td>
<td>Bits302 Graphic Illustration Software 3</td>
</tr>
<tr>
<td></td>
<td>Bits303 Web Authoring Applications 3</td>
</tr>
<tr>
<td></td>
<td>CISP244 Introduction to Game Theory 3</td>
</tr>
<tr>
<td></td>
<td>CISP246 3D Modeling 3</td>
</tr>
<tr>
<td></td>
<td>CISP247 Database Design 3</td>
</tr>
<tr>
<td></td>
<td>CISP280 Artificial Intelligence 3</td>
</tr>
<tr>
<td></td>
<td>CISP311 Database Systems 4</td>
</tr>
<tr>
<td></td>
<td>CISP312 Data Structures 3</td>
</tr>
<tr>
<td></td>
<td>CISP335 Game Development 3</td>
</tr>
<tr>
<td></td>
<td>CISP370 3D Game Development 3</td>
</tr>
<tr>
<td></td>
<td>CISP448 Collaborative Game Development 3</td>
</tr>
<tr>
<td></td>
<td>MATH205 Applied Linear Algebra 3</td>
</tr>
<tr>
<td></td>
<td>NETW217 UNIX Operating Systems 3</td>
</tr>
<tr>
<td></td>
<td>TECH497 College of Technology Capstone 3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Major</th>
<th>Database Management [DBM] 43 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bits212 Microcomputer Applications: Database 3</td>
</tr>
<tr>
<td></td>
<td>CISP247 Database Design 3</td>
</tr>
<tr>
<td></td>
<td>CISP280 Artificial Intelligence 3</td>
</tr>
<tr>
<td></td>
<td>CISP311 Database Systems 4</td>
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<tr>
<td></td>
<td>CISP312 Data Structures 3</td>
</tr>
<tr>
<td></td>
<td>CISP325 Data Mining 3</td>
</tr>
<tr>
<td></td>
<td>CISP420 Distributed Architectures 3</td>
</tr>
<tr>
<td></td>
<td>IAAS221 Security Foundations 3</td>
</tr>
<tr>
<td></td>
<td>IAAS331 Databases and Distributed Systems 3</td>
</tr>
<tr>
<td></td>
<td>NETW101 PC Operating Systems 3</td>
</tr>
<tr>
<td></td>
<td>NETW141 MS Client and Server OS 3</td>
</tr>
<tr>
<td></td>
<td>NETW217 UNIX Operating Systems 3</td>
</tr>
<tr>
<td></td>
<td>NETW243 MS Administrator SQL Server 3</td>
</tr>
<tr>
<td></td>
<td>TECH497 College of Technology Capstone 3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Major</th>
<th>Programming [PRG] 46 credits</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Bits212 Microcomputer Applications: Database 3</td>
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<tr>
<td></td>
<td>CISP238 Server Side Scripting I 3</td>
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<td></td>
<td>CISP247 Database Design 3</td>
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<tr>
<td></td>
<td>CISP311 Database Systems 4</td>
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<tr>
<td></td>
<td>CISP312 Data Structures 3</td>
</tr>
<tr>
<td></td>
<td>CISP401 Systems Analysis and Design 3</td>
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<tr>
<td></td>
<td>CISP410 Systems Integration 3</td>
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<td></td>
<td>CISP430 Operating Systems 3</td>
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<td></td>
<td>NETW101 PC Operating Systems 3</td>
</tr>
<tr>
<td></td>
<td>NETW217 UNIX Operating Systems 3</td>
</tr>
<tr>
<td></td>
<td>TECH497 College of Technology Capstone 3</td>
</tr>
</tbody>
</table>

1See “Guide to Electives” on page 114 for list of choices.
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 or
ACCT201  Accounting Foundations I  3 or 4  
BUSN210  Professional Ethics  
MGMT211  Management Foundations  

Foundations of Technology  9 credits

BITS211  Microcomputer Applications: Spreadsheet  
CISP111  Systems Foundations  
GPMT350  Principles of Project Management  

Choose one or more of the following majors:

Major  Computer Networking [NETW]  60-61 credits

IAAS224  Implementing Network Security  
IAAS325  Wireless Networking and Security  
NETW101  PC Operating Systems  
NETW111  Cisco Networking Fundamentals  
NETW112  Cisco Networking Router IOS  
NETW141  MS Client and Server OS  
NETW201  PC Maintenance and Management  
NETW211  Cisco Networking LAN Design  
NETW212  Cisco Networking WAN Design  
NETW217  UNIX Operating Systems  
NETW235  UNIX/Linux Server Administration  
NETW241  MS Implement Network Infrastructure  
NETW326  IP Telephony  
NETW440  Network Design and Management  
TECH497  College of Technology Capstone  

Choose one of the following specialty areas:

Advanced Cisco Networking Specialty [ACNS]  (16 credits)

NETW311  Cisco Networking Advanced Routing  
NETW312  Cisco Networking Secure WANS  
NETW411  Cisco Networking Advanced Switching  
NETW412  Cisco Networking Optimize WANS  

Server Administration Specialty [SADS]  (15 credits)

NETW243  MS Administer SQL Server  
NETW341  MS Plan and Implement Active Directory  
NETW350  Configuring MS Exchange Server  
NETW421  MS Server Application Infrastructure  
NETW435  Virtualization  

Major  Network Security [NS]  60 credits

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

1See “Guide to Electives” on page 114 for list of choices.

NETWORKING TECHNOLOGY
Bachelor of Science | 120 credits minimum | NETW TECH 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

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

Foundations of Mathematics and Science  15 credits

MATH125  Intermediate Algebra  
MATH135  College Algebra  
STAT220  Introduction to Statistics  
ENVS125  Environmental Studies or 
PHYS100  Applied Physics and 
PHYS100L  Applied Physics Lab  

Open Electives  1-14 credits

Recommended Electives:

ENVS125 Introduction to Environmental Studies (if not completed for Foundations)
CISP490 Computer Information Systems Internship

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

1See “Guide to Electives” on page 114 for list of choices.
SECURITY AND INFORMATION ASSURANCE

Bachelor of Science | 120-123 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.

Students can choose to major in computer security, biometric security or digital forensics.

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 3
PHYS100 Applied Physics and 3
PHYS100L Applied Physics 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 or 3
ACCT201 Accounting Foundations I or 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 |
| CISP325 Data Mining 3 |
| IAAS222 Biometric Fundamentals 3 |
| IAAS223 Applicable Biometrics 3 |
| IAAS236 Biometric Spoofing 3 |
| IAAS322 Authentication and Audits 3 |
| IAAS340 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 College of Technology Capstone 3 |

Major Digital Forensics* [ITF] 57 credits

CISP253 Perl/Python Scripting 3

Choose one of the following sequenced programming languages: 6

CISP231 and CISP232 C++ Programming I & II
CISP233 and CISP234 C# Programming I & II
IAAS256 Windows Digital Forensics 3
IAAS345 Linux/MAC Forensics 3
IAAS355 Network Forensics 3
IAAS370 Mobile Device Forensics 3
IAAS375 File Systems/Operating Systems/Data Recovery 3
IAAS420 Reverse Engineering Malware 3
IAAS450 Advanced Topics in Digital Forensics 3
IAAS460 Digital Forensics Analysis and Report Writing 3
IAAS487 Internet/Email/Electronic Discovery 3
LEGL300 Evidence and Criminal Procedure 3
NETW101 PC Operating Systems 3
NETW111 Cisco Networking Fundamentals or 3
NETW220 Data Communications and Networks 3
NETW141 MS Client and Server OS 3
NETW201 PC Maintenance and Management 3
NETW235 UNIX Server Administration 3
TECH497 College of Technology Capstone 3

*This major requires a minimum of 123 credits for degree completion.

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: 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
IAAS245 Disaster Recovery 3
IAAS325 Wireless Networking and Security 3
IAAS331 Database and Distributed Systems 3
IAAS332 Authentication and Audits 3
IAAS421 Computer Forensics or 3
CISP420 Distributed Architectures 3

1See “Guide to Electives” on page 114 for list of choices.
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IAAS481</td>
<td>Information Security and Assurance</td>
<td>3</td>
</tr>
<tr>
<td>IAAS491</td>
<td>Cryptography</td>
<td>3</td>
</tr>
<tr>
<td>IAAS492</td>
<td>Legal/Ethical Issues Information Assurance or</td>
<td></td>
</tr>
<tr>
<td>NETW201</td>
<td>PC Management and Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>NETW101</td>
<td>Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>NETW111</td>
<td>Cisco Networking Fundamentals or</td>
<td></td>
</tr>
<tr>
<td>NETW220</td>
<td>Data Communications and Networks</td>
<td>3</td>
</tr>
<tr>
<td>TECH497</td>
<td>College of Technology Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

**Open Electives** 0-3 credits

**Recommended Electives:**
- IAAS483 Prevention, Detection Processes 3
- IAAS490 Information Assurance and Security Internship 3
- GPMT400 Financial Management of Products 3
- NETW235 UNIX Server Administration 3

**Recommended Electives for Digital Forensics:**
- CISP220 Web Page Applications 3
- IAAS222 Biometric Fundamentals 3
- IAAS223 Applicable Biometrics 3
- IAAS325 Wireless Networking and Security 3
- IAAS332 Authentication and Audits 3
- IAAS483 Prevention/Detection/Response 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 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** 21 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Professional Writing</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 3</td>
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</tr>
<tr>
<td>HUMN310-315</td>
<td>Global Cultures: choice of country or culture</td>
<td>3</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Diversity in Society</td>
<td>3</td>
</tr>
</tbody>
</table>

**Foundations of Mathematics and Science** 15 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>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>ENVS125</td>
<td>Environmental Studies or</td>
<td></td>
</tr>
<tr>
<td>PHYS100</td>
<td>Applied Physics and</td>
<td></td>
</tr>
<tr>
<td>PHYS100L</td>
<td>Applied Physics Lab</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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1See “Guide to Electives” on page 114 for list of choices.
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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>GPMT350</td>
<td>Principles of Project Management</td>
<td>3</td>
</tr>
<tr>
<td>GPMT385</td>
<td>Managing Project Schedules</td>
<td>3</td>
</tr>
<tr>
<td>GPMT400</td>
<td>Financial Management of Projects</td>
<td>3</td>
</tr>
<tr>
<td>GPMT410</td>
<td>Global Sourcing for Projects</td>
<td>3</td>
</tr>
<tr>
<td>GPMT445</td>
<td>Risk Management of Projects</td>
<td>3</td>
</tr>
<tr>
<td>GPMT499</td>
<td>Certified Project Management Preparation or</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

The Department of Education requires Davenport University to provide certain information (Gainful Employment Disclosure) regarding this certificate program to aid students in making a decision to enroll. The Gainful Employment Disclosure information for this Post-Baccalaureate Certificate can be found at http://www.davenport.edu/programs/business/post-baccalaureate-certificate/global-project-management-certificate-pb.
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.

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 6 credits
MATH125 Intermediate Algebra 3
MATH135 College Algebra 3

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

Foundations of Technology 6 credits
BITS211 Microcomputer Applications: Spreadsheet 3
CISP111 Systems Foundations 3

Major [SIA] 18 credits
CISP233 C# Programming I 3
CISP234 C# Programming II 3
IAAS22 Biometric Fundamentals 3
IAAS223 Applicable Biometrics or 3
Choose any 200 level IAAS elective* 3
IAAS245 Disaster Recovery 3
NETW111 Cisco Networking Fundamentals or 3
NETW220 Data Communications and Networks 3

Major [SIA] 18 credits
CISP221 Security Foundations 3
NETW217 UNIX Operating Systems 3
NETW217 UNIX Operating System 3
NETW235 UNIX Server Administration 3
NETW241 MS Implement Network Infrastructure 3

1See “Guide to Electives” on page 114 for list of choices.
Donald W. Maine College of Business

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

DEAN
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B.S. Virginia Military Institute

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B.B.A. Davenport College

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B.A. California State University

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B.A. Michigan State University

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M.A., B.A. University of West Florida
College of Health Professions

The purpose of the College 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.

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B.S. Ferris State University

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B.S.N. Grand Valley State University

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B.S. Ferris State University

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B.S. Madonna University

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B.S.N. Davenport University

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B.S.N. Mercy College of Nursing Detroit

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B.S.N. Davenport University

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Health Information Management
M.S.-I.S.M., B.S. Ferris State University

College of Technology

The purpose of the College 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.

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

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The purpose of the College of Arts and Sciences 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 College of Arts and Sciences helps students develop a greater appreciation of artistic, literary, cultural and historical themes, trends and movements.

DEAN
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B.S. State University of New York at Albany

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M.A., B.A. Charles University of Prague

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B.A. Albion College

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

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

Therese Tomaszek, Ph.D.  
Humanities and Social Sciences  
Ph.D. The Florida State University  
M.A. Michigan State University  
B.A. Aquinas College

Qiana Towns  
English  
M.F.A. Bowling Green State University  
M.A. Central Michigan University

Alan Walczak  
English  
Director of International Programs  
M.A. Western Michigan University  
B.S. Grand Valley State University

Gregory Wright, Ph.D.  
English  
Ph.D. Michigan State University  
B.A. Michigan State University

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

Susan Crkovski
Executive Campus Director - Warren Campus
B.B.A. Davenport University

Danielle DeLonge
Executive Campus Director – Lansing Campus
M.B.A. Davenport University
B.A. University of Michigan

James W. Loughran, Ph.D.
Executive Campus Director – Livonia Campus
Ph.D. Capella University
M.S.A. Central Michigan University
B.B.A. Eastern Michigan University

Christopher L. Marx
Interim Campus Director – Battle Creek Campus
M.A., M.B.A. Western Michigan University
B.A. Michigan State University

Wilma Mitchell
Interim Campus Director – Flint Campus
M.S.A. Central Michigan University
B.B.A. Detroit College of Business

Kristy Nelsen
Campus Director – Midland Campus
M.Ed. University of Phoenix
M.B.A. Central Michigan University
B.B.A. Davenport University

Denise Sherman
Campus Director – Saginaw Campus
B.S. University of Michigan

Linda Sievert
Campus Director – Holland Campus
M.A. Western Michigan University
B.S. Iowa State University

Kathy Stewart
Campus Director – Kalamazoo Campus
M.B.A., B.B.A. Davenport University

DIRECTORS OF ACADEMIC SERVICES

Patty Brechbiel
Director of Academic Services - Grand Rapids Campus
M.A. Western Michigan University
B.A. Aquinas College

Betsy Diegel, Ed.D.
Director of Academic Services – Midland Campus
Ed.D. Central Michigan University
M.A. Wayne State University
B.S. Saginaw Valley State University

Sherri Donovan
Executive Director of Academic Services - Online
M.S. Oklahoma State University
B.A. William Jewel College

Jodi Hicks, Ph.D.
Assistant Director of Academic Services - Grand Rapids Campus
Ph.D. Capella University
M.A. Western Michigan University
B.A. Hope College

Linda Hood
Director of Academic Services – Holland Campus
M.B.A. Baker College of Graduate Studies
B.A. University of Michigan

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

Tom Lacinski, Ed.D.
Interim Director of Academic Services – Traverse City Campus
Ed.D. Central Michigan University
M.B.A. Michigan State University
B.A. Eastern Michigan University

Scott Miller
Director of Academic Services – Saginaw Campus
M.A., B.A.A. Central Michigan University

Fred Morley
Director of Academic Services – Flint Campus
M.B.A. Saginaw Valley State University
B.S. Ferris State University

Regina Pierce, Ph.D., R.N.
Director of Academic Services – Warren Campus
Ph.D. Wayne State University
M.S., B.S. Wayne State University

Dianne Rey
Director of Academic Services - Lansing Campus
M.M. Aquinas College
B.S. Southern University

Shubhada Sagdeo
Director of Academic Services - Kalamazoo Campus
Interim Director of Academic Services - Battle Creek Campus
M.S., B.S. Institute of Science, Nagpur, India

Kenneth Williams
Director of Academic Services – Livonia Campus
M.B.A. Wayne State University
B.B.A. University of Michigan
General Admissions

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

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

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

You may call toll-free 1-800-686-1600 to speak with a representative regarding admission to the University. Our representatives are prepared to discuss how Davenport can best meet your individual needs and the wide variety of programs available, provide information about other support services available to students, and assist with you 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 official transcripts of:
   a. Official transcript documenting the date of graduation from a regionally accredited high school or proof of
   b. Official GED scores or
   c. Official college transcript documenting 15 or more transferable semester credits from a regionally accredited college/university.
   d. Provide official college transcript showing successful completion of transferable college-level math and English.

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

4. 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.

5. 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

6. 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. Completion of a home-schooling program at 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 a state-certified diploma received after passing a state-authorized exam that is recognized 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 College of Health Professions students will be asked to complete a criminal background check and drug screening (CBC/DS) at the time a major in a health program is declared. This process should be completed in the first semester of attendance and is included in the course HLTH101 Introduction to Health Careers and in HLTH101S Introduction to Health Careers Seminar. Criminal background checks and drug testing completed elsewhere are not acceptable.

■ Prospective students that have been convicted of a felony or certain misdemeanors will not be able to participate as a student at most practicum sites, will not be able to complete most certification and licensing exams, and will find that gainful employment in most health care settings will not be possible.

Students are advised to refer to the College 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. Completion of ENGL109 and MATH125
2. Completion of the following pre-Medical Assisting courses:
   BIOL115, BIOL116, HLTH101, HLTH110 and HLTH220
3. Minimum cumulative GPA of 3.0 or higher on a 4.0 scale
4. Students should work with their advisor to submit verification to the Program Director/Associate Chair 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 College of Health Professions, determines suitability for placement. Students are advised to speak with a Medical Assisting Associate Department Chair/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. See the College of Health Professions Student Handbook for more information.

Re-Entry to the Medical Assisting Program

In order to ensure patient safety and satisfactory practice, students who stop-out for more than 12 months will be required to successfully complete various assessments of their knowledge and skills prior to re-entry into the Medical Assisting Program. Students who are unable to pass the assessment(s) will be required to repeat the appropriate MEDA prefix courses as a condition of re-entry.

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. For the diploma in practical nursing (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 cumulative GPA of 3.0 or higher on a 4.0 scale
   ■ Two letters of professional recommendation
   ■ An assessment of learning exam (English, math, and science) is required – Davenport is currently utilizing the TEAS® V Test of Essential Academic Skills for this assessment.
   ■ The combined GPA resulting from all previously completed mathematics and science courses within the last 5 years is considered.
A brief personal essay (450 words or less) which addresses the required topic.

Students are encouraged to submit an application for admission to the diploma in practical nursing program during the open enrollment period each year. Check the Davenport University website for the most current information on the deadlines for application to the practical nursing diploma program.

3. For the BSN Pre-Licensure Program seats are limited; entry is competitive and based on the following:
   - Minimum cumulative GPA of 3.0 or higher on a 4.0 scale
   - Two letters of professional recommendation
   - An assessment of learning exam (English, math, and science) is required – Davenport is currently utilizing the TEAS® V Test of Essential Academic Skills for this assessment.
   - The combined GPA resulting from all previously completed mathematics and science courses within the past 5 years is considered.
   - A brief personal essay (450 words or less) which addresses the required topic.

Students are encouraged to submit an application for admission to the BSN Pre-Licensure nursing program during the open enrollment periods each year. Check the Davenport University website for the most current information on the deadlines for application to the BSN Pre-Licensure program.

4. 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
   - Two letters of professional recommendation
   - A brief personal essay (450 words or less) which addresses the required topic.
   - 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. Transfer of any course equivalent to Davenport University NURS prefixed courses 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 Department Chair of Nursing. Students seeking readmission may be required to pass various assessments to ensure the continued command of previously learned material. Students who are unable to pass these assessments will be required to repeat certain courses as a condition of readmission.

Students stopping out of the nursing program for more than one year are subject to completion of the full application for the admissions process and repeating the Nursing Program from the beginning.

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

Admission as a Dual Enrollment Student
Michigan students enrolled in courses at Davenport University via the Postsecondary Enrollment Options Act are permitted to register through the entirety of their participation in dual enrollment programs providing they have met the state of Michigan requirements for participation. High school students may attend the University when they provide written permission from their high school principal or legal guardian. The student is subject to all policies, procedures, fees, and tuition costs of the University.

Admission as a Guest Student
A student in good standing at another college or university in the state of Michigan may be admitted as a guest student. This student assumes the responsibility of determining whether or not the courses taken at Davenport University apply to the student’s program of study at his or her home institution. A separate guest application must be submitted for each semester that the guest student attends Davenport University. The standard 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 $50.00) and I-20 Processing fee (US $100.00). 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 the recognized credential evaluation services such as Education 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 (International English Language Testing System) will also be considered for admission with English as a Second Language prerequisite courses. TOEFL scores of 500 (paper-based test) or 61 (internet-based test) or IELTS scores of 6.5 or higher will exempt the student from the ESL (English as a Second Language) prerequisite course requirement. TOEFL or IELTS scores must be within the last two calendar years. The TOEFL or IELTS requirement may be waived if the student has qualified ACT or SAT scores, has graduated from an accredited institution in the United States within the last two calendar years, or has transfer credits for college-level English and math courses. Please contact the Admissions Office for additional information.
- Documentation of financial ability
U.S. Immigration regulations require prospective students to provide documentation of financial ability before a Certificate of Eligibility Form I-20 can be issued. To document financial ability, send a completed Statement of Financial Proof Form and an official bank statement or official letter on bank letterhead signed by an officer of the bank stating the minimum required amount of money available in cash. If the account holder is someone other than the student, the account holder must complete the Statement of Financial Proof Form; a notary or bank official is required to authenticate sponsor’s signature. If the account holder is a business, the owner(s) of the business must issue an official statement indicating that the required funds have been allocated to sponsor the student. This document establishes the connection between the student and the bank statement.

Once admitted, international students will be issued an acceptance letter and Form I-20 (Certificate of Eligibility), which they must submit to the U.S. embassy (or consulate) in their home country (if a visa is required) to apply for an F1 (student) visa. To maintain their F1 status, students must be enrolled full-time, in accordance with USCIS (United States Citizenship and Immigration Services) requirements. The International Office provides students specific guidelines regarding USCIS requirements.

International Admissions to Online Programs

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

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 who have 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 career/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

Davenport University has a team of active and prior-service military staff, who know firsthand how to navigate VA and military benefits and resources for those interested in returning to school, please visit http://www.davenport.edu/partnerships/military-students for more 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 one of Davenport’s VA Certifying Officials (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.

College of Business Credit for Professional Certifications

AMERICAN INSTITUTE OF BANKING (AIB)

- AIB Principle of Finance FINC220 Money and Banking
- AIB Analyzing Financial Statements FINC221 Financial Analysis
- AIB Financial Accounting ACCT200 Accounting Basics for Managers

AMERICAN INSTITUTE OF PROFESSIONAL BOOKKEEPERS

- Certified Bookkeeper ACCT201 Accounting Foundations I

AMERICAN PRODUCTION AND INVENTORY CONTROL SOCIETY (APICS)

- Certified in Integrated Resource Management (CIRM) MGMT413 Supply Chain Mgmt
- Certified Resource Improvement Manager 6 Business elective credits
- Delivering Products and Services Paired with: Enterprise Concepts & Fundamentals MGMT413 Supply Chain Mgmt
- Designing Products and Proc. Paired with: Identifying and Creating Demand 3 Business elective credits
- Integrated Enterprise Mgmt 2 Business elective credits
- Certified in Production and Inventory Control (CPIPIM) MGMT413 Supply Chain Mgmt + 2 Business elective credits
- Certified Production and Inventory Manager MGMT413 Supply Chain Mgmt
- Basics of Supply Chain Mgmt MGMT413 Supply Chain Mgmt
- Detailed Scheduling and Planning 2 Business elective credits
- Execution and Control of Operations 2 Business elective credits
- Master Planning of Resources 2 Business elective credits
- Strategic Mgmt of Resources MGMT413 Supply Chain Mgmt

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

H & R BLOCK

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

JACKSON-HEWITT TAX SERVICE

- Jackson-Hewitt Basic Income Tax Courses (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  
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 (IFE)  
The University will grant transfer credit for appropriate IFE courses.  

College of Technology Credit for Professional Certifications  
ADOBE  
Adobe Certified Associate (ACA) Exams Various*  
Adobe CS Design Master (ACE) Exams Various*  
Adobe CS Web Master (ACE) Exams Various*  
Adobe CS Video Master (ACE) Exams Various*  

COMPUTING TECHNOLOGY INDUSTRY ASSOCIATION (COMPTIA)  
CompTIA A+ NETW101 PC Operating Systems NETW201 PC Maintenance and Management  
CompTIA Server+ NETW101 PC Operating Systems NETW220 Data Communications and Networks  
CompTIA Network+ NETW217 Unix Operating System NETW235 UNIX/LINUX Server Administration  
CompTIA Security+ IAAS221 Security Foundations or IAAS224 Implementing Network Security  
CompTIA Strata CISP112 Applied Information Technology  

CISCO CORPORATION#  
Cisco Certified Network Administrator (CCNA) NETW111, NETW112, NETW211 and NETW212  
Cisco Certified Network Professional (CCNP) NETW311, NETW312, NETW411 and NETW412  
Cisco Certified Network Administrator (CCNA) Security NETW111, NETW112, NETW211, NETW212, NETW311 and NETW312  
Cisco Certified Security Professional (CCSP) NETW111, NETW112, NETW211, NETW212, NETW311 and NETW312  
Cisco Certified Internet Expert (CIEE) Routing & Switching NETW111, NETW112, NETW211, NETW212, NETW311, NETW312, NETW411 and NETW412  
Interconnecting Cisco Networking Devices Part 1 NETW111 and NETW112  
Interconnecting Cisco Networking Devices Part 2 NETW211 and NETW212  
#This list does not include all possible Cisco certification. Please submit any that you have earned for evaluation at time of admission to the University.  

INTERNATIONAL COUNCIL OF E-COMMERCE CONSULTANTS (EC COUNCIL)  
Certified Ethical Hacker IAAS321 Securing the Infrastructure  
Certified VoIP Professional ECVP312-78  
Computer Hacking Forensics Investigator CHF312-49 IAAS421 Computer Forensics  
Disaster Recovery Professional EDRP312-76 IAAS245 Disaster Recovery  

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

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

MICROSOFT CORPORATION  
Various* Various*  

NOVELL CORPORATION  
Various* Various*  

PROJECT MANAGEMENT INSTITUTE (PMI)  
Project Management Professional Certification GPMT350 Principles of Project Management or GPMT499 Certified Project Management Professional Preparation  

SECURITY CERTIFIED PROGRAM  
SCO 402-Network Defense and Countermeasures IAAS322 Network Defense/Countermeasures  
SCO 411-Hardening the Infrastructure IAAS321 Securing the Infrastructure  

SUN  
Sun Certified Java Programmer (SCJP) Exam #CX-310-035 CISP237 and CISP239  

VMWARE  
VMWare Certified Professional on VSphere NETW435 Virtualization  

WORLD ORGANIZATION OF WEBMASTERS (WOW)  
190-101 Web Designer Apprentice (CWDSA-Apprentice) CISP314 Web Design  

*Please check with an Advisor for complete details on industry certifications and equivalent College of Technology courses.  
Note: all certifications must have been earned within the last two years prior to articulation.
College of Health Professions Credit for Professional Certifications

AMERICAN HEALTH INFORMATION MANAGEMENT ASSOCIATION (AHIMA)

Certified Coding Associate (CCA)

- HINT110 Health Record Content
- HINT221 ICD Coding
- HINT222 CPT/HCPCS Procedural Coding
- HINT223 Advanced Coding
- HINT294 Coding Practicum (Lecture)
- HINT294C Coding Practicum (Lab)

Certified Coding Specialist (CCS)

- HLTH110 Medical Terminology
- HINT110 Health Record Content
- HINT221 ICD Coding
- HINT222 CPT/HCPCS Procedural Coding
- HINT223 Advanced Coding
- HINT250 Introduction to Reimbursement Systems
- HINT294 Coding Practicum (Lecture)
- HINT294C Coding Practicum (Lab)

Registered Health Information Technician (RHIT)

- HLTH110 Medical Terminology
- HINT110 Health Record Content
- HINT221 ICD Coding
- HINT222 CPT/HCPCS Procedural Coding
- HINT223 Advanced Coding
- HINT250 Introduction to Reimbursement Systems
- HINT294 Coding Practicum (Lecture)
- HINT294C Coding Practicum (Lab)

If the student has completed equivalent courses and course descriptions are submitted for evaluation; the following courses may also be awarded:

- HINT203 Health Care Delivery Systems
- HINT209 Quality Assurance
- HINT297 HIT Practicum (Lecture)
- HINT297C HIT Practicum (Lab)

* Students may also submit AMRA American Medical Records Association’s Accredited Records Technician (ART) Certification. Credit is evaluated based on the age of the initial certification. A current annual membership and/or documented work experience must also be submitted. If a student possesses RHIT or ART certifications they are not eligible to complete the HIM associate’s degree and should pursue the HIM bachelor’s degree.

AMERICAN ACADEMY OF PROFESSIONAL CODERS

Certified Professional Coder (CPC)

- HLTH110 Medical Terminology
- HINT222 CPT/HCPCS Procedural Coding

AMERICAN HEART ASSOCIATION

* BLS/CPR Health Care Provider and Heartsaver First Aid

- HLTH100 Cardiopulmonary
- Resuscitation/First Aid (1 credit)

AMERICAN RED CROSS

* CPR/AED for the Professional

- HLTH100 Cardiopulmonary
- Resuscitation/First Aid

* Requires both the approved CPR card and First Aid card from one of these associations to be awarded HLTH100.

Orientation and Assessment

Orientation at Davenport University is the final step in the admission process and is designed to aid in the transition to Davenport for all students new to the University. Whether a student attends a virtual or in-seat orientation, Davenport University’s policies, resources, and expectations are outlined. All information regarding orientation including signup can be found at http://www.davenport.edu/student-affairs/orientation

2011 high school graduates attending the W.A. Lettinga Campus must attend an in-seat orientation held during the summer months and Panther Prowl held August 24th through August 26th, 2011. Adult, Transfer, and all Non-Lettinga students must complete the virtual orientation by the first day of classes. There is also a new student reception held at each campus near the beginning of each semester to aid in a successful start for students.

Assessment

All incoming First Time In Any College (FTIAC) matriculating students must participate in the COMPASS assessment program unless they are admitted with a qualifying ACT or SAT score. Students who transfer English or math credit do not need to take the English portion or the mathematics portion, respectively, of the COMPASS assessment. All students who assess at the Foundations of Learning level must take Foundation of Learning classes before enrolling in other classes. In order to complete their schedules, students may concurrently take select college-level classes that do not have English and/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 50.00
- I-20 Processing Fee 100.00
- Application Fee (international partnership school undergraduate and graduate), non-refundable 25.00
- Counseling No Show Fee 20.00
- Deferred Payment Fee 30.00
- Exams for Credit Fee Actual Test Cost
- Exam Proctoring Fee (DU Student) 15.00
- Exam Proctoring Fee (Non-DU Student) 25.00
- ID Card Replacement Fee 35.00

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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
Parking Pass Replacement Fee 25.00
Prior Learning Assessment (PLA) Fees:
  PLA Application Fee (per course) 55.00
  PLA per Course Granted Fee (Limit 10 Courses) 265.00
Registration Fee (per semester) 110.00
Returned Check Fee 30.00
Student Activity Fee (per semester)
  (W.A. Lettinga Campus only) 85.00
  (Campuses other than Lettinga) 25.00
Technology Fee (per semester) 40.00
Transcript Fee (per copy) 10.00
Student Insurance: (per semester)
  Domestic Accident and Sickness Plan 1,045.00
  International Accident and Sickness Plan 694.00
  International On-Call Plan 100.00
See details on Student Insurance at
http://www.davenport.edu/student-affairs/
  health-wellness/student-insurance
Residence Hall Fees:
  Residence Hall Application Fee (non-refundable) 60.00
  Residence Hall Security Deposit 100.00
See details on fees for Residential Life at:
http://housing.davenport.edu

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

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.

Academic Expectations
Online course work at Davenport University relies heavily on written communication and problem-solving skills. In addition, minimum computer skills such as email 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.
Online Programs

Davenport University is accredited to offer complete degrees online. Entire programs offered online are noted at http://www.davenport.edu/davenport-university-online.

Davenport Online Technology Requirements

Students planning to take online courses must meet the following technology requirements:

Use Your Own Computer
Davenport University strongly suggests students use their own computers, but have a backup in case their primary computer cannot be accessed. Alternate sources include the Davenport University Libraries, 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 http://www.davenport.edu/davenport-university-online. Please note that certain courses will require students to have additional software.

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

To determine most equitably the distribution of funds for financial aid, Davenport University requires all students applying for assistance to complete a Free Application for Federal Student Aid (FAFSA). This is a federal government form and it establishes eligibility for assistance from federal and state governments as well as from Davenport University. The FAFSA is free, and a student should never be asked to pay a fee to complete the FAFSA. 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 complete the FAFSA each academic year to determine continued eligibility for most programs. Audited classes cannot be used to determine eligibility for financial aid. The Davenport website (davenport.edu) has information about financial aid resources and the financial aid process. In addition financial aid counselors are available at Davenport campuses to meet with students.

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:

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

\[
(\text{Direct and Indirect Costs}) - \text{(Formula Mandated by Congress Called Federal Methodology)} = \text{(Aid Eligibility Maximum)}
\]

(See the Davenport website for current tuition, fees and Financial Aid information.)

The expense budget is set by the University and reflects modest indirect costs (books, travel, and personal expenses) beyond the standard tuition, fees, room, and board charges. A student’s financial need figure results from the difference between “Total College Expenses” and the “Expected Family Contribution.”

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 to the federal government
- Understand that at the end of every semester, for students who withdrew unofficially from the University (that is, stopped attending all classes before the end of the semester), a calculation of return of federal funds may be required, if their documented last day of attendance, as reported by the faculty, is before the 60% point in time of the semester
- Provide correct information (in most instances, misreporting information on financial aid application forms is a violation of federal law and may be considered a criminal offense under the U.S. Criminal Code)
- Read, understand, and keep copies of all forms for which the student supplies a signature
- Comply with the terms of all agreements that are signed
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 Programs and Services

Federal Gift Aid

Federal Pell Grant
Gift assistance based on need awarded through the federal government. The amounts range from approximately $602 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.

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

Michigan Tuition Grant*
Michigan residents are awarded MTG solely on the basis of need and is available only at independent Michigan colleges and universities. Students must apply by completing 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. Eligibility is limited to 10 semesters. Students must reapply each year. Michigan residency is required from July 1 of the year before enrollment. Award amounts range up to $1,100 per year.

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 by completing the FAFSA before the priority deadline of March 1. Awards range up to $1,100 per year. Eligibility is limited to 10 semesters. Students enrolled at least half-time are eligible if need is established. Michigan residency is required from July 1 of the year before enrollment.

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

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

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

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

Student Employment
During the academic year, Davenport University students may hold part-time jobs on campus, funded by institutional monies and the Federal Work-Study Program. Open work-study positions will be posted on DUCareerNET. The average workload varies by position. Students are paid on a biweekly basis as wages are earned. Students eligible to receive an offer of awarded employment, based on demonstrated financial need through the FAFSA, can apply for a student employment position on DUCareerNET. If you are unsure of your eligibility for work-study funds, you will be advised of such eligibility during the hiring process. Students may also contact the Financial Aid Office or visit Career Services to request an eligibility check and start the employment process. Off-campus employment may be non-need based and is coordinated through the Career Services Office at your campus.

Educational Loan Programs
Davenport University participates in the Federal Government’s Direct Lending program for student loans. 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 online entrance interviews for all first-time Davenport University borrowers.

The University will provide exit counseling materials to all federal loan borrowers that drop below half-time attendance, to explain their repayment options and responsibilities. The maximum aggregate debt for an undergraduate student is $32,000 for a dependent student and $57,500 for an independent student. This amount is a combination of subsidized and unsubsidized loans. The subsidized amount by itself cannot exceed $23,000.

PROGRAMS LESS THAN ONE YEAR IN LENGTH
For certificate and diploma programs that are less than one academic year in length (24 semester credits), loan eligibility is reduced. Please contact your financial aid counselor for more information about your specific program of interest.

TRANSFER STUDENTS/PRIOR ATTENDANCE
When a student begins attendance at Davenport University after having attended another postsecondary institution within the last calendar year, his or her student loan eligibility may need to be reduced, based on the amount borrowed at the prior institution(s). Please contact your financial aid counselor for more information.

Subsidized Direct 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. For loans disbursed on or after July 1, 2012, the interest rate is fixed at 6.8% for undergraduate borrowers. Repayment normally begins six months after half-time enrollment ceases. The standard 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 Direct Stafford Loan
Students who may not qualify for a Subsidized Direct 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 Direct 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. Depending upon their eligibility, students might receive both Subsidized and Unsubsidized Direct Stafford loans totaling up to the applicable loan limit. Dependent students may borrow an additional maximum of $2,000 per loan period. Independent students may borrow an additional maximum of $6,000 as freshmen or sophomores. The maximum for independent juniors and seniors is $7,000.

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. Parents may borrow up to the maximum cost of education minus estimated financial assistance per dependent at a fixed rate of interest of 7.9%. 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. In a standard repayment plan, parents may have up to 10 years for repayment.

Other Loan Information

Alternative Loans
Many alternative educational loans are available. Students at Davenport have participated in the Smart Option, Charter One (TruFit Student Loan), Citassist, 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. Although Davenport provides a list of private lenders, students have the right to choose any lender who participates in alternative student 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. Davenport has compiled a number of web links and information about agencies that provide information about financial aid. This information is under the “Other Resources” heading in the financial aid section of the Davenport website. Students may link to this page through the University’s website (davenport.edu). Students should be very careful using online search engines and perform due diligence whenever using online searches so as to protect their identity. There are many free search options so students should never pay for scholarship searches or applications. Students should also thoroughly research any scholarship agency to judge its legitimacy.

Financial Aid Standards of Academic Progress
Undergraduate students are required to make satisfactory academic progress toward their degree or certificate. All withdrawals, incompletes, and repeat course work are taken into consideration when determining SAP (Satisfactory Academic Progress). Incompletes and withdrawals are counted as attempted credits but not completed. Transfer credits are counted as both credits attempted and credits earned, but do not affect the cumulative grade point average (CGPA). Nontraditional awarding of credit, including credit by exam and credit for life experience is counted as both credits attempted and credits earned, but does not affect the CGPA. Standards of satisfactory academic progress applies to all students, regardless of enrollment status (full-time, 3/4 time, 1/2 time or less than 1/2 time) or program. All credit hours for which a student has incurred a financial obligation are considered.
Students are considered meeting SAP if they have at least a 2.0 (CGPA) and the percentage of credit hours successfully completed versus the hours attempted is at least 67%. Students will be reviewed at the end of each semester for SAP. Accountability starts with the student's entry date at the University.

Students who do not meet the required standards of SAP will receive a Warning notice. While on a Warning status, students are eligible to receive financial aid and may only remain on Warning status for one semester. 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 the Academic Standards. If they are suspended from school under the academic standards policy, they will lose financial aid eligibility for that time period. If readmitted to the University, they may appeal for reinstatement of financial aid.

**Maximum Timeframe**

All students who receive financial aid must complete their program within 150 percent of the normal program length, as measured in semester credit hours. If they exceed the maximum timeframe, they are subject to the loss of financial aid, which can be appealed following the procedure outlined below.

The maximum timeframe will be adjusted on an exception basis for students who transfer in credits, change their majors or enroll in a subsequent degree.

**Appeal and Reinstatement**

Students who have lost financial aid eligibility for failure to maintain satisfactory academic progress will be notified in writing of the cancellation of financial aid and 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. Mitigating circumstances may include but are not limited to illness or injury of the student or immediate family member; death of a relative; or other special circumstance. A committee will evaluate the appeal and determine whether the student will be allowed to continue to receive financial aid on either a Probation or Academic Plan status.

The student’s appeal must include the following:

1. The reason why the student failed to meet the SAP standard(s) AND
2. What has changed in the student’s situation so that he or she will now be able meet the SAP standards AND

If an appeal is granted and financial aid is reinstated, the student will receive aid on either a Probation or Academic Plan status. A student on Probation is required to regain SAP standing by the end of the probationary semester; the terms of the probation will be included in the notice to the student when the appeal is granted.

If a student cannot regain SAP standing by the end of one semester, the student will be placed on Academic Plan status. The terms of the Academic Plan will be included in the notice sent to the student when the appeal is granted, and may include 100% completion (no W or F grades) and a specified minimum semester GPA. The Academic Plan is structured to assist the student in regaining SAP status by a projected point in time to exceed the Maximum Timeframe.

Student progress will be reviewed every semester while on Academic Plan; if a student fails to meet the requirements of the Academic Plan, he or she will become ineligible for financial aid.

Students will generally be limited to two appeals during the course of their education at Davenport, regardless of the reason or other circumstance. If a student regains SAP status, he or she regains the ability to submit up to two appeals. A third appeal may be permitted for students who have stopped out for a minimum of three years.

**Financial Aid Verification Policy and Procedures**

The Department of Education defines “verification” as a process where your school confirms the data reported on your FAFSA. Federal regulations provide Davenport University both the authority and the responsibility to contact you for documentation that supports income and other information that you reported. Schools are required to verify selected student information prior to disbursing aid.

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. Financial aid will not 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, online, or by email) 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 transcripts and other nontaxable income source documents, statement of child support paid and/or copy of food assistance award letter. If students are unsure of what is needed, they should contact their financial aid counselor for further explanation until all matters are resolved.

If students’ submitted data fails to meet requirements, the Financial Aid Office staff will contact the students, either through a letter to the address on record or by telephone or email. Students can also review account information by logging into the Student Connection. (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 confirming the file meets federal, state, and institutional standards of accuracy.

Final awards are not made until the verification process is complete.

Davenport University is required by federal regulation to make referrals to the U.S. Office of Inspector General if it is suspected that aid was requested under false pretense. Davenport University 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 U.S. Office of Inspector General if more than $25 is involved.

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

Disbursement of Financial Aid
Most financial aid is directly credited to the student’s account each semester. The credit will appear when aid is disbursed to the student account at the beginning of the third 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. Also, most alternative loans are sent directly to the University through electronic fund transfers, if the disbursement is by check, prompt endorsement of the loan check is necessary.

Campus employment earnings are paid directly to the student and not credited to the student’s account. Any financial aid 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. Federal Pell and FSEOG Grant funds are applied next 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. 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.
4. 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.
5. Student loans are applied to cover any remaining balance on the student’s account as they are received and properly endorsed, if applicable.

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 use Title IV federal student aid funds to pay for charges other than tuition and fees, such as books, and/or (2) 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 the students’ enrollment at Davenport University. Authorization can be cancelled or modified at anytime.

Davenport University will credit the amount of a refund due to 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. SE, Grand Rapids, MI 49512.

Repeat of Courses
Financial aid may be used for one repeat of a previously passed course. A financial aid counselor can assist students with determining if a repeated course is eligible for aid.

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 nslds.ed.gov.

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)

Enrollment Status
Many aid programs prorate according to a student’s enrollment status. The status is determined by the number of credit hours in which a student is enrolled in the semester. For undergraduate students, enrollment status is as follows:
- Full-time = 12 credits or more per semester
- Three Quarter Time = 9-11 credits per semester
- Half Time = 6-8 credits per semester
- Less Than Half Time = 3-5 credits per semester
Tuition 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. If you do not submit formal schedule changes, withdrawals, etc. in person or in writing to your advisor, you will be fully charged and not eligible for a tuition refund.

How Are Tuition Refunds Calculated?

Refunds are calculated based on the day you submit written or in-person notice to your DU advisor. The date of official notice is used to calculate your refund amount, which is pro-rated. No refunds will be given without submitting written or in-person notice.

When will I Receive My Tuition Refund?

Refunds, if applicable, will be made within 30 days of receipt of official notification. Refunds are based on the full tuition charge per course only. Fees, room, board, and books are nonrefundable.

Can Tuition Refunds be Applied to New Classes?

If you are eligible for a refund and are not withdrawing from DU, you may want to have the full tuition amount (that was paid with personal funds) credited against tuition charges for future semesters. If you choose the credit, you will not receive a refund to your Panther OneCard or personal bank account, but your full tuition credit as described will apply toward another DU class(es).

What if I Disagree with a Refund Denial?

If you believe you are entitled to an exception to the refund policy:
- Submit a written appeal to the Bursar at 6191 Kraft Ave SE, Grand Rapids, MI 49512
- Provide supporting documentation explaining any extenuating circumstances on which the appeal is based. Submit the written appeal within 30 calendar days of the withdrawal date. A written response will be issued within 30 calendar days of the University’s receipt of the appeal.

If You Withdraw and are a Financial Aid Recipient

When a financial aid recipient withdraws from all classes or does not complete all classes for which he or she is scheduled through the 60 percent 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.

When a student withdraws from current classes but is scheduled in a later-starting class for the semester (usually a session 2 class), he or she will be required to complete an Intent to Attend (ITA) form within one week of withdrawal. If the student does not complete the form or submit it within the required timeframe, his or her later-starting classes will be dropped without charge to the student.

Loan exit counseling is required for all students who have received Federal loans and are no longer enrolled half time or have graduated.

Refund Policy

15 week and 12 week Semesters

When the semester starts on Monday:
- Prior to the first day of class – No Charge
- Between the 1st and 5th day – 10% Charge
- From the 6th through the 12th day – 50% Charge
- From the 13th through the 19th day – 75% Charge
- After the 19th day of classes – 100% Charge

When the semester starts on Wednesday:
- Prior to the first day of class – No Charge
- Between the 1st and 7th day – 10% Charge
- From the 8th through the 14th day – 50% Charge
- From the 15th through the 21st day – 75%
- After the 21st day of class – 100% Charge

For 10 week online sessions and 7 week sessions

When the session starts on Monday:
- Prior to the first day of class – No Charge
- Between the 1st and 5th day – 10% Charge
- From the 6th through the 12th day – 50% Charge
- After the 12th day of class – 100% Charge

When the session starts on Wednesday:
- Prior to the first day of class – No Charge
- Between the 1st and 7th day – 10% Charge
- From the 8th through the 14th day – 50% Charge
- After the 14th day of class – 100% Charge

Return to Title IV Policy

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. Students who complete a session 1 and then withdraw from all 15 week, 12 week, 10 week, or session 2 classes will be considered a withdrawal for the semester and a federal return calculation will be completed.

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 may be 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 Direct Loans
- Subsidized Federal Direct Loans
- Federal PLUS Loans
- Pell Grants
- 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 to the University will be sent out according to Bursar Office policy. 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 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 on or before the 60 percent 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 students 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 request from the student.

### 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 satisfactory 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 are reviewed for DU scholarship eligibility. 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 DU Competency Exams, DSST, CLEP, 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 scholarship applicants 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 submit a scholarship appeal to the Financial Aid Office.
- The student must be enrolled at least half-time (minimum 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 scholarship most beneficial to the student.
- 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 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 email 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 email will outline the conditions of the appeal. If the student falls below the conditions of appeal, the Financial Aid Office will send an email explaining the final loss of the scholarship.
<table>
<thead>
<tr>
<th>STUDENT TYPE</th>
<th>AMOUNT</th>
<th>TO QUALIFY</th>
<th>RENEWABLE</th>
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</thead>
<tbody>
<tr>
<td>New students entering directly</td>
<td>Up to full tuition and fees</td>
<td>Minimum 2.0 GPA (end of junior year) Competitive Essay is required (due December 1st). Recommended enrollment of 12 credit hours per fall and winter semesters, with spring/summer enrollment of 6 credits. Minimum of 6 credit hours per semester required.</td>
<td>Up to 4 years or bachelor's degree (whichever is shorter) RENEWAL Students must maintain Academic Standards of Progress</td>
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<td>out of high school</td>
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<td>Students involved in community service and/or activities in support of diversity and inclusion are encouraged to apply.</td>
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<tr>
<td>New adult students</td>
<td></td>
<td>Essay topic: “How I have demonstrated and plan to demonstrate in my life ideals espoused by Cesar E. Chavez including leadership, environmentalism, social justice, and community service.”</td>
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<tr>
<td>New transfer student</td>
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<td>Undergraduate</td>
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<tr>
<td>Si Se Puede Cesar E. Chavez</td>
<td></td>
<td>Minimum 2.0 GPA (end of junior year) Competitive Essay is required (due December 1st). Recommended enrollment of 12 credit hours per fall and winter semesters, with spring/summer enrollment of 6 credits. Minimum of 6 credit hours per semester required.</td>
<td>Up to 4 years or bachelor's degree (whichever is shorter) RENEWAL Students must maintain Academic Standards of Progress</td>
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<tr>
<td>Scholarship</td>
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<td>Students involved in community service and/or activities in support of diversity and inclusion are encouraged to apply.</td>
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<td>Essay topic: “How I have demonstrated and plan to demonstrate in my life ideals espoused by Cesar E. Chavez including leadership, environmentalism, social justice, and community service.”</td>
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<tr>
<td>Martin Luther King Inherit the</td>
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<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 fall and winter semesters required: optional minimum 6 credits for spring/summer semester.</td>
<td>Up to 4 years or bachelor's degree (whichever is shorter) RENEWAL CGPA (checked at the end of winter semester for awarding for the following academic year) 3.60 GPA</td>
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<tr>
<td>Dream Scholarship</td>
<td></td>
<td>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 student.</td>
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<tr>
<td>Gerald R. Ford Memorial</td>
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<td>Scholarship</td>
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<td>STUDENT TYPE</td>
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<tr>
<td>New students entering directly out of high school</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 15th). Minimum enrollment of 15 credit hours per fall and winter semesters required: optional minimum 6 credits for spring/summer semester.</td>
<td>Up to 4 years or bachelor’s degree (whichever is shorter)</td>
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<tr>
<td>Undergraduate</td>
<td>Essay topic: “How will a Davenport education help you achieve your career goals?” Essay should be 500 to 750 words long and will be evaluated based upon the specific career goals, how those goals fit within a program at Davenport and the quality of the writing.</td>
<td>RENEWAL CGPA (checked at the end of winter semester for awarding for the following academic year)</td>
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<tr>
<td><strong>President’s Scholarship</strong> <em>(Charter Scholarship)</em></td>
<td>The essay plays a primary role in the awarding process. Other factors such as overall GPA, standardized test scores and class rank are considered when making the decision. All candidates are reviewed and essays are read by a committee made up of representatives from Admissions, Faculty and Financial Aid. That committee’s recommendations are reviewed by the Executive Vice President for Enrollment and Student Development and the Executive Director of Admissions. The final decisions are reviewed by the President of Davenport University.</td>
<td>3.60 GPA</td>
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<td>New adult students</td>
<td>One of the following must be met for high school students to qualify:</td>
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<tr>
<td>New transfer student</td>
<td>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.</td>
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<tr>
<td>Undergraduate</td>
<td>BPA, DECA, HOSA or Skills USA state first-place champion and 3.0 minimum CGPA. Submit a copy of your certificate to the Financial Aid Office. Note: If you are a national top ten finalist in one of these organizations, contact your admissions representative for additional scholarship information.</td>
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<td><strong>Platinum</strong></td>
<td>One of the following must be met for transfer students to qualify:</td>
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<td>New students entering directly out of high school</td>
<td>Transfer applicants: Must transfer in a minimum of 15 college-level credits AND have a minimum 3.50 CGPA from transferring institution.</td>
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<tr>
<td>Undergraduate</td>
<td>Proof of membership in Phi Theta Kappa</td>
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<td>New adult students</td>
<td>BPA or DECA state champion. Must be a current or active member of BPA or DECA club at transferring school and CGPA of 3.0. Note: If you are a national top ten finalist in one of these organizations, contact your admissions representative for additional scholarship information.</td>
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<tr>
<td>New transfer student</td>
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<td>STUDENT TYPE</td>
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<td>TO QUALIFY</td>
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<tr>
<td>New students entering directly out of high school</td>
<td>Up to $3,000 per year</td>
<td>One of the following must be met for high school students to qualify:</td>
<td>Up to 4 years or bachelor’s degree (whichever is shorter)</td>
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<tr>
<td>New adult students</td>
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<td>- High school applicants: 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.</td>
<td>RENEWAL CGPA (checked at the end of winter semester for awarding for the following academic year) 3.00 GPA</td>
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<tr>
<td>New transfer student</td>
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<td>- BPA, DECA, HOSA or Skills USA state competition participant and 2.5 minimum CGPA. Submit a copy of your certificate to the Financial Aid Office.</td>
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<td>Undergraduate</td>
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<tr>
<td>Gold</td>
<td>Up to $3,000 per year</td>
<td>One of the following must be met for transfer students to qualify:</td>
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<td>Full-time: $1,500 per semester</td>
<td>- Transfer applicants: Must transfer in a minimum of 15 college-level credits AND have a minimum 3.20 CGPA from transferring institution.</td>
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<td>¾ Time: $1,125 per semester</td>
<td>- BPA or DECA state competition participant. Must be a current active member of BPA or DECA club at transferring school and CGPA of 2.5.</td>
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<td>Half-time: $750 per semester</td>
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<td>New students entering directly out of high school</td>
<td>Up to $2,000 per year</td>
<td>One of the following must be met to qualify:</td>
<td>Up to 4 years or bachelor’s degree (whichever is shorter)</td>
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<td>New adult students</td>
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<td>- High school students: Minimum 2.80 CGPA (end of junior year)</td>
<td>RENEWAL CGPA (checked at the end of winter semester for renewal for the following academic year) 2.80 GPA</td>
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<td>New transfer student</td>
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<td>- Minimum 530 GED</td>
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<td>Undergraduate</td>
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<td>- Minimum 21 ACT and have a minimum 2.0 CGPA</td>
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<tr>
<td>Silver</td>
<td>Up to $2,000 per year</td>
<td>- BPA, DECA, HOSA or Skills USA regional participant and a 2.5 minimum CGPA. Submit a copy of your certificate to the Financial Aid Office.</td>
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<td>Full-time: $1,000 per semester</td>
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<td>¾ Time: $750 per semester</td>
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<td>Half-time: $500 per semester</td>
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<td>One of the following must be met for transfer students to qualify:</td>
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<td>- Must transfer in a minimum of 15 college-level credits AND have a minimum 2.80 CGPA from transferring institution.</td>
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<td>- Transfer in college-level math and English courses</td>
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<td><strong>The following must be met for either high school/GED or transfer students to qualify:</strong></td>
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<td>- Qualifying Compass scores</td>
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<td>Writing ≥ 78 Reading ≥ 81 Algebra ≥ 39</td>
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<td>STUDENT TYPE</td>
<td>AMOUNT RENEWABLE</td>
<td>TO QUALIFY</td>
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<tr>
<td><strong>Academic Excellence</strong></td>
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<tr>
<td>Continuing Student</td>
<td>Up to $1,500 per year</td>
<td>Min. 3.75 CGPA AND min. 30 credit hours earned at Davenport</td>
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<td></td>
<td>Full-time: $750 per semester</td>
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<td>¾ Time: $563 per semester</td>
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<td>Half-time: $375 per semester</td>
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<td></td>
<td>Not automatically renewable</td>
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<tr>
<td>Continuing Student</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>
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<td></td>
<td>Full-time: $500 per semester</td>
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<td>¾ Time: $375 per semester</td>
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<td>Half-time: $250 per semester</td>
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<td></td>
<td>Not automatically renewable</td>
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<tr>
<td>Continuing Student</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>
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<td></td>
<td>Full-time: $250 per semester</td>
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<td></td>
<td>¾ Time: $188 per semester</td>
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<td></td>
<td>Half-time: $126 per semester</td>
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<td></td>
<td>Not automatically renewable</td>
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<tr>
<td><strong>Student Club</strong></td>
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<tr>
<td>DU Club National Champion</td>
<td>Up to $2,000 per year</td>
<td>Submit copy of first-place national championship certificate to the Financial Aid Office</td>
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<td></td>
<td>Full-time: $1,000 per semester</td>
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<td></td>
<td>¾ Time: $750 per semester</td>
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<td></td>
<td>Half-time: $500 per semester</td>
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<td></td>
<td>Not automatically renewable</td>
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<tr>
<td><strong>Alumni Scholarship</strong></td>
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<td>Associate's Degree:</td>
<td>up to $500 per year</td>
<td>Must maintain Standards of Academic Progress</td>
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<td>DU Alum in good stand-</td>
<td>Full-time: $250 per semester</td>
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<td>ing, fully accepted into bachelor’s degree</td>
<td>¾ Time: $188 per semester</td>
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<td></td>
<td>Half-time: $126 per semester</td>
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<td></td>
<td>Not automatically renewable</td>
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<tr>
<td><strong>High School Employee</strong></td>
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<tr>
<td>High School Employee</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>
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<td></td>
<td>Not automatically renewable</td>
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<tr>
<td>STUDENT TYPE NAME</td>
<td>AMOUNT RENEWABLE</td>
<td>TO QUALIFY</td>
<td></td>
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<tr>
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</tr>
<tr>
<td><strong>Community College Employee</strong></td>
<td></td>
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<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</td>
<td></td>
</tr>
<tr>
<td>Undergraduate or Graduate</td>
<td>Not automatically renewable</td>
<td>■ Student must submit an admissions application</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>■ One class must be taken in-seat at any Davenport campus</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>■ Class may be undergraduate or graduate</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>■ Student is responsible for associated fees and textbook costs</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>■ Student must provide a letter from their supervisor that identifies the student as a school employee. The letter must state the employee's current job title as documentation that they meet eligibility requirements.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>■ FAFSA is not required</td>
<td></td>
</tr>
<tr>
<td><strong>Study Abroad</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuing Student</td>
<td>Up to $1,000 per year</td>
<td>3.00 min CGPA AND min. 30 credit hours completed at Davenport University AND a faculty reference. Deadline: May 1 for summer Study Abroad; June 1 for fall; October 1 for winter.</td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<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
Batts 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. Cnossen, Jr.
Paul Collins
Comerica Bank Endowed
Community Choice Credit Union
Peter & Emajean Cook
Custer Office Environments
Ralph, Berniece & Ralph Damstra, Jr.
The Daoud Foundation Endowed
Helen & Dallas Darling
Davenport University Employees
John David Endowed
Michael D. Davis Endowed Scholarship
Dearborn Alumni Club
Dearborn Agency (R. Putnam & K. Cude)
Dearborn Exchange Club Endowed
Metropolitan Hospital Tribute to James N.
DeBoer
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)
Angeline Keller (Brad Keller)
Keith and Kathy Klingenberg
Knapke & Vogt Manufacturing Co. (Ray
Knapke)
Robert & Ellie Kunkel
James & Clare Lanting
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 & Elnore 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 & Stella Royce
Robert & Ellen Sadler
Robert & Helen Jean Schmiedicke
H. B. Shaine & 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 Harmsel
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
VanDyken 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)
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 Spidel
Janice Stauffer (Tom Stauffer)
Kristin Ten Harmsel-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
Louise and Susan Crklovski
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 (LS 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
The Saginaw Spirit Annual Scholarship
Signature Applications, LLC
Steelcase, Inc.
Steil Fund for Single Mothers
Ralph and Carolyn Stinkel
Tim & Bob Sullivan
Traverse City Annual Scholarship
Dave Veneklase and Family
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 Student Payment Center. Any questions regarding these payments can be handled through the Student Services Office or a campus Financial Aid Counselor.

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 College 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.

Career Services

Davenport University Career Services provides all students with an individual Professional Development Plan. The goal of Career Services is to assist students and alumni with every aspect of career development and career success 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 an invitation to meet with career services as early as possible upon entry into DU to discuss the student’s Professional Development Plan and goals. This visit is supported by classroom presentations and events that are conducted at every campus throughout the year. Students are encouraged to take advantage of the many group networking and career development events, as well as the information provided during in-class presentations. All 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 the Professional Development Plan, 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 provides DU students with the best possible work, career and program-related opportunities available. For students seeking opportunities to obtain for credit and not for credit internship, build their skill level, gain experience and grow their professional portfolio, Career Services is your first stop 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**

DUCareerNET is career services online job and experiential database. 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. Students should keep DJ 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.

**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. 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 Student Connection any changes to address, phone number, and/or email address. Students wishing to submit a change of name should contact their advisors for details.

**Students with Disabilities**

**Accommodations for Students with Disabilities**

It is the policy of Davenport University to comply with all the relevant and applicable provisions of the *Americans with Disabilities Act (ADA)*. Davenport University will not discriminate against any otherwise qualified student or applicant with respect to any terms, privileges, or conditions of a student’s admission, educational program, or activity because of a disability.

**Information for Students with Disabilities**

Students may request reasonable accommodation as a result of a qualifying disability as defined by the *Americans with Disabilities Act (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 Accommo-
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) 871-6166 or student.affairs@davenport.edu. 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 three living-learning communities for students majoring in business, health and 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. Visit our website for more information: http://www.davenport.edu/housing-and-residence-life.

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 (RSO’s) 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.

Student Insurance

Health insurance coverage is required for student athletes, students enrolled in specific classes or specific majors within the College 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 at davenport.edu/risk-management/student-insurance.

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 College of Health Professions.

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 I and Division III level, USBC Collegiate (U.S. Bowling Conference), U.S. Lacrosse Women’s Division Intercollegiate Associate, MCLA (Men’s Collegiate Lacrosse Association) and USA Rugby.

All participants must be 18 years of age or older and a fulltime 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 Baseball
- Men's Basketball
- Men's Bowling
- Men's Cross-Country
- Men's Golf
- Men's Ice Hockey
- Men's Indoor Track & Field
- Men's Lacrosse
- Men's Outdoor Track & Field
- Men's Rugby
- Men's Soccer
- Men's Tennis
- Women's Basketball
- Women's Bowling
- Women's Competitive Cheer
- 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 Soccer
- Women's Softball
- Women's Tennis
- Women's Volleyball

Please visit us at http://www.dupanthers.com/ or inquire about future athletic programs to be offered at Davenport University.
Davenport University Alumni Association

The Davenport University Alumni Association helps graduates stay current with the friends, associations, and interests they 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 email 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 http://www.dualum.com/

Davenport University Institute for Professional Excellence

Through its new Institute for Professional Excellence (IPEx), 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 College 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/

If you are interested in education and training programs that have the potential for academic course credit, please contact the IPEx staff or go to http://www.davenport.edu/ipex/service-offerings
Foundations of Excellence Program

The College of Arts and Sciences develops and maintains the majority of courses in the Foundation of Excellence section of each degree program, whether it be in business, technology or health. These courses include English, humanities, social sciences, math, science, diversity and the Freshman Seminar. The number of Foundation of Excellence courses required for each program varies since some programs in the technology and health profession areas require a greater emphasis in science and/or math to meet employer expectations. The specific Foundations of Excellence requirements are listed at the beginning of each program description in this catalog. The nine student learning outcomes of the Davenport University Excellence System are introduced in these courses.

Arts & Sciences Honors Program

This Honors Program supports excellence in critical thinking, creativity in applying the Davenport University Excellence System to a career path, and recognizes the development of leadership skills in the Foundation of Excellence Program that is part of each degree program.

Program Entrance Requirements:

Students may start the Program

■ Upon completion of minimum of 9 credit hours of University coursework at an accredited institution, with a cumulative GPA of 3.25 or higher at the time of starting the first Honors-designated course (HRNS151)
■ Two letters of recommendation from DU faculty members supporting the student’s decision to enter the program

Arts and Sciences Honors are conferred upon completion of

■ Five Foundation of Excellence courses (15 credits) in the College of Arts and Sciences at the 100 level or higher with a grade of “B” or higher.
■ Five course affiliated Honors Projects with a project grade of “B” or higher. Students will be enrolled in a section of HRNS151-155 (0 cr) for each of the five affiliated projects upon approval of the project. The Honors Project grade will not count as part of the final course grade, but is required for the designation of Honors credit. Students failing to either receive a course grade of “B” or higher, or complete the affiliated project with a grade of “B” or higher will earn course credit but no Honors designation.
■ Three credits of Experiential Learning experience, which could include PROX 193 Service Learning Experience (3 cr), SABR 381 Study Abroad (3 cr), or an approved internship. Students may complete this requirement at any time in the program, but must justify the timing of the Experiential Learning component to the Honors Program Coordinator. The Internship could be directly related to the student’s program or could encompass an affiliated or new field of study.
■ Students must maintain an overall cumulative university GPA of 3.25 throughout their degree program. If the GPA drops below 3.25 in any semester, the student will be placed on Honors Program probation for one semester until the GPA is brought back up to 3.25. A second probationary suspension will result in being dropped from the Honors Program. If a student fails to complete an Honors Project affiliated with a course, the student will receive university credit for the course, but not Honors credit. If a student fails to complete an Honors Project for a second course, the student will be dropped from the Program.

Affiliated Honors Projects

■ Students graduating from DU are expected to demonstrate mastery in nine Excellence System skills. Courses designated for Honors Program credit will include a project approved by the instructor and the Honors Program Coordinator that addresses either an excellence skill not covered in the course learning objectives, or significantly expands upon an excellence skill beyond the stated course Learning Objectives. Projects must be approved prior to completion of the first week of class. At least five of the nine Excellence System Skills must be addressed by completion of the five Honors-designated projects.
■ The nature and format of the projects are flexible but should represent approximately 20-30 hours of work outside of class obligations to complete the project. Students must submit a form to the College of Arts and Sciences to outline the project for approval purposes.

Students interested in this program should contact the College of Arts and Sciences.

Foundations of Learning Program

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. Students designated as pre-college English will be placed in ENGL021, which must be completed before enrollment in the college-level English course ENGL109. Students designated as pre-college mathematics will be placed in either MATH 020 or MATH 030, depending on their assessment, before enrollment in MATH125. Students must earn a “C” or better in each Foundation of Learning course before advancing to the next level
of English and/or mathematics. Grades in Foundations of Learning courses are not calculated into a student’s Grade Point Average since they represent pre-college mastery of content. Students are encouraged to take advantage of all academic support services, like tutoring, 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 must meet with their Advisor to be enrolled into specific combinations of courses (block scheduling) until they have completed Foundation of Learning courses. Students who need to take electives in their block schedule will select courses from the following three lists which do not have English and math prerequisites.

**Freshman Seminar**
- FRSM100 Career and Education Seminar
- HLTH101/HLTH101S Introduction to Health Careers

**Foundations of Excellence**
- COMM120 Presentation Techniques
- ENVS125 Introduction to Environmental Studies
- GEOL140 Physical Geology
- HLTH113/PSYC113 Stress Management for Life
- HLTH127/PSYC127 Healthy Living
- HUMN101 Arts and Culture
- PSYC101 Introductory Psychology
- SOCY101 Introductory to Sociology

**Foundations of Business, Technology, or Health Professions**
- BITS101 Computer Essentials
- BITS105 Skillbuilding on the Computer
- BUSN120 Introduction to Business
- CISP100 Introduction to Computers
- CISP111 Systems Foundations

**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 General Business 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.

**College of Arts and Sciences**
- ENGL110 Advanced Composition (Credit may only be earned if ENGL109 has been successfully completed previously.)

**College of Health Professions**
- BIOL120 Essentials of Anatomy and Physiology
- BIOL131 Human Disease
- HLTH110 Medical Terminology
- HLTH220 Pharmacology

**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. To support student success and effective course registration, students must submit their portfolio petition at least one month prior to the beginning of any new 7, 10, 12, or 15 semester. 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.

Ten-Week Online

Online learning uses state-of-the-art technology to bring quality education to students in a virtual setting. These four 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.

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.

Seven-Week Condensed In-Seat

In this seven-week format, class meets in-seat for 100% of the required contact hours. Seven-Week Condensed courses take the required 45 contact hours for a three credit class or the 60 contact hours for a four credit class and condense them into a seven-week format. Currently this class format is only used by the Nursing Program for certain NURS prefixed courses.

Seven-Week Online

Online learning uses state-of-the-art technology to bring quality education to students in a virtual setting. These three 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.

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.

Virtual Classroom In-Seat

The Virtual Classroom In-Seat option provides students with a virtual learning opportunity within a traditional classroom setting. Students from various campuses interact with each other and the instructor via computer interactivity and cameras. Students are expected to attend class on their campus in an assigned classroom that is appropriately equipped for this delivery method.

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 Associate Department Chair or the Online Department Coordinator 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 College of Health Professions is competitive and is not guaranteed.

Experiential Learning and Service Learning

Davenport University supports professional and civic engagement of students outside the classroom as a means to help prepare them for careers and for lifelong involvement in their communities as active citizens. This is accomplished, in part, through Service-Learning (SL) and Experiential Learning (EL) opportunities embedded in academic courses. SL or EL designated courses can involve directed individual or group projects, student placements, field experiences, or other assignments which require completion of hours outside of class time and structured reflection on the experience. Some DU course sections require students to participate in SL or EL and in others it is optional. The average EL or SL project may require from 10-20 hours of time commitment per semester outside of class meetings. Students may find EL or SL designated courses by reviewing the DU course schedule.

Experiential Learning (EL) Course Designation:

A course section is designated as EL if:
1. Students participate in an out of classroom experience that adds value to their educational objectives and development through the practical application of program and course outcomes.
2. Students reflect on the connections between the experience and their educational objectives and development.
Davenport University understands that preparation for success in today’s 21st century global workforce means acquiring the combination of knowledge, skills and attitudes referred to as global competencies.

One of the best ways to become more globally competent is to experience day-to-day life in another country with the preparation and faculty guidance that enables insights and understanding of another culture. Davenport University provides these kinds of opportunities through its study abroad program enabling students to earn Davenport credit towards their degree while studying from three weeks to one year abroad.

The short-term faculty-led programs are group study experiences led by Davenport faculty and involve earning up to six credits. Students can study finance and leadership in London, experience 5,000 years of tradition in China, tour multi-national corporations in Germany and the EU, learn about global economics amid the diversity of flora and fauna in Kenya, study Spanish in Costa Rica, explore the roots of the U.S. jurisprudence system in London and the Hague and conduct comparative studies of healthcare systems in Europe. Short-term programs are continually developed for students and the variety of locations and courses will increase.

Students at Davenport can also spend a semester or year abroad at various universities around the world. 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 dual degree from both universities. Through a special relationship with John Cabot University in Rome, Italy, students from West Michigan are 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), and its most recently acquired affiliation with GlobaLinks Learning Abroad, Davenport students can choose from over thirty locations around the world including some in Asia, Europe, Africa 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, internship, work and service-learning opportunities abroad are also being made available. For updated information, please contact the international program office located at the W.A. Lettinga Campus, view the university website at http://www.davenport.edu/study-abroad or visit the Student Connection, or speak with an academic advisor at your campus.

Requirements and Limitations

Dropping and Adding Courses

All students wishing to drop/add or withdraw from a course after the start of the semester or session should contact their Academic Advisor. 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 to their schedule after the start of the session/semester. Students should contact their Advisor for guidelines on specific class 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:

- **Post-Baccalaureate Certificate**: All credits required for the post-baccalaureate certificate
- **Bachelor’s/Master’s Degree (combined BBA/MBA)**: 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
- **Bachelor’s Degree**: A minimum of 30 semester credits, to include at least fifty percent of the courses in the major
- **Associate Degree**: A minimum of 15 semester credits, to include at least fifty percent of the courses in the major
- **Diploma**: A minimum of fifty percent of the credits required for the diploma, of which at least two courses must be in the major
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. Once students have earned 25 credits toward an associate's or bachelor's degree whether these credits are from Davenport University or are transferred from another post-secondary institution, they must declare a specific major. An exception to this policy is made for students that are planning to attend a post-secondary institution, they must declare a specific major. An exception to this policy is made for students that are planning to attend a 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 college 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.

College of Health Professions students that have stopped-out and not attended for three or more academic years will be required to repeat the entire criminal background check and drug screening (CBC/DS) process in their first semester of re-entry to the College of Health Professions. The College of Health Professions and the Nursing Program may have additional restrictions on re-entry into the clinical and practicum courses. Students should check the College 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 College of Health Professions require a C or better grade for successful completion: HLTH101, HLTH110, HLTH220, HLTH230, HLTH320, HLTH401, as well as all HINT, HSAD, and MCMG. All NURS prefixed lecture, lab and clinical courses require a B- or better grade for successful completion. It is required that students accepted into the BSN Nursing Pre-Licensure earn a C+ or better grade in all BIOL and CHEM courses taken as requirements in the Nursing programs. 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 College of Health Professions and the Nursing program may only be repeated once if a failing grade is earned. The College 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 in the nursing programs must have a minimum 2.7 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 to participate in the Commencement 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 from the Student Services Office or on the Davenport website under Graduation Information.

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 upper level: courses primarily for juniors
- 400 upper level: courses primarily for seniors
- 500-700: 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 “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.

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Failing: credit is counted in GPA but not as credit earned.
for each current and former student. They must achieve a GPA of 2.7 or higher in their major to graduate. The Program must also meet the 2.0 or higher cumulative GPA but 2.3 or higher in their major to graduate. Students in the Nursing Program must have a cumulative GPA of 2.0 or higher plus a GPA of 2.7 or higher in their major. Letter grades that are followed by the *@ characters will not be used in calculating the semester or cumulative GPA. Students must have a cumulative GPA of 2.0 or higher plus a GPA of 2.3 or higher in their major to graduate. Students in the Nursing Program must also meet the 2.0 or higher cumulative GPA but they must achieve a GPA of 2.7 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. All students wishing to withdraw from a course at any time after the start of the semester or session should contact their Academic Advisor. 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.

If a student is forced to withdraw or fails to withdraw in a timely manner from his/her classes based on extenuating circumstances, there is an appeal process. The appeal process allows the student to explain the extenuating circumstance and request consideration regarding tuition and fee charges incurred from that withdrawal. Extenuating circumstances may include a serious illness of the student or his/her immediate family members, death of an immediate family member or a mandatory military commitment. Supporting documentation must be submitted with the appeal. Students may only submit two (2) appeals during their time as an undergraduate and graduate student at Davenport University. The appeal form and process are found on the Student Connection at http://www.davenport.edu/office-accounting-services/bursar/billing-information/charge-appeal-form.

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 Department Chair or Online Department Coordinator.

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, unan-
nounced, and unreasonable departures from those articulated in
the course description or syllabus distributed at the begin-
ing of the course.

The Director of Academic Services 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 time-
lines delineated in this policy.

STEP 1: Within THREE days of the beginning of the following ses-
sion, 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 Director of Academic Services.)

STEP 2: If the student and instructor are unable to reach a resolu-
tion, the student will submit a detailed written statement, with sup-
porting documentation, to the Director of Academic Services to
begin the formal appeal process following the instructor’s
response. The Director of Academic Services will facilitate a dis-
cussion with the Instructor, the student, and the Department Chair
either face to face or via email. The student will be informed of the
decision by the Department Chair. Part 2 of the Appeal Form will be
completed and returned to the student with the decision of the
Department Chair.

STEP 3: If the issue is not resolved to the student’s satisfaction in
Step 2, the student may submit a request to the Department Chair
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 Department Chair was in error.
The Department Chair will establish an ad hoc (pro tem) review
committee made up of a student, a faculty member, and a depart-
ment chair or online department coordinator. The Department Chair
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.

Transcripts cannot be released for any student with a financial obligation to the
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 sub-
mitting a transcript request: printed name, written signature, cur-
rent 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
- Great Lakes Junior College (formerly: Saginaw Business
  Institute)
- Lansing Business Institute
- Parsons Business College
- Patricia Stevens Career College (Owned by DU)

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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 cam-
puses also recognize students for their outstanding contributions
in extracurricular activities and/or community service.

President’s List and Dean’s List
Each semester Davenport University recognizes undergraduate
students that have achieved academic excellence. Whether a stu-
dent is considered part time or full time Davenport wishes to
acknowledge his/her academic success. Inclusion on the
President’s List or Dean’s List is noted on the official transcript and
a letter of congratulations is sent.

President’s List Criteria
Students who receive a 3.80 or above semester GPA are eligible
for the President’s List if they meet the following conditions:
■ The student earned six (6) or more credits for the semester and
■ The six credits were earned for courses which were used in
calculating the semester GPA.

Dean’s List Criteria
Students who receive a 3.50 – 3.79 semester GPA are eligible for
the Dean’s List if they meet the following conditions:
■ The student earned six (6) or more credits for the semester and
■ The six credits were earned for courses which were used in
calculating the semester GPA.

The President’s List and Dean’s List are generated at the end of
the fall semester, winter semester, and spring/summer semester.
Only the grade point average as of the end of each semester will be
used to determine eligibility for this recognition.

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 cam-
puses also recognize students for their outstanding contributions
in extracurricular activities and/or community service.

President’s List and Dean’s List
Each semester Davenport University recognizes undergraduate
students that have achieved academic excellence. Whether a stu-
dent is considered part time or full time Davenport wishes to
acknowledge his/her academic success. Inclusion on the
President’s List or Dean’s List is noted on the official transcript and
a letter of congratulations is sent.

President’s List Criteria
Students who receive a 3.80 or above semester GPA are eligible
for the President’s List if they meet the following conditions:
■ The student earned six (6) or more credits for the semester and
■ The six credits were earned for courses which were used in
calculating the semester GPA.

Dean’s List Criteria
Students who receive a 3.50 – 3.79 semester GPA are eligible for
the Dean’s List if they meet the following conditions:
■ The student earned six (6) or more credits for the semester and
■ The six credits were earned for courses which were used in
calculating the semester GPA.

The President’s List and Dean’s List are generated at the end of
the fall semester, winter semester, and spring/summer semester.
Only the grade point average as of the end of each semester will be
used to determine eligibility for this recognition.

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 tran-
script 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 sub-
mitting a transcript request: printed name, written signature, cur-
rent 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
- Great Lakes Junior College (formerly: Saginaw Business
  Institute)
- Lansing Business Institute
- Parsons Business College
- Patricia Stevens Career College (Owned by DU)

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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

Dishonesty
Davenport University recognizes the principles of honesty and truth as fundamental to ethical business dealings and to a vibrant academic community of faculty and students. All members of an academic community shall be confident that each person’s work has been responsibly and honorably acquired, developed and presented. The work that a student submits shall be a fair representation of his/her ability, knowledge and skill. The University expects students to respect and exhibit these principles as they form the basis of the quality of the institution and the quality of Davenport’s graduates.

As stated in the Student Code of Conduct the University may discipline a student for academic dishonesty. Academic Dishonesty 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:
1. Cheating
2. Fabrication
3. Facilitating Academic Dishonesty
4. Interference
5. Plagiarism
6. Violation of Course Rules

Definitions of these violations can be found in the Student Code of Conduct (http://www.davenport.edu/student-affairs/student-conduct/policies).

Minor violation
A minor violation occurs the first time the student has a breach of academic integrity and typically involves an assignment or activity that does not represent a significant part of the course grade.

Major violation
A major violation can occur in one of two ways:
1. A major level violation occurs the second time a particular student has a breach of academic integrity involving an assignment or activity regardless of whether it represents a significant part of the course grade as described above.
2. A major level violation occurs when the infraction is a first violation that occurs on an assignment or activity that is a significant part of the course grade such as an exam or major paper.

Process for Violations
Once a faculty member (or Department Chair or Online Department Coordinator in the absence of the faculty member) believes a student has violated the Academic Dishonesty Policy either during the course or after the completion of the course, will notify the student via the University’s student email system (Panthermail) within ten business days to request a meeting to discuss the incident. This meeting can be held in person, via phone, or virtually. As a result of this meeting, if the faculty member determines there is a violation, he/she will submit a University Incident Report along with any supporting documentation, and can assign a sanction for the incident. If the student does not respond to the faculty member’s request for a meeting or if the student fails to meet with the faculty member, the faculty member can submit a University Incident Report along with any supporting documentation, and can assign an academic sanction for the incident. A student involved in the Academic Dishonesty Policy violation process may continue coursework until the matter is final unless due to the nature of the violation the Provost deems the student unfit to continue in the class, and/or participate in an internship/clinical.

Appeal
If the student does not admit responsibility for the violation, or does not accept the sanction by the faculty member, the student may appeal in writing to the faculty member’s department chair or the Online Department Coordinator. The instructor and student will both present documentation to the Department Chair or Online Department Coordinator within ten business days from the initial meeting. The Department Chair, Online Department Coordinator (or designee) will review the documentation with the faculty member and student, either together or separately within ten business days of receiving documentation. This review can be held in person, via phone, or virtually.

The Department Chair, Online Department Coordinator or designee will make a decision within ten business days. Students may still be subject to further disciplinary action under of the Student Code of Conduct.

If the student does not accept the decision of the Department Chair or Online Department Coordinator, he/she can appeal in writing to the Dean of the college in which the course resides (or designee) within five business days of the decision of the Department Chair or Online Department Coordinator. The appeal is allowable only if there is new evidence not available at the time the student met with the Department Chair or Online Department Coordinator, or if the student believes the sanctions were disproportionate to the violation. The Dean 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 within ten business days of the appeal. The decision of the Dean will be final. The student may still be subject to further disciplinary action under of the Student Code of Conduct.

Academic Sanctions
The academic sanction for a minor Academic Dishonesty violation will be left up to the discretion of the faculty member but generally will be a zero given on the assignment or activity. The sanction for a major academic integrity violation shall be an “F” in the course. When an academic integrity violation includes flagrant behavior or the student’s overall behavior or performance record is substandard, the faculty member shall refer the incident to the Office of Student Affairs for disciplinary action pursuant to the Student Affairs for disciplinary action pursuant to the Student Affairs
Attendance Policy

Regular attendance and active participation in classes are essential elements in the learning process. Students are expected to attend all class sessions beginning with and including the first class session.

In all Foundations of Learning, 100 level, and 200 level courses attendance will be reported on a weekly basis until the last day to drop with a “W” grade for every session and semester. Students will be administratively withdrawn for non-attendance following the process below unless previous arrangements have been made with their instructor. The instructor should be notified of a planned absence a minimum of 24 hours prior to the course meeting time.

Students will need to provide official and verifiable documentation for the absence to be excused. Consult your instructor regarding what documentation will be considered acceptable. The student whose absence was excused will not be penalized and will be allowed to complete an assignment, turn in a paper, and/or make up an examination in accordance with the instructor’s stated procedures and deadlines.

- Instructors will consider a student's verified illness or death of a student's immediate family member as an excused absence.
- An absence based on a required military duty will be excused if certified by the student's commanding officer.
- In cases of religious observances, legal obligations (such as jury duty), or attendance at official University sanctioned activities, the student must inform the instructor a minimum of 24 hours in advance for the absence to be excused.
- Student athletes should review their academic and athletic schedules at the beginning of each session and semester to determine if conflicts exist. It is the responsibility of the student athlete to communicate directly with his/her instructor(s), and make the necessary arrangements to complete the required work. The Athletic Department can provide a written notification that can be submitted to the instructor for each absence. Failure to notify the instructor at least 24 hours in advance will be treated as an unexcused class absence and the student may incur academic consequences.
- No class time can be missed for athletic practice or activities which would include on-field practice, training room time, team meetings, and conditioning (weight training/running).
- In rare and compelling circumstances not listed above, the student should make every effort to discuss reasonable accommodations with the instructor in advance, if feasible, or immediately upon return to class.

Administrative Withdrawal Schedule

For in-seat courses:

1) Any absence during the first week of class – The student will be considered a no-show and administratively removed from the course. All tuition and fees associated with that course will be deleted from the student’s record.

2) Any absence during the subsequent weeks – The student will be administratively withdrawn based on the last date of attendance. A grade of “W” will be given for the course and tuition charges will be assessed based on that last reported date of attendance. Associated semester and course fees will not be refunded.

3) Reporting of attendance and possible administrative withdrawal will continue for each semester and session until the last day to withdraw with a “W” grade. This date for each semester and session is published on the Davenport website and in the University catalog. The specific date represents the 12th Friday of a 15 week semester, the 9th Friday of a 12 week semester, the 7th Friday of a 10 week session, and the 5th Friday of a 7 week session.

For online courses attendance will be defined as participating in an academic activity within the classroom, which includes posting in a graded discussion board or submitting a written assignment. Posting not related to the graded discussion topics, emails, or other forms of communication not related to the actual course assignments will be reviewed but may be disqualified for attendance purposes. For online courses, an excused absence based on the previously mentioned criteria will be allowed when the student has notified the instructor in advance of their inability to meet the recommended participation of 5 out of 7 days. In consultation with the instructor, it will be determined what documentation will be required to verify the excused absence and a mutually agreed upon make-up procedure with deadlines will be established. In those exceptional circumstances where prior notification was not feasible, be aware that, especially in the online delivery, an Administrative Withdrawal may already have occurred. The student must contact their Advisor to begin the appeal process immediately upon return. The appeal process should begin no later than 2 days following the non-participation in the online course.

1) During the first week (7 days) of class – Students must participate in the online course a minimum of 3 times on three separate days during the first 7 days of the session or semester. Any student that does not meet this minimum participation will be considered a no-show and administratively removed from the course. All tuition and fees associated with that course will be deleted from the student’s record.

2) During each of the subsequent weeks of the course — Students must participate in the online course a minimum of 3 times on three separate days during each week of the session or semester. Any student that does not meet this minimum will be administratively withdrawn based on the last date of attendance. A grade of “W” will be given for the course and tuition charges will be assessed based on the last reported date of attendance. Associated semester and course fees will not be refunded.

3) Reporting of attendance and possible administrative withdrawal will continue for each semester and session until the last day to withdraw with a “W” grade. This date for each semester and session is published on the Davenport website and in the University catalog. The specific date represents the 12th Friday of a 15 week semester, the 9th Friday of a 12 week semester, the 7th Friday of a 10 week session, and the 5th Friday of a 7 week session.

In the event of an Administrative Withdrawal the student will receive a DU email notification from the Registrar’s Office. The email will be deemed to have been received by the student upon delivery. Students may appeal to be reinstated in the course.
Depending on the day(s) and meeting times for the class, this appeal, whenever possible, should be initiated at least one business day prior to the next class meeting. Appeals may be made through the normal grade appeal process. Students should contact their Advisor for assistance.

While Administrative Withdrawals are done in The Foundations of Learning, 100 level, and 200 level courses in accordance with the policy above, it remains the student’s responsibility to initiate an official withdrawal in all courses. Failure to officially withdraw may result in a grade of “F” in the course. Once the session/semester starts the student must contact their advisor to initiate an official withdrawal.

In the case of absences after the mandatory attendance period; class assignments, projects, and class participation may be used as part of the grade, and the instructor may choose not to allow make-ups on these. The instructor is responsible for stating in the syllabus the class policies regarding pop quizzes or makeup exams that may be influenced by class attendance.

In the College of Health Professions, any absence in the MEDA designated courses and the professional practice experience (Practicum course) in many programs may constitute grounds for failure of the course. The course descriptions and/or syllabi will note these attendance expectations. Students may also reference the College of Health Professions Handbook for additional details.

Nursing students should reference the Nursing Handbook for additional 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 re-entry to the University and to guide the student in course registration. Students who have been reinstated 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 Re-Entry Following Suspension Statement acknowledging these conditions.

4. Academic Dismissal

Students who do not meet the conditions of their re-entry following academic suspension 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 Re-Entry Following Dismissal Statement acknowledging these conditions.

5. Final Dismissal

Students not achieving the conditions of their re-entry following dismissal will be placed on Final Dismissal with no eligibility for re-entry. 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 recognizes the extraordinary contributions of the members of our armed services. We also understand the unique challenges faced by active or reserve service members and veterans in transitioning to the college environment. Davenport University is committed to providing an environment that provides service members and veterans flexible learning experiences and a professional setting to pursue their academic and personal goals.

Your service may entitle you to several education benefits. Students who are currently serving, veterans, or dependents of such are encouraged to communicate their status during the admissions process and/or to their advisor or military support team member on their campus. Military and veteran students are eligible for a discounted tuition rate and are eligible to receive textbooks in electronic format with proof of purchase among other support services. The student’s respective advisor or military support team member should be contacted to request etext.

Davenport University is committed to ensuring a continuity of study for every active service member who cannot complete a semester as planned due to a reassignment or deployment. Where possible, the student’s faculty member along with the respective Associate Chair and other appropriate academic administrator(s) will create alternative completion plans for any active semester credits that cannot be fulfilled as designed on the original course syllabus. These plans are developed while ensuring the quality and content of course material and the integrity of the student’s degree is maintained. A student must provide documentation regarding any such orders and contact his/her advisor or a military support team member to begin the process.

To receive military and veteran’s education benefits, a student must maintain satisfactory academic progress (SAP) and conduct. Accordingly, benefits will be terminated for individuals who are disqualified, suspended or expelled from the University. 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.

Davenport University Testing

Testing is offered at many of the Davenport campuses. Students may take the COMPASS test for placement, CLEP, Competency,
and DSST for course credit, Certiport Microsoft Office Specialist 2010 (MOS) exams for certification and course credit, and Prometric and Pearson VUE IT certification exams. Please check the Testing Web pages (www.davenport.edu/testing) to see which tests are offered and at which campuses. For testing questions, email Testing@Davenport.edu.

Davenport University Tutoring

Davenport University provides free in-seat and online tutoring for all students. Tutoring is scheduled at each campus based on courses offered, course schedules and student requests. Tutoring centers are drop-in and students may also make appointments during the scheduled hours. Online tutoring offers flexible hours and is available university wide. For tutoring questions email Tutoring@davenport.edu or the director at kmsi2@davenport.edu. Resources and more information are available on the DU Tutoring webpage (www.davenport.edu/tutoring).

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 2005 and graduated by the end of the 2010/2011 academic year is 25%. These first-time full-time students made up less than 20% of the university enrollment.
Security Services

Davenport University places a high priority on keeping its locations safe for students, employees, and visitors. In compliance with federal campus safety disclosure regulations, Davenport University’s annual security report includes statistics for the previous three years of reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by Davenport University, and on public property within, or immediately adjacent to and accessible to, each location. The report also includes institutional policies concerning campus safety, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. Printed copies of the University’s security report are available on http://www.davenport.edu/risk-management or by contacting the Vice President of Risk Management, at (616) 732-1155.

Anti-Harassment Policy

Davenport University supports a culturally diverse academic community and is committed to maintaining a positive environment that fosters respect among those represented in the University community. The policy of Davenport University is to provide an environment free from sexual harassment and acts of harassment on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender, sexual orientation, veteran status and weight. Such harassment does harm to those who experience it and destroys the environment of mutual respect and tolerance that must prevail if Davenport University is to fulfill its mission. Therefore, prohibited harassment will not be tolerated at the University.

Prohibited Conduct

Harassment

Harassment is unprofessional conduct that could reasonably be understood as any of the following:

1. Having the purpose or effect of creating an intimidating, hostile, or offensive environment,
2. Having the purpose or effect of unreasonably interfering with an individual’s participation in or access to educational activities and programs,
3. Otherwise adversely affecting an individual’s learning opportunities or access to educational activities and programs.

Harassment on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender, sexual orientation, veteran status, or weight is considered a violation of University policy.

Sexual Harassment

Harassment on the basis of sex is a violation of state and federal law. 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 participation in or access to educational activities and programs,
2. Submission to or rejection of such conduct by an individual is used as the basis for participation in or access to educational activities and programs,
3. Such conduct is unprofessional and has the purpose or effect of unreasonably interfering with or creating an intimidating, hostile, or offensive working or educational environment.

Consensual Relationships

Consenting romantic and sexual relationships between faculty/staff and their students or between supervisors and their subordinates is inappropriate. The faculty/staff member who enters into a sexual relationship with a student or subordinate where a professional power differential exists must realize that if a charge of sexual harassment is subsequently lodged, it will be extremely difficult to use mutual consent as a defense.

Complaint Procedure

A faculty or staff member with a complaint should immediately report it to his or her supervisor and the Human Resources Office representative. A student or visitor who becomes aware of a complaint should immediately report it to the Campus Director. 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 Campus Director will review complaints in accordance with applicable University policies and procedures. All good faith complaints shall be investigated and appropriate corrective action will be taken based on results of the investigation.

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.

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...
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.
- **Intimidation** – To coerce or inhibit by threats.
- **Act of Violence** – Conduct that causes bodily or intentional emotional injury to another person or damage to property.
- **Staff** – All regular, temporary, contract, and adjunct full-time and part-time faculty, staff, and student employees.
- **Students** – As defined in the Student Code of Conduct.

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** – Intimidating or attempting to coerce an individual to do wrongful acts.
- **Sabotage** – Sabotaging equipment or intentionally damaging property.
- **Suicide** – Disrupt the University community with a threatened or attempted suicide.
- **Weapons** – Possessing or displaying weapons.
- **Assault** – Assault, arson, homicide, or inflicting bodily harm.

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 from the University.

Drug and Alcohol Policy
Davenport University has a vital interest in maintaining a safe and healthful learning environment for the benefit of its students, faculty and staff, and to ensure its successful operation as an educational institution. The University has established the following policy, which reinforces the University’s commitment toward promoting a drug-free learning and working environment:

It is the policy of Davenport University that the unlawful manufacture, distribution, dispensation, sale, purchase, possession, or use of controlled substances 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 and state law to comply with the terms of this statement. Any student, faculty or staff member who is found to have violated the policy will be subject to sanctions by the University, which may include suspension, termination, expulsion and referral for prosecution. Violations of applicable local, state, and federal laws may subject a student or employee to a variety of legal sanctions including, but not limited to, fines, incarceration, imprisonment, and/or community service requirements.

Health risks generally associated with alcohol and drug abuse can result in, but are not limited to: a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes, and thought disorders. Davenport University is committed to assisting students and employees with substance abuse problems through utilization of available drug and alcohol counseling, treatment, rehabilitation or re-entry programs. In addition, the University offers 24/7 access to its Students Assistance Program which is designed to address substance use and other problems that negatively affect students’ performance. Students should refer to http://www.davenport.edu/student-affairs/health-wellness for available treatment options.

Reporting Accidents or Injuries
Injuries and illness, regardless of severity, should be reported immediately to the Security Services, or the Campus Director (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. The Incident Reporting Form can be
Reporting Criminal Activity or Other Emergencies

Any criminal action or emergency that occurs at a location or at a school-related function should be promptly reported (by Accident/Incident Report) to Security Services, the Campus Director or his or her designee. This individual will determine the nature and severity of the crime and judge whether or not local or state authorities are to be contacted.

Completed Accident/Incident Report forms are directed to, and maintained by Human Resources.

The University will respond and cooperate with local or state authorities in the referral for prosecution of any individual(s) involved in criminal activity. The University may impose the following sanctions, depending on the severity of the crime:

1. Oral or written warning
2. Suspension for a specified period of time, with definitive standards for re-admission or return to work, or
3. Dismissal/Termination

Response to emergency situations will include a review of the circumstances that caused the incident and any actions necessary to prevent recurrence.

Emergency Exits

Since there is always the possibility of the need to evacuate the buildings, a system of illuminated EXIT signs has been installed for the students’ protection. The locations of fire exits are posted.

Campus Use Guidelines

Bookstore

Lettinga Campus Students Taking Classes on Campus:

The Lettinga campus bookstore offers textbooks and course materials for all in-seat Lettinga Campus classes. Please visit www.duspirit.com to view the current titles offered. Prices and course information are subject to change.

Online Classes or Students at Campus Locations:

Students taking classes online or at any other campus should purchase their textbooks and course materials at MBSDirect http://bookstore.mbsdirect.net/davenportu.htm. Using the official bookstore site ensures you get the correct textbooks and materials required for your course. Many books are offered new, used, ebook and rental.

Book Vouchers:

Book vouchers are a part of your financial aid package. To establish a book voucher or if you have questions regarding your book voucher, speak with your advisor or email bookvouchers@davenport.edu

You may use your book vouchers to purchase your books and any required course materials. You may use your voucher at the Lettinga Bookstore, and the online bookstore:
http://bookstore.mbsdirect.net/davenportu.htm


Further Information:

For further information, please see Bookstore Information at www.davenport.edu. You will find information and videos for step by step ordering information, current store hours, specials, events, and contact information.

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, email, 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. Email is provided to facilitate communications concerning the University’s educational mission and related business; the use of the University’s email system to distribute personal messages to multiple recipients is prohibited. Use of University technology resources to obtain or view inappropriate and/or sexually explicit information/pictures, distribute chain or junk mail, or other wasteful use is expressly prohibited.

All information residing in Davenport University’s computers, computer networks, and voice mail networks is the property of the University. The University prohibits the copying of any computer software from its computers or networks, including the University’s software or software owned by or licensed from third parties.

Davenport University students and employees are prohibited from loading any software, data, or information from outside sources onto the University’s computers or networks. All loading of outside software, data, or information shall be performed by someone who is authorized by the University to do so.

Information technology resources are to be used ethically and appropriately, in accordance with all University policies. All faculty, staff, students, and other users are required to:

■ Protect all password and login information.
■ Deny access to unauthorized users.
■ Receive proper training prior to access.
■ Cooperate with any and all investigations of concern, problems, or technical difficulty related to University technology resources.

Information technology resources may NOT be used:

■ For personal gain.
■ For any illegal activity.
■ To display, receive, archive, store, distribute, edit, propagate, or record sexually explicit material, pirated software, or destructive materials (i.e., viruses, worms, etc.).
■ To send harassing, abusive, intimidating, discriminatory, or other offensive emails.
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 online network. Any person who violates this University policy or applicable laws may also be subject to disciplinary action, including termination of employment. Please note that network or computing providers outside the University may additionally impose their own conditions of appropriate use, for which all users are responsible.

**Email General Information**

Internet/Email is available at all PCs throughout the campus, providing a direct access to the World Wide Web. Wireless access is also available throughout designated sections of the campus.

**Parking**

Some Davenport University locations require a parking permit. Some locations charge a fee to obtain a parking permit. 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.

**Service Animals**

Service animals are dogs trained to assist people with disabilities in the activities of normal daily living. The Americans with Disabilities Act (ADA) and the Michigan Persons with Disabilities Civil Rights Act (MPWDCRA) enable service animals accompanying persons with disabilities to be utilized at Davenport. The ADA definition of service animals is “. . . any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.” The full policy and procedures concerning Service Animals can be found at http://www.davenport.edu/student-affairs/disability-services.

**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. 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 Lounges where students may meet informally, and most of them have food and beverage vending machines. These lounges are intended for student use only. 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 Campus Director at their location regarding the approval process.

**Use of the Davenport University Name and Logo**

All information regarding proper and allowable use of the Davenport University name and associated logos can be found on http://www.davenport.edu/branding-style-guide or by contacting the University’s Marketing Department at 616-732-1170.

**Vaccination**

Although general admission to Davenport University does not require proof of vaccination, students are encouraged to discuss the timing, risks and benefits of vaccination with their health care providers. Students entering the College of Health Professions will need to view the College of Health Professions handbook for health requirements which include vaccination requirements.

**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’s administration.

If classroom equipment is not operating properly, it must be reported to the instructor immediately. Classroom equipment may not be tampered with or removed. Any costs resulting from damage or loss due to unauthorized movement or tampering with equipment will be the responsibility of the student(s) involved.

A clear distinction is made between classroom and office equipment at each 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 Davenport University Library.
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 the University nor the student may go to court or to an administrative agency to resolve a dispute subject to this Policy; rather, any and all disputes or disagreements between the student and the University relating to any Covered Claim (as defined below) must be resolved by binding arbitration.

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 and Graduate 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. Initiating Arbitration. 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. The demand must specifically identify the act(s) or omission(s) the party is disputing, identify the pertinent sections of the Student Code, statutes, law, and/or regulations on which the dispute is based, as applicable, and state what relief the party wants to obtain from the arbitration process. If a demand does not include the information in the preceding sentence, the responding party may request a more detailed statement of the claim(s) from the demanding party after appointment of an arbitrator. A student’s demand for arbitration must be provided to the University’s Provost by hand delivery or by first class mail. The University’s demand must be directed to the student’s last known address by first class mail. 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.

3. Arbitration Proceedings. Within 15 days of initiating or receiving an appropriate, timely demand for arbitration, the University shall provide the student with a list of no less than three potential arbitrators who shall be independent third parties. The student must select an arbitrator from the list provided by the University. If the student does not select an arbitrator from the list within 15 days from the date the list is sent by the University to the student, the University shall select an arbitrator from the list and that selection shall be binding on the student. The arbitration proceedings shall be confidential. The arbitration hearing(s) shall be held in the County where the student attends(ed) classes. Except to the extent inconsistent with this Policy, the arbitration shall be conducted pursuant to the Commercial Arbitration Rules of the American Arbitration Association, without application of any supplementary procedures, but the University shall not be required to, and the student may not elect to, utilize the services of the American Arbitration Association to manage or conduct any arbitration proceeding. All costs and expenses of the arbitration shall be borne equally between the University and the student, with each party to bear its/his/her own attorney's fees and expenses. Any award under this Policy may be confirmed and a judgment rendered upon the Award by a court of competent jurisdiction. The University and the student hereby consent to the jurisdiction of any state court located within the County of Kent, Michigan or any federal court for the United States District Court for the Western District of Michigan for the entry of any judgment upon any Award.

4. 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.

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.

**Issue Resolution Process**

Davenport University is committed to a process that provides for the opportunity for the prompt and equitable resolution of all student complaints and issues to the satisfaction of both the member of the University community and the University. The Issue Resolution Procedure is designed to provide the University community with both an informal and formal process whereby a member of the University community may request the review and resolution of a concern if satisfactory resolution has not been reached by way of the daily problem-solving activities which, in most cases, should result in immediate resolution. Members of the University community are encouraged to address any concerns immediately with the supervisor of the area the issue or complaint lies; timely and candid discussions best assures that a minor problem does not develop into a major one. The entire Issue Resolution Process can be referenced at http://www.davenport.edu/student-affairs/student-conduct/issue-resolution.
STUDENT CODE

Introduction

The purpose of the Student Code is to provide all University students with guidance and to promote standards of personal integrity that are in compliance with the mission of the institution. Students attending the University automatically accept the application of the University’s Student Code and its processes. Any questions regarding the interpretation or application of the Student Code and its processes will be answered by Office 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

■ “Business day” shall be defined as Monday through Friday excluding official University holidays.
■ “Campus Designee” refers to a University appointee who is responsible for initiating the Student Code 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 Student Code 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” shall be defined as any person admitted, enrolled or registered for study at the Davenport University. Student also includes persons not officially registered or enrolled for a particular term but who are eligible to enroll or have a continuing relationship with the Davenport University.
■ “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 leased by the University, including adjacent streets and sidewalks.
■ “University Technology Resources” includes but is not limited to University computers, networks, software, websites, and properties.

Student Rights

Each student is afforded the following rights:

1. Freedom from unlawful discrimination or harassment on the basis of race, sex, age, religion, national origin, disability, or sexual orientation under federal or state laws.
2. The right to information pertaining to academic standing, graduation requirements, and course requirements.
3. The freedom to establish student organizations consistent with University requirements, to pursue common educational interests.
4. The right to privacy 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 fair process as outlined in the Student Code of Conduct.

Student Responsibilities

Each student accepts the following responsibilities:

1. Students are expected to respect and value the rights of others, support the academic environment, follow standards of the community 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 and comply with the policies and procedures 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 University website.

6. It is the student’s responsibility to regularly check his or her email and respond to University notices appropriately.

## Misconduct

Any student, group of students 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 Student Code 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 assistance on any “in-class” or “take-home” examination, unless the instructor has specifically authorized in writing 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 written 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 materials 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 written 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 dishonesty. 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 dishonesty.

**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**

Plagiarism American standards 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:

1. Purchasing any portion a paper
2. Copying print or electronic text
3. Having someone else write any portion of a paper
4. Rephrasing/paraphrasing text to avoid detection
5. Rephrasing/paraphrasing text without proper citation
6. Copying diagrams, illustrations, charts, pictures, or other visual materials without proper citation
3. 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. A student shall not at any time make a false or misleading statement to any person charged with investigating or deciding the responsibility of the accused, reviewing a finding of responsibility, or determining or reviewing the appropriateness of the sanction or sanctions to be recommended or imposed.

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

4. 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. Conduct or behavior that the student knows or should know is reasonably likely to be considered obscene under the standards of the local community. Such behavior includes but is not limited to public exposure of one’s own sexual organs and voyeurism, including but not limited to video voyeurism. Video voyeurism means recording, or using, disclosing or distributing a recording of others in a location or situation where there is a reasonable expectation of privacy (including, but not limited to, a residence hall room, locker room, or bathroom), without knowledge and consent of all individuals involved;

c. 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;

d. Aiding 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;

e. Conduct which adversely affects the student’s suitability as a member of the University community, as defined by the Office of Student Affairs; or

f. Damage to University property or the property of another;

g. Intent or commission to attempt a violation.

5. FAILURE TO COMPLY. Failure to comply with University sanctions or reasonable directives of University officials.

6. 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.

7. 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
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, possession, manufacturing, distribution, or sale of marijuana, heroin, narcotics, or any other controlled substance which is prohibited by law. Intentionally or recklessly inhaling or ingesting substances (e.g., nitrous oxide, glue, paint, etc.) that will alter a student’s mental state is also prohibited;
b. Production, manufacture, distribution or use of any drug, controlled substance or any substance used as a drug contrary to law;
c. Use of a prescription drug if the prescription was not issued to the student, the distribution or sale of a prescription drug to a person to whom the prescription was not originally issued, or use of prescription drug violates local, state, or federal law;
d. Possession of drug paraphernalia including but not limited to bongs or glass pipes;
e. 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. INAPPROPRIATE USE OF TECHNOLOGY. Theft or other abuse of computers, related computing network, websites, equipment or data, including but not limited to the following:

a. Unauthorized entry into, use, transfer or deletion of a file;
b. Unauthorized use of another individual’s identification and/or password, or unauthorized provision of a student’s identification and password to another;
c. Use of University technology resources to interfere with the work of another student, faculty member, University official or other entity;
d. Use of University technology resources for personal gain or profit;
e. Use of University technology resources to send obscene or abusive messages;
f. Use of University technology resources to send or view pornographic material;
g. Use of University technology resources to interfere with normal operation of the University computing system; or
h. Use of University technology resources to threaten, intimidate, or otherwise violate University anti-harassment or anti-violence policies.

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 CONDUCT. Any sexual act or attempt to engage in any sexual act with another person without the consent of the other person or in circumstances in which the person is unable, due to age, disability, or alcohol/chemical or other impairment, to give consent; or

b. Sexual misconduct: Any intentional intimate touching of another without the consent of the other person or in circumstances in which the person is unable, due to age, disability, or alcohol/chemical or other impairment, to give consent;

13. TOBACCO USE. All buildings at all Davenport University campuses are designated as tobacco 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. Under FDA guidelines electronic cigarettes are regulated as tobacco products.
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. UNAUTHORIZED ELECTRONIC OR DIGITAL RECORDING. Making, using, disclosing, or distributing a recording of a person in a location or situation in which that person has a reasonable expectation of privacy and is unaware of the recording or does not consent to it; and any other conduct that constitutes an invasion of the privacy of another person under applicable law or University regulation. Such conduct includes, without limitation, unauthorized recording of personal conversations, images, meetings, or activities.

17. UNAUTHORIZED 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.

18. 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 College of Health Professions, and the College of Health Professions Student Handbook, and those related to Student Employment, Anti-Violence, Anti-Harassment and the Student Employee Handbook.

19. 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.

20. 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; facsimile weapons; paint guns; 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 Code 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. An incident report can be filed online at https://publicdocs.maxient.com/incidentreport.php?DavenportUniv.

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. The University may take action against a student for violating the Student Code and the student and/or Complainant may use this procedure to appeal the decision and/or sanction.

Reporting an Allegation of Sexual Misconduct

Students who believe they have been a victim of sexual misconduct should report this privately to the Director of Housing, Director of Student Conduct, or Campus Director, who will inform them of their options and assist them in accessing services. Students may also complete an incident report or witness statement to Campus Security. When an allegation of sexual misconduct is reported to any school official, the incident may be investigated by the University. The student who reported the allegation may choose not to participate in any action taken by the University.

The Respondent and the Complainant of sexual misconduct offenses may receive assistance through the Executive Director of Student Affairs in changing academic schedules and on-campus living arrangements.

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 Student Code 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 otherwise be 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.

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.
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 the University determines 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 chooses to file 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 hearing officer or a Hearing Council. Formal notice of Student Code of Conduct 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 hearing 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 Student Code of Conduct hearings are administrative hearings that allow flexibility and are not courts of law. The Student Code of Conduct 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 hearing 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 Student Conduct Hearing Officer
A hearing conducted before a hearing officer is often called an individual hearing as the respondent meets with a singular hearing officer designated by the Executive Director of Student Affairs. A hearing conducted before a hearing officer occurs more frequently than a hearing held before a hearing council. During a hearing conducted before a hearing officer, the hearing 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 hearing officer for review. The hearing 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. The Hearing Council will submit a written report to the Executive Director of Student Affairs or designee. The written report will contain the findings of the hearing, and the sanction recommendation, if any. If the Respondent is found responsible for the violation(s) the committee will recommend one or more sanctions. The Executive Director of Student Affairs or designee may adopt, reject, or modify the Council’s findings and recommendations. The Executive Director of Student Affairs or designee 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 hearing 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 relevant material evidence or information has been provided that could not have been discovered at the time 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
- The sanction(s) imposed were not appropriate for the violation.

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 hearing officer or Hearing Council or remand the matter back to the original hearing 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 hearing 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 one academic semester and maximum of the duration of the student’s academic career at the University. 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 other requirements stipulated during this period, the student may be immediately suspended from the University and/or its events pending further disciplinary review.
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 hearing 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 campus wide social privileges, except philanthropy. A probationary period may range from four weeks to one full academic year, with a mandatory review before the student organization can be released from probationary status. Any additional violations or failure to comply with requirements stipulated during this period may result in suspension pending further disciplinary review.
3. Suspension: results in a loss of all meeting and activity privileges for a minimum of one full academic year and a maximum of four full academic years. Any additional violations or failure to comply with other requirements stipulated during this period will result in expulsion. Any student organization that is suspended due to misconduct will not be entitled to any refund of member dues or other fees.
4. Expulsion: the most severe violations of the University Student Code of Conduct 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 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. 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 officers and members from receipt of institutional financial aid, including but not limited to the DU Club Scholarship program.
Please choose courses from this list of electives as directed by your college program.

**Business Electives**
Any courses at the 100 level or above from the following areas:
- ACCT
- BUSN
- FINC
- HRMG
- LEGL
- MGMT
- MKTG
- PSMG
- RMGI

Plus the following courses:
- ENVS125
- GPMT
- HSAD302
- HSAD402
- HSAD405
- IAAS221

**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
- ECON
- ENGL
- ENVS
- FREN
- FRESH
- GEOL
- GRMN
- HIST
- HUMN
- JAPN
- MATH
- PHYS
- POLS
- PSYC
- RUSS
- SPAN
- STAT
- Study Abroad Experience
- SABR
- SOCY
- SOSC

**Health Professions Electives**
Any courses at the 100 level from the following disciplines:
- HINT
- HLTH
- HSAD
- MEDA
- MCMG

**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
- ESLP
- FREN
- GRMN
- HUMN
- JAPN
- MATH
- PHYS
- POLS
- PSYC
- RUSS
- SPAN

**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

**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

**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
- RUSS
- SOCIO
- SPAN
- STAT
- SABR
- SARM
- TECH
- WLNS

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

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

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**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
- Environmental Science as a Second Language = ESLP
- Environmental Science = ENVS
- Finance = FINC
- French = FREN
- Freshman Seminar = FRSM
- Geology = GEOI
- German = GRMN
- Global Project Management = GPMT
- Health Sciences = HLTH
- Health Information Technology = 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
- Risk Management and Insurance = RMGI
- Russian = RUSS
- Social Sciences = SOCIO
- Sociology = SOCY
- Spanish = SPAN
- Statistics = STAT
- Study Abroad Experience = SABR
- Technology = TECH
- Wellness and Health = WLNS

**Notes:**
Courses offered online may have the book cost billed with tuition and fees.

Courses sections designated with EL (Experiential Learning) or SL (Service Learning) may require from 10-20 hours of time commitment per semester outside of class meetings. Students may find EL or SL designated courses by reviewing the DU course schedule.
Accounting (ACCT)

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): HINT211 or 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): BITS211 or CISP112 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): BITS211 or CISP211, MATH125, and 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 pronouncements and related topics. 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 is a continuation of 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

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 statements. The use of internal controls in the accounting system is emphasized. Case studies will be used to analyze and evaluate accounting systems.
Prerequisite(s): ACCT220 and ACCT301

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 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): ACCT320
ACCT461 CMA Prep Financial Planning/Performance Control 3 CR
Introduction to CMA Credential and CMA Learning System; Section A: Planning, Budgeting and Forecasting; Section B: Performance Measurement; Section C: Cost Management; Section D: Internal Controls; Section E: Professional Ethics. This course is primarily focused on preparing students to pass Part I of the CMA exam. 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 and it is recommended that this course be completed in one of the last semesters before graduation in order to prepare for CMA Examination.
ACCT462 CMA Prep Financial Decision Making 3 CR
Introduction to CMA Credential and CMA Learning System; Section A: Financial Statement Analysis; Section B: Corporate Finance; Section C: Decision Analysis and Risk Management; Section D: Investment Decisions; Section E: Professional Ethics. This course is designed to enhance learning from earlier courses with a focus on financial statement analysis. Students are challenged to analyze financial statements with the ability to construct and communicate strategic decisions. Additionally they have to demonstrate an understanding of risk management throughout this process. Lastly, the students are taught to use this ability to ultimately make investment decisions.
Prerequisite(s): ACCT213 and it is recommended that this course be completed in one of the last semesters before graduation in order to prepare for CMA Examination.
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): BUSN488T for BBA/MBA Honors Accountancy Program only
Co-requisite(s): BUSN488T
Prerequisite(s): Last semester; major courses complete or taken concurrently.

Arabic (ARAB)

ARAB111 Beginning Arabic I 3 CR
This first semester Arabic course is an introduction to listening, speaking, reading and writing skills, and Arabic-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 Arabic-speaking cultures. Note: A grade of C or better is required to take the next course in the sequence.
Prerequisite(s): Completion of ARAB111 with a C or above
ARAB212 Intermediate Arabic II 3 CR
This second semester Arabic course is a continuation of language skills and cultural understanding in ARAB111. The course recognizes the practical importance of language with special emphasis on speaking skills. Students expand their vocabulary, language structure, and continue examining diverse Arabic-speaking cultures.
Prerequisite(s): Completion of ARAB111 with a C or above
ARAB311 Arabic for the Professions 3 CR
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): ARAB221
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-require(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.

Co-require(s): BIOL111L or BIOL111V
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, plant 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-require(s): BIOL111
Prerequisite(s): BIOL110 and BIOL110L or BIOL110V

**BIOL115 Anatomy and Physiology with Human Disease I** 4 CR
This course is the first of a two semester sequence that provides a foundation in human anatomy, physiology and the disease process for students in the Health Information Management and Allied Health programs. Students will learn anatomical and physiological terminology, homeostatic mechanisms, and other fundamental principles of anatomy and physiology. Each organ system will be studied with emphasis on the relationship between systems. Common disease processes, disease characteristics and treatments (including pharmacological interventions) will be introduced. *Note: A grade of C or better is required to take the next course in the sequence. There is a $100.00 software fee included in this course.

**BIOL116 Anatomy and Physiology with Human Disease II** 4 CR
This course is the second of a two semester sequence that provides a foundation in human anatomy, physiology and the disease process for students in the Health Information Management and Allied Health programs. This course expands on previously gained knowledge in the anatomy and physiology of the human body. Students will continue to learn anatomical and physiological terminology as it relates to body systems. Students will integrate the structure and functioning of the cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems with material from earlier courses. Students will also review the natural developmental and aging processes that occur in each system. *Note: There is a $50.00 software fee included in this course.

**BIOL120 Essentials of Anatomy and Physiology** 4 CR
This course provides the student with the essential principles of anatomy and physiology including introductory chemistry concepts, cell and tissues studies and the structure and function of the following organ systems: integumentary, 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.

**BIOL120L Essentials of Anatomy and Physiology Lab** 1 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. There is a $50.00 software fee included in this course.

Co-require(s): BIOL120L

**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. There is a $50.00 software fee included in this course.

Recommended Prerequisite(s): BIOL110L

Co-require(s): BIOL121L

**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

**BIOL122 Anatomy and Physiology II** 3 CR
This course expands on previously gained knowledge in the anatomy and physiology of the human body. Students will continue to learn anatomical and physiological terminology as it relates to body systems. Students will integrate the structure and functioning of the cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems with material from earlier courses. Students will also review the natural developmental and aging processes that occur in each system. *Note: There is a $50.00 software fee included in this course.

Co-require(s): BIOL122L

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

**BIOL122L Anatomy and Physiology II Lab** 1 CR
This laboratory course expands on previously gained knowledge in the anatomy and physiology of the human body. Students will continue to learn anatomical and physiological terminology as it relates to body systems. Students will integrate the structure and functioning of the cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems with material from earlier courses through laboratory exercises. A $115.00 lab and insurance fee is charged in this course.

Co-require(s): BIOL122

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

**BIOL131 Introduction to Human Disease** 3 CR
This course introduces concepts of pathophysiology in a systemic manner by comparing the functioning of the human body in normal and diseased states. Students will integrate information relating to the etiology, presentation, evaluation, treatment, and prevention of common human diseases.

Recommended Prerequisite(s): BIOL120

**BIOL211 Microbiology** 3 CR
This course presents a comprehensive overview of the role of microbes in disease processes, and is designed for the student in health sciences. Students compare human microbial pathogens with respect to their structure, function, host selection, reservoirs, modes of transmission, host effects, and vulnerability to various treatment regimens.

Recommended Prerequisite(s): BIOL110L

Co-require(s): BIOL211L

Prerequisite(s): BIOL110

**BIOL211L Microbiology Lab** 1 CR
This laboratory course presents a comprehensive overview of the role of microbes in disease processes, and is designed for the student in health sciences. Students learn skills applicable to the clinical laboratory, including aseptic techniques, microbial culture, serology testing, and antimicrobial techniques.
resistance testing. Students also compare human microbial pathogens with respect to their structure, function, reservoirs, modes of transmission, host effects, and vulnerability to various treatment regimens. A $115.00 lab and insurance fee is charged in this course.

**Recommended Prerequisite(s):** BIOL110L

**Co-requisite(s):** BIOL211

**Prerequisite(s):** BIOL110

**BIOL310 Nutrition** 3 CR

This course provides an introduction to the basic principles of nutrition and its use in therapy. Students will study the metabolism of nutrients and will perform nutritional assessments of both healthy and diseased individuals of all ages. Food preparation, safety, and unique food customs of major cultural groups will also be presented.

**Prerequisite(s):** BIOL120, BIOL115 or BIOL121/BIO121L

**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

“All BIOL courses completed for the Medical School Partnership require a “C” or better grade for successful completion.

## Business (BUSN)

**BUSN120 Introduction to Business** 3 CR

This course provides a broad study and analysis of the philosophy, environment, and language of business. It introduces students to contemporary business principles, practices, and terminology. Students also gain an understanding and appreciation of the private free enterprise system. The major functional areas of business, including short and long-term financing (including the securities market), forms of ownership, banking, marketing, and management are examined. A $30.00 simulation access fee is charged in this course.

**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 Monetary 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, and 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

**BUSN287 BBA 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 core business concepts of accounting, information systems, marketing, and management. Note: A $75.00 exam fee is charged in the course. This course is graded on a Pass/Fail basis.

**Prerequisite(s):** All Foundations of Business courses completed

**BUSN303 Business Research** 3 CR

This course emphasizes information literacy in the context of business research. The differences between primary and secondary research are explored and the student will achieve an understanding of the research process. Specifically, the course develops the skills necessary to define a business problem, set research objectives, conduct an effective secondary information search, collate, evaluate, synthesize and present information which results in sound strategic business recommendations. Students demonstrate the ability to apply and interpret statistics in the data analysis.

**Prerequisite(s):** BITS211, MGMT211, MKTG211 and STAT220

**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

**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: A $75.00 exam fee is charged in the course. This course is graded on a Pass/Fail basis.

**Prerequisite(s):** Senior status; taken concurrently with program capstone (ACCT495, ACCT490 for BBA/MDR Honors Accountancy only, BUSN495, FINC490 or FINC495, 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. A $55.00 simulation access fee is charged in this course.

**Co-requisite(s):** BUSN488T

**Prerequisite(s):** FINC223 or FINC235, BUSN303 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 3 CR
Students learn to design high-quality, marketable publications with industry-standard page composition software. Sample projects include newsletters, brochures, letterheads, business cards, and on-line materials. Publication design principles and software competency are integral components of this course. Students work on team projects and pre-press activities which are critical components of desktop publishing.
Recommended Prerequisite(s): CISP100

BITS214 Microcomputer Applications: Word Processing 3 CR
This course expands on prior word processing knowledge. Students study advanced commands and features of industry-standard word processing software for production of various business documents. Some areas of study include macros, mail merge, sharing data, compiling specialized tables, collaborative tools, and forms. Upon successful completion of this course, students will have the prerequisite skills to take applicable certification testing.
Recommended Prerequisite(s): CISP100

BITS221 Administrative Procedures 4 CR
This course prepares students to support an administrative department in a variety of office tasks. Students compose business documents, file correspondence, use proper telephone technique, process mail, make travel arrangements, and plan meetings. A focus throughout the course is business etiquette and professionalism as related to the duties of an administrative assistant.
Prerequisite(s): CISP111 or CISP112 and ENGL110

BITS290 Business Info Tech Internship 3 CR
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 3 CR
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 3 CR
This course introduces students to professional digital illustration software. Students will learn to create everything from simple graphics, icons, and text to complex, multi-layered illustrations for print publications, multimedia presentations, or the web. Students learn to draw illustrations electronically, transform objects, work in layers, and create special effects with patterns, brushes, and filters.
Recommended Prerequisite(s): CISP100

BITS303 Web Authoring Applications 3 CR
Students learn to create effective and attractive web pages through the use of a popular web authoring program. Topics of study include layout, typography, graphics, navigation, and color techniques. Students learn the appropriate use of tables, image maps, cascading style sheets, toolbars, and palettes. Publishing and maintaining a website are also integral components of this course. Students will have created many functional and aesthetic web pages upon completion of this course. Upon successful completion of this course, students will have the prerequisite skills to take applicable certification testing.
Recommended Prerequisite(s): BITS301
Prerequisite(s): 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 3 CR
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 1 CR
This course is 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

CHEM160* General Chemistry I 3 CR
This course is the 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

CHEM160L* General Chemistry I Lab 1 CR
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 will be taught in a virtual format.
Co-requisite(s): CHEM160
Prerequisite(s): MATH125

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CHEM161* General Chemistry II 3 CR
This is the 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): CHEM160L or CHEM160V
Prerequisite(s): CHEM160 and CHEM160L or CHEM160V

CHEM161L* General Chemistry II Lab 1 CR
This course expands on the topics explored in CHEM160L. Emphasis is placed on basic chemical theories, acid-base properties, equilibrium, kinetics, electrochemistry and qualitative analysis. A $115.00 lab and insurance fee is charged in this course. *Note: The lab portion designated as CHEM161V will be taught in a virtual format.
Co-requisite(s): CHEM161
Prerequisite(s): CHEM160 and CHEM160L or CHEM160V

CHEM250* Organic Chemistry I 3 CR
This is the 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.
Co-requisite(s): CHEM250L
Prerequisite(s): CHEM161 and CHEM161L or CHEM161V

CHEM250L* Organic Chemistry I Lab 1 CR
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 will be taught in a virtual format.
Co-requisite(s): CHEM250
Prerequisite(s): CHEM161 and CHEM161L or CHEM161V

CHEM255* Organic Chemistry II 3 CR
This is the 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.
Co-requisite(s): CHEM255L
Prerequisite(s): CHEM250 and CHEM250L or CHEM250V

CHEM255L* Organic Chemistry II Lab 1 CR
This course is a continuation of the first semester lab course. Students will gain more experience in multistep synthesis and analysis of products. A $115.00 lab and insurance fee is charged in this course. *Note: The lab portion designated as CHEM255V will be taught in a virtual format.
Co-requisite(s): CHEM255
Prerequisite(s): CHEM250 and CHEM250L or CHEM250V

CHEM310* Biochemistry 4 CR
The fundamentals of biochemistry will be presented, emphasizing a broad understanding of chemical events in living systems in terms of metabolism 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

*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)

CHIN111 Beginning Chinese I 3 CR
This first semester Chinese course is an introduction to listening, speaking, reading and writing skills, and Chinese-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 Chinese-speaking cultures. Note: A grade of C or better is required to take the next course in the sequence.

CHIN121 Beginning Chinese II 3 CR
This second semester Chinese course is a continuation of language skills and cultural understanding in CHIN111. The course recognizes the practical importance of language with special emphasis on speaking skills. Students expand their vocabulary, language structure, and continue examining diverse Chinese-speaking cultures.
Prerequisite(s): Completion of CHIN111 with a C or above

CHIN211 Intermediate Chinese I 3 CR
The third semester Chinese course is a continuation of language, skills and cultural understanding at an intermediate level. The course recognizes the practical importance of language with special emphasis on speaking skills. Students continue to expand their vocabulary and language structure, and deepen their understanding of diverse Chinese-speaking cultures. Note: A grade of C or better is required to take the next course in the sequence.
Prerequisite(s): CHIN121

CHIN221 Intermediate Chinese II 3 CR
The fourth semester Chinese course is a continuation of language skills and cultural understanding from CHIN211. 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 Chinese-speaking cultures.
Prerequisite(s): Completion of CHIN211 with a C or above

CHIN311 Chinese for the Professions 3 CR
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): CHIN221

Communications (COMM)

COMM120 Presentation Techniques 3 CR
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 $65.00 lab and book fee included with tuition charges.

COMM311 Organizational Communication 3 CR
This course is designed to develop the skills and attitudes necessary for effective communication in business and professional settings. Successful students will be able to evaluate the cultural dynamics of an organization as well as to develop effective strategies of leadership and to enhance internal and external communication, problem-solving and collaborative decision-making abilities.

COMM313 Small Group Communication 3 CR
This course is a practical as well a theoretical introduction to small group dynamics designed to provide opportunities for developing and improving group communication skills. Successful students will be able to evaluate strategies and techniques necessary for effective group leadership and to develop the skills necessary for conducting and participating in small group discussions, problem-solving and decision-making.

COMM315 Intercultural Communication 3 CR
This course presents communication as an interaction among people who are culturally different, whether it is because of ethnicity, nationality, self-determination, gender, or age. Because of the changing global community, intercultural communication is vital to each person’s life. Successful students will be able to evaluate and apply strategies and techniques necessary to employ effective communication between cultures.
Prerequisite(s): COMM120 and ENGL109
COMM385 Communication Special Topics 3 CR
This course prepares students for communication in organizations using a problem-solving process. Students practice critical thinking, persuasive strategies, interpersonal communication, teamwork, and current technology while addressing orally and in writing the needs of multiple audiences within organizations. Topics include audience analysis, informative and persuasive writing strategies, research strategies, and the style, tone, organization, and graphics used in organizations. Students prepare documents such as the proposal, feasibility study, progress report, case study, and PowerPoint slides for oral presentations.
Prerequisite(s): ENGL109 and COMM120

Computer Information Systems and Programming (CISP)

CISP100 Introduction to Computers 3 CR
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

CISP111 Systems Foundations 3 CR
This course surveys the main components of the business systems cycle. The five phases of the systems development life cycle (SDLC) (systems planning, system analysis, systems design, systems implementation, and system operation and support) will be investigated. Students will look at how many of the typical business needs are incorporated into a business system. These may include invoicing, accounts receivable, order entry, inventory, accounts payable, payroll, manufacturing, and sales/marketing. Participation in a group project, site visit, or case study will give students a sense of group dynamics in real-world systems development projects.
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 and 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 course is an introduction to the world of electronic business—business activities carried out electronically via the Internet. Main topic areas 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.
Prerequisite(s): CISP111 or CISP112

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.
Co-requisite(s): CISP250 or MATH250
Prerequisite(s): CISP111

CISP232 C++ Programming II 3 CR
This course is a continuation of CISP231 C++ Programming I. Students learn to design, code, test, and debug programs using object-oriented techniques. Emphasis is placed upon topics such as problem solving, programming structure, arrays, strings, pointers, classes, inheritance, polymorphism, constructors, copy constructors, destructors, overloading operators, virtual functions, I/O file streams, and data files. Students learn how to strengthen problem solving skills and analytical techniques as they apply to their programs a variety of data types, input/output, operators, decisions, looping, and functions.
Prerequisite(s): Completion of CISP231 with a C grade or above

CISP234 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.
Co-requisite(s): CISP250 or MATH250
Prerequisite(s): CISP111

CISP237 Java Programming I 3 CR
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 Object-Oriented Analysis and Design techniques. Students 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 CISP234 with a C grade or above

CISP238 Java Programming II 3 CR
This course focuses on programming using the Java language. The Java programming language will be used in a hands-on environment. This course introduces students to the JAVA compiler and the JAVA run time environment. Students will be introduced to the concepts of object-oriented programming and design. The course will cover Java expressions, classes, inheritance, variables, operators, and flow control statements. Note: A grade of C or better is required to take the next course in the sequence.
Co-requisite(s): CISP250 or MATH250
Prerequisite(s): CISP111

CISP239 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): CISP232, CISP234, CISP239, or CISP242

CISP240 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 CISP238 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.
Co-requisite(s): CISP250 or MATH250
Prerequisite(s): CISP111
CISP242 Visual BASIC Programming II 3 CR
This course is a continuation of Visual BASIC Programming I. Emphasis will be placed on how to work with databases from within Visual Basic. Other topics include utilizing class modules, creating 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 equilibrium, and extensive, competitive and repetitive games.
Prerequisite(s): CISP231 or CISP233

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.
Prerequisite(s): BITS212, CISP111 or CISP112

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

CISP253 Perl/Python Scripting 3 CR
Perl and Python programming languages are both cross platform in nature and can be used on Windows, Linux/Unix and Mac OS systems. This broad-based capability makes the Perl/Python Scripting languages highly useful in the field of technology. Both languages are highly capable in stream editing of data, data manipulation and parsing, which are programming capabilities required in IT Forensics.
Co-requisite(s): CISP250 or MATH250
Prerequisite(s): CISP111

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.

CISP301 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): CISP234 or CISP242 and CISP238

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 or CISP112

CISP316 Web Design 3 CR
In this intermediate to advanced web design course students apply the main web site production processes with particular emphasis on design elements including 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): BITS303

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 hand-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 and 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

**CISP410 Systems Integration** 3 CR
This course will apply enterprise resource planning (ERP) and Enterprise Application Integration (EAI) to business processes, systems and software implementations, and project planning spanning global entities. The ERP framework will be applied to business processes planning to implement specifications and measure success benchmarks. Topics include the ERP framework, software implementation, EDI, XML, flat files, systems planning and implementation, and methodologies for evaluating success using ERP.

**Recommended Prerequisite(s):** CISP405

**Prerequisite(s):** CISP312

**CISP420 Distributed Architectures** 3 CR
This course will provide an overview of networked computing, the systems and applications supporting and surrounding them. The autonomous nature of distributed computing, as well as design and implementation issues, is examined. Topics include complexity management, concurrency, protocols, security, performance, networking, reliability, fault-tolerance, and middleware. Distributed systems studied will include client-server computing, distributed objects, peer-to-peer, distributed file systems, multicast communication, distributed shared memory, web services and the WWW architecture.

**Prerequisite(s):** CISP247 and NETW101

**CISP430 Operating Systems** 3 CR
This course investigates operating system structure and design. Topics include computer system structures, processes, threads, CPU scheduling, memory management, virtual memory, I/O, protection, and security. Recent advances in operating system theory will be investigated.

**Prerequisite(s):** CISP312

**CISP448 Collaborative Game Development** 3 CR
This course will focus on 2D and 3D game design and development through virtual and physical collaboration. Topics will include the design process, problem solving methods, interdisciplinary team work, current industrial practice, and simulation process capabilities. Comprehensive activities will include application specifications, design, prototyping, implementation, testing and documentation.

**Recommended Prerequisite(s):** CISP370

**Prerequisite(s):** CISP305

**CISP490 Computer Information Systems Internship** 3 CR
Contact Career Services at least one semester prior to enrolling.

This bachelor-level Computer Information Systems Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student's major field and individual interest. In general, 150-200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Students will be given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student's performance.

**Note:** A Criminal Background check and drug screening may be required by the Internship site.

**Recommended Prerequisite(s):** CISP232, CISP239 or CISP242

**Prerequisite(s):** Junior status, CISP238 or CISP242; minimum 2.5 cumulative grade point average and 2.3 in the major.

**Economics (ECON)**

**ECON200 Microeconomics** 3 CR
This course introduces students to economics. Students learn the basics of supply and demand; the market economy; elasticity; the foundation of consumer demand; the theory of the business firm and costs of production; the market structures of perfect competition, monopoly, oligopoly, and monopolistic competition; theories of labor unions and wages; antitrust policy; and the microeconomic view of international business.

**Prerequisite(s):** ENGL109 and 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
A pre-college level course that 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 A - C or NC but the earned grade is not used in calculating semester or cumulative GPA.

**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 $95.00 lab and book fee included with tuition charges.

**Prerequisite(s):** ENGL109

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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 $65.00 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 pre-college level 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 A - C or NC but the earned grade is not used in calculating semester or cumulative GPA.
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 A - C or NC but the earned grade is not used in calculating semester or cumulative GPA.
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 pre-college level 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 multi-paragraph essays. Sentence-level work will be reviewed as needed. Note: This course is graded A - C or NC but the earned grade is not used in calculating semester or cumulative GPA.
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 pre-college level 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 A - C or NC but the earned grade is not used in calculating semester or cumulative GPA.
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 pre-college level course is designed to introduce students to advanced verb tenses, complex modal auxiliaries and formation, conditional, 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 A - C or NC but the earned grade is not used in calculating semester or cumulative GPA.
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 pre-college level course is designed to introduce students to advanced academic, and professional 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 A - C or NC but the earned grade is not used in calculating semester or cumulative GPA.
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).

ESLP042 Intermediate Reading 3 CR
This pre-college level 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 A - C or NC but the earned grade is not used in calculating semester or cumulative GPA.
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 pre-college level 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 A - C or NC but the earned grade is not used in calculating semester or cumulative GPA.
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 grade of C or better.
ESLP134 ESL Integrated English Skills 3 CR

This course is designed to focus on the integrated skills - reading, writing, speaking and listening - 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. Students will also study research techniques and style formats. 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 ESLP013 and ESLP43 with a grade of C or better.

Environmental Science (ENVS)

ENVS125 Introduction to Environmental Studies 3 CR

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 the 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): ACC202.

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 approach course focuses on the financial life-cycle of a new business venture. Students become familiar with the primary financial activities associated with launching, managing and exiting a business. Application activities involve students in financial goal setting, financial report preparation and analysis, forecasting, financial management (including raising capital and proper cash management) as well as business valuation and exit strategies.

Prerequisite(s): FINC211 and 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 and MKTG211

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, FINC221, FINC222, 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): ACCT201

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): ECON200 or ECON201

FINC381/382/383 International Finance variable CR
This course explores finance in an international context. Students learn about finance concepts while studying in another nation. Students reflect upon the finance practices of their country of study. This course may be tailored regarding content, time, and credit offered in accordance with a student's international study and pending approval from the appropriate associate dean.

FINC401 Estate Planning 3 CR
This class covers the estate planning process and its goals. The methods of estate transfer at death as well as during life are discussed. The various tax issues that arise with estate planning are examined. Other estate planning issues and considerations such as estate liquidity and postmortem actions are also covered.
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): ACCT200 or 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 class-room 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.
Co-requisite(s): BUSN488T
Prerequisite(s): Junior status, all Business Foundations courses completed, ACCT301, FINC212, FINC221, FINC402; minimum 2.70 GPA in the major and 2.70 GPA cumulative.

FINC495 Financial Plan Development 3 CR
In this course, a student will demonstrate his or her ability to integrate and apply knowledge of financial planning topics through the completion of case studies and experiential opportunities. Such opportunities will include the development of a financial plan and the presentation of his or her planning recommendations.
Co-requisite(s): BUSN488T
Prerequisite(s): Last semester; major courses complete or taken concurrently

French (FREN)

FREN111 Beginning French I 3 CR
This first semester French course is an introduction to listening, speaking, reading and writing skills, and French-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 French-speaking cultures. Note: A grade of C or better is required to take the next course in the sequence.

FREN121 Beginning French II 3 CR
This second semester French course is a continuation of language skills and cultural understanding in FREN111. The course recognizes the practical importance of language with special emphasis on speaking skills. Students expand their vocabulary, language structure, and continue examining diverse French-speaking cultures.
Prerequisite(s): Completion of FREN111 with a C or above

FREN211 Intermediate French I 3 CR
The third semester French course is a continuation of language, skills and cultural understanding at an intermediate level. The course recognizes the practical importance of language with special emphasis on speaking skills. Students continue to expand their vocabulary and language structure, and deepen their understanding of diverse French-speaking cultures. Note: A grade of C or better is required to take the next course in the sequence.
Prerequisite(s): FREN121

FREN221 Intermediate French II 3 CR
The fourth semester French course is a continuation of language skills and cultural understanding from FREN211. 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 French-speaking cultures.
Prerequisite(s): Completion of FREN221 with a C or above

FREN311 French for the Professions 3 CR
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 relace 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): FREN221

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 abil-
ties 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 elements 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 $40.00 materials and insurance fee is charged in this course.

**GEOL130 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 $40.00 materials and insurance fee is charged in this course.

**German (GRMN)**

**GRMN111 Beginning German I**  
3 CR  
This first semester German course is an introduction to listening, speaking, reading and writing skills, and German-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 German-speaking cultures. Note: A grade of C or better is required to take the next course in the sequence.

**GRMN121 Beginning German II**  
3 CR  
This second semester German course is continuing of language skills and cultural understanding in GRMN111. The course recognizes the practical importance of language with special emphasis on speaking skills. Students expand their vocabulary, language structure, and continue examining diverse German-speaking cultures.  
Prerequisite(s): Completion of GRMN111 with a C or above

**GRMN211 Intermediate German I**  
3 CR  
The third semester German course is a continuation of language, skills and cultural understanding at an intermediate level. The course recognizes the practical importance of language with special emphasis on speaking skills. Students continue to expand their vocabulary and language structure, and deepen their understanding of diverse German-speaking cultures. Note: A grade of C or better is required to take the next course in the sequence.  
Prerequisite(s): GRMN121

**GRMN221 Intermediate German II**  
3 CR  
The fourth semester German course is a continuation of language skills and cultural understanding from GRMN211. 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 German-speaking cultures.  
Prerequisite(s): Completion of GRMN211 with a C or above

**GRMN311 German for the Professions**  
3 CR  
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): GRMN221

**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. A $55.00 simulation access fee is charged in this course.  
Recommended Prerequisite(s): BITS211

**GPMT385 Managing Project Schedules**  
3 CR  
This course provides an in-depth look at scheduling in the complex world of global projects. Students will use MS Project as a platform to learn how to plan and create realistic project schedules, network diagrams and work breakdown structures. Additional topics include estimating activity duration, determining the critical path, corrective actions, and generating reports. Students will get plenty of practice using MS Project tools using case studies to gain real world experience. Course aligns with Project Management Body of Knowledge (PMBOK) teachings.  
Recommended Prerequisite(s): GPMT350

**GPMT400 Financial 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 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 managers face in negotiating and managing global contracts and projects.  
Prerequisite(s): GPMT350

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GPMT445 Risk Management of Projects 3 CR

Students will gain insight and knowledge into managing risk in a global project environment. Specific topics include identifying and categorizing risks, developing a comprehensive risk management plan, and determining proper risk response strategies. Emphasis will be placed on qualitative risk analysis and determining appropriate management reserve levels. Further study will examine how risk management can help keep projects on schedule and within budget.

Prerequisite(s): GPMT400 and GPMT410

GPMT490 Project Management Internship 3-6 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 internmyp. 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. In addition, in order to sit for the Project Management Institute exams, students must meet educational and work experience requirements. Please refer to www.pmi.org for specific exam requirements.

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 is required in the first semester of admission to the College of Health Professions (CoHP) and orients the student to the Davenport University College of Health Sciences (HLTH). This seminar is required in the first semester of admission for all transfer students to the College of Health Professions (CoHP) in order to complete the criminal background (CBC) and drug screen (DS) testing required of all College of Health Profession’s students. An introduction to the CoHP Student Handbook is included. An $85 fee is charged in this seminar. Note: If the CBC/DS process 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 College of Health Professions may require that a student repeat this course.

HLTH101S Introduction to Health Careers Seminar 0 CR

This seminar is required in the first semester of admission for all transfer students to the College of Health Professions (CoHP) in order to complete the criminal background (CBC) and drug screen (DS) testing required of all College of Health Profession’s students. An introduction to the CoHP Student Handbook is included. An $85 fee is charged in this seminar. Note: If the CBC/DS process 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 College 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 healthcare workforce. 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, BIOL115 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

HLTH260 Introduction to Environmental Health 3 CR

This course is a scientific introduction and exposure to knowledge relating to the origins of and methods of addressing concerns within our geological, atmospheric, hydrological environments, interactions between human activities, health and environmental systems. Students will make use of the scientific method in defining and solving environmental health science problems. Characterization and control of physical, chemical, biological and radiological pollutants to air, water, soil, and food will be presented.

Prerequisite(s): ENGL110, MATH125 and at least one natural science course completed
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 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 students 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. An introduction of epidemiological methods and the application of findings for public health policy, health promotion and disease prevention are discussed. 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 3 CR
This course explores health care in an international context. Students learn about health care concepts while studying in another nation. Students reflect upon the health care practices of their country of study. This course may be tailored regarding content, time, and credit offered in accordance with a student's international study and pending approval from the appropriate associate dean.

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

HLTH460 Health Promotion and Education 3 CR
The purpose of this course is to provide an overview of the field of health education and promotion and an opportunity to develop skills in needs assessment and program planning. The course will review the importance of health education and promotion in contributing to current public health programs and in addressing public health problems. The course will address how to use planning frameworks for conducting needs assessments and designing and evaluating health promotion programs.
Prerequisite(s): ENGL311

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 difference between data and information, classification systems and nomenclatures, and primary and secondary data sources. The student is introduced to HIPAA (the Health Information Portability and Accountability Act); legal and ethical issues pertaining to the contents of the health record, privacy, confidentiality and security, and professional ethics. The student gains comprehension of health care information systems acquisition and evaluation, data integrity, data security, and work process design (ergonomics, equipment selection, etc.). Through hands-on experiences the student will gain a detailed understanding of health information specialty systems for release of information (ROI), coding, chart management, registries, etc. A $85.00 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, risk 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 provides a foundation in management principles with special application and focus on the health care industry. The course will focus on organizational resource management in the health care industry including human resource management, financial and physical resource management, strategic planning and organizational development. The social, environmental, and political factors that impact the health care environment will be identified. Using the 8-step case analysis process from the American Management Association, proper case analysis will be applied through the discussion of various health care management-related situations. Note: A grade of C or better is required to pass this course successfully.
Co-requisite(s): ENGL110

HINT221 ICD Coding 4 CR
This course introduces students to the International Classification of Diseases 10th Revision, Clinical Modification (ICD-10-CM) volumes I and II, and International Classification of Diseases 10th Revision, Procedural Classification System (ICD-10-PCS). The focus of this course is diagnostic coding and inpatient procedural coding. Students gain a detailed understanding of the Official ICD-10-CM/PCS Guidelines for coding and reporting and apply these guidelines in a structured context for accurate code assignment. Emphasis is also placed on coding compliance and adherence to official guidelines. Students gain an understanding to the importance of data quality and data integrity. Students compare and contrast the new ICD-10-
CM/PCS to ICD-9-CM (the previous classification system). Students are introduced to other classification systems such as, DSM-IV and ICD-O. Students will learn how to maneuver in different computerized encoding systems by assigning codes and using various references available. 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 (CPT) and the Health Care Common Procedural Coding System (HCPCS) Level II. The focus of this course is outpatient procedural coding including evaluation and management coding. Students interpret, comprehend, and apply principles of the CPT and HCPCS coding systems for accurate procedural code assignment. Emphasis is also placed on coding compliance and adherence to official guidelines. Students gain an understanding to the importance of chargemasters and claims denial management. Students will learn how to maneuver in different computerized encoding systems by assigning codes and using various references available. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): HINT110 and BIOL120

HINT223 Advanced Coding 4 CR
A continuation of HINT221 and HINT222, this course emphasizes case studies using more complex code assignments with ICD-9-CM, CPT-4 and HCPCS Level II coding systems. Students apply the use of Prospective Payment Systems (including DRGs and APCI s) and payment systems for professional fee billings (including RBRVS and ASC examples). Students are introduced to crosswalks and maps used in the clinical coding process. Students gain a detailed understanding of severity of illness systems and casemix analysis. Students have extensive hands-on exposure to computerized encoding systems. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): HLTH220, HINT221, and HINT222

HINT250 Introduction to Reimbursement Systems 3 CR
This course is an introduction to health care reimbursement systems found in medical offices, physician medical specialties, ambulatory service locations and hospitals. Students gain a detailed understanding of third party payers, payment methodologies (managed care, capitation, prospective payment systems, fee schedules, etc.), and chargemaster content and maintenance. Students acquire knowledge of health claims processing procedures and regulatory guidelines and compliance. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): ENGL109 and MATH125

HINT251 Health Care Reimbursement Applications 3 CR
This course continues with computer applications in facility claims processing and in physician billing for health care carriers such as Blue Cross/Blue Shield, HMO’s, Medicare, Commercial, Worker’s Compensation, Disability, and the Federal Employees’ Program. Current hospital and physician software packages are used. The course provides a "hands-on" approach in which students will learn all formats and techniques necessary in the claims process for hospitals, nursing homes, freestanding facilities, rehabilitation centers, and physician offices. 100.00 practice management system fee is charged in this course. This course requires two hours of lecture and two hours of lab per week. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): HLTH110, HINT221, HINT222, and HINT250

HINT294 Coding Practicum (Lecture) 2 CR
This course is part of the first PPE for the health information technology and the health information management degree programs. This lecture portion of the practicum will cover how coding interfaces with reimbursement methodologies. This course provides professional practice experience in medical coding with respect to and review of the revenue cycle. Students successfully completing this course along with HINT294C are academically prepared for the CCA (Certified Coding Associate) certification exam through the American Health Information Management Association (AHIMA). Note: This course along with HINT294 requires lecture and PPE with use of computerized encoding systems. HINT294 and HINT294C are practicum courses and require 150 hours hands-on experience per semester. 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 am to 5:00 pm) for site visits, conduction of professional interviews, and field trips. A grade of C of better is required to pass this course successfully.

Co-requisite(s): HINT294 and HINT294C must be taken concurrently

Prerequisite(s): HINT223, HINT250 and must have Program Director approval

HINT294C Coding Practicum (Lab) 2 CR
This course is part of the first PPE for the health information technology and the health information management degree programs. This laboratory portion of the practicum will provide extensive experience with various computerized encoding systems and practice coding with real world charts following official coding guidelines along with experience in chargemaster development and case mix analysis. Students successfully completing this course along with HINT294 are academically prepared for the CCA (Certified Coding Associate) certification exam through the American Health Information Management Association (AHIMA). Note: This course along with HINT294 requires lecture and PPE with use of computerized encoding systems. HINT294 and HINT294C are practicum courses and require 150 hours hands-on experience per semester. 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 am to 5:00 pm) for site visits, conduction of professional interviews, and field trips. A grade of C of better is required to pass this course successfully.

Co-requisite(s): HINT294 and HINT294C must be taken concurrently

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

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 HIT Practicum (Lecture) 2 CR
Contact your Advisor at least one semester prior to enrolling.
This course is part of the second PPE for the health information technology and the health information management degree programs. This lecture portion of the practicum will enforce principles of health information technology through extensive analysis of case studies and completion of other assignments. This course will provide a review session for the Registered Health Information Technology (RHIT) national certification examination through the American Health Information Management Association (AHIMA). Note: HINT297 and HINT297C are practicum courses and require 150 hours hands-on experience per semester. 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 am to 5:00 pm) for site visits, conduction of professional interviews, and field trips. A grade of C of better is required to pass this course successfully.

Co-requisite(s): HINT297 and HINT297C must be taken concurrently

Prerequisite(s): Last semester of associate's degree or end of sophomore year bachelor's degree; program courses complete and must have Program Director approval. Students may take HINT294 and HINT294C concurrently.

HINT297C HIT Practicum (Lab) 2 CR
Contact your Advisor at least one semester prior to enrolling.
This course is part of the second PPE for the health information technology and the health information management degree programs. This lab portion of the practicum will provide professional practice projects structured to allow students learning experiences in the health information serviv-
es department of a hospital or other health care organization (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 health information management 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. A $15.00 health insurance fee is charged in the HINT297C course. Note: This course requires lecture and PPE each week. HINT297 and HINT297C are practicum courses and require 150 hours hands-on experience per semester. 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 am to 5:00 pm) for site visits, conduction of professional interviews, and field trips. A grade of C or better is required to pass this course successfully.

Co-requisite(s): HINT297 and HINT297C must be taken concurrently

Prerequisite(s): Last semester of associate’s degree or end of sophomore year bachelor’s degree; program courses complete and must have Program Director approval. Students may take HINT294 and HINT294C concurrently.

HINT350 Clinical Information Systems 3 CR
The application of clinical systems will be discussed and demonstrated. Includes 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 management in the clinical setting are discussed. A $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): Junior status achieved, HINT201, HINT209, HINT211, HINT251, HINT294/HINT294C and HINT297/HINT297C

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.

Optional Co-requisite(s): HINT496

Prerequisite(s): Junior status achieved and HINT350

HINT400 Management Information Systems 3 CR
This course will concentrate on concepts related to information systems resources management cost/benefit analysis, overview of information systems topology, technology assessments and strategic planning of information systems. Application of the concepts will be presented in terms of systems theory, hardware requirements, personnel requirements, vendor negotiations, software, database, telecommunications, and use of the internet. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): Junior status achieved and HINT350

HINT490 Health Information Management Internship 3-6 CR
Students interested in enrolling in this course must first contact their HIM Program Director or the Associate Dean.

This bachelor-level Health Information Management Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment placement and total experience must be within the field of health information management. Health Information Management majors must complete 200-400 hours (3-6 credits) of health information management work time at the employment site evidenced by weekly reports filed by the student. Students are given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student’s performance. Note: A current Criminal Background check and drug screening are required prior to enrolling in this course. A grade of C or better is required to pass this course successfully.

Prerequisite(s): Achieved senior status; Foundations completed; a minimum of 70% of major area course work completed; minimum 3.0 GPA in the major and 3.0 GPA cumulative.

HINT496 Health Information Management 4 CR
This course is the capstone for the health information management baccalaureate program. This course integrates the theoretical and technical content of the health information management program. Ethical considerations for health information managers and information management support for biomedical research are also discussed. Concepts are integrated and applied through the analysis of case studies and the completion of a capstone project, designed by the student or instructor, supporting a local HIM community of interest. This course will provide a review session for the Registered Health Information Administrator (RHIA) national certification examination. Note: This course may require student travel. To meet course requirements the student may be required to be available during normal business hours (i.e. 8:00 am to 5:00 pm) for site visits, conduction of professional interviews, and data gathering. A grade of C or better is required to successfully pass this course.

Prerequisite(s): Last semester of bachelor’s degree; major courses complete and must have Program Director approval. HINT395 may be taken concurrently.

Health Services Administration (HSAD)

HSAD221 IT for Health Care Managers 3 CR
This course focuses on the history of healthcare informatics, current issues, and the critical role of e-health and information systems and management applications. Topics addressed include the analysis, design, selection, implementation and evaluation of health information systems such as medical record systems, ADT, and clinical and financial information in a variety of settings such as health systems, hospitals, and medical practices.

Prerequisite(s): CISP112

HSAD301 Cultural Issues in Health Care 3 CR
This course provides the student with a multi-dimensional nature of cultural competence and complexities in providing health service to culturally diverse populations. Emphasis will be on the health care delivery issues, beliefs, religious, and ethnic differences of health care consumers. Note: A grade of C or better is required to pass this course successfully.

Co-requisite(s): SOSC201

HSAD302 Regulatory Health Care 3 CR
This course is an overview of the various state and federal regulations that impact various healthcare settings and the management of the. The process of implementing, accreditation and credentialing of healthcare organizations and personnel including JCAHO, CLIA, OSHA, EMTALA, and HIPAA will be covered. In addition, one section of the course will discuss the impact of natural and man-made disasters and emergency preparedness as a regulatory requirement. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): HLTH230

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.

Co-requisite(s): ENGL110

Prerequisite(s): HLTH230

HSAD381/382/383 International Admin 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
In this course the student will examine issues related to risk management in health care. The methods to identify risk factors for the purpose of minimizing the potential for health care liability will be explored. In addition, students will analyze the role of the patient in self determination of care. The course will include the student designing a risk management program consistent with current risk management trends. Note: A grade of C or better is required to pass this course successfully.
Prerequisite(s): HINT211

HSAD403 Health Care Economics 3 CR
This course introduces the student to the fundamental concepts of micro-economic 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): ENGL311 or STAT219 or STAT220

Prerequisite(s): HINT211

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

HSAD425 Bioethics 3 CR
This course is an overview of bioethics and ethical dilemmas that occur in various healthcare settings. The course will focus on the most important areas in bioethics including moral principles, a basic framework for ethical decision-making in healthcare and ethical principles. The emphasis of this course will be on the use of case studies, various readings, and discussions on the provider-patient relationship.
Prerequisite(s): ENGL311 and HLTH230

HSAD440 Health Care Strategic Planning 3 CR
The purpose of this course is to provide the student with a strategic perspective and an understanding of the strategic process and structure. The student is introduced to the concepts, philosophies, and techniques of strategic planning, and strategic management, as they are applied in a healthcare organization. A major portion of the course will deal with case analysis and application of principles and techniques.
Prerequisite(s): ENGL311

HSAD440 Health Services Administration Internship 3 CR
Contact Career Services at least one semester prior to enrolling.
This bachelor level Health Services Administration 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.
Prerequisite(s): Junior status; Foundations of Health Professions completed; minimum 2.7 GPA in the major courses and 2.7 minimum cumulative GPA.

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. As one requirement of the course, the student will complete a project identified by the preceptor in that setting to provide the student with an understanding of the role of a manager. The student will complete an extensive report that explains the project and the research conducted and present the results orally and in writing. This will be the practicum experience for the bachelor’s degree in Health Services Administration. A $15.00 insurance fee is charged in this course.
Note: This course requires two hours 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 Associate Department Chair/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 accompanied 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 prehistory 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)

HNRS151-155 and HNRS185 Arts and Sciences Honors Project 0 CR
An Arts and Sciences Honors Project (HNRS151-155) will be required in five College of Arts and Sciences courses in addition to completion of an experiential learning, service learning, internship, Professional Excellence (PROX) or Study Abroad (SABR) course (HNRS185) in order to be awarded Arts and Sciences Honors. The Honors Projects will be in addition to the workload assigned for the designated course and must focus on addressing an Excellence Systems skill either not covered in the class or in greater depth than the course learning goals. Students should contact the Arts and Sciences Honors Coordinator or the College of Arts and Sciences Dean for

www.davenport.edu
project guidelines. The project outlines must be submitted no later than two weeks prior to the start of the class. This course meets on a prearranged schedule with the faculty mentor and is graded on an A – B or NC basis.

**Prerequisite(s):** Permission of the Arts and Sciences Honors Program Coordinator or the College of Arts and Sciences Dean.

**HNR5301-306 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):** BUSN120  
**Prerequisite(s):** HINT211 or MGMT211

**HRMG313 Staffing Organizations** 3 CR  
This application-based course provides students with an in-depth view of the total selection process, based on a broad definition of selection. Specific topics covered include establishing the selection criteria, recruiting a 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 establishing the compensation objectives, analyzing and evaluating jobs, establishing the organization’s pay policy relative to the external labor market, and utilizing the compensation system to adjust employee wages and benefits. Emphasis is placed on balancing internal consistency and external competitiveness, while equitably rewarding individuals’ contributions. The complete employee benefits package will be examined, including many non-wage elements such as health care, defined contribution plans, child care, etc. Compensation options to be explored will include wages, commissions, group and individual incentives, bonuses, stock options, pay for performance plans, international pay systems benefits, and executive payment packages.

**Prerequisite(s):** FINC211, 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 generated in an in-depth analysis using case studies. Strategic recommendations developed from the case materials will focus on the interdependencies as they relate to managing change, mergers and acquisitions, workforce planning, compensation and managing a global workforce. A $180.00 Strategic HR Simulation access fee is charged in this course.

**Co-requisite(s):** BUSN488T  
**Prerequisite(s):** ENGL311, HRMG331, 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 intern placement 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 3.0 GPA in the major and 3.0 GPA cumulative.
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 Human 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

Humanities (HUMN)

HUMN101 Arts and Culture 3 CR
This course will use an interdisciplinary approach to explore the fine arts, philosophy, and historical perspectives within and among various Western and non-Western cultural traditions. Students will develop an understanding of the ways in which our thoughts, perceptions, and expressions are constructed. Students will also experience the humanities by investigating art, philosophy and cultural traditions beyond the classroom setting.

HUMN310 Global Cultures: China 3 CR
This course provides students an opportunity to immerse themselves in Chinese culture. Students examine critically the ethical rationale by which cultures make their important decisions. Students will identify, analyze, and evaluate the cultural productions that shape our global community. They will also develop a global perspective—an understanding that interdependence demands a new critical consciousness.
Prerequisite(s): ENGL109

HUMN311 Global Cultures: Middle East 3 CR
This course provides students an opportunity to immerse themselves in Middle Eastern culture. Students examine critically the ethical rationale by which cultures make their important decisions. Students will identify, analyze, and evaluate the cultural productions that shape our global community. They will also develop a global perspective—an understanding that interdependence demands a new critical consciousness.
Prerequisite(s): ENGL109

HUMN312 Global Cultures: Japan 3 CR
This course provides students an opportunity to immerse themselves in Japanese culture. Students examine critically the ethical rationale by which cultures make their important decisions. Students will identify, analyze, and evaluate the cultural productions that shape our global community. They will also develop a global perspective—an understanding that interdependence demands a new critical consciousness.
Prerequisite(s): ENGL109

HUMN313 Global Cultures: India 3 CR
This course provides students an opportunity to immerse themselves in Indian culture. Students examine critically the ethical rationale by which cultures make their important decisions. Students will identify, analyze, and evaluate the cultural productions that shape our global community. They will also develop a global perspective—an understanding that interdependence demands a new critical consciousness.
Prerequisite(s): ENGL109

HUMN314 Global Cultures: Latino Culture 3 CR
This course provides students an opportunity to immerse themselves in Latino culture. Students examine critically the ethical rationale by which cultures make their important decisions. Students will identify, analyze, and evaluate the cultural productions that shape our global community. They will also develop a global perspective—an understanding that interdependence demands a new critical consciousness.
Prerequisite(s): ENGL109

HUMN315 Global Cultures: Africa 3 CR
This course provides students an opportunity to immerse themselves in African culture. Students examine critically the ethical rationale by which cultures make their important decisions. Students will identify, analyze, and evaluate the cultural productions that shape our global community. They will also develop a global perspective—an understanding that interdependence demands a new critical consciousness.
Prerequisite(s): ENGL109

HUMN381/382/383 International Humanities variable CR
This course explores the humanities in an international context. Students learn about the arts and culture of another nation while studying in that country. Students reflect upon the rich history, traditions, and beliefs of their country of study. This course may be tailored regarding context, time, and credit offered in accordance with a student’s international study and pending approval from the appropriate division chair.

Information Assurance and Security (IAAS)

IAAS221 Security Foundations 3 CR
This course will provide an overview of information security from both the perspective 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 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): IAAS221 or IAAS224

IAAS223 Applicable Biometrics 3 CR
This course will present an overview of the applications of Biometics 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
IAAS244 MS Implementing Security
This 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

IAAS256 Windows Digital Forensics 3 CR
This course surveys the technical knowledge of the Windows operating system that any digital forensic analyst should know to examine digital media. The course focuses on collecting and analyzing data from a Windows operating system to provide information that can be used for both civil and criminal litigation. User-based activity and software/hardware artifacts are analyzed along with acquisition of digital media in a Windows-based environment.

Prerequisite(s): NETW141
Prerequisite(s): IAAS221 and NETW101

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): NETW121
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 gymnastics, 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, and MATH205

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

IAAS345 Linux/MAC Forensics 3 CR
This course surveys the technical knowledge of the Linux/Macintosh operating systems that any digital forensic analyst should know to examine digital media. The course focuses on collecting and analyzing data from a Linux and Macintosh operating system to provide information that can be used for both civil and criminal litigation. User-based activity and software/hardware artifacts are analyzed along with acquisition of digital media in a Linux and Macintosh environment. This course is a current topics course that will continuously change to meet current IT security conditions.

Prerequisite(s): IAAS221 and NETW217

IAAS350 Biometric Algorithms 3 CR
The course will focus on Image Processing and its applications to fingerprint, face and iris Biometric ID. Pattern Recognition and Statistical Decision Making techniques will be covered. Topics will include 2D and 3D face recognition, RFID imbedded credentials, transaction systems, and identification of humans, machines, and data.

Prerequisite(s): CISP232 or CISP234 and IAAS222

IAAS355 Network Forensics 3 CR
Network Forensics is a specialized area of IT Forensics that focuses primarily on the proactive approaches required for network based information gathering, legal evidence collection and intrusion detection. Learners will understand how the temporary state of network traffic creates a unique challenge in the field of Network Forensics. This course is a current topics course that will continuously change to meet current IT Network security conditions.

Prerequisite(s): NETW111 or NETW220 and IAAS256

IAAS370 Mobile Device Forensics 3 CR
This course will expose students to the highly specialized areas of mobile device forensics. The wide array of operating environments in use in the mobile device area creates a unique set of IT Forensics challenges. Mobile devices also introduce unique challenges due to the variability of the storage components used. This course is a current topics course that will continuously change to meet current IT security conditions.

Prerequisite(s): IAAS256 and NETW345

IAAS375 File Systems/Operating Systems/Data Recovery 3 CR
This course surveys the technical analysis of file systems, operating system artifacts and the recovery of data from file systems on digital media. Particular focus is given to the metadata of the file systems and what potential information they can provide. The course explores the files systems used by the following operating systems Windows, Linux and Macintosh as well as recovering data from these files systems.

Prerequisite(s): IAAS256 and NETW345

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 and MATH205

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 and MATH205

IAAS420 Reverse Engineering Malware 3 CR
This course surveys the technical challenges in reverse engineering malicious software in a corporate environment. Particular consideration is given to the tools and techniques used to reverse engineering software as well as...
assessing malware threats. The course explores a practical approach to examining malicious programs that run on Microsoft Windows systems; Web based malware and malicious document files.

**Prerequisite(s):** CISP232 or CISP234 and IAAS355

**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 fingerprint, 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 layer-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

**IAAS450 Advanced Topics in Digital Forensics** 3 CR

This course explores the new technology and methodologies in digital forensics. Particular consideration is given to new and upgraded software and investigative techniques. The course will evaluate and explore new/upgraded software and what it means to the digital forensic examiner. New investigative techniques that have been created will also be examined.

**Prerequisite(s):** IAAS375 and LEGL300

**IAAS460 Digital Forensics Analysis and Report Writing** 3 CR

This course surveys the technical and reporting challenges of the digital media analysis workflow. Particular consideration is given to the reporting process of the digital media analysis workflow. The course focuses on analysis of digital media and creating comprehensive, human digestible reports based on the analysis.

**Prerequisite(s):** ENGL311, IAAS221, and LEGL300

**IAAS481 Information Security and Assurance** 3 CR

This course provides 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):** IAAS322 or IAAS332

**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

**IAAS487 Internet/Email/Electronic Discovery** 3 CR

This course surveys the technical and managerial challenges that the Internet and email play in the electronic discovery process. Particular consideration is given to the policies, procedures and examination of emails and Internet activity in the corporate environment. The course focuses on creating policies and procedures for email and Internet usage; analysis of Internet usage and email examinations to support civil/criminal litigation.

**Prerequisite(s):** ENGL311, IAAS221, and LEGL300

**IAAS490 Information Assurance and Security Internship**

**Contact Career Services at least one semester prior to enrolling.**

This bachelor-level Information Assurance and Security Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student’s 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):** Achieved senior status; minimum 2.5 cumulative grade point average and 2.3 in the major.

**IAAS491 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

**IAAS492 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

**Japanese (JAPN)**

**JAPN111 Beginning Japanese I** 3 CR

This first semester Japanese course is an introduction to listening, speaking, reading and writing skills, and Japanese-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 Japanese-speaking cultures. Note: A grade of C or better is required to take the next course in the sequence.

**JAPN121 Beginning Japanese II** 3 CR

This second semester Japanese course is a continuation of language skills and cultural understanding in JAPN111. The course recognizes the practical importance of language with special emphasis on speaking skills. Students expand their vocabulary, language structure, and continue exploring diverse Japanese-speaking cultures.

**Prerequisite(s):** Completion of JAPN111 with a C or above

**JAPN211 Intermediate Japanese I** 3 CR

The third semester Japanese course is a continuation of language, skills and cultural understanding at an intermediate level. The course recognizes the practical importance of language with special emphasis on speaking skills. Students continue to expand their vocabulary and language structure, and...
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, and crimes affecting business, contracts, sales, and agency. Court decisions are 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.
Co-requisite(s): ENGL110
Prerequisite(s): LEGL101 or PSMG102 or LEGL210

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 cybercrime.

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
Prerequisite(s): LEGL101

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
Prerequisite(s): LEGL216

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. A $70.00 fee for the Certiport examination is included in this course. This additional fee is set by NALS and subject to change by Certiport.
Prerequisite(s): LEGL101 and BITS211

LEGL230 Constitutional Law/Civil Liberties 3 CR
This practical applications-based course provides an overview of the laws governing the rights of individuals and governments under the U.S. Constitution. Particular attention is given to the U.S. Supreme Court cases and decisions that impact the duties and responsibilities of public safety and security managers. Note: must receive a grade of C or better to sit for the State of Michigan Civil Service Exam for Corrections Officer.
Co-requisite(s): ENGL110
Prerequisite(s): PSMG102 or LEGL101

LEGL285 Community Based Legal Studies 1-3 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
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. Contact Career Services at least one semester prior to enrolling.
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): IAAS256 or LEGL101

LEGL301 Business Organizations 3 CR
Students are introduced to legal problems encountered in business formation, operation, and acquisition, including the law concerning sole proprietorships, general and limited partnerships, corporations, and limited liability companies. They are also introduced to related business law concepts.
Co-requisite(s): LEGL210
Prerequisite(s): LEGL101

LEGL303 Bankruptcy Law 3 CR
This course is a study of bankruptcy concepts relating to consumer bankruptcy filings under Chapters 7 and Chapter 13 of the Bankruptcy Code. The course focuses on practical aspects of bankruptcy practice, including drafting of forms and other documents.
Prerequisite(s): LEGL101
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 regarding content, time, and credit offered in accordance with a student’s international study and pending approval from the appropriate associate dean.

LEGL384 Comparative Legal Analysis/Study Abroad 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): LEGL215 and junior status or Post-Baccalaureate Certificate student with the approval of the Department Chair for Legal Studies

LEGL386 Study Abroad: Special Legal Topics 3 CR
In this class the paralegal study abroad participant, in cooperation with the study abroad program director and the course instructor, will select a legal topic and compare, analyze and apply the substantive and procedural law in the United States to the substantive and procedural law in the host country.
Prerequisite(s): LEGL101

LEGL401 Employment and Labor Law 3 CR
This case study 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
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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 2.5 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 $94.00 examination fee and 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 four universal functions of management (planning, organizing, leading, and controlling) are explored. Students learn the theories and study their impact on the history of management practices. 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 3 CR
This course case study 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.

**Prerequisites:** BUSN210, BUSN225 and SOSC201

**MGMT335 Global Sport Industry**  
3 CR  
Students are introduced to the international dimensions of sport management. Governance with emphasis on the environmental dynamics of sport leagues and specific sporting systems is explored. Critical thinking skills are enhanced with the use of case situations and group discussions related to the organizational, social, and cultural differences of the global sports community.

**Prerequisite(s):** MGMT223

**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. Sustainable business practices as applied to operations are also addressed.

**Prerequisite(s):** BIT211, FINC211, MGMT211 and STAT220

**MGMT364 Sport Operations and Facilities Management**  
3 CR  
This course focuses on the fundamentals of operating a sport venue facility. Emphasis is placed on examining various quality 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):** BIT211, 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 or HSAD425, ENV5125, FINC211 or ACCT200, HINT211 or MGMT211, and MKT211

**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. This exam preparatory course emphasizes the application of real-world, practical management skills and techniques over theories; critical-thinking and decision-making skills and the role 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).

*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 degree program graduation and evidence of the work experience requirement, the student can apply to have the ACM converted to a Certified Manager (CM) designation. Those meeting the professional experience criteria are awarded the CM immediately following completion on the exams. This course requires a course fee of $595.00 for the CM Bundle that includes three textbooks, three exams administered by the ICPM and access to the CM online services. 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 College)

**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-9000, and the Six Sigma quality systems 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 (SCM) function with emphasis on inventory management and control, distribution and transportation as well as supplier relations. Sustainable business practices as applied to SCM operations are also addressed. 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):** BIT211, 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, HINT211 or MGMT211, and achieved senior status.

**MGMT421 Sport Governance and Regulation**  
3 CR  
This course examines the governance of professional and amateur sport activities by the various governing agencies. Students become familiar with the agencies, their authority, organizational structure, and functions. The role and influence of sports commissions and other governmental bodies on sport governance is also explored, along with the sanction and appeal processes utilized by the agencies.

**Prerequisite(s):** BUSN210, ENGL311, HINT211 or MGMT211, 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.

**Prerequisites:** 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. A $45.00 Strategic Management Simulation access fee is charged in this course.

**Prerequisite(s):** BUSN303, FINC235, and achieved senior status
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

MKTG345 Pricing Concepts and Methods 3 CR
This course provides exposure to and the application of market pricing strategies and tactics employed by organizations to capture value in goods and services available to customers. Areas examined include the strategic role of pricing within the organization; value creation, pricing structure, pricing policy, pricing and the Product Life Cycle, price sensitivity, financial analysis, and the implementation of strategies and tactics.
Prerequisite(s): FINC211 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, sponsorship and endorsements will be examined in depth. Students plan an integrated sport communications campaign, incorporating traditional mass media, targeted electronic media and public relations (including the use of press releases), applying an understanding of ratings/shares to optimize media spending, and utilizing desk-top publishing to create graphic communication concepts.
Prerequisite(s): 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 in another nation. Students reflect upon the marketing practices of their country of study. These courses may be tailored regarding content, time and credit offered in accordance with a student's international study and pending approval from the appropriate associate dean.

MKTG404 Business-to-Business Marketing 3 CR
This course provides an in-depth study of marketing products between businesses. Students learn to identify the 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): BITS211, ENGL311, MKTG211, 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. A $45.00 International Marketing Simulation access fee is charged in this course.
Prerequisite(s): BUSN225, ENGL311, and MKTG311

MKTG430 New Product Development and Innovation 3 CR
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): BITS211, 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. A $45.00 Strategic Marketing Simulation access fee is charged in this course.
Co-requisite(s): BUSN488T
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 specific information and guidance 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
A pre-college level course 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 A - C or NO, but the earned grade is not used in calculating semester or cumulative GPA. In-seat sections will have a $60.00 book fee included with tuition charges.
Prerequisite(s): Appropriate test scores.
MATH030 Elementary Algebra 3 CR
A second pre-college level course 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 A - C or NC but the earned grade is not used in calculating semester or cumulative GPA. Online sections will have an $80.00 lab and book fee included with tuition charges. In-seat sections will have a $60.00 book fee included with tuition charges. Pre-requisite(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 an $80.00 lab and book fee included with tuition charges. Pre-requisite(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. Pre-requisite(s): MAT125

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 $85.00 lab and book fee included with tuition charges. Pre-requisite(s): MAT125

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 an $80.00 lab and book fee included with tuition charges. Pre-requisite(s): MAT125

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. Pre-requisite(s): MAT125

MATH205 Applied Linear Algebra 3 CR
This course introduces the fundamentals of linear algebra (i.e., the notation and algebra of vector spaces and matrices). Because these items have the ability to handle masses of data as a single unit with relative ease, they are of particular interest to those in computer science. Those applications to programming (e.g., 3-D game design, simulation, and biometric security) will serve as context throughout the course. Topics include matrix operations, linear transformations, vector spaces, and 3D geometry. Pre-requisite(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. Pre-requisite(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. Pre-requisite(s): MAT150

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. Pre-requisite(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 mathemati- cal 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. Pre-requisite(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. Pre-requisite(s): BIOL116 with a C or better grade, 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): BIOL116 with a C or better grade, 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. 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): BIOL116 with a C or better grade 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 and name badge are required for this course. A grade of C or better is required to pass this course successfully.

MEDA290 Medical Assisting Practicum 4 CR
Contact Career Services at least one semester prior to enrolling.
This experience is designed to prepare the student for successful employment as a certified Medical Assistant. The student will gain clinical and administrative experience while working 180 hours in a health care facility outside the institution. No compensation shall be awarded and evaluation will be completed by the facility supervisor in conjunction with the assigned faculty member. In addition, this course will include mandatory registration for either the American Medical Assisting Association Certification Exam or the American Medical Technologist’s Registered Medical Assistant Exam. A $140.00 fee is included for the exam registration and insurance. Note: This course requires two hours of lecture and at least twelve hours of clinical experience 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, MEDA255, MEDA261 and have Associate Department Chair/Program Director 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 experience is designed to prepare the student for successful employment as a certified Medical Assistant. The student will gain clinical and administrative experience while working 180 hours in a health care facility outside the institution. No compensation shall be awarded and evaluation will be completed by the facility supervisor in conjunction with the assigned faculty member. In addition, this course will include mandatory registration for either the American Medical Assisting Association Certification Exam or the American Medical Technologist’s Registered Medical Assistant Exam. A $140.00 fee is included for the exam registration and insurance. Note: This course requires two hours of lecture and at least twelve hours of clinical experience 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, MEDA255, MEDA255, MEDA259 and have Associate Department Chair/Program Director approval including skills verification 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 also emphasize case management concepts, principles, and strategies. Note: A grade of C or better is required to pass this course successfully.
Prerequisite(s): BIOL116 or BIOL122 and BIOL122L

MCMG310 Community Services 3 CR
This 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
This 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): ENGL311 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 multi-disciplinary 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
This 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

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### Networks (NETW)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CR</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NETW101</td>
<td>PC Operating Systems</td>
<td>3</td>
<td>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): CISP100</td>
</tr>
<tr>
<td>NETW111</td>
<td>Cisco Networking Fundamentals</td>
<td>3</td>
<td>This course introduces students to the fundamentals of computer networks. Topics covered include network topology, cabling, IP addressing, subnetting, the OSI model, network media, networking hardware, routing protocols, and electrical and safety considerations. Lab work is designed to simulate real-world networking. This course is the first of four networking courses to prepare students for the CCNA certification exam. Co-requisite(s): MATH125 and NETW101</td>
</tr>
<tr>
<td>NETW112</td>
<td>Cisco Networking Router IOS</td>
<td>3</td>
<td>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. Prerequisite(s): NETW111</td>
</tr>
<tr>
<td>NETW141</td>
<td>MS Client and Server OS</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>NETW201</td>
<td>PC Maintenance and Management</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>NETW211</td>
<td>Cisco Networking LAN Design</td>
<td>3</td>
<td>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. Prerequisite(s): NETW112</td>
</tr>
<tr>
<td>NETW212</td>
<td>Cisco Networking WAN Design</td>
<td>3</td>
<td>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. Prerequisite(s): NETW211</td>
</tr>
<tr>
<td>NETW217</td>
<td>UNIX Operating System</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>NETW220</td>
<td>Data Communications and Networks</td>
<td>3</td>
<td>This course focuses on fundamentals of data communications systems and networks. Topics to be covered include communications hardware and software, data transmission, protocols to include the LDAP, the OSI Reference Model, local area networks, wide area networks, and the Internet. Prerequisite(s): CISP111 and MATH125</td>
</tr>
<tr>
<td>NETW235</td>
<td>UNIX/Linux Server Administration</td>
<td>3</td>
<td>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): NETW217</td>
</tr>
<tr>
<td>NETW241</td>
<td>MS Implement Network Infrastructure</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>NETW243</td>
<td>MS Administer SQL Server</td>
<td>3</td>
<td>This 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</td>
</tr>
<tr>
<td>NETW290</td>
<td>Networking Internship</td>
<td>3</td>
<td>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 employ-</td>
</tr>
</tbody>
</table>
NETW311 Cisco Networking Advanced Routing 4 CR (5 contact hours)
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 redistribution; IPv4 & IPv6 coexistence; and policy-based routing. Lab work is designed to simulate real-world networking. This course prepares students for the CCNP ROUTE (642-902) certification exam.
Prerequisite(s): NETW212 or CCNA Certification

NETW312 Cisco Networking Secure WANs 4 CR (5 contact hours)
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: secure remote access, implementing AAA, Site-to-Site Virtual Private Networks (VPNs), Cisco IOS Firewall/IPS features, symmetric/asymmetric encryption, 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.
Prerequisite(s): NETW212 or CCNA Certification

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 install, secure, troubleshoot, and monitor networks, and their associated networks to maintain integrity, confidentiality, and availability of data and devices. Topics include: secure remote access, implementing AAA, Site-to-Site Virtual Private Networks (VPNs), Cisco IOS Firewall/IPS features, symmetric/asymmetric encryption, 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.
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

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 Networking 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 (5 contact hours)
This course introduces advanced switching concepts. Students will be introduced to the knowledge and skills necessary to plan, configure 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 and Vlan Trunking Protocol (VTP), Spanning Tree Protocol (STP), LAN security, and high availability. This course prepares students for the CCNP SWITCH (642-813) certification exam.
Prerequisite(s): NETW212 or CCNA Certification

NETW412 Cisco Networking Optimize WANs 4 CR (5 contact hours)
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: monitoring and maintaining a complex network; troubleshooting OSPF, EIGRP and BGP routing protocols; troubleshooting Catalyst switches, VLANs and STP; and monitoring performance issues with wireless, VoIP & video. Lab work is designed to simulate real-world networking. This course prepares students for the CCNP TSHOOT (642-832) certification exam.
Prerequisite(s): NETW312 and NETW411

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. Topics 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, and application virtualization. Topics include the configuration and security of virtualized computer and network environments. Commercial and open source virtualization platforms are compared, configured, and secured. Business related benefits of virtualization are discussed and applied. This course includes extensive use of hands-on exercises that simulate real-world computer/networking infrastructures.
Prerequisite(s): NETW241

NETW440 Network Design and Management 3 CR
This course will explore industry best practices for the design and management of network infrastructures. Design topics will include: designing the network topology, IP addressing schemes, selecting network devices, security design strategies, documentation and software tools. Management topics will include: FCAPS, SNMP, RMON, and software/hardware tools. Lab work is designed to simulate real-world networking.
Prerequisite(s): NETW112, NETW217, and NETW241

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 IABS244 may replace NETW242 as a prerequisite)
Nursing (NURS)
Registration for any NURS prefixed course requires acceptance to the corresponding nursing program.

*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 B- or better is required for successful completion for all NURS courses.

NURS101 Foundations of Nursing and Critical Thinking 3 CR
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 role of 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. A $125.00 ATI exam fee is charged in this course. Note: A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s): NURS101, and NURS101C

NURS101C Foundations of Nursing and Critical Thinking 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 through patient care experiences. The clinical learning objectives focus on meeting the basic needs of the geriatric and chronically ill persons. Historical nursing perspectives, legal and ethical standards for nursing practice will also be explored. A $15.00 insurance fee and a $150.00 charge for a Nursing lab kit is included in NURS101C. Note: NURS101C requires 90 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s): NURS101, and NURS101C

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, the basics of core drug knowledge and patient related variables in drug administration. Additionally, the nursing management of drugs affecting various body systems, disease states, and other health conditions will be considered. Note: A grade of B- or better is required to pass this course successfully.

NURS125 Pharmacology I 2 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, the basics of core drug knowledge and patient related variables in drug administration. Additionally, the nursing management of drugs affecting various body systems, disease states, and other health conditions will be considered. A $35.00 testing fee is charged in this course. Note: A grade of B- or better is required to pass this course successfully.

Co-requisite(s): NURS101 and NURS101C
Prerequisite(s): CHEM150 and CHEM150L

NURS126 Pharmacology II 2 CR
This course provides additional drug therapy foundations for the delivery of safe patient care. Emphasis will be placed on the nursing management of drug therapy, the basics of core drug knowledge and patient related variables in drug administration. Additionally, the nursing management of drugs affecting various body systems, disease states, and other health conditions will be considered. A $35.00 testing fee is charged in this course. Note: A grade of B- or better is required to pass this course successfully.

Prerequisite(s): NURS101, NURS101C and NURS125

NURS135 Nutrition In Nursing 2 CR
This course is designed to introduce the nursing student to the fundamentals of nutrition. Integration of the nursing process will be achieved through case studies and care plans designed for the adult client with nutritional health needs. This course will define the role of nutrients in the human body, as well as family and community nutrition. A strong emphasis will be placed on clinical nutrition in the acute care setting. Note: A grade of B- or better is required to pass this course successfully.

Prerequisite(s): NURS101 and NURS101C

Prerequisite(s): BIOL121 and BIOL121L

NURS144 Nursing of Adults I 4 CR
This course identifies the role of the nurse in caring for the adult client with common medical and/or surgical health needs. Topics to be presented include the pathophysiology of the respiratory, cardiovascular, neurological, gastrointestinal, musculoskeletal, renal and immunologic systems. Emphasis is placed on the disease process and nursing interventions as they relate to each condition. A $75.00 ATI exam fee is charged in this course. Note: A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s): NURS144 and NURS144C
Prerequisite(s): NURS101, NURS101C and NURS135

NURS144C Nursing of Adults I Clinical 4 CR
This course focuses on acute nursing care of adult clients with common, less complex medical or surgical health needs. The student will utilize the nursing process to develop critical thinking skills to implement a holistic plan of care to a diverse population with various medical or surgical abnormalities in a structured setting. A $15.00 insurance fee is charged in this course. Note: NURS144C requires 180 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s): NURS144 and NURS144C
Prerequisite(s): NURS101, NURS101C and NURS135

NURS161 Maternal and Child Nursing 3 CR
This course focuses on the psychological and physiological changes occurring in the childbearing client/family as well as normal growth and development in children. The student will be able to explain normal changes in the pregnant woman as well as describing common, well-defined childhood illnesses. Using the nursing process the student will be able to care for a diverse childbearing client population in the acute setting and a diverse pediatric client population in a well-child community setting. A $5.00 insurance fee is charged in this course. Note: A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s): NURS161 and NURS161C
Prerequisite(s): NURS144 and NURS144C

NURS161C Maternal and Child Nursing Clinical 1 CR
This course focuses on the psychological and physiological changes occurring in the childbearing client/family as well as normal growth and development in children. The student will be able to explain normal changes in the pregnant woman as well as describing common, well-defined childhood illnesses. Using the nursing process the student will be able to care for a diverse childbearing client population in the acute setting and a diverse pediatric client population in a well-child community setting. A $15.00 insurance fee is charged in this course. Note: A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s): NURS161 and NURS161C
Prerequisite(s): NURS144 and NURS144C

NURS188T 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-PN exam. Note: this class is graded on a Pass/Fail basis.

Co-requisite(s): NURS161 and NURS161C
Prerequisite(s): Last semester; major courses completed or taken concurrently. Required for all Diploma Nursing students

NURS250 Nursing Care of Adults I 4 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. Emphasis will be placed on the teaching-learning process to promote a state of wellness and also end of life care for client and family within the practice of the professional nurse. The student will utilize therapeutic communication techniques with clients, families, and all members of the health care team. Current ethical and legal implications for the nursing profession will be included. Note: A grade of B- or better is required to pass this course successfully.

*N Component Co-requisite(s): NURS250, NURS250L and NURS250C

Prerequisite(s): NURS126, NURS317, NURS317L, NURS325 and NURS325C

NURS250L Nursing Care of Adults I Lab 1 CR

The student will use the nursing process and critical thinking skills to develop basic medical surgical skills with demonstration and practical application in the nursing simulation lab. These skills include hands-on patient care techniques, communication, and health assessments as applied in clinical practice situations in the process of providing care to adults in a nursing simulation setting. Note: NURS250L requires 2 hours of skills lab each week. A grade of B- or better is required to pass this course successfully.

*N Component Co-requisite(s): NURS250, NURS250L and NURS250C

Prerequisite(s): NURS126, NURS317, NURS317L, NURS325 and NURS325C

NURS250C Nursing Care of Adults I Clinical 3 CR

The student will use the nursing process and critical thinking skills to develop a holistic plan of care for a diverse adult population with various medical or surgical abnormalities in structured settings. Clinical practice experiences are provided in both outpatient and acute care settings and will focus on knowledge and skills necessary for the competent and compassionate care of adults within the context of their families and community. Opportunities to apply theoretical concepts are offered through faculty guided on and off campus experiences in acute care facilities. This course begins to prepare the nursing student to be an effective practitioner of care of the adult patient. A $15.00 insurance fee is charged in this course. Note: NURS250C requires 135 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully.

*N Component Co-requisite(s): NURS250, NURS250L and NURS250C

Prerequisite(s): NURS126, NURS317, NURS317L, NURS325 and NURS325C

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. A $100.00 fee is included in this course. Note: this class is graded on a Pass/Fail basis.

Prerequisite(s): Successful completion of 2nd year BSN Pre-licensure program or current EMT-P or RN license.

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. Note: A grade of B- or better is required to pass this course successfully.

NURS317 Health Assessment in Nursing 3 CR

This course prepares the undergraduate nursing student to collect data and perform a complete and thorough client assessment, including history and physical examination. The course emphasis is a holistic approach to assessment. The focus of the four domains of man's physical, psychological, spiritual, and cultural needs throughout the lifespan are presented. A $15.00 insurance fee and a $25.00 fee for supplies are charged in this course. Note: This course requires 2 hours of skills lab each week. A grade of B- or better is required to pass this course successfully.

*N Component Co-requisite(s): NURS317 and NURS317L

Prerequisite(s): BIOL121, BIOL121L, NURS101 and NURS101C

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 course emphasis is a holistic approach to assessment. The focus of the four domains of man's physical, psychological, spiritual, and cultural needs throughout the lifespan are presented. A $15.00 insurance fee and a $25.00 fee for supplies are charged in this course. Note: This course requires 2 hours of skills lab each week. A grade of B- or better is required to pass this course successfully.

*N Component Co-requisite(s): NURS317 and NURS317L

Prerequisite(s): BIOL121, BIOL121L, NURS101 and NURS101C

NURS325 Mental Health Nursing Across the Lifespan 3 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 the 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. A $125.00 ATI exam fee is charged in this course. Note: A grade of B- or better is required to pass this course successfully.

*N Component Co-requisite(s): NURS325 and NURS325C

Prerequisite(s): NURS101 and NURS101C

NURS325C Mental Health Nursing Clinical 1 CR

In this clinical experience, students learn during experiences in mental health acute care settings and arranged community settings to meet the needs of clients with challenged emotional and/or cognitive abilities that impair their day-to-day functioning. Therapeutic communication, psychopharmacological therapy, and client teaching are emphasized as each disorder is discussed within the framework of nursing assessment, diagnosis, outcome setting, intervention, and evaluation. A $15.00 insurance fee is charged in this course. Note: NURS325C requires 45 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully.

*N Component Co-requisite(s): NURS325 and NURS325C

Prerequisite(s): NURS101 and NURS101C

NURS334 Nursing Care of Adults II 4 CR

This course focuses on the additional 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 continued. Health issues and disease processes commonly experienced by individuals and their families in the adult years will be examined. Emphasis will be placed on the teaching-learning process to promote a state of wellness and also end of life care for the client and family within the practice of the professional nurse. The student will continue to utilize therapeutic communication techniques with clients, families, and all members of the health care team. Additional ethical and legal implications for the nursing profession will be included. A $125.00 ATI exam fee is charged in this course. Note: A grade of B- or better is required to pass this course successfully.

*N Component Co-requisite(s): NURS334, NURS334L and NURS334C

Prerequisite(s): NURS250, NURS250L and NURS250C

NURS334L Nursing Care of Adults II Lab 1 CR

The student will continue to use the nursing process and critical thinking skills to develop medical and surgical nursing skills with demonstration and practical application in the nursing simulation lab. These skills include additional hands-on patient care techniques, communication, and health assessment as applied in clinical practice situations in the process of providing care to adults in a nursing simulation setting. Note: NURS334L requires 2 hours of skills lab each week. A grade of B- or better is required to pass this course successfully.

*N Component Co-requisite(s): NURS334, NURS334L and NURS334C

Prerequisite(s): NURS250, NURS250L and NURS250C

NURS334C Nursing of Adults II Clinical 4 CR

This course develops critical thinking skills to develop a holistic plan of care for a diverse adult population in acute and chronic medical and surgical situations in the process of providing care to adults in acute care and surgical settings. Clinical practice experiences will continue to be provided in both outpatient and acute care settings and arranged community settings to meet the needs of clients with challenged emotional and/or cognitive abilities that impair their day-to-day functioning. Therapeutic communication, psychopharmacological therapy, and client teaching are emphasized as each disorder is discussed within the framework of nursing assessment, diagnosis, outcome setting, intervention, and evaluation. A $15.00 insurance fee is charged in this course. Note: This course requires 45 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully.

*N Component Co-requisite(s): NURS334, NURS334L and NURS334C

Prerequisite(s): NURS250, NURS250L and NURS250C

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NURS126, NURS317 and NURS317L

Prerequisite(s):
NURS126, NURS317 and NURS317L

Co-requisite(s):

*Component Co-requisite(s): NURS334, NURS334L and NURS334C
Prerequisite(s): NURS250, NURS250L and NURS250C

NURS355 Nursing of Childbearing Family 4 CR

This course identifies the role of the nurse in caring for the maternity client and family. Emphasis will be placed on critical thinking, along with the theoretical content relevant to the mother and neonate's health care needs. Family planning, well woman health, preparing for pregnancy, fetal development from conception to birth, and both the physiological and psychological processes of pregnancy, labor, delivery, and postpartum care will be areas of focus. A $125.00 ATI exam fee is charged in this course. Note: A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s): NURS355, and NURS355C
Co-requisite(s): NURS370L
Prerequisite(s): NURS126, NURS317 and NURS317L

NURS355C Nursing Childbearing Family Clinical 2 CR

This course identifies the role of the nurse in caring for the maternity client and family. It will highlight the role of the nurse in care of the family unit. Emphasis will be placed on critical thinking, along with the theoretical content relevant to the mother and neonate's health care needs. Family planning, well woman health, preparing for pregnancy, fetal development from conception to birth, and both the physiological and psychological processes of pregnancy, labor, delivery, and postpartum care will be areas of focus. Clinical experiences will take place in a variety of care settings, including acute care settings. The student will use the nursing process in the care of the high- and low-risk maternity client and neonate. Students will apply critical thinking skills and therapeutic communication techniques in supportive nursing interventions for the childbearing woman and her family. A $15.00 insurance fee is charged in this course. Note: NURS355C requires 90 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s): NURS355, and NURS355C
Co-requisite(s): NURS370L
Prerequisite(s): NURS126, NURS317 and NURS317L

NURS370 Nursing Care of Children 4 CR

This course identifies the role of the nurse in caring for the developing child from birth through adolescence. Theories and principles of growth and development are discussed in relation to issues along the illness/wellness continuum. Students will apply critical thinking skills and therapeutic communication techniques in preventative and/or supportive nursing interventions for children at risk and experiencing illness. The nursing process is used to examine conditions and describing the role of the nurse in caring for the child and family. Theories of growth and development will be incorporated in developing appropriate anticipatory plans of care for children and families with complex needs. Methods of providing holistic care to the child and family with an emphasis on health promotion, maintenance, restoration or support of death with dignity are discussed. Note: A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s): NURS370, NURS370L and NURS370C
Prerequisite(s): NURS126, NURS317 and NURS317L

NURS370L Nursing Care of Children Lab 1 CR

This course will allow the student to apply concepts learned in the classroom to the care of the maternal/family unit including the birth process through adolescence. The student will use the nursing process to develop holistic plans of care and critical thinking skills to demonstrate application of care of the family unit in the clinical setting. A $15.00 insurance fee is charged in this course. Note: NURS370C requires 90 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s): NURS370, NURS370L and NURS370C
Prerequisite(s): NURS126, NURS317 and NURS317L

NURS415 Evidence Based Nursing Practice 2 CR

This course will allow the student to apply concepts learned in the classroom to the care of the maternal/family unit including the birth process through adolescence. The student will use the nursing process to develop holistic plans of care and critical thinking skills to demonstrate application of care of the family unit in the clinical setting. A $15.00 insurance fee is charged in this course. Note: NURS370C requires 90 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s): NURS370, NURS370L and NURS370C
Prerequisite(s): NURS126, NURS317 and NURS317L

NURS420 Community Health Nursing 2 CR

This course will allow the student to apply concepts learned in the classroom to the care of the maternal/family unit including the birth process through adolescence. The student will use the nursing process to develop holistic plans of care and critical thinking skills to demonstrate application of care of the family unit in the clinical setting. A $15.00 insurance fee is charged in this course. Note: A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s): NURS420 and NURS420C
Prerequisite(s): NURS315

NURS420C Community Health Nursing Clinical 2 CR

This course will allow the student to apply concepts learned in the classroom to the care of the maternal/family unit including the birth process through adolescence. The student will use the nursing process to develop holistic plans of care and critical thinking skills to demonstrate application of care of the family unit in the clinical setting. A $15.00 insurance fee is charged in this course. Note: NURS420C requires 90 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s): NURS420 and NURS420C
Prerequisite(s): NURS315

NURS421 Nurse Manager and Leader 2 CR

This course will allow the student to apply concepts learned in the classroom to the care of the maternal/family unit including the birth process through adolescence. The student will use the nursing process to develop holistic plans of care and critical thinking skills to demonstrate application of care of the family unit in the clinical setting. A $15.00 insurance fee is charged in this course. Note: A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s): NURS421 and NURS421C
Prerequisite(s): NURS421C

NURS421C Nurse Manager and Leader Clinical 1 CR

This course will allow the student to apply concepts learned in the classroom to the care of the maternal/family unit including the birth process through adolescence. The student will use the nursing process to develop holistic plans of care and critical thinking skills to demonstrate application of care of the family unit in the clinical setting. A $15.00 insurance fee is charged in this course. Note: A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s): NURS421 and NURS421C
Prerequisite(s): NURS421C

NURS427 Community Health Nursing (PL) 3 CR

This course will allow the student to apply concepts learned in the classroom to the care of the maternal/family unit including the birth process through adolescence. The student will use the nursing process to develop holistic plans of care and critical thinking skills to demonstrate application of care of the family unit in the clinical setting. A $15.00 insurance fee is charged in this course. Note: A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s): NURS427 and NURS427C
Prerequisite(s): NURS355, NURS355C, NURS370, NURS370L and NURS370C

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NURS427C Community Health Nursing Clinical (PL) 2 CR
This course provides the student 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 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. A $15.00 insurance fee is charged in this course. Note: NURS427C requires 90 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully.
*Component Co-requisite(s): NURS427 and NURS427C
Prerequisite(s): NURS355, NURS355C, NURS370, NURS370L and NURS370C

NURS433 Nurse Manager and Leader (PL) 2 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. Note: A grade of B- or better is required to pass this course successfully.
*Component Co-requisite(s): NURS433 and NURS433C
Prerequisite(s): NURS355, NURS355C, NURS370, NURS370L and NURS370C

NURS433C Nurse Manager and Leader Clinical (PL) 3 CR
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 setting. 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. A $15.00 insurance fee is charged in this course. Note: NURS433C requires 135 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully.
*Component Co-requisite(s): NURS433 and NURS433C
Prerequisite(s): NURS355, NURS355C, NURS370, NURS370L and NURS370C

NURS448T 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. A $125.00 ATI exam fee is charged in this course. 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 with the Health Information Portability & Accountability Act, the role of the advanced practice nurse, and collaborative practice. Note: A grade of B- or better is required to pass this 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. A $115.00 lab and insurance fee is charged in this course.
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 $115.00 lab and insurance fee is charged in this course.
Co-requisite(s): PHYS100
Prerequisite(s): MATH125

PHYS210* Fundamentals of Physics I 3 CR
This course introduces the fundamental mechanics of physics. The physical properties of motion, matter, phases, thermodynamics, heat, vibrations and sound will be discussed. Methods for quantitative and qualitative analyses of physical properties will be introduced. This course is the first in a two-course sequence introducing students to the fundamentals of physics. A $100.00 lab fee is charged in PHYS210L. *Note: The lab portion designated as PHYS210 was taught in a virtual format.
Co-requisite(s): PHYS210
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 PHYS210 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 laboratory course is the second in a two-course laboratory sequence introducing students to the fundamentals of physics. This course builds on the knowledge learned in Fundamentals of Physics Laboratory I through hands-on and/or virtual laboratory experiments. Experiments involving physical properties of electricity, magnetism, optics, relativity, and nuclear physics will be done. Methods, including the scientific method, for quantitative and qualitative analyses of physical properties will be used. *Note: 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.

**Political Science (POLs)**

POLSi11 American Government 3 CR
This course introduces students to American politics, the political process, and the evolution of American government at the national, state, and local levels. Students will explore national and state constitutions, civil rights, citizenship, suffrage, public opinion, political parties, and the electoral system. Students also evaluate the relationship between the individual and the government in the United States.
Prerequisite(s): ENGL109

POLS230 Comparative Politics 3 CR
This course introduces students to comparative study of the domestic politics of nations throughout the world. Students explore the development of the modern state, the structures of political institutions in diverse nations, and the nature of political power. Students also examine the concepts of nationalism, nation-building, political change, and the political culture of various nations. Other topics for study include the nature of democracy, planned economies and market economies, the politics of the developing world, and international relations. Specific countries and their governments
will be compared to provide students the means to evaluate different types of political systems.

Prerequisite(s): ENGL109

POLS385 Political Science Special Topics 3 CR

This course explores political phenomena in various socio/political contexts. Students learn in depth the significance and implications of political ideologies and the impact of political events on the present and future.

Prerequisite(s): ENGL109

Professional Excellence (PROX)

PROX190 International Field Experience 1 CR

Field education provides international students at Davenport University with guided learning experiences in their chosen field of study outside the classroom. Field education is designed to help international students to gain a practical understanding about American work ethics, professional standards, and ways of doing business in an interdependent global market. Through field education, students practice academic skills and prepare for professional careers. In addition to 5 hours of class time, students will work for a minimum of 45 hours in a business, non-profit, or government setting in projects proposed and designed by the student in collaboration with the worksite supervisor under the guidance and supervision of an assigned instructor. To enroll in this course, students must have international student status at Davenport University, have completed one academic year of college study, have maintained university academic standards of progress, and have the work site pre-approved by the International Office. Note: Course is repeatable 3 times for a maximum of 3 credits.

Prerequisite(s): International student on F1 status, must have a minimum 2.5 or better cumulative GPA, completed a minimum of 24 hours of college level work and approval of Curricular Practical Training (CPP)

PROX191 Service Learning Practicum 1 CR

This course introduces students to service-learning as an approach to experiential education which promotes active and engaged citizenship, integrates and applies academic knowledge and skills to address community specified needs, and provides knowledge of effective practices in community organizations. Students participate in meaningful civic service experiences in partnership with community non-profit or governmental organizations and meet in a structured class setting to read, write, think, and discuss their experiences as well as concepts of civic engagement. Through this process, students recognize the reciprocal benefits of academic service to the community and their own professional development, demonstrate cultural competency, develop a long-term plan for service, and enact positive change in their community. In addition to 5 hours of class work, students perform a minimum of 45 hours of service.

Prerequisite(s): Student must have a minimum 2.5 or better cumulative GPA and completed at least 24 hours of college level work.

PROX192 Service Learning Practicum 2 CR

This course introduces students to service-learning as an approach to experiential education which promotes active and engaged citizenship, integrates and applies academic knowledge and skills to address community specified needs, and provides knowledge of effective practices in community organizations. Students participate in meaningful civic service experiences in partnership with community non-profit or governmental organizations and meet in a structured class setting to read, write, think, and discuss their experiences as well as concepts of civic engagement. Through this process, students recognize the reciprocal benefits of academic service to the community and their own professional development, demonstrate cultural competency, develop a long-term plan for service, and enact positive change in their community. In addition to 10 hours of class work, students perform a minimum of 90 hours of service.

Prerequisite(s): Student must have a minimum 2.5 or better cumulative GPA and completed at least 24 hours of college level work.

PROX193 Service Learning Practicum 3 CR

This course introduces students to service-learning as an approach to experiential education which promotes active and engaged citizenship, integrates and applies academic knowledge and skills to address community specified needs, and provides knowledge of effective practices in community organizations. Students participate in meaningful civic service experiences in partnership with community non-profit or governmental organizations and meet in a structured class setting to read, write, think, and discuss their experiences as well as concepts of civic engagement. Through this process, students recognize the reciprocal benefits of academic service to the community and their own professional development, demonstrate cultural competency, develop a long-term plan for service, and enact positive change in their community. In addition to 15 hours of class work, students perform a minimum of 135 hours of service.

Prerequisite(s): Student must have a minimum 2.5 or better cumulative GPA and completed at least 24 hours of college level work.

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. Aspects unique 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

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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 consultant expenditures. Unique issues associated with public sector fiscal management such as governmental funding, service and equipment outlays, 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 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, FINC211, and MGMT211

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.
Co-requisite(s): BUSN488T
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 sociocultural influences on the development of mental health disorders will be examined. The definitions, 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

Risk Management and Insurance (RMGI)
RMGI221 Principles of Risk Management and Insurance 3 CR
This course introduces the subject of risk management and insurance. The student will learn the concept of risk and risk management, how insurance fits in the risk management process, how the insurance mechanism works including the core competencies, and how the insurance market is structured and regulated. Students will also examine the structure of insurance contracts, and an overview of property and liability loss exposures and common insurance policy provisions. This course will also help students prepare for the INS 21 national examination administered by the Insurance Institute of America.
Recommended Co-requisite(s): MATH125 and RMGI221

RMGI322 Personal Insurance 3 CR
This course examines insurance contracts and programs for individuals, including property, liability, automobile, life, disability, healthcare and retirement. This course will also help students prepare for the INS 22 national examination administered by the Insurance Institute of America.
Prerequisite(s): MATH125 and RMGI221

RMGI323 Commercial Insurance 3 CR
This course examines insurance contracts and programs for businesses, including property, business income, crime, equipment breakdown, marine, general liability, automobile, workers compensation, farm, and others. This course will also help students prepare for the INS 23 national examination administered by the Insurance Institute of America.
Prerequisite(s): MATH125 and RMGI221

RMGI410 Insurance Proposals and Negotiation 3 CR
This course examines typical negotiation situations in risk management and insurance and application of principled negotiating techniques to those situations, assembly of information to support positions and proposals, the responsible use and presentation of data, use of spreadsheets and presentation software to create professional documents and presentations to support positions and proposals, such as the development of a new product or the sale of a new insurance coverage to a risk manager or a new exposure to an insurance/reinsurance underwriter. The course includes a major group project to develop a written proposal and oral presentation.
Prerequisite(s): BIT3211, COMM120, ENGL311, and RMGI323

RMGI420 Insurance Company Operations and Regulations 3 CR
This course examines the core competencies of an insurance company and the interdependencies of those functions, including actuarial, claims, finance, reinsurance, and underwriting. Other topics include insurance regulation, the global insurance market, and the strategic management of an insurance company. This course will incorporate the use of an insurance company simulation “game” exercise. This course will incorporate the online Ethics 311 Ethical Guidelines for Insurance Professionals module administered by the Insurance Institute of America, and help students prepare for the CPCU 520 national examination administered by the American Institute for Chartered Property Casualty Underwriters.
Prerequisite(s): FINC211, RMGI221, and STAT220

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RMGI454 Risk Management 
3 CR
This course examines the process of risk management, including the identification and analysis of loss exposures; examination of alternatives to traditional insurance; the use of loss forecasting and cash flow analysis to make a decision. An overview of the evolution of an international exposure will also be examined. This course will incorporate the use of case studies and a risk management simulation “game” exercise. This course will also help students prepare for the ARM 54 national examination administered by the Insurance Institute of America.
Recommended Prerequisite(s): RMGI420
Prerequisite(s): FINC211, RMGI323, and STAT220

RMGI490 Risk Management and Insurance Internship 
3 CR
Contact Career Services at least one semester prior to enrolling.
This bachelor-level risk management and insurance 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): RMGI221, junior status; all Foundations of Business courses completed and a minimum 2.7 cumulative GPA and a minimum 2.7 GPA in the major.

Russian (RUSS)

RUSS111 Beginning Russian I 
3 CR
This first semester Russian course is an introduction to listening, speaking, reading and writing skills, and Russian-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 Russian-speaking cultures. Note: A grade of C or better is required to take the next course in the sequence.

RUSS121 Beginning Russian II 
3 CR
This second semester Russian course is a continuation of language skills and cultural understanding in RUSS111. The course recognizes the practical importance of language with special emphasis on speaking skills. Students expand their vocabulary, language structure, and continue examining diverse Russian-speaking cultures.
Prerequisite(s): Completion of RUSS111 with a C or above

RUSS211 Intermediate Russian I 
3 CR
The third semester Russian course is a continuation of language, skills and cultural understanding at an intermediate level. The course recognizes the practical importance of language with special emphasis on speaking skills. Students continue to expand their vocabulary and language structure, and deepen their understanding of diverse Russian-speaking cultures. Note: A grade of C or better is required to take the next course in the sequence.
Prerequisite(s): RUSS121

RUSS221 Intermediate Russian II 
3 CR
The fourth semester Russian course is a continuation of language skills and cultural understanding from RUSS211. 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 Russian-speaking cultures.
Prerequisite(s): Completion of RUSS211 with a C or above

RUSS311 Russian for the Professions 
3 CR
A course designed for students pursuing the language specialty. This course follows a language needs approach which consists of developing contexts based on the needs and interests of students and their prospective majors. Students will relate information studied in other subjects to their learning of

Social Sciences (SOSC)

SOSC201 Diversity in Society 
3 CR
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.

SOSC221 Comparative Religion 
3 CR
This course provides an overview of various world religions, both ancient and modern, including Judaism, Christianity, Islam, Hinduism, and Buddhism. Students will explore concepts of origins, traditions, history, beliefs, and practices of diverse religious orientations and their influences on different world communities.
Prerequisite(s): ENGL109

SOSC231 Philosophy and Human Progress 
3 CR
This course introduces students to a basic appreciation of philosophy and the role it has played in the advancement of human communities. Students will learn how to define philosophy and its major movements, both Eastern and Western, ranging from the classical Greek period to the 21st century. By learning how to identify, describe, value, and interpret different philosophical components and movements, students will apply such knowledge to personal and professional issues.
Prerequisite(s): ENGL109

SOSC241 World Regional Geography 
3 CR
This course teaches concepts and principles of world geography with particular emphasis on regions and places. Students learn the necessary geographic foundations to build an informed view of global current events. Students also learn to identify places and regions and understand the relationship of physical systems, human systems, and spatial patterns. Politics, economics, development, and war are explored in the global context, with specific examples. Students will study both the physical and cultural characteristics of the world as they develop insights into the relationship between environment and culture. Students learn to use maps that display and analyze data from the principle regions of the world.

SOSC381/382/383 International Social Science variable CR
This course explores the social sciences in an international context. Students learn about the social sciences while studying in another country.

SOSC201 Diversity in Society 
3 CR
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.

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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.

Sociology (SOCY)

SOCY101 Introductory Sociology 
3 CR
This course provides an overview of sociological theory. Students learn sociological models of society; basic units of social life and social institutions; and fundamental social processes derived from sociological theory and perspectives. Students also evaluate the role of the individual in society.

SOCY385 Sociology Special Topics 
3 CR
This course explores sociological phenomena in various social contexts. Students learn in-depth the significance and implications of sociological theory and the impact of social forces upon groups.
Prerequisite(s): ENGL109
Spanish (SPAN)

SPAN111 Beginning Spanish I 3 CR
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 $40.00 lab and book fee included with tuition charges.

SPAN121 Beginning Spanish II 3 CR
This second 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 $35.00 lab and book fee included with tuition charges.
Prerequisite(s): Completion of SPAN111 with a C or above

SPAN211 Intermediate Spanish I 3 CR
The third semester Spanish course is a continuation of language, skills and cultural understanding at an intermediate level. The course recognizes the practical importance of language with special emphasis on speaking skills. Students continue to expand their vocabulary and language structure, and deepen their understanding of diverse 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 $35.00 lab and book fee included with tuition charges.
Prerequisite(s): SPAN121

SPAN221 Intermediate Spanish II 3 CR
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. Note: Online sections will have a $55.00 lab and book fee included with tuition charges.
Prerequisite(s): Completion of SPAN211 with a C or above

SPAN311 Spanish for the Professions 3 CR
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 3 CR
This course introduces students to foundational statistical methods common to the medical and health fields. Students will learn how to use the collection, analysis, presentation, and interpretation of data in the context of the health sciences. Analysis of real-world data sets will be performed using statistical software.
Prerequisite(s): MATH125

STAT220 Introduction to Statistics 3 CR
This course introduces students to statistical methods common to professional careers. Students learn how to use the collection, analysis, presentation and interpretation of data. Students will learn to use graphical and numerical methods to summarize data sets. Analysis of large, real-world data sets will be performed using statistical software. Note: Online sections will have an $80.00 lab and 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

Technology (TECH)

TECH497 College of Technology Capstone 3 CR
This is the capstone for the Bachelor of Applied Science Degree in the College 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.

Wellness and Health (WLNS)

WLNS185 Wellness and Fitness 1 CR
Students will study the concept of wellness and its components; self-assessment of current health status and application of scientific health and fitness principles for the improvement and maintenance of health throughout the life span. The course includes exposure to a variety of lifetime physical activities. There may be a course fee required. Note: This course is graded on a Pass/Fail basis.
Accreditations and Approvals

Davenport University is accredited by the Higher Learning Commission—North Central Association of Colleges and Schools (NCA), 30 North LaSalle Street, Suite 4000, Chicago, IL 60601; phone (800) 621-7440; www.ncahaicohlc.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 award degrees; it is also certified by the State Approval Agency of the Department of Education.

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

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

The University is approved by the State of Michigan and is empowered to grant degrees; it is also certified by the State Approval Agency of the Department of Education.

Accreditation credentials are available for review from University officials upon request.

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 HIM bachelor's degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIM). Contact information: CAHIM, 233 N. Michigan Avenue Suite 2150, Chicago, IL 60601; phone (312) 233-1183; www.cahiim.org.

A bachelor's degree 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 HIM baccalaureate degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIM). Contact information: CAHIM, 233 N. Michigan Avenue Suite 2150, Chicago, IL 60601; phone (312) 233-1183; www.cahiim.org.

The HIM associate degree level program (at Livonia and Online) is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIM). Contact information: CAHIM, 233 N. Michigan Avenue Suite 2150, Chicago, IL 60601; phone (312) 233-1183; www.cahiim.org.

Accreditations

The Medical Assisting program at Battle Creek (Diploma, AAS), Saginaw in conjunction with Lansing (AAS), and Grand Rapids (AAS) campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (caahp.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs 1361 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, Midland, and Warren. The Diploma in Practical Nursing at the Warren and Midland locations are also approved by the Michigan Board of Nursing. The Bachelor of Science in Nursing (Completion Program) 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; 800-469-1656; www.nlnac.org.

The Paralegal Studies Program, which offers an Associate of Science, Bachelor of Science and a Post-Baccalaureate Certificate at the campus in Grand Rapids, MI has been continuously approved by the American Bar Association (ABA) since 1994.

NON-DISCRIMINATION and EQUAL EMPLOYMENT OPPORTUNITY POLICY

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.

All employees and students are expected to comply with both the letter and spirit of this policy. Employees and students who believe that they may be subject to unlawful discrimination in employment or educational services are encouraged to address their concerns in accordance with the University Anti-Harassment policy.

ADMISSIONS 800-686-1600

W.A. Lettinga Campus
Grand Rapids
616-698-7111
866-925-3884
6191 Kraft Avenue SE
Grand Rapids
MI
49512

Battle Creek
269-968-6105
800-762-4173
200 West Van Buren Street
Battle Creek
MI
49017

Flint
810-732-9977
800-727-1443
4318 Miller Road
Flint
MI
48507

Holland
819-396-4690
800-643-4630
643 S. Waverly Road
Holland
MI
49424

Kalamazoo
269-382-2835
800-632-8928
4123 West Main Street
Kalamazoo
MI
49006

Lansing
517-484-2600
866-600-5515
220 E. Kalamazoo Street
Lansing
MI
48933

Livonia
800-686-1600
19499 Victor Parkway
Livonia
MI
48152

Midland
989-835-5588
800-968-4860
3555 E. Patrick Road
Midland
MI
48642

Saginaw
989-799-7800
800-969-4133
5300 Bay Road
Saginaw
MI
48604

Traverse City
231-995-1740
800-694-0883
2200 Dendrinos Dr., Suite 104
Traverse City
MI
49684

Warren
586-558-8700
800-724-7798
27650 Dequindre Road
Warren
MI
48092

NON-DISCRIMINATION and EQUAL EMPLOYMENT OPPORTUNITY POLICY

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.

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