



Course-Level Bypass Assessment

ACT 101 Principles of Accounting I – 4 Credit Hours

Course Description

This is the introductory course in accounting that stresses the accounting process as a whole. The course covers the general rules of accounting for service companies, adjusting and closing procedures, cash and accounts receivable.

Prerequisite

None

Student Learning Outcomes

The exam covers the following student learning outcomes:

- Describe and interpret the components of an accounting system
- Describe and develop the steps involved in the accounting cycle – transactions' analysis with debits and credit, journalize transactions, post to ledger accounts, make period ending adjustments and closing entries, and construct the financial statements
- Develop financial statements in a service company
- Describe and analyze accounting issues related to Cash
- Describe and analyze accounting issues related to Accounts Receivable
- Identify Financial Accounting Standards Board (FASB) pronouncements

Exam Format

Student will take a written multiple-choice exam.

Passing the Exam

If exam is passed with a score of 70% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

Study resources can come from any introductory text in financial accounting. An example might be: *Financial Accounting 14 edition* by Warren, Reeve and Duchac. Cengage Learning 2016.

Exam Schedule

Students may take the exam anytime throughout the year. However, the Assessment must be taken no later than a week before the quarter starts for which a student wants potential credit for this course.

Contact Mike Miller at mmiller@sullivan.edu for testing dates, times and locations. For Lexington campus, contact Abby Helton at ahelton@sullivan.edu



Course-Level Bypass Assessment

AOM 105 Keyboarding Essentials – 4 Credit Hours

Course Description

AOM105

Prerequisite

None

Student Learning Outcomes

The exam covers the following student learning outcomes:

- Key a three-minute timed writing at 40 wpm with no more than three (3) errors (no backspace allowed)
- Key and format an interoffice memo
- Key and format a block style and modified-block style business letter

Exam Format

The student will properly format three business documents and will take a three-minute timed writings to be completed within a 90 minute time limit according to instructions provided during the exam. No resources (books, internet, notes, etc.) can be used during the exam.

Passing the Exam

If exam is passed with a score of 70% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

Text: Keyboarding Course, Lessons 1-25, 19th edition. VanHuss, Forde, Woo, and Robertson South-Western; Thomson Learning, Inc.

Exam Schedule

- Friday prior to the start of classes
- Tuesday evening of Week 7
- Friday morning of Week 7

Contact **Wilma Anthony** at wanthony@sullivan.edu for testing dates, times and locations. For Lexington campus, contact **Tommy Jones** at tjones@sullivan.edu.



Course-Level Bypass Assessment

BFS 104 Basic Culinary Theory – 4 Credit Hours

Course Description

The student spends class time devoted to the understanding of basic cooking methods and techniques. Students learn the basic methods of recipe reading, costing and converting. Students develop a sound understanding of specific food items including meats, poultry, seafood, vegetables, stocks, sauces and starches.

Prerequisite

None

Student Learning Outcomes

The exam covers the following student learning outcomes:

- Basic cooking technique and terms
- Equipment terminology and proper usage
- Basic food production methods

Exam Format

Written exam

Passing the Exam

If exam is passed with a score of 70% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

Culinary Resource

Exam Schedule

Exam is administered on a case-by-case basis each quarter.

Contact Chef Allen Akmon at aakmon@sullivan.edu for testing dates, times and locations. For Lexington campus, contact John Foster at jfoster@sullivan.edu



Course-Level Bypass Assessment

BFS 106 Basic Culinary Skills Laboratory – 6 Credit Hours

Course Description

Students spend lab time in hand-on orientation to tools, equipment, recipe production, measurements, knife drills, and cooking procedures. All hands-on activities emphasize safety and skill development. Students breakdown and operate kitchen equipment. Students spend time learning and using the following: cookery methods, product identity, soups, stocks and sauces, and function of the production kitchen.

Prerequisite

None

Student Learning Outcomes

The exam covers the following student learning outcomes: See attached Basic Culinary Skills Practical Exam parameter sheet

Exam Format

Practical cooking exam: 3 course meal

Passing the Exam

If exam is passed with a score of 70% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

Culinary Resource

Exam Schedule

Exam is administered on a case-by-case basis each quarter.

Contact Chef Allen Akmon at aakmon@sullivan.edu for testing dates, times and locations. For Lexington campus, contact John Foster at jfoster@sullivan.edu



Course-Level Bypass Assessment

BFS 214 Garde Manger Theory – 4 Credit Hours

Course Description

This course offers instruction in the fundamentals of Garde Manger. In this course the student learns the theories related to cold food preparation, hors d'oeuvres, display platters, charcuterie, smoking meats, butchery and seafood, and preparing buffet centerpieces from edible food stuffs.

Prerequisite

Completion or bypass of BFS 104 Basic Culinary Theory and BFS 106 Basic Culinary Laboratory.

Student Learning Outcomes

The exam covers the following student learning outcomes:

- Garde Manger technique and terminology
- Cheese, pasta, charcuterie, butchery, preservation, and centerpiece production methodologies

Exam Format

Written exam

Passing the Exam

If exam is passed with a score of 70% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

Culinary Resource

Exam Schedule

Exam is administered on a case-by-case basis each quarter.

Contact Chef Allen Akmon at aakmon@sullivan.edu for testing dates, times and locations. For Lexington campus, contact John Foster at jfoster@sullivan.edu



Course-Level Bypass Assessment

CAM 134 Food Service Sanitation – 4 Credit Hours

Course Description

This course provides the student with a background in sanitation as it relates to health, with the ability to recognize proper sanitation techniques, and with the knowledge to implement a sanitation program in a food service operation.

Prerequisite

None

Student Learning Outcomes

The exam covers the following student learning outcomes:

- Food safety
- Understanding, controlling, and eliminating potential microbial hazards
- Safe food handler
- The flow of food
- Cleaning and sanitizing
- Pest management
- Food safety regulation and standards

Exam Format

Written exam

Passing the Exam

If exam is passed with a score of 70% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

ServSafe Coursebook (National Restaurant Association), current edition

Exam Schedule

Exam is administered on a case-by-case basis each quarter.

Contact Chef Allen Akmon at aakmon@sullivan.edu for testing dates, times and locations. For Lexington campus, contact John Foster at jfoster@sullivan.edu



Course-Level Bypass Assessment

CAM 174 Basic Nutrition – 4 Credit Hours

Course Description

This course provides the student with an introduction to the science of nutrition. Topics include the major classes of nutrients, energy needs, the importance of a balanced diet based on Dietary Guidelines for Americans, and modes of incorporating these guidelines into everyday life and the commercial food service.

Prerequisite

None

Student Learning Outcomes

The exam covers the following student learning outcomes:

- Dietary Guidelines and Tables
- Carbohydrates, lipids, proteins, vitamins, and minerals in the diet
- Foundations of healthy cooking
- Healthy menus and recipes

Exam Format

Written exam

Passing the Exam

If exam is passed with a score of 70% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

Nutrition for Foodservice & Culinary Professionals, current edition

Exam Schedule

Exam is administered on a case-by-case basis each quarter.

Contact Chef Allen Akmon at aakmon@sullivan.edu for testing dates, times and locations. For Lexington campus, contact John Foster at jfoster@sullivan.edu



Course-Level Bypass Assessment

CAM 284 Food and Beverage Control – 4 Credit Hours

Course Description

This course places emphasis on learning how to control, purchase and manage the various aspects of a very high volume business.

Prerequisite

None

Student Learning Outcomes

The exam covers the following student learning outcomes:

- Calculating food, beverage, and labor cost & control
- Basics of food purchasing, inventory control, issuing & control
- Food service industry regulation and law
- Marketing and advertising introduction

Exam Format

Written exam

Passing the Exam

If exam is passed with a score of 70% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

Controlling Foodservice Costs (National Restaurant Association), current edition

Exam Schedule

Exam is administered on a case-by-case basis each quarter.

Contact Chef Allen Akmon at aakmon@sullivan.edu for testing dates, times and locations. For Lexington campus, contact John Foster at jfoster@sullivan.edu



Course-Level Bypass Assessment

CSC 118 Computer Applications I – 4 Credit Hours

Course Description

This course introduces the student to the use of microcomputers including features and techniques of graphical user interfaces, word processing, spreadsheets, databases and graphical presentations

Prerequisite

None

Student Learning Outcomes

The exam covers a student's ability to perform the following actions:

- Word 2019 – create and format a document; insert a picture; and create a table.
- Excel 2019 – create and format a worksheet with labels, values, formulas, functions; create and format a chart.
- Access 2019 – enter table records, modify a table structure, create a simple query, and create a simple report.
- PowerPoint 2019 – create and format a presentation with animation and transitions.

Exam Format

The student will create/edit a document, a spreadsheet, a database, and a presentation according to instructions provided during the exam. These files also must be correctly submitted to receive credit.

Passing the Exam

If exam is passed with a score of 70% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

Text - Microsoft Office 2019 Custom Edition; Shelly, Cashman.

Exam Schedule

- Friday prior to the start of classes
- Tuesday evening of Week 7
- Friday morning of Week 7

Contact Scott Cordle at scordle@sullivan.edu for testing dates, times and locations. For Lexington campus, contact Tommy Jones at tjones@sullivan.edu



Course-Level Bypass Assessment

CSC 218 Computer Applications II – 4 Credit Hours

Course Description

This course introduces the student to using intermediate and advanced features of common applications for word processing, spreadsheets, databases, and presentation software; integrating applications using object linking and embedding (OLE); and using the personal computer to develop business solutions.

Prerequisite

Completion or bypass of CSC 118 Computer Applications I.

Student Learning Outcomes

The exam covers the following student learning outcomes:

- Word 2019 – create a professional document; apply styles; insert and format graphics; create and format a table.
- Excel 2019 – create a professional workbook; apply styles; enter formulas and functions using absolute and relative references; build mathematical, statistical and logical functions.
- Access 2019 – modify a table structure; create table relationships; create a custom form; create a custom query.
- PowerPoint 2019 – create a professional presentation; apply a theme; and insert and manipulate graphics.

Exam Format

The student will create/edit a document, a spreadsheet, a database, and a presentation according to instructions provided during the exam. These files also must be correctly submitted to receive credit.

Passing the Exam

If exam is passed with a score of 70% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

Text - Microsoft Office 2019 Custom Edition; Shelly, Cashman.

Exam Schedule

- Friday prior to the start of classes
- Tuesday evening of Week 7
- Friday morning of Week 7

Contact Scott Cordle at scordle@sullivan.edu for testing dates, times and locations. For Lexington campus, contact Tommy Jones at tjones@sullivan.edu



Course-Level Bypass Assessment

ENG 101 Composition I – 4 Credit Hours

Course Description

This is a writing course which helps students develop and express ideas through various expository models applying standard rules of usage. Emphasis is also placed on the research process and critical reading.

Prerequisite

None

Student Learning Outcomes

The exam covers the following student learning outcomes:

- Design and produce a short (500 word) essay on an assigned topic.
- Demonstrate formal academic-level usage of grammar, style, and sentence structure
- Explain selected grammatical/rhetorical terms/concepts and provide examples
- Correctly utilize APA formatting and style

Exam Format

90-minute written assessment consisting of short response questions on grammatical, stylistic, and rhetorical concepts/applications, APA style and the research process and the completion of a 500-word argumentative essay.

Passing the Exam

If exam is passed with a score of 70% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

The Bedford Guide for College Writers (with Reader, Research Manual, and Handbook); Publication Manual of The American Psychological Association.

Exam Schedule (Louisville)

- Friday prior to the start of classes
- Monday of Week 7
- Friday of Week 7

Exam Schedule (Lexington)

By appointment

Contact Josh Simpson at jsimpson@sullivan.edu for testing dates, times and locations



Course-Level Bypass Assessment

ENG 102 Composition II – 4 Credit Hours

Course Description

This course is a continuation of English 101, stressing critical thinking and advanced writing strategies. Students continue developing writing processes pertaining to topic selection and development, revision, organization, editing, and collaborative writing. The class places special emphasis on generating longer texts, reading critically, and developing research skills.

Prerequisite

None

Student Learning Outcomes

The exam covers the following student learning outcomes:

- Design and produce a short (500 word) argumentative essay on an assigned topic.
- Demonstrate formal academic-level usage of grammar, style, and sentence structure
- Explain selected grammatical/rhetorical terms/concepts and provide examples
- Correctly utilize APA formatting and style

Exam Format

90-minute written assessment consisting of short response questions on advanced rhetorical elements and research strategies; completion of a 500-word essay which contains support from database research and skilled demonstration of APA style.

Passing the Exam

If exam is passed with a score of 70% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

The Bedford Guide for College Writers (with Reader, Research Manual, and Handbook); Publication Manual of The American Psychological Association.

Exam Schedule (Louisville)

- Friday prior to the start of classes
- Monday of Week 7
- Friday of Week 7

Exam Schedule (Lexington)

By appointment

Contact Josh Simpson at jsimpson@sullivan.edu for testing dates, times and locations



Course-Level Bypass Assessment

ENG 204 Advanced Writing – 4 Credit Hours

Course Description

This course introduces the student to the theory and practice of argument design, analysis and criticism. The student meets these objectives by analyzing and critiquing personal arguments and those of others. The course includes projects in the Toulmin and Rogerian strategies and an extended section on business writing

Prerequisite

Completion or bypass of ENG 102 Composition II.

Student Learning Outcomes

The exam covers the following student learning outcomes:

- Identify rhetorical elements of the Classical, Toulmin, and Rogerian models of argumentation
- Recognize specific components of an assortment of business document types (letters, memos, formal reports, etc.)
- Distinguish various rhetorical fallacies
- Design and compose an argumentative essay which closely adheres to either the Toulmin model or the Rogerian model of argumentation
- Locate specific, relevant, and reliable sources, and proficiently incorporate these sources into an essay using APA style

Exam Format

90-minute written assessment consisting of short response questions on various persuasive rhetorical strategies (including Classical, Toulmin, and Rogerian models of argumentation) and contemporary career-writing terms, practices, and methodologies; completion of a persuasive essay on an assigned topic using a selected persuasive structure, including support from database research and skilled demonstration of APA style.

Passing the Exam

If exam is passed with a score of 70% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

The Well-Crafted Argument: A Guide and Reader; The Business Writer's Companion.

Exam Schedule (Louisville)

- Friday prior to the start of classes
- Monday of Week 7
- Friday of Week 7

Exam Schedule (Lexington)

By appointment

Contact Josh Simpson at

jsimpson@sullivan.edu for testing dates, times and locations



Course-Level Bypass Assessment

MSS 104 Medical Terminology – 4 Credit Hours

Course Description

This course introduces the skills necessary for understanding and properly using medical terminology by presenting a foundation of roots, prefixes and suffixes. Word building and definitions are related to communications, written correspondence, and medical records.

Prerequisite

None

Student Learning Outcomes

The exam covers the following student learning outcomes:

- Demonstrates appropriate use and spelling of the medical language using the fundamentals of word analysis by word roots, containing forms, prefixes, and suffixes.
- Differentiates types of medical terms and the relationships among illness, procedures, treatments, diagnostic terms and abbreviations.
- Correctly uses physiological and anatomical terms related to medical documents.
- Differentiates medical terms and their synonyms use in word phrases and symbols used to describe the various states of health and disease of the human body.
- Interprets medical communications used to document health care found in periodicals, medical reference materials, and patient records.

Exam Format

2 ½ hour exam consisting of 100 multiple-choice questions.

Passing the Exam

If exam is passed with a score of 80% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

Building a Medical Vocabulary with Spanish Translations (10th Edition) 2015. Leonard P. Elsevier Publishing.

Exam Schedule (Louisville)

By Appointment

Exam Schedule (Lexington)

By appointment

Contact Linda Blair at lblair@sullivan.edu for testing dates, times and locations on the Louisville campus. For Lexington campus, contact Dr. Latonya Irons at liron@sullivan.edu



Course-Level Bypass Assessment

MTH 101 College Mathematics – 4 Credit Hours

Course Description

This college level mathematics course includes the following concepts: simplifying algebraic expressions, solving equations and inequalities, graphing linear equations and inequalities, calculating slope and finding equations of lines, factoring and solving quadratic equations

Prerequisite

None

Student Learning Outcomes

The exam covers the following student learning outcomes:

- Solve equations and inequalities
- Solve applied problems
- Graph linear equations and calculate slope
- Evaluate operations with polynomials
- Factor and solve quadratic equations

Exam Format

Student will take a 90-minute written exam on solving linear equations & inequalities, graphing linear equations, and all operations with polynomials, factoring and solving quadratic equations. Students may use a calculator.

Passing the Exam

If exam is passed with a score of 70% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

Bittinger, Beecher, & Johnson Introductory and Intermediate Algebra. Pearson 2019.

Exam Schedule (Louisville)

- Friday prior to the start of classes
- Monday of Week 7
- Friday of Week 7

Exam Schedule (Lexington)

By appointment

Contact Josh Simpson at

jsimpson@sullivan.edu for testing dates, times and locations



Course-Level Bypass Assessment

MTH 115 Principles of Mathematics – 4 Credit Hours

Course Description

Studies of operations on fractions, decimals and percents, ratios and proportions are undertaken. Descriptive statistics measuring the center of a data set, the mean, median and mode of a data set, are considered. Data tables and graphs such as pictographs, bar charts, circle graphs and line graphs will be examined. The course will conclude with a study of solving one variable linear equations. The course will emphasize applying these basic principles to a broad range of topics including culinary specific applications.

Prerequisite

None

Student Learning Outcomes

The exam covers the following student learning outcomes:

- Solve mathematical problems which feature 1) Fractions; 2) decimals; 3) percentages; 4) ratios, 5) proportions and 6) single variable linear equations
- Solve real-world applications of the above basic concepts
- Solve applied problems using different types of statistical data and graphs

Exam Format

Student will take a 90-minute written exam.

Bring a calculator.

Passing the Exam

If exam is passed with a score of 70% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

Bittinger, Beecher, & Johnson Basic College Mathematics. Pearson 2019.

Exam Schedule (Louisville)

- Friday prior to the start of classes
- Monday of Week 7
- Friday of Week 7

Exam Schedule (Lexington)

By appointment

Contact Josh Simpson at

jsimpson@sullivan.edu for testing dates, times and locations



Course-Level Bypass Assessment

MTH 201 College Algebra – 4 Credit Hours

Course Description

This Algebra course includes the following concepts: simplifying rational expressions and equations, solving systems of equations, solving quadratic equations with exponential and radical expressions, as well as learning properties and applications of exponential and logarithmic functions.

Prerequisite

Completion or bypass of MTH 101 College Mathematics.

Student Learning Outcomes

The exam covers the following student learning outcomes:

- Simplify rational expressions and solve rational equations
- Graph linear and quadratic functions.
- Solve systems of equations
- Simplify exponential and radical expressions to solve quadratic equations
- Apply properties and applications of exponential and logarithmic functions

Exam Format

Students will complete a 90 minute exam which asks them to solve real-world problems using polynomial expressions, factoring to solve quadratic equations and functions, radical expressions and rational expressions. Students will also be asked to solve rational equations, graph linear and quadratic functions, solve systems of equations, and solve exponential and logarithmic functions and applications with each of these. Students may use a calculator.

Passing the Exam

If exam is passed with a score of 70% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

Bittinger, Beecher, & Johnson. *Introductory and Intermediate Algebra*. Pearson, 2019.

Exam Schedule (Louisville Campus)

- Friday prior to the start of classes
- Monday of Week 7
- Friday of Week 7

Exam Schedule (Lexington Campus)

By appointment

Contact Josh Simpson at
jsimpson@sullivan.edu for testing dates,
times and locations



Course-Level Bypass Assessment

PBA 124 Baking Science – 4 Credit Hours

Course Description

This course incorporates the foundation of knowledge to be successful in baking and pastry career. Topics include the identification, use and functions of vital baking ingredients and equipment, mixing methods, application to those ingredients and the interaction of ingredients to produce products in the baking and pastry profession.

Prerequisite

None

Student Learning Outcomes

The exam covers the following student learning outcomes:

- Basic baking technique and terminology
- Baking and Pastry kitchen equipment terminology and proper usage
- Basic baked good production methods

Exam Format

Written exam

Passing the Exam

If exam is passed with a score of 70% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

Professional Baking textbook

Exam Schedule

Exam is administered on a case-by-case basis each quarter.

Contact Chef Allen Akmon at aakmon@sullivan.edu for testing dates, times and locations. For Lexington campus, contact John Foster at jfoster@sullivan.edu



Course-Level Bypass Assessment

PLS 114 Introduction to Law & the Legal System – 4 Credit Hours

Course Description

This course presents a descriptive analysis of the American Legal System and the role of the paralegal within that system. It also provides a practical and theoretical approach to the problems and issues paralegals will face on the job. It is a required course for all students in all paralegal studies programs.

Prerequisite

None

Exam Format

20 multiple choice questions
25 true/false questions
35 matching terms and phrases
2 essay questions

Passing the Exam

If exam is passed with a score of 70% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

INTRODUCTION TO LAW FOR PARALEGALS, current edition, by Currier & Eimmermann; Aspen Publishers.

Exam Schedule

Quarterly, by appointment with 20 days advance notice.

Contact Jennifer Gaither at jgaither@sullivan.edu for testing dates, times and locations. For Lexington Campus, contact Mike Wilson at mwilson@sullivan.edu

Student Learning Outcomes

The exam covers the following student learning outcomes:

- Kentucky and federal court systems
- Federal and state governmental structure
- Role of paralegals in legal system
- Traits of a good paralegal
- Ethical standards for paralegals
- Kentucky Supreme Court Rule 3.700
- Legal research, including primary & secondary sources and mandatory & persuasive authority
- Constitutional law, including allocation of power, due process and equal protection
- Property law
- Contract law
- Wills & Estates
- Stare Decisis & Precedent
- ABA approval of paralegal education programs



Course-Level Bypass Assessment

PLS 134 Legal Research – 4 Credit Hours

Course Description

In this course, the student gains a working familiarity with the major resource books found in a law library. The student is taught a practical approach to finding and interpreting constitutional provisions, administrative regulations and statutes, as well as researching and analyzing case law. The student is given hands-on experience in using case reporters, digests, citators, statutory codes, encyclopedias, hornbooks and other legal materials.

Prerequisite

None

Exam Format

25 matching terms and phrases
20 citation exercises
Research & Writing project

Passing the Exam

If exam is passed with a score of 70% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

LEGAL RESEARCH & WRITING FOR PARALEGALS, current edition, by Bouchoux, Aspen Publishing Co.; THE BLUEBOOK, current edition, by Harvard, NACSCORP

Exam Schedule

Quarterly, by appointment with 20 days advance notice.

Contact Jennifer Gaither at jgaither@sullivan.edu for testing dates, times and locations. For Lexington Campus, contact Mike Wilson at mwilson@sullivan.edu

Student Learning Outcomes

The exam covers the following student learning outcomes:

- United States Reports (U.S.)
- Primary source of law
- Treatise (hornbook)
- Shepard's Citations
- Federal Reporter 2d (F.2d)
- Legal encyclopedia
- West Federal Practice Digest 2d and 3d
- United States Code
- Mandatory authority
- Governmental agency
- Federal Supplement (F. Supp.)
- United States District Court
- Descriptive (fact) word approach
- Citation
- Legislature
- Reporters
- Headnote
- Ky. Digest
- Judiciary
- Superscript
- Constitution
- K.R.S.
- Code
- K.A.R.
- Case digests
- Annotations
- Formatting case citations
- Performing legal research
- Writing an INTERNAL MEMORANDUM OF LAW, with an ANNOTATED BIBLIOGRAPHY



Course-Level Bypass Assessment

PLS 144 Legal Writing – 4 Credit Hours

Course Description

This course focuses on the enhancement of legal writing skills and advanced legal research. Emphasis is given to preparation of appellate briefs, interoffice memoranda and other formal documents.

Prerequisite

None

Student Learning Outcomes

The exam covers the following student learning outcomes:

- Preparation of an essay on a legal issue
- Preparation of comprehensive brief
- Preparation of an internal memorandum of law (
- Preparation of an appellate brief

Exam Format

Submitting written assignments.

Passing the Exam

If exam is passed with a score of 70% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

LEGAL RESEARCH & WRITING FOR PARALEGALS, current edition, by Bouchoux, Aspen Publishing Co.; THE BLUEBOOK, current edition, by Harvard, NACSCORP; KENTUCKY RULES OF COURT- STATE, current edition, THOMSON REUTERS WEST

Exam Schedule

Quarterly, by appointment with 20 days advance notice.

Contact Jennifer Gaither at

jgaither@sullivan.edu for testing dates, times and locations. For Lexington Campus, contact Mike Wilson at mwilson@sullivan.edu



Course-Level Bypass Assessment

PLS 204 Criminal Law– 4 Credit Hours

Course Description

This course provides the student with an introduction to the criminal justice system, including an analysis of the requisite statutory elements of crimes, the investigatory process, arrest and search procedures, and the essential steps in criminal adjudication. The student will learn to prepare the necessary pleadings and other documents in order to assist and participate in the criminal justice system.

Prerequisite

PLS 114

Exam Format

59 short answer questions – 60 points

20 multiple choice questions – 40 points

NOTE: Most questions and answers relate to Kentucky law

Passing the Exam

If exam is passed with a score of 70% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

Kentucky Penal Code and Criminal Law and Procedure, An Overview Ronald J. Bacigal, Mary Kelly Tate, current version, Cengage.

Exam Schedule

Quarterly, by appointment with 20 days advance notice.

Contact Jennifer Gaither at

jgaither@sullivan.edu for testing dates, times and locations. For Lexington Campus, contact Mike Wilson at mwilson@sullivan.edu

Student Learning Outcomes

The exam covers the following student learning outcomes:

- actus reus and mens rea
- standard of proof in a criminal case
- burden of proof in a criminal case
- felony and class A misdemeanor
- defrauding secured creditors
- horse race messenger betting
- kidnapping
- Smith v. California
- obscene material
- forgery in the third degree
- incest
- permitting gambling
- escape in the first degree
- sexual misconduct
- early common law - unlawful killings
- distinguishing murder from voluntary manslaughter
- malice aforethought
- murder - first and second degrees
- manslaughter in the first degree
- robbery and burglary
- defenses to crimes against the person
- use of force to prevent the immediate unlawful imposition of harm
- deadly force
- culpable mental state
- four culpable mental states in Kentucky
- Penalties for A, B, C & D felonies
- criminal mischief in the first and second degrees
- assault in the first degree
- burglary in the second and third degrees
- falsely reporting an incident
- Justification for "ignorance of the law is no excuse."

- strict liability crimes
- four homicide offenses in Kentucky
- larceny by trick (its name in Kentucky)
- larceny by stealth (its name in Kentucky)
- larceny by a finder (its name in Kentucky)
- two parts of the M'Naghten test of insanity
- two other insanity tests
- two arguments for abolishing the insanity defense
- two other insanity tests
- effect on the defendant if insane at the time of trial
- according to U.S. Supreme Court case, two elements of the test to determine whether the defendant is sane enough to stand trial
- effect on a defendant who becomes insane during trial
- use of deadly physical force in self-defense
- test for the insanity defense in Kentucky
- four verdict choices if defendant was insane at time of offense
- disposition of defendant found not guilty by reason of insanity
- "incompetent to stand trial" in Kentucky
- disposition of defendant found guilty but mentally ill at the time of the offense
- use of deadly physical force in the protection of property in Kentucky



Course-Level Bypass Assessment

PLS 214 Estate Planning & Administration– 4 Credit Hours

Course Description

This course is designed to make the student aware of the more common forms of wills, trusts and intestacy. The student is instructed in drafting of wills, trusts, probate documents, and estate forms. The course includes an analysis of estate administrative and fiduciary accounting, as well as a study of the organization and jurisdiction of the probate court.

Prerequisite

PLS 114

Exam Format

7 multiple choice questions
6 True/False questions
37 short answer/fill-in-the-blank questions

Passing the Exam

If exam is passed with a score of 70% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

ADMINISTRATION OF WILLS, TRUSTS, AND ESTATES, current edition, by Brown/Myers/Scott, CENGAGE

Exam Schedule

Quarterly, by appointment with 20 days advance notice.

Contact Jennifer Gaither at jgaither@sullivan.edu for testing dates, times and locations. For Lexington Campus, contact Mike Wilson at mwilson@sullivan.edu

Student Learning Outcomes

The exam covers the following student learning outcomes:

- probatable assets
- life estate
- qualified real estate/agricultural or horticultural value
- market value as of date of return
- appraised value as of date executor qualifies
- fair cash value as of date of death
- estimated market value as of date of distribution
- schedules L, A and F
- value of real estate at death
- appointment of a personal representative
- jurisdiction over a decedent's estate
- preferred claims against estate
- descent of real property
- descent of personal property
- disinheritance of spouse
- wife's statutory share of deceased spouse's estate
- waiver of notice/disgruntled heir
- general creditor
- appointment of an administrator
- fractional share of estate
- notice to heirs of hearing on petition for appointment of fiduciary of an estate
- executor petition for appointment
- "jobs" of the administrator of an estate
- timeframe for administrator to the estate inventory
- value of assets of the estate are listed on the petition for appointment
- previously unknown estate assets
- satisfaction of claims against estate

- value of gross estate
- proof of receipt of notice of hearing on the petition of appointment of the administrator
- third parties in control of estate assets/how administrator proves authority to take control
- creditor of the estate/how to seek payment of claim disallowed by administrator
- house owned by the decedent and the surviving spouse
- open account debt owned by decedent/where to list on inheritance tax return
- decedent's loan represented by a promissory note, secured by a mortgage on the property/where to list on inheritance tax return
- gifts given by decedent prior to death/where to list on inheritance tax return, if at all
- estate administrator/requirement to give actual notice to creditors of the death of their debtor/decedent
- exemptions for heirs
- exemption for surviving spouse
- accidental undervaluation of estate asset/how to correct
- executor's bond
- calculation of tax on distributive shares
- renouncement of will by surviving spouse
- affidavit of descent/when necessary/purpose
- limit on funeral bill deduction
- due date for inheritance tax return
- appointment of guardian ad litem in an estate
- informal final estate settlement
- number of witnesses required in Kentucky for a valid will
- maximum percentage of tax on a surviving spouse's share of an intestate estate
- presumption when original will cannot be located and is apparently lost
- discovery of large estate asset after final settlement and the estate closed



Course-Level Bypass Assessment

PLS 224 Litigation– 4 Credit Hours

Course Description

This course offers an introduction to litigation and trial processes. The student will learn the basic principles of pleading, discovery, motions, and court orders. Additionally, students will be instructed in the investigatory process, settlement of lawsuits, judgments and post-trial considerations. Drafting of documents in these areas will be emphasized.

Prerequisite

None

Passing the Exam

If exam is passed with a score of 70% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

THE LITIGATION PARALEGAL, current edition, by McCord, CENGAGE

Exam Schedule

Quarterly, by appointment with 20 days advance notice.

Contact Jennifer Gaither at jgaither@sullivan.edu for testing dates, times and locations. For Lexington Campus, contact Mike Wilson at mwilson@sullivan.edu

Exam Format

12 multiple choice questions
38 short answer/fill-in-the-blank questions
Prepare and type a Verified Complaint
Prepare and type a Motion to Dismiss raising appropriate defense under CR 12.02
Prepare and type an Affidavit for Warning Order, Notice and Report
Prepare and type a Motion Raising a Defense without pleading responsively
Prepare and type Petition and Notice under CR 27.01

Student Learning Outcomes

The exam covers the following student learning outcomes:

- standard of proof in a civil case
- constructive service process
- real party in interest
- standard of proof in a criminal action
- discovery
- use of deposition in criminal case
- adjudication of claim
- judgment n.o.v.
- motion for summary judgment
- declaratory judgment
- challenging jurors for cause
- filing papers after an appeal submitted for consideration on the merits
- Kentucky Rules of Civil Procedure
- form of pleading
- elements of a complaint
- formatting and style of complaint
- answer to complaint
- compulsory counterclaim
- permissive counterclaim
- cross-claim
- initiating document

- responsive pleading
- motion
- failure to assert a timely compulsory counterclaim
- defense of insufficiency of service of process without pleading responsively
- answer to interrogatories
- failure to respond to request for discovery
- maximum number of interrogatories
- deposition taken before an action is filed
- subpoena duces tecum
- request for production of documents
- notice of appeal
- appeal to circuit court from district court
- perfection of appeal from circuit court judgment
- order to stay enforcement of judgment
- relief from judgment on the ground of newly discovered evidence
- appeals to next higher court
- civil action - notice of appeal
- criminal case - notice of appeal
- notice of cross-appeal
- cross-appeal
- service of copy of appellate brief in a civil case
- submission of appeal for consideration on the merits
- unpublished appellate court decisions in Kentucky
- appeal to Kentucky Court of Appeals
- service of statement of appeal from district court to circuit court in a criminal case
- perfection of appeal to circuit court from district court
- statement of appeal
- verified complaint
- motion to dismiss under CR 12.02
- affidavit for warning order, notice and report
- motion raising a defense without pleading responsively
- petition and notice under CR 27.01



Course-Level Bypass Assessment

PLS 234 Real Estate Law– 4 Credit Hours

Course Description

This course provides the basic concepts of real property enabling the students to perform connected duties in a law office. The student learns to prepare documents relating to real estate transactions such as purchase contracts, closing statements and deeds.

Prerequisite

None

Exam Format

20 multiple choice questions

12 True/False questions

25 short answer/fill-in-the-blank questions

NOTE: Most questions and answers relate to Kentucky law

Passing the Exam

If exam is passed with a score of 70% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

THE ESSENTIALS OF REAL ESTATE LAW, current edition, by Slossberg, CENGAGE

Exam Schedule

Quarterly, by appointment with 20 days advance notice.

Contact Jennifer Gaither at jgaither@sullivan.edu for testing dates, times and locations. For Lexington Campus, contact Mike Wilson at mwilson@sullivan.edu

Student Learning Outcomes

The exam covers the following student learning outcomes:

- fixture
- fee simple absolute
- adverse possession
- easement appurtenant
- restrictive covenant
- prescription, necessity and variance
- non-conforming use
- tenants in common
- tenants by entirety
- joint tenancy with right of survivorship
- laches
- acquiescence
- unclean hands
- grantee and grantor
- installment land contract
- purchase money mortgage
- option contract
- Periodic tenancy
- tenancy for years
- tenancy at will and tenancy at sufferance
- special warranty deed
- general warranty deed
- quitclaim deed
- deed of trust
- legal description
- granting clause
- next source of title
- consideration statement
- duty of licensure
- not to use premises for an illegal purpose
- duty to deliver possession
- actual, partial and constructive eviction
- warranty clause
- quality of title
- risk of loss

- real estate tax lien
- zoning
- conditional fee simple
- Uniform Residential Landlord Tenant Act
- termination or breach of lease
- landlord and tenant liability
- use permits
- local housing code
- implied warranty of habitability
- quitclaim deed
- “bundle of rights” associated with ownership of property
- life estate
- future interests in real estate
- mortgage
- acquiring title in real estate
- easement in gross
- four “unities of title” required for creation of a joint tenancy
- equitable servitude
- injunction relating to use of land
- tenancy for more than one year in writing
- holdover doctrine
- wrongful possession by tenant
- recording of deed
- failure to record deed
- statutory requirements for deeds in Kentucky
- obligation to pay rent
- race recording statute
- duties a landlord owes regarding a leasehold
- duties a tenant owes regarding a leasehold
- complete transfer of the entire remaining interest in a leasehold
- month-to-month periodic tenancy
- removal of tenant in breach of lease
- chain of title – how to prove
- closing
- settlement



Course-Level Bypass Assessment

PLS 244 Domestic Relations / Family Law– 4 Credit Hours

Course Description

This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research relative to the practice of family law and domestic relations matters. The student should develop an understanding of the law relating to marriage, divorce, annulment, custody and support, adoption, name change, guardianship and paternity.

Prerequisite

None

Exam Format

20 True/False questions
18 short answer/fill-in-the-blank questions
6 document preparation exercises

Passing the Exam

If exam is passed with a score of 70% or above, the course will be added to the student's transcript with a grade of "P."

Suggested Study Resources

FAMILY LAW, current edition, by Statsky,
CENGAGE

Exam Schedule

Quarterly, by appointment with 20 days advance notice.

Contact Jennifer Gaither at jgaither@sullivan.edu for testing dates, times and locations. For Lexington Campus, contact Mike Wilson at mwilson@sullivan.edu

Student Learning Outcomes

The exam covers the following student learning outcomes:

- common law marriage & legitimacy of children
- validity of common law marriage recognized by another state
- validity of marriage of persons related by blood
- validity of same-sex marriage
- validity of contracts interfering with marriage
- ethical issues faced by paralegal working in family law
- validity of marriage involving a minor
- effect of failure to pay child support on right of visitation by non-custodial parent
- maintenance payments from deceased ex-husband's estate
- tax deductibility of child support payments and maintenance
- separation agreement vs. judicial separation
- effect of post-divorce bankruptcy on division of property
- maintenance
- paternity/Illegitimacy/Inheritance
- domicile state
- use of juries in dissolution of marriage actions
- adoption of an adult by an adult
- inherited property -- is it marital or nonmarital property?
- 4 elements of a valid antenuptial agreement
- attorney's fees in child support actions
- elements of a gift in connection with an engagement to marry
- statutes of limitation and malpractice by lawyer & paralegal in divorce case

- legal requirements to marry
- grounds for an annulment
- terminology to describe parties and pleadings in dissolution of marriage actions
- forum state
- full faith and credit
- modification of issues after decree of divorce is entered
- grounds for divorce or dissolution of marriage
- how does court determine custody of children?
- completion of child support worksheet