



Sullivan University

2019 Catalog

Louisville
Lexington
Fort Knox
Online
Carlisle
Louisa
Mayfield



A Message from the System President

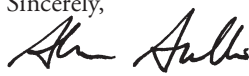
“Sullivan University is truly a unique and student success focused institution.” I have shared that statement with numerous groups and it simply summarizes my basic philosophy of what Sullivan is all about. When I say that Sullivan is “student success focused,” I feel as President of the System that owns Sullivan University that I owe a definition of this statement to all who are considering Sullivan University. First, Sullivan is unique among institutions of higher education with its innovative, career-first curriculum. You can earn a career diploma or certificate in a year or less and then accept employment while still being able to complete your associate, bachelor’s, master’s or doctoral degree by attending during the day, evenings, weekends, or online.



Business and industry do not expand or hire new employees only in May or June each year. Yet most institutions of higher education operate on a nine-month school year with almost everyone graduating in May. We remain focused on your success and education, and continue to offer our students the opportunity to begin classes or to graduate four times a year with our flexible, year-round full-time schedule of classes.

If you really want to attend a school where your needs (your real needs) come first, consider Sullivan University. I believe we can help you exceed your expectations. Since words cannot fully describe the atmosphere at Sullivan University, please accept my personal invitation to visit and experience our campus for yourself.

Sincerely,

A handwritten signature in black ink, appearing to read "Glenn D. Sullivan".

Glenn D. Sullivan
President
Sullivan University System

A Message from the Sullivan University President



On behalf of the students, faculty and staff, welcome to Sullivan University! This institution has a rich, increasingly sophisticated history that spans over 55 years in higher education. Sullivan University has grown from its first seven students and five faculty members in June of 1962, to having thousands of students and hundreds of faculty members across numerous campuses and locations within the Commonwealth of Kentucky. Beyond Kentucky, Sullivan University exceeds domestic and international boundaries with students attending from across the globe. As Sullivan University’s President, I extend a warm welcome to you and invite you to immerse yourself in all that Sullivan University has to offer academically and otherwise. Our academic programs, services and support are designed to help prepare you for the career of your choice. On behalf of the students, faculty, and staff, welcome to Sullivan University.

Sincerely,

A handwritten signature in black ink, appearing to read "Jay D. Marr".

Dr. Jay D. Marr
President/Chief Executive Officer
Sullivan University

Table of Contents

Mission Statement	3
Accreditations and Approvals	4-5
Sullivan University Success Story	6
Sullivan University Locations	7
Facilities and Equipment	8
Academic Calendar	9
Admission to the University	10-15
Services for Graduates	16
Financial Assistance	17-20
Scholarships	21-28
General Education Courses	29
Sullivan University Academic Programs	30-31
The College of Accounting and Finance	32-34
The College of Allied Health	35-45
The College of Business	46-54
The College of Hospitality Studies	55-62
The College of Legal Studies	63-65
The College of Nursing	66-71
The College of Technology and Design	72-93
The Graduate School	94-104
The College of Pharmacy and Health Sciences	105-114
Financial Information	115-119
Academic Policies and General Information	120-132
Non-Academic Policies	133-139
Graduation Information	140
Undergraduate Course Descriptions	141-194
Graduate Course Descriptions	195-203
Ph.D. in Management Course Descriptions	204-206
Doctor of Pharmacy Course Descriptions	207-213
Faculty Listing	214-226
Board of Directors	226
Administration	227
Index	228-230
Maps to University Campuses	231-232

Financial Information can be found in the Catalog Supplement A. If you have received this Catalog without the Supplement A included, please contact the Admissions Office on your campus.

Mission Statement

Sullivan University is a private institution of higher learning dedicated to providing educational enrichment opportunities for the intellectual, social, and professional development of its students. The institution offers career-focused curricula with increasing rigor from the certificate through diploma, associate, bachelor's, master's, and doctoral degree levels. Throughout those curricula, the University seeks to promote development of critical thinking, effective verbal and written communication, computer literacy, and teamwork as well as an appreciation for life-long learning, cultural diversity and the expression of professionalism in all activities. At the graduate level, the University also seeks to promote a culture of research.

The Sullivan University faculty, staff, and administration believe that qualified individuals should have the opportunity to pursue formal academic training at the institution of their choice. We welcome those students who seek such educational challenges. The University provides a student-centered learning environment that facilitates students' identification of their life goals and the means to achieve those goals. The University promotes a culture of teaching excellence throughout the institution which is augmented by a culture of research at the graduate level, and it also encourages faculty, students, administration and staff to participate in service activities and projects which enhance the quality of life in the local and surrounding communities. Upon completion of a program, the University provides employment assistance to graduates.

This mission is achieved by providing:

- A stair-step curricular progression for students from certificate through diploma, to associate, to bachelor's, to master's, to doctoral degrees with credentials earned at each level;
- Face-to-face, hybrid and online learning experiences in an environment enhanced by student services and activities outside the classroom that enable students to take advantage of their interests and abilities to develop teamwork and leadership capabilities;
- Faculty members who possess educational, experiential and distance learning qualifications for the classes they teach and who emphasize the process of learning as well as the assimilation of knowledge and skills;



- Equipment similar to that used in the professions for which the students are educated;
- A technologically state-of-the-art university library whose books, periodicals, professional journals, electronic databases and e-journals adequately support the programs offered;
- Undergraduate faculty who understand and use active, collaborative, experiential, and problem-based learning strategies while practicing in live, virtual, and blended environments; and graduate faculty who understand and use these learning strategies while also practicing in a scholarly research environment;
- Professional and research oriented doctoral programs which especially express the university's commitment to teaching excellence, scholarly research, distance learning, the application of knowledge, civic engagement and focused service to its various publics;
- Graduates earn the privilege to review, audit, or retake any course they completed without additional tuition;
- Career Services specialists to assist graduates with their job search at graduation and thereafter as requested.

Accreditations & Approvals

INSTITUTIONAL ACCREDITATION

Sullivan University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Sullivan University.

LICENSURE AND APPROVALS

Sullivan University is licensed by the Kentucky Council on Postsecondary Education.

Sullivan University has been approved by Kentucky to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education.

PROGRAMMATIC ACCREDITATION AND APPROVALS

Sullivan University's Associate of Science in Health Information Management program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Avenue, 21st Floor, Chicago, IL 60601-5800

The Heating, Ventilation, Air-Conditioning and Refrigeration program at Sullivan University is accredited by HVAC Excellence.

The Bachelor of Arts in Interior Design program is accredited by the Council for Interior Design Accreditation, accredit-id.org, 206 Grandville Avenue, Suite 350, Grand Rapids, MI, 49503-4014.

Sullivan University's Massage Therapy program is approved by the Kentucky Board of Licensure for Massage Therapy.

Sullivan University's Massage Therapy Diploma and Associate of Science in Medical Massage Therapy programs are accredited by the Commission on Massage Therapy Accreditation.

Commission on Massage Therapy Accreditation (COMTA)
5335 Wisconsin Avenue NW, Suite 440 | Washington, DC 20015
Telephone: (202) 888-6790 | info@comta.org | www.comta.org

Sullivan University's Medical Assistant Diploma program is 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).

The Sullivan University Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158 | Clearwater, FL 33763
(727) 210-2350

Sullivan University's Associate of Science in Medical Laboratory Technician program is accredited by the Accrediting Bureau of Health Education Schools (ABHES).

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314 N. | Falls Church, VA 22043
Telephone (703) 917-9503

Sullivan University's Practical Nursing Diploma and Associate of Science in Nursing* programs are approved by the Kentucky Board of Nursing. *See nursing addendum for more information

The baccalaureate degree in Nursing at Sullivan University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Washington DC, 20001, (202) 887-6791.

The Paralegal Studies programs offered by The College of Legal Studies at Sullivan University's Louisville and Lexington campuses are approved by the American Bar Association.

Sullivan University's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education (ACPE), 190 S. LaSalle Street, Suite 2850, Chicago, IL 60603-4810, (312) 664-3575; FAX (312) 664-4652, web site www.acpe-accredit.org

The Sullivan University College of Pharmacy and Health Sciences is accredited by the Accreditation Council for Pharmacy Education (ACPE) as a provider of continuing pharmacy education.

The Pharmacy Technician training program is accredited by the American Society of Health-System Pharmacists/ Accreditation Council for Pharmacy Education (ASHP/ACPE).

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted Accreditation-Continued status to the Sullivan University Physician Assistant Program sponsored by Sullivan University. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards. Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be March 2028. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

Sullivan University's Limited Medical Radiography Diploma and Associate of Science in Radiologic Technology programs are approved by the Kentucky Board of Medical Imaging and Radiation Therapy (KBMIRT).

Sullivan University's Associate of Science in Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology.

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850 | Chicago, IL 60606-3182
Telephone: (312) 704-5300

The Associate of Science in Respiratory Therapy program at Sullivan University is accredited by the Commission on Accreditation for Respiratory Care (CoARC) – program #200581

Sullivan University's Associate of Science in Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-ST/SA).

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158 | Clearwater, FL 33763
Telephone: (727) 210-2350

Sullivan University Success Story

HISTORY OF THE UNIVERSITY

In early 1962, A. O. Sullivan and his son, A. R. Sullivan, recognized the need for an institution of higher education that would be devoted to the highest ideals and standards in preparing people for successful careers. They founded Sullivan Business College, a one-year school of business, to meet that need. Since that time, the University has earned a reputation as one of the leading career-focused institutions in the nation. Popular since its beginning, Sullivan continues to grow in stature and reputation.

The University has undergone many changes since its founding as a specialized business school. In 1972, Sullivan received authority to award the associate degree. In 1973, Bryant and Stratton Business College, whose history dated back to 1864, merged with Sullivan, giving the school a history of over a century of service to the people in this region.

In 1976, the University made a major move to its current main campus at the corner of the Watterson Expressway and Bardstown Road and changed its name to Sullivan Junior College of Business to better reflect its status as an accredited junior college.

In 1979, Sullivan became the first private career college in the South to receive collegiate accreditation from the prestigious Southern Association of Colleges and Schools Commission on Colleges at the Associate degree level.

In 1982, Sullivan opened its first extension campus on the Ft. Knox Military base at Ft. Knox, Kentucky, serving the military and civilian population in the Ft. Knox area.

In 1985, Sullivan continued its expansion with the opening of a branch campus in Lexington, Kentucky.

Sullivan University moved into the last decade of the twentieth century in 1990 by adding a baccalaureate degree program at its main campus, giving students the options of first enrolling in a fast career-in-a-year program or enrolling in an associate degree program. By accepting employment after graduation from either a one-year diploma or two-year associate degree program and returning for evening, weekend and now through online courses, students can earn a Bachelor of Science degree three years after entry.

In December 1992, the Southern Association of Colleges and Schools Commission on Colleges granted accreditation to Sullivan's baccalaureate program, giving it the same baccalaureate accreditations as enjoyed by major colleges and universities in the eleven-state southern region. In 1994, that level of collegiate accreditation was extended through the year 2006. Then in January 2006, accreditation was extended through 2016.

In the fall of 1995, Sullivan's Lexington and Ft. Knox campuses were approved to offer baccalaureate degrees, furthering the University's strong commitment of providing students with quality career education. In 1997, the University initiated a graduate school offering the Master of Business Administration (M.B.A.) degree at its main campus in Louisville. Sullivan University had now grown to become Kentucky's largest independent university.

In early 1999, Sullivan opened a multi-million dollar Library and Learning Resource Center and began offering graduate degree classes at its Lexington campus. In late 1999, Sullivan acquired a new suburban campus in Lexington for the thousand-plus students attending the college in that city.

In 1999, Sullivan University Online established an international presence that now has over 3000 students taking online courses.

In the Spring of 2000, the institution's board approved the change of designation from Sullivan College to Sullivan University which officially took place at formal ceremonies on August 2, 2000.

In 2001, Sullivan University established the International Center for Collaborative Solutions as an academic partner with the Federal Mediation and Conciliation Service, an independent government agency that reports directly to the President of the United States.

In January 2004, the University opened a new multi-million dollar classroom and laboratory building with 400 additional students' parking spaces on its new west campus, directly adjacent to the main campus.

In the summer of 2008, Sullivan University accepted its inaugural class of Doctor of Pharmacy (Pharm.D.) students, at its main campus in Louisville, to provide career opportunities to students and to meet the growing need for pharmacists in the region. To accommodate this new program, an 80,000 square foot building on nearly 6 acres, adjacent to the Louisville campus was purchased and a 20,000 square foot, three-story wing was added to meet the unique needs of pharmacy education.

In the fall of 2010, Sullivan University welcomed an inaugural class to its first Doctor of Philosophy (Ph.D.) degree program. The degree, a Ph.D. in Management, allows students to concentrate some of their studies in Strategic Management, Information Technology (IT) Management, Conflict Management, or Human Resource Leadership. With the addition of the Ph.D. program, the University's Mission Statement, whose core is to provide stair-step educational opportunities with appropriate support mechanisms, was revised to appropriately include research within the doctoral sphere of education.

In the summer of 2014, Sullivan University welcomed its inaugural class into the Master of Science Physician Assistant program.

In the spring of 2016, Sullivan University opened a Learning Center in Louisa, Kentucky to bring educational opportunities to the Appalachian region of Lawrence and surrounding counties.

In June, 2018 and following consideration that spanned nearly a decade, two of Sullivan University's sister schools, also owned by the Sullivan University System, Inc., merged with Sullivan University to create a singular, larger and more sophisticated university. Those schools were Spencerian College and the Sullivan College of Technology and Design. The university also opened a Learning Center in Carlisle, Kentucky in the spring of 2018.

Sullivan University Locations

Louisville – A Diverse Place to Live and Study

Situated on the banks of the Ohio River, Louisville, Kentucky is the home of the main campus of Sullivan University. It is also home to the Dupont Circle location which includes the university's nursing and allied health programs. And, it is home to the Atkinson Square location which primarily hosts programs from the university's College of Technology and Design. Louisville is a major city contrasting the modern with the traditional. The city enjoys a colorful history as an old river city with deep bluegrass traditions dating back to the pre-Civil War era. Yet this metro area of over one million people enjoys having a progressive business climate, a stable job market, and a highly diversified economy.

In recent years, Louisville has become one of the world's leading medical and research centers. The city is also proud of its long-standing interest in the arts and music.

As the largest financial center and Kentucky's largest city, Louisville is a major transportation hub for several large corporate headquarters and attracts visitors from all over the world. It has a dynamic cultural flavor due to its dedication to local artists, exhibits, worldwide entertainment events and attractions. Louisville is also well-known for its diversity and welcoming spirit and culture that is made up of people of all religions, ethnicities and orientations.

Carlisle Learning Center

The city of Carlisle, Kentucky is situated halfway between Lexington and Maysville off US 68 in the Licking River Valley region of the state. The city of over 2000 serves as the county seat for Nicholas, County. Founded in 1816, Carlisle's downtown features exceptional examples of well-preserved nineteenth century architecture that house restaurants and shops. The city is known for its annual Blackberry Festival. The event, established in 1946, is the longest continuous running festival in the state of Kentucky. The Learning Center is Sullivan University's educational hub for a ten-county region that includes the counties of Bath, Bracken, Bourbon, Fleming, Harrison, Mason, Nicholas, Pendleton, Robertson and Rowan.

Fort Knox – Serving Our Military and Community

Situated south of Louisville, Kentucky, the Fort Knox Military Installation is the home of an extension campus of Sullivan University. This Army Installation covers over 100,000 acres in three counties. The area was named for General Henry T. Knox, chief of Artillery for the Continental Army (American Revolution) and the first Secretary of War. Fourteen years later, Camp Knox was renamed Fort Knox.

Fort Knox is surrounded by several communities and enjoys a rich history. The U.S. Bullion Depository and the Patton

As a result of administrative structure and control, all Sullivan University branch campuses, extensions and divisions are evaluated during reviews for reaffirmation of accreditation and they are dependent on the continued accreditation of the Sullivan University Main Campus.

Museum are located at the installation. Fort Knox has historically been "Home of Armor" for the U.S. Army and is now home for the U.S. Army Human Resource Command and the Recruiting Command.

Sullivan University at Fort Knox services not only the military, their family members, and civil servants, but also the local community.

Lexington – The Heart of Bluegrass Country

Situated in Central Kentucky, the heart of Bluegrass Country, Lexington is the home of a branch campus of Sullivan University.

Lexington is a mid-size city that enjoys a colorful Bluegrass heritage dating back to the pre-Civil War era. Yet, this metropolitan area of over three hundred thousand residents also enjoys a reputation of having one of the most progressive business climates in the country, a stable job market, and a highly diversified economy. In recent years, Lexington has become one of the region's leading business centers.

This city and its rolling countryside is also a popular tourist attraction that includes many beautiful horse farms, lush bluegrass pastures, a scenic downtown historical district and a rich tradition of horse racing. The people and diverse attractions of Lexington make it the perfect community for students to study, work, and enjoy.

Louisa Learning Center

Situated in Eastern Kentucky along the West Virginia border, the Center provides and facilitates online educational opportunities for residents of Lawrence and surrounding counties.

Founded in 1823, Louisa is full of history that includes being the birth place and home of Fred M. Vinson, the 13th Chief Justice of the United States Supreme Court. The area also boasts about being off the Country Music Highway—a stretch of road beginning at the Ohio state line and ending on the Virginia line. Popular local activities include recreational opportunities at the nearby Yatesville Lake State Park and the annual Septemberfest, which is known as the "Best Little Festival in Kentucky."

Online – Learning Without Boundaries

Many of our students do not reside in the beautiful Commonwealth of Kentucky; in fact, they live and work all over the world. A growing number of Sullivan University's degrees, certificates, and diplomas are available fully online.

Sullivan University provides admissions, registration, financial planning, advisement, student services, and other support to students regardless of where they live, and regardless the delivery method chosen.

Facilities and Equipment

LOUISVILLE - MAIN

The Main Campus of Sullivan University is located on approximately 15 acres in Louisville, Kentucky. The campus has four major buildings that are used for its educational programs and support services and includes more than 215,000 square feet of space. Three of the four buildings include the main campus facility on Bardstown Road, Library and Learning Resource Center, and The Bakery, a classroom and laboratory setting that serves the College of Hospitality Studies. The three buildings encompass 30 classrooms, eight computer labs, thirteen culinary and baking labs, and a 90-seat state of the art multimedia auditorium. The Nolan Building, the fourth major property on the main campus in Louisville, was purchased in 2008 to house the College of Pharmacy and Health Sciences and additional support services. The property was originally 80,000 square feet with a 20,000 square foot addition built to meet the unique needs of the Doctor of Pharmacy and Physician Assistant programs. The remodeled section and new addition includes faculty and administrative offices, a faculty lounge, conference rooms, a model pharmacy, a 50-station web lab, a Drug Information Center, two 100-seat theater-style lecture halls, 75-seat lecture hall, 4 physical exam rooms, five research labs, a student lounge, and student study rooms.

LOUISVILLE - ATKINSON SQUARE

The Atkinson Square location in Louisville houses many of the programs in the College of Technology and Design. A 50,000 square feet main building and a 12,000 square feet Energy Technology Building (ETB), make up the location that boasts 38 classrooms, a library, design studios, an HVAC lab, multiple computer labs, and advanced manufacturing labs, comprise the location and are complemented with faculty and staff office space and two multipurpose meeting rooms.

LOUISVILLE - DUPONT CIRCLE

Located in the heart of the East End Medical Complex near three major hospitals, Louisville's Dupont Circle location houses the university's College of Nursing and College of Allied Health. Opened in January, 2018, the 44,000 square foot building houses 18 classrooms, four nursing skills and simulations labs, two fully energized radiology labs, a respiratory lab, a double surgical suite and scrub room, a science lab, phlebotomy lab and three computer labs. The location also hosts a library facility, campus store, lounge, an auditorium and faculty and staff offices.

CARLISLE

The Carlisle Learning Center, situated southwest of downtown Carlisle, Kentucky, on Concrete Rd, resides in the former Nicholas County Hospital building adjacent to the Army National Guard building. It features a renovated administrative office area and a computer/lecture classroom that can accommodate up to twenty people.

FT. KNOX

The Ft. Knox campus is located on the U.S. Military Installation at Ft. Knox, Kentucky to serve military personnel and their family members and civilian students from the local community. The facility is owned, inspected and maintained by the United States Army. The U.S. Army provides classrooms and administrative offices. Classes are equipped with TVs, Internet, and instructor computers. The Fort Knox extension has two computer classrooms for student use.

LEXINGTON

The Lexington campus sits on a 10-acre wooded site well suited to serve the needs of Lexington and the surrounding communities. The 44,000 square foot building includes an extension of the Main Campus Library and Learning Resource Center, with more than 10,000 volumes, plus access to more than 45,000 e-journals and other online resources. The building has 27 classrooms including computer labs, three culinary labs, three medical sciences labs, a radiographic technology lab, and a Tutoring and Writing Center. All classrooms and non-culinary labs are equipped with a computer and large LCD monitors to give the faculty greater teaching flexibility.

LOUISA

The Louisa Learning Center is conveniently located in downtown Louisa, Kentucky and occupies a newly refurbished facility adjacent to the Lawrence County Courthouse. In addition to Sullivan's full array of online courses, the center features computer labs, study spaces and administrative offices.

ONLINE

Although not a physical facility, the University provides a stable, functional online platform within which courses are taught. For all online courses, Sullivan University utilizes the Blackboard platform which is a user-friendly, intuitive, and interactive means by which academic courses are delivered. Students will normally use the learning management system and University email to access faculty. During those times when faculty may be unavailable, students will have 24/7/365 e-mail and phone access to the Online Technical Help Desk or access to online student Academic Services during normal business hours.

STUDENT HOUSING

In 2009, Sullivan University purchased and began renovating a facility to provide its own student housing complex, Gardiner Point Residence Hall. The facility opened in the summer of 2010 to house 400+ Louisville students. In the summer of 2011, an additional wing was added bringing potential capacity to 500+. Rooms are available for single, double, and triple occupancy. Each room has twin XL beds, two study desks and chairs, dressers, closet space, separate vanity and bathroom, free cable, and wireless internet. Students at Gardiner Point Residence Hall also enjoy:

- A convenience store
- Heated swimming pool
- "Live and Play" Center (including a student lounge with TV and study areas)
- Fully-equipped fitness center
- Computer Center
- Game Rooms (ping pong and a gaming room)
- Dining Center
- Large outdoor patio
- Private mailbox for all rooms
- Student laundry

Sullivan Lexington also has student housing offered through the Beaumont Farms apartment complex. Each apartment houses up to four students who share a kitchen and two bathrooms. The complex features an outdoor pool, fitness center, and on-site laundry facility. It's located in the upscale Beaumont subdivision that features many restaurants and retail shops.

Academic Calendars: Sullivan University

1.

YEAR BY QUARTER	2019	2020	2021
Winter Quarter	*January 2 - March 17	*January 6 - March 22	*January 4 - March 21
Holidays			
ML King, Jr. Holiday	January 21	January 20	January 18
Spring Break	March 18 - 24	March 23 - 29	March 22 - 28
Spring Quarter	*March 25 - June 9	*March 30 - June 14	*March 29 - June 13
Holidays			
Memorial Day	May 27	May 25	May 31
Summer Break	June 10 - 23	June 15 - 28	June 14 - 27
Summer Quarter	*June 24 - September 8	*June 29 - September 13	*June 28 - September 12
Holidays			
Independence Day	July 4	July 3 (observed)	July 5 (observed)
Labor Day	September 2	September 7	September 6
Fall Break	September 9 - 22	September 14 - 27	September 13 - 26
Fall Quarter	*September 23 - December 15	*September 28 - December 20	*September 27 - December 19
Holidays			
Thanksgiving Week	November 25 - 29	November 23 - 27	November 22 - 26
Winter Break	December 16 - January 5	December 21 - January 3	December 20 - January 2

*Sullivan offers a full schedule of classes year-round, utilizing a four (4) quarter academic calendar. Students may begin and graduate four (4) times each year to facilitate entry into the chosen career field and to shorten the time required to earn a diploma or degree. Please refer to the student portal for quarterly drop/add deadlines for day, night and online courses.

2. The Pharm.D. Academic Calendar is listed on page 109.
3. The Physician Assistant Academic Calendar is listed on page 111.

Admission to The University

Sullivan University continually strives to attract students who are committed to higher learning and career development. The university actively searches for students who have the aptitude and desire to earn a university diploma or degree within their chosen career field.

Application Procedure

For admission to a certificate*, diploma, associate, or bachelor's degree program, an applicant is required to demonstrate the appropriate aptitude and background for the anticipated area of study. This is accomplished through the following means:

- Applicants must complete an application for admission to the university with a paid enrollment fee.
- Request transcripts from all postsecondary educational institutions previously attended.
- Before gaining formal acceptance to the university, applicants must complete an entrance evaluation. For some programs, the university administers this evaluation free of charge. Other programs may require the use of additional testing that charges a testing fee. Submission of the student's acceptable ACT or SAT scores, within 10 years of test date may be accepted in place of the entrance evaluation. The Practical Nursing Diploma and the Associate degrees in Medical Laboratory Technician, Nursing, Radiologic Technology, Respiratory Therapy and Surgical Technology may accept ACT or SAT scores within 5 years of the test date. Some programs require test scores higher than what is required for regular admission to Sullivan University. If an applicant has successfully completed a minimum of an associate degree or 30 college-level semester or 45 college-level quarter credit hours with a cumulative grade point average of 2.5 or better on a 4.0 scale, or the equivalent, at another institution, the entrance evaluation examination requirement may be waived. This policy does not apply to Paralegal, Limited Medical Radiography, Medical Coding, Medical Assisting, Pharmacy Technician, Medical Laboratory Technician, Nursing, Radiologic Technology, Respiratory Therapy or Surgical Technology programs. An authorized member of the registrar's staff must review acceptable evidence and approve an applicant's eligibility for this waiver. This policy does not relate to the number of credit hours that may or may not transfer into Sullivan University.
- At the time of matriculation, a regular student must possess a high school diploma, have an official General Educational Development (GED) certificate, or a homeschooled certification. Homeschooled applicants should refer to the "Homeschool Applicants" section of the catalog for more requirements. Applicants accepted into the university prior to completion of the aforementioned credential are accepted contingent upon attainment of said credentials. The university will accept a student's self-certification on the Free Application for Federal Student Aid (FAFSA) that

he or she has received the credential as sufficient evidence of completion. If there is reason to believe that self-certification is not valid or, if an applicant does not complete a FAFSA, the university will require additional evidence of completion. Additional evidence of completion may include a copy of a transcript, a copy of the diploma, a copy of the official GED certificate, or a certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma. At its discretion, the university may recognize as equivalent to a high school diploma an academic transcript that demonstrates a student has successfully completed at least a college-level two-year program that is acceptable for full credit toward a bachelor's degree.

- Any applicant/student with a criminal record should be aware that certain criminal records might make it difficult or impossible for the student to secure an externship or obtain employment in certain career fields. A student in a Sullivan University program with an externship requirement will receive guidance and assistance in finding an externship sponsor. However, it is ultimately the student's responsibility to secure an externship position and complete the externship successfully. Likewise, the Career Services Office will provide all students with guidance and assistance in finding positions in their chosen career fields. However, it is ultimately the student's responsibility to secure a position. Students seeking guidance based on their criminal record may speak privately with Career Services staff member regarding their situation.

*Admission to the **Post-Baccalaureate Certificate in Paralegal Studies** requires possession of a baccalaureate degree from Sullivan University or another appropriately accredited institution.

Students wishing to enter the **Baccalaureate Division in Paralegal Studies** must meet the additional requirement:

- Possession of an Associate Degree in Paralegal Studies from Sullivan or another paralegal program that is either ABA-approved, or which is in substantial compliance with ABA guidelines and otherwise appropriately accredited, or is a full member of the American Association for Paralegal Education.

Two Plus Two Program

Sullivan University's undergraduate academic programs are set up on a 2 + 2 format, meaning that a student may progress through an associate degree (first 2 years) on the way to a bachelor's degree (last 2 years) as a college junior. Due to the specialized foundational knowledge required, those wishing to enroll in the Bachelor of Science degree programs in Clinical Laboratory Sciences, Nursing, or Paralegal Studies must first complete the equivalent of a relevant Associate of Science degree before enrolling. For the Bachelor of Science degree programs in Accounting, Business Administration, Hospitality Management, Human Resource Leadership, Information

Technology, Interdisciplinary Business Studies, and Justice and Public Safety Administration, students may choose to enroll directly into those programs or still have the option of completing an associate degree program first. The courses required to complete programs are listed by major in this catalog. In all instances, a minimum of 180 quarter credit hours are required for bachelor's degree completions; some majors will require more than the 180 credit hour minimum.

Equal Opportunity Admissions

It is the policy of Sullivan University to admit all applicants who meet the university's academic and technical standards for admission or participation in a particular education program or activity without regard to race, color, religion, sex, national origin, creed, sexual orientation, disability, veteran status or age.

Homeschooled Applicants

Applicants who have been homeschooled will be required to self-certify that they have completed the minimum high school course of study and other legal requirements established by their state on the FAFSA. If/when a transcript is needed to verify homeschool completion beyond the self-certification, the transcript must include the student's name, date of birth, courses taken at levels 9-12, grade earned in each course and date of graduation. A signature must also be included from the homeschool administrator to certify the validity, accuracy, and completion of the homeschool program. Note that while a homeschool transcript may be used to verify completion when required, for employment purposes some employers and government agencies may require a GED score in place of a homeschool diploma or transcript.

Homeschooled applicants are also expected to meet all other admissions requirements expected of other applicants based on program choice and level of entry.

Admission of International Students

Sullivan University encourages international understanding through intercultural exchange derived from the admission of qualified international students from countries throughout the world. The university's academic requirements for admission as described in other sections must be met. All necessary documents including academic records, financial certificate, and proof of English language proficiency must be received before permission to enroll and the Form I-20 can be issued.

Applicants are required to provide official or certified copies of academic records. Records in any language other than English must be accompanied by a certified English translation and statement of equivalency to U.S. credits, diplomas, or degrees by World Education Services (WES), International Education Services (AACRAO), Foreign Credential Service of America (FCSA), or Educational Credential Evaluators (ECE). The student is responsible for any fees or other charges related to the obtainment of these documents.

Financial ability must be demonstrated by completion of a financial certificate including signatures of the sponsor and a bank official. Persons receiving a scholarship may

demonstrate financial ability by sending an original or certified copy of the award letter including the amount of the scholarship or the expenses it covers. The university may require an advance deposit of funds to cover one year's tuition and living expenses for all non-immigrant international students before issuance of the Form I-20.

All applicants, undergraduate and graduate, whose native language is not English, must submit TOEFL (Test of English as a Foreign Language), IELTS (International English Language Testing System), iTEP (International Test of English Proficiency), Pearson Academic (PTE) scores, or an ESLi (English as a Second Language International) Certificate of Completion to demonstrate basic English proficiency. Applicants native to Australia, Canada, New Zealand, and the United Kingdom will be presumed to be proficient.

International students desiring to transfer in from another accredited academic institution in one of the following countries (Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, United Kingdom, & United States of America) may have the English proficiency testing waived if either of the following criteria is met:

- 1) Attended 2 full-time academic terms; earned a minimum of 12 semester credit hours or 16 quarter credit hours and acquired a 3.0 G.P.A.
- 2) Completed an undergraduate or graduate degree.

It is the applicant's responsibility to obtain necessary information and application forms, and to schedule and take the test by a date that will assure delivery of results to the university by required deadlines. Only TOEFL scores of greater than or equal to 197 (computer-based), 500 (paper-based) or 70 (Internet-based) will be considered for admission to any program in the university. TOEFL scores are only valid for two years after the test date. An IELTS score of 6.0 or an iTEP score of 4.0 is required for undergraduate students and 5.0 is required for graduate students. A minimum Pearson Academic (PTE) score of 50 can also be used.

Applicants to the Graduate School must submit an original 750-word entrance essay. The topic will be included within the application packet.

Applications received from international students will be reviewed on a competitive basis. Fulfillment of the minimum requirements does not guarantee admission to the university. An effort will be made to admit students from a variety of countries.

Conditional Admission

Students who meet our academic admission requirements but have not satisfied the English proficiency requirement may be admitted on a conditional basis. The English proficiency requirement may be satisfied by the student supplying official TOEFL results, IELTS results, or by successful completion and demonstration of English proficiency through the ELS English for Academic Purposes program (Level 112) or other accredited English language program approved by Sullivan University.

Rolling Acceptance Policy

There is no deadline for submitting an application for admission. The university has a rolling admissions policy and those who apply first tend to be accepted first. It is best to submit an application as early as possible prior to the anticipated start date. See applicable academic calendar(s) for start dates.

Applicant Interview

The university individually interviews and advises each person seeking admission. This interview often takes place on campus. Interviews can also be conducted off campus or a virtual interview can be scheduled and conducted via telephone and computer. Students from other parts of the United States or international students may complete an application by mail or online. Students may visit the university's web site at sullivan.edu if a visit to the campus is impossible. An unsuccessful interview may result in denial of admission.

Non-Degree Seeking Students

A student who enrolls for personal and/or professional development rather than to pursue a certificate, diploma, or degree may apply for admission to the university as a non-degree seeking student.

To be allowed to take courses as a non-degree seeking student, a student must meet all entrance requirements stated in the "Application Procedure" section, except for the entrance evaluation requirement. Jumpstart students may be allowed to enroll in a limited number of courses prior to high school graduation. Non-degree seeking and Jumpstart students are NOT eligible for financial aid.

Jumpstart students are typically high school seniors who have not yet graduated from high school. Jumpstart students are advised that credits earned as a non-degree student are not necessarily applicable toward a Sullivan University degree program. After admission, such credits will be evaluated as to applicability to the specific degree program in which the student wishes to enroll. All applicable courses, regardless of grade attained, are applied and configured into a student's satisfactory academic progress. Courses with the prefixes BFS and PBA, as well as CAM 256, may not be taken by non-degree seeking students.

There is no limit to the number of credit hours a non-degree seeking student may accumulate. There is, however, no guarantee that non-degree seeking credit will convert to degree-seeking credit, should the student opt to a Sullivan University degree program. Should a course that a non-degree seeking student is looking to take have pre-requisites that have not been met, approval must be obtained from the Senior Vice-President for Academic Affairs/Provost, or President.

The person who converts to degree-seeking status must meet all regular admissions requirements of the desired new program. Students whose status is non-degree seeking are responsible for notifying the registrar's office if they choose to become degree-seeking.

Transfer of Credit

Students who have taken college-level course work should submit official transcripts from all institutions attended

and it is the policy of Sullivan University to accept credit from other postsecondary institutions when accredited by an agency recognized by the USDOE or CHEA when certain criteria are met. Academic transcripts, from foreign colleges or universities, must be accompanied by an evaluation performed by World Education Services (WES), International Education Services (AACRAO), Foreign Credential Service of America (FCSA), or Educational Credential Evaluators (ECE). Undergraduate transfer credit will be approved and applied toward the student's academic program if courses are equivalent to those courses offered at Sullivan, and in which the student has earned a grade of "C" or better. Graduate School transfer credit will be approved by the Graduate Admissions Committee and applied toward the student's academic program if the courses are equivalent to those courses offered at Sullivan, and in which the student has earned a grade of "B" or better unless the student chooses to waive the transfer credit option. Applicable credits earned at Sullivan University in which the student has a minimum passing grade will be applied to fulfill program requirements in a dual or consecutively enrolled degree program.

The approval of transfer credit for certain courses completed prior to attending Sullivan University can result in the waiver of Basic Mathematics (MTH 100), Introduction to Writing (ENG 100), and Information Literacy (FYE 101). If a student places into ENG 100 or MTH 100 but transfers in an ENG 101 or MTH 101 that was taken elsewhere, the student may be waived from the 100 level course and scheduled immediately into ENG 102 or MTH 102. The registrar in consultation with faculty qualified in the subject matter is responsible for determining coursework that will be applied toward a program of study at the University. Students transferring credit from other colleges or universities must provide Sullivan University with official transcripts of all courses completed and, if requested, statements of academic policy from previously attended institutions.

Credits earned at Sullivan University may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Sullivan University. You should obtain confirmation that Sullivan University will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions to which you may want to transfer credits earned at Sullivan University, in order to determine if such institutions will accept credits earned at Sullivan University prior to executing an enrollment contract or agreement. The ability to transfer credits from Sullivan University to another educational institution may be limited. Your credits may not transfer, and you may have to repeat courses previously taken at Sullivan University if you enroll at another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Sullivan University and of any other educational institutions you may in the future want to transfer the credits earned at Sullivan University before you execute an enrollment contract or agreement.

During enrollment and/or re-entry, Sullivan University requests that all new and returning students disclose all prior post-secondary institutions previously attended by requesting transcripts from all previous institutions to be sent directly to Sullivan University. This helps insure all possible transfer credit is applied to each individual's Sullivan University academic record. Students who wish to reject/waive transfer credit that may be accepted and applied to their academic record at Sullivan University may submit a formal request to waive that application through the Registrar's office. Some programs require original transcripts to validate previous academic completion, i.e. the Bachelor of Science in Nursing program, as well as all master's and doctoral programs. For these programs, a copy of a transcript may suffice for admission and initial matriculation for one term. Unless required for a specific program, students will not be penalized when they are unable to provide Sullivan University with one or more official transcripts. A student may be required to submit official or unofficial transcripts as part of their application for Federal Student Aid. If required, a student must provide the requested transcripts in order to be considered for aid.

Students enrolled in programs that are charged at a quarterly contract rate, not per class taken, will receive tuition credit for those portions of their program accepted in transfer once their full contract has been charged. This tuition reduction will be calculated and, if applicable, posted to the student's account in their final quarter. For additional information, contact the Bursar's Office or Financial Planning Office.

Transfer Credit from Sullivan University

Should a student decide to pursue advanced education upon graduation from Sullivan, Academic Services/Registrar staff are available to review the graduate's plans and assist with the transfer. Graduate students interested in graduate studies should consult the Dean of the Graduate School. Although the university is a regionally accredited collegiate institution at the doctoral degree level, transfer of credits from Sullivan to another institution cannot be guaranteed since the receiving school makes the final decision in matters of transfer credits.

Recency of Credit

Coursework taken five or more years prior to admission to any academic program is subject to review and may or may not be accepted for credit in a program of study. A lower time limit may apply to practical and clinical coursework, which will be reviewed individually by the respective program director to ensure that students have the knowledge required of the program.

Prior Learning Assessment (PLA): Credit by Examination, Credit for Workplace Learning & Credit for Prior Learning Portfolios

Prior Learning Assessment (PLA) is a series of nationally and internationally-recognized methods where learning outside the traditional college classroom can be assessed for college credits. These methods include credit by examination, evaluations of credit for workplace learning, and by prior learning portfolio assessment. As a career-focused university by mission, Sullivan University recognizes that student learning may be acquired through non-traditional means

and that college-level competencies can be attained by means other than through institutions of higher education. When course learning outcomes can be documented as equivalent to Sullivan University courses for undergraduate-level course work, students may be awarded credit by university evaluation of credentials. Credits earned through PLA may be awarded on either a pass/fail method or through transfer credit, whereby the corresponding number of credit hours, the course number, and the course title are recorded on a student's transcript. Sources from which PLA may be assessed for undergraduate education are as follows:

1. **Credit by Examination:** Students may receive college-level credit through advanced placement examinations and departmental bypass examinations. Consistent with Sullivan University's mission, the university welcomes students from a wide variety of backgrounds and learning experiences:

- **CLEP® and DSST® Examinations:** The university recognizes prior learning by accepting a full range of direct examinations, such as those offered by the College-Level Examination Program (CLEP®) and DSST® examinations sponsored through the Defense Activity for Non-Traditional Education Support (DANTES) program. Sullivan University accepts CLEP® and DSST® examination results as options for students who desire to demonstrate mastery of college-level material primarily in introductory subjects as a means to earn college-level credit in lieu of taking university course work. Consistent with the university's transfer of credit policy of only grades of "C" or better, the American Council on Education (ACE®) recommends and Sullivan University accepts scores of 50 or above as a credit-granting score for each CLEP® examination. Similarly, the University follows ACE™ guidelines for credit-granting scores for DSST® examinations. Credits earned through CLEP® and DSST® examinations are recorded as transfer credits on a student's transcript and do not count in GPA calculations.
- **Course-Level Bypass Examinations:** Sullivan University students may challenge a course for which they believe they possess the requisite knowledge and skills. Currently, bypass examinations are offered by several academic units to include courses in information and computer technology, general education, hospitality, culinary arts, business administration, and accounting. Students should contact the Sullivan University Academic Services Office or departmental chairpersons for a listing of course-level bypass exams offered, schedule of when bypass examinations are offered, and passing scores for different bypass examinations. Credits earned through university bypass examinations are recorded on a Pass/Fail basis and are reflected on a student's transcript as "P" to indicate a passing score. Credits earned through bypass examination do not count toward GPA calculations.
- **StraighterLine® Courses:** Sullivan University will award credit for StraighterLine® courses where a grade of C or better is earned. The credit awarded is based on recommendations made by the

American Council on Education (ACE®). Only StraighterLine® courses which carry ACE® credit recommendations will be eligible for transfer credit. Credits earned through StraighterLine® courses are recorded as transfer credits on a student's transcript and do not count toward GPA calculations.

- General Certificate of Education (GCE) Advanced Level Examination: Sullivan University recognizes GCE Advanced (A) level and International Advanced Level (IAL) examinations from both Pearson and Cambridge International Examinations. Credit or course by-pass may be awarded to students with these qualifications based on official examination test scores from Cambridge International or Pearson and according to Sullivan University's transfer credit policy. All students taking these examinations are encouraged to apply to Sullivan University.
- International Baccalaureate (IB): Sullivan University recognizes the International Baccalaureate (IB) Diploma Programme as proof of high school equivalency. All IB students are encouraged to apply to Sullivan University.
- BTEC Higher National Diploma: Sullivan University recognizes the BTEC Higher National Diploma (HND) credential from Pearson. Undergraduate transfer credit may be considered for the HND, based on Sullivan University's transfer credit policy. All HND students are encouraged to apply to Sullivan University.

2. Evaluations of Credit for Workplace Learning:

- College Credit Recommendation Services: Sullivan University accepts credit recommendations made by the American Council on Education (ACE®) and the National College Credit Recommendation Service (NCCRS®) for military training, corporate training, licensures, and professional certifications. Credit recommendations made by ACE® and NCCRS® are evaluated on a student-by-student basis and are typically approved for transfer when equivalent to courses offered by Sullivan University. Credits earned by virtue of ACE® and NCCRS® credit recommendations are recorded as transfer credits on a student's transcript and do not count toward GPA calculations.
- Organizational Program Credit Review: Sullivan University also assesses prior learning on a programmatic basis through the Organizational Program Credit Review (OPCR) process. The OPCR process is used to evaluate courses, certifications, licenses, apprenticeships and examinations offered by corporations, government agencies, labor unions, and professional associations to determine college-level learning. Sullivan University may award credit for college-level learning acquired through completion of programs evaluated by the OPCR process that may be applied to a Sullivan University degree, diploma or certificate program. Credits earned by virtue of the OPCR process are recorded as transfer credits on a student's transcript and do not count toward GPA calculations.

3. Prior Learning Portfolio: Students may elect to challenge undergraduate courses offered at Sullivan University by completing prior learning portfolios that demonstrate mastery of the learning outcomes required for each challenged courses. The portfolio is evaluated by a faculty member trained in portfolio evaluation and reviewed by the appropriate dean, director or department chairperson. The portfolio training and evaluation process follows the standards established by the Council for Adult and Experiential Learning (CAEL®). Credits earned through assessment of a prior learning portfolio are recorded on a Pass/Fail basis and are reflected on a student's transcript as "P" to indicate a passing score. Credits earned through bypass examination do not count toward GPA calculations.

A maximum of 75% of credit hours required for an undergraduate degree program may be earned through a combination of transfer credits from another CHEA or USDOE recognized institution, credit by examination, credit earned as a result of workplace learning, or through prior learning portfolio. All credit-granting decisions are contingent upon review by the Sullivan University registrar in consultation with appropriate academic deans, directors and/or department chairpersons.

For contact information and current information on PLA portfolios and CLEP, DSST, and bypass exams, go to <https://sullivan.edu/pla/>.

Requests for Accommodation

Sullivan University supports the tenets and the spirit of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. To properly support those with disabilities and for responding to requests for disability-related accommodations, Sullivan University has identified and designated administrative professionals at each campus who can assist with disability-related need(s). (See the Administration section for a list of ADA Coordinators.)

Undergraduate and graduate students with learning or psychological disabilities should contact the ADA Coordinator at their campus. Students enrolled in the College of Pharmacy and Health Sciences should contact the Associate Dean of Student Affairs at the College of Pharmacy and Health Sciences.

All students who have a mobility-related, physical or other need for accommodation should contact the Dean or Director responsible for physical accommodations at their campus or location. If a student needs special assistance in the case the building must be evacuated, the student must make an appointment with their Dean or Director responsible physical accommodations no later than the first week of each quarter to coordinate accommodations.

Sullivan University will not inquire as to whether a student or applicant (hereinafter referred to as "student") presently has a disability or if he/she has had one in the past. While an informational brochure or self-disclosure form may be provided to a student at any point, the decision to disclose a disability or, to not disclose a disability, is entirely up to the student. If a student chooses not to disclose his/her disability initially, he/she may later do so if desired. However, disclosure of a

disability does not create an obligation for the university or instructor to re-test and/or re-grade any coursework, tests, etc. completed prior to the disclosure and verification process.

Students who come to Sullivan University who may have had an IEP (Individualized Education Plan) at any time throughout their K-12 education should understand that colleges and universities do not follow the same provisions of an IEP unless otherwise verified and affirmed through a separate verification process that is age and level-appropriate. Since IEPs are written specifically for students in K-12 environments, an IEP is not sufficient documentation to determine appropriate and reasonable accommodations at Sullivan University. To request accommodations at Sullivan University, the student must submit a Sullivan University Disability Verification Form, completed by an appropriately licensed professional along with any required information and supporting documentation.

Sullivan University will make a good faith effort to reasonably modify policies, practices, and procedures to ensure they do not discriminate against individuals with disabilities. Sullivan University cannot alter the standards of practice required by the program and industry. The University is not required under the law to provide modifications that would fundamentally alter the nature of a service, program, or activity.

The Verification Process and procedure for students to request disability-related accommodations is as follows:

1. The disability must be disclosed to the appropriate University official by using the Sullivan University Disability Self-Disclosure Form.
2. After a student discloses his/her disability, a Verification of Disability Form will be provided and is to be completed by an appropriately licensed professional. That completed form and all supporting documentation must be returned to the appropriate University official for further consideration.
3. The University official will normally, upon receipt, review the documentation within 3-5 business days and determine the following:
 - a. Does the condition rise to the level of a disability as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act?
 - b. What are the functional limitations of the disability in an educational setting?
 - c. What, if any, accommodations are reasonable and appropriate for the student?
4. After the student confirms delivery or personally provides delivery of the documentation to the University official, the student should confirm with the official that the documentation is sufficient. If it is not, the student will be informed that he/she is required to provide additional documentation.
5. If the documentation is sufficient, the student will meet (in person or virtually) with the administrator to develop a plan for accommodation. An

Accommodation Agreement will be produced for the student that verifies the disability and describes the nature of each accommodation to be made.

6. The student then has the responsibility to deliver a copy of the Accommodation Agreement to his/her instructors and discuss, in confidence, the listed accommodation(s). If a student has difficulty receiving the accommodation(s) listed, the student should request assistance from the designated University official. If additional copies of the Accommodation Agreement are needed for subsequent terms, the student should contact the official with whom he/she originally worked.

Effort will be made by University officials to process requests and review material within a reasonable amount of time.

If you feel as though you have been discriminated against because of disability, please refer to the university's Grievance/ Official Complaint Procedure. Or, you may contact the Office of Civil Rights (OCR) in the U.S. Department of Education. OCR is responsible for enforcing Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Service and Emotional Support Animals

All students using Service Animals must request them using the Request for Accommodation process outlined above. An ID will be provided for the Service Animal. While Emotional Support Animals, which are different from Service Animals, are not allowed in the classroom, students who live in University housing may request approval to bring their Emotional Support Animal into University housing. For complete information on how to request approval for an Emotional Support Animal in University housing, please see the appropriate section of your campus or location's Housing Handbook. An I.D. will be provided for the service animal.

Orientation

Prior to beginning classes, Sullivan students are encouraged to participate in an orientation program designed to acclimate them to college and specifically to Sullivan University. Orientation is held prior to the start of each quarter, and introduces the student to University policy as well as to staff and faculty.

Orientation offers incoming students helpful ways of adjusting through personality analysis, class scheduling, and special informational sessions.

The transition to college is an important time in a person's life; Sullivan's orientation gives students the foundation to begin their success in a college career.

Admission to the Graduate School, Physician Assistant Program, PharmD Program, College of Allied Health and College of Nursing

In addition to the application process and international student procedures listed above, see the Graduate School section, Physician Assistant program section, College of Pharmacy and Health Sciences section, College of Allied Health section, or College of nursing section of this catalog for admission requirements to those programs.

Services for Graduates

CAREER PREPARATION

From the time a student enrolls at Sullivan, the primary goal is to quickly prepare each student for a successful career by providing a collegiate education leading to a certificate, diploma, associate, bachelor's, master's or doctoral degree. The success of Sullivan University's graduates is the most important and celebrated outcome of Sullivan University.

At Sullivan, students enjoy every advantage: smaller classes, modern equipment, and a qualified faculty that teaches a curriculum designed to meet today's job market. While Sullivan cannot guarantee a job, effort is directed toward helping each graduate earn that important first career position in their chosen field of study or the next step in their career after graduation.

Upon completion of all requirements for graduation from an academic program and a graduate account that is in good standing with the university, a Sullivan University graduate receives the following privileges throughout their career. Note: These services are only available to graduates of a full program of study who have met all obligations, financial or otherwise, to the university and their account is in good standing.

1. Career Services for Graduates

The Career Services (CS) department plays a major role in the successful employment of graduates in their field of study. A highly qualified and professional staff works with each graduate individually to determine the best use of their skills and abilities within their chosen career field. The CS staff assists graduates with all aspects of the career search process through the following services:

- Résumé and cover letter preparation
- Résumé submission to employers
- Mock interviews
- Assistance with employer and salary research
- Job search planning sessions
- Career workshops/class presentations

In addition to individual coaching, CS provides opportunities for graduates to interact with area employers through career fairs. Employers are regularly invited to speak to classes on campus, introduce their organization to graduates through information sessions, and hold on-campus interviews.

2. Review Privileges

Another valuable benefit graduates receive is the right to return to Sullivan at any time, as many times as desired, to audit any course previously completed without additional tuition cost. Course fees, such as Lab Fees, Comprehensive Fees and Academic Support Fees may apply. For those who have been out of the job market for a period of time or for those who simply want to refresh their knowledge, this review privilege is a helpful way of revitalizing or enhancing their career. Courses no longer offered or whose context has changed substantially, as well as clinicals or practicums are excluded. Review privileges will be allowed for a class no longer offered at the original campus of record but is now offered with the equivalent content at another Sullivan University Campus location even if the class carries a different course code designation. For more information, contact the Academic Services Office.

The review privilege and the fee-free, nationwide career service are part of Sullivan University's national reputation as a leader in career education. It is this kind of assistance that adds an invaluable dimension to the education of Sullivan graduates.

3. Alumni Association

Graduates are encouraged to remain connected to Sullivan University by joining the Alumni Association at <https://alumni.sullivan.edu>. They have access to a wide variety of special services and offers designated specifically for them. Membership is FREE.

Financial Assistance

Affording Sullivan University

Some students may believe they are not financially able to attend a college or university; however, almost everyone can afford Sullivan University. From this perspective, Sullivan approaches financing with the expectation that there is a way if a student really wants an education.

For this reason, Sullivan has an Office of Financial Planning with a staff that is thoroughly knowledgeable about today's student aid programs, private loan plans, scholarships and grants. In addition, the staff is current with all educational programs for veterans, as well as national, state and local vocational rehabilitation programs.

The Financial Planning staff will offer support and find ways to help obtain the financial assistance necessary to complete a university education. Students who wish to obtain financial assistance are urged to contact an admissions officer as early as possible to collaborate with Financial Planning.

Financial Aid Programs

Students attending Sullivan have access to numerous federal and state student financial aid programs. Note: Amounts described may change without notice.

The first step for applying for federal and state aid is to complete the Free Application for Federal Student Aid (FAFSA). Completing and submitting the FAFSA is free and quick, and it gives you access to the largest source of financial aid to pay for college. In addition, many states and colleges use your FAFSA data to determine your eligibility for state and school aid. Visit www.fafsa.ed.gov for additional information regarding filing options and deadlines.

There are federal, state, and college deadlines for the school year for which you are applying for student aid. These deadlines can be found on the FAFSA website. Your state of legal residence determines state deadlines for the school year. You are encouraged to apply as early as possible after the FAFSA is made available in order to allow adequate processing time and increase the likelihood of qualifying for state aid. The FAFSA is available October 1st each year. All financial arrangements must be made before starting classes.

To ensure students receive the correct types and amounts of federal financial aid, the Department of Education has established procedures to verify the accuracy of the information reported on a student's FAFSA (Free Application for Federal Student Aid). Some students are selected for verification by the Department of Education and Sullivan University may select additional students for verification. All students selected for verification will receive an email to set up a secure account to complete verification documents. A student selected for verification should provide the documentation to the Financial Planning Office within 30 days of notification that the student was selected for verification. If there is an unforeseen circumstance that prevents the student from meeting this deadline, a student may submit a request for up to an additional 14 days in writing. For PELL grant fund consideration, students

have 120 days after their last date of enrollment or by the deadline published in the Federal Register for each award year whichever is earlier, to complete verification. A student who is selected for verification but fails to complete the process will not receive federal financial aid.

Visit www.studentaid.ed.gov for more information regarding how to prepare for college, types of aid, qualifications, and how to apply.

In no case can the total amount of a student's financial aid exceed his or her cost of attendance.

Federal Pell Grants

Pell Grants are gift aid from the United States Federal Government, and available to all who are eligible by demonstrating a financial need as determined by the FAFSA. A lifetime undergraduate limit applies. Repayment is not required. Grant amounts are determined by the Department of Education, upon their approval and acceptance of your Free Application for Federal Student Aid (FAFSA). Aggregate limits apply.

William D. Ford Federal Direct Student Loans

Low interest loans for students are available through the Direct Student Loan Program. Under this Direct Loan program, the federal government makes loans directly to students and parents through schools. Once a Direct Loan is made, it is managed and collected by the U.S. Department of Education's Direct Loan Servicing Center.

Students must maintain at least a part-time enrollment status to be eligible and cannot be in default on any existing federal student loans. Aggregate limits apply.

Direct Stafford Loans

Direct Subsidized Loans – you must have financial need to receive a subsidized loan. The first academic year the maximum loan is \$3,500, the maximum amount increases during the sophomore year to \$4,500 per year, and to \$5,500 per year for junior and senior years. The U.S. Department of Education will pay the interest that accrues on your Direct Subsidized Loan during certain periods. Repayment begins six (6) months after graduation, ceasing studies, or changing enrollment to less than half-time.

Direct Unsubsidized Loans – financial need is not a requirement to obtain an unsubsidized loan. For the freshman academic year, the maximum is \$9,500 (\$3,500 of this amount may be in subsidized loans if eligible). The sophomore academic year maximum for this loan is \$10,500 (\$4,500 of this amount may be in subsidized loans if eligible). Junior and senior academic year maximums are \$12,500 each (\$5,500 of this amount may be in subsidized loans if eligible). The maximum for graduate and professional degree students is \$20,500. As an approved medical-related program, PharmD students can receive up to \$33,000 per academic year. You are responsible for paying the interest that accrues on your Direct Unsubsidized Loan. Repayment begins six (6) months after graduation, ceasing studies, or changing enrollment to less than half-time.

Direct PLUS Loans (PLUS Loans) are loans parents can obtain to help pay the cost of education for their dependent undergraduate children. In addition, graduate and professional degree students may obtain PLUS Loans to help pay for their own education. A PLUS Loan applicant must not have an adverse credit history. A credit check will be conducted to determine eligibility.

Alternative Loans

For those who qualify, various types of private, non-federal loans are available to help cover the cost of their education. For more information, interested students may speak to a financial planning coordinator.

College Access Program Grants (CAP)

Kentucky students with financial need may qualify for CAP grants. The student must be attending at least part-time (8 credit hours or more), enrolled in a degree program, and be a resident of Kentucky. When a student indicates during the admissions enrollment process that he or she is a Kentucky state resident, the student will be required to complete a residency status form and provide supporting documentation to support their status. CAP is based on availability of state funds. Amounts are determined by the Kentucky Higher Education Assistance Authority Grant Program and CAP eligibility is in line with Pell Grant eligibility. Repayment is not required. Aggregate limits apply.

Company Pay

Sullivan University works with businesses in the community to provide educational opportunities for local employment. Check with your employer to see if you qualify.

Federal Supplemental Educational Opportunity Grants (FSEOG)

FSEOGs are awarded to undergraduate students with exceptional financial need. Students who receive Pell Grants and have the most financial need will receive FSEOG awards first. FSEOG funds are based on availability. Repayment is not required.

Federal Work Study (FWS)

Federal Work Study provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. Eligibility for FWS is initially determined by filing the FAFSA and marking yes to being interested in work study on the FAFSA. Recipients are normally awarded 20 hour-per-week work assignments at or above minimum wage. Positions and eligibility are based upon availability and the applicant's application for work.

Kentucky Educational Excellence Scholarship (KEES)

Students enrolled in a Kentucky high school who have a Grade Point Average (GPA) of 2.5 or better and ACT scores of 15 or better are eligible for this award. Upon graduation, the student's high school must provide information to the Kentucky Department of Education. The Kentucky Department of Education must share this information with the Kentucky Higher Education Assistance Authority (KHEAA). KHEAA must notify Sullivan University of the award after the end of the school year. Sullivan must maintain information about

acceptance and college GPA. To keep the maximum award for the second year in college, the student must complete his/her first year with a cumulative 3.0 grade point average. Aggregate limits apply.

Kentucky Tuition Grants (KTG)

The Kentucky Higher Education Assistance Authority awards Kentucky Tuition Grants to eligible students who are enrolled in a degree program. The student must be attending full-time and be a resident of Kentucky. When a student indicates during the admissions enrollment process that he or she is a Kentucky state resident, the student will be required to complete a residency status form and provide supporting documentation to support their status. The KTG is based on availability of state funds and amounts are determined by KHEAA. Repayment is not required. Aggregate limits apply.

Military Student Benefits

Active Duty, Reserve, and National Guard enrolled in specific programs may qualify for the Military Credit Hour Rate. See the Supplement A for the most current Military Credit Hour Rate and eligible programs.

Active Duty Service members must enroll and follow their respective service's direction for application and approval.

UPS Earn & Learn

Due to a joint venture between Sullivan University's Louisville campus and United Parcel Service, students able and willing to work part-time can receive significant financial assistance to pay tuition and other costs. Contact the Admissions or Financial Planning department for details. For more information visit: <https://www.jobs-ups.com/earn-and-learn>

Veterans Benefits

Some of Sullivan University's programs are approved for the enrollment of veterans and other persons eligible for VA educational benefits. Interested veterans should contact the office of Financial Planning for an advisement appointment well in advance of the desired date of entry. More information about veterans' benefits can be found at www.gibill.va.gov.

Vocational Rehabilitation Programs

For those students who have a substantial handicap to employment, this financial assistance may be available while the student is training. The amount available depends on the individual circumstances of each applicant. Information can be obtained from the vocational rehabilitation counselor in the student's hometown district.

Workforce Investment Board

Available through the Workforce Investment Board, grants are provided to those eligible students who have been displaced or who are unemployed. Other minimum requirements also apply. Information can be obtained from the Workforce Investment Board in the student's hometown district or state.

Part-Time Jobs

Available through information received by the Career Services office, students who are seeking part-time, after-school and weekend positions will find employment opportunities posted on the bulletin board and on the student portal.

Career Education Fund (CEF)

CEF Loans may be available for students who qualify and have a gap in funding after exhausting all other financial aid resources, but can meet the eligibility requirements. Such requirements include but are not limited to maintaining a full-time enrollment status, aggregate limits, and cash payments. Amount varies according to need.

College of Pharmacy and Health Sciences

Clinical Preceptor Educational Benefits

Sullivan University College of Pharmacy and Health Sciences (SUCOPHS) continually seeks ways to provide benefits, beyond direct payment, to clinical faculty (preceptors) who are investing time in precepting students at his/her primary practice site, contributing to the education of our students in classrooms and laboratories, or are investing significant amounts of time in other activities (committees, taskforces, interviewing students, etc.). One way to stay competitive in the marketplace and recruit and maintain superb clinical faculty is to provide a discounted educational benefit to those seeking to continue their education through a higher institute of learning. Please contact the Office of Experiential Education at the College of Pharmacy and Health Sciences for more details on the benefit (OEE@sullivan.edu).

Competition Grant

Application Procedure: Contact Admissions Department

Basis for Selection: High school students who participate in competitions in high school at the regional, state, or national levels have the opportunity to win one Sullivan University competition grant. The competition may be food competition, business related, etc. Sullivan University usually has representation at these events (i.e. FCCLA, ProStart, Skills USA, FBLA, etc.) to present grants to the winners.

Deadline: Not applicable

Term: Paid equally over 6 quarters for full-time enrollment or equally up to 12 quarters for part-time enrollment

Eligibility: Only one competition grant will be awarded per student regardless of the number of competitions won during high school. Awards are payable toward majors related to the competition from which so earned.

Number of Students: Open number of grant recipients annually

Amounts: The amount of the grants will be determined by the Director of Admissions and may be up to the following amounts:

(Amounts effective for 2018 and 2019 HS Graduates who begin before the Fall 2020 term)

Regionals:

1st Place: \$12,000

2nd Place: \$8,000

3rd Place: \$4,000

State:

1st Place: \$16,000

2nd Place: \$10,000

3rd Place: \$6,000

National:

1st Place: Full Tuition and Fees

2nd Place: Full Tuition

3rd Place: \$20,000

(Amounts effective for 2020 HS Graduates and after)

Regionals:

1st Place: \$10,000

2nd Place: \$6,000

3rd Place: \$3,000

State:

1st Place: \$12,000

2nd Place: \$8,000

3rd Place: \$4,000

National:

1st Place: Full Tuition and Fees

2nd Place: Full Tuition

3rd Place: \$20,000

Early Start Grant

Application Procedure: Contact Admissions Department

Basis for Selection: Students who have actively enrolled for the fall quarter, but choose to make an early start in Summer.

Term: Paid equally over first academic year

Eligibility: Must be a first-time SU student enrolled full-time in an eligible program at Sullivan Louisville or Sullivan Lexington.

Number of Students: Open number of students annually

Amount: \$1,000

International Student Referral Grant

International Student Referral Program is a tuition reduction incentive that enables current Sullivan University international students to receive a \$1500 tuition credit for each referred international applicant that successfully enrolls at Sullivan University. The \$1500 credit will be awarded to the current international student in the form of credit towards tuition expenses of the next academic term. If a current international student refers multiple international applicants for admission, the total amount of all awards shall not exceed the total cost of the student's tuition for the next academic term.

Written confirmation from each referred international applicant, verifying the identity of the specific current international student responsible for the referral, will be required prior to or concurrent with the submission of their application. The credit will only be applied to the referring international student after the referred international student pays the full tuition fee for the enrolled 1st quarter term, and completes a minimum of 7 weeks of classes. If the referred international student drops out of classes before the completion of 7 weeks of classes, the referring international student shall not receive the \$1500 tuition reduction incentive for that referred student. Questions regarding admission requirements for current international students or their referred international applicants can be directed to iadmissions@sullivan.edu or iadmissionslex@sullivan.edu.

Sullivan Scholars Grant

Application Procedure: Contact Admissions Department

Basis for Selection: must be enrolled in a Doctorate in Philosophy (Ph.D.) Degree in Management at Sullivan University Deadline: prior to student's registration date

Term: paid equally over 9 quarters for full-time enrollment or equally up to 18 quarters for part time enrollment

Eligibility: must maintain a minimum of 3.0 quarterly GPA with continuous enrollment

Number of Students: open number of scholarship recipients annually

Amount: \$9,000

Scholarships

Scholarship Specifications and Qualifications

These scholarships are valid only at Sullivan University and are funded by Sullivan University. All Sullivan University Scholarships are tuition only scholarships, unless noted otherwise within a scholarship description. Students are not eligible to receive residual funds from the awarded scholarships. They may not be transferred to another person or institution and some may only apply to specific campuses and/or programs. Scholarship recipients should note that maintaining a specific GPA may be required. Recipients must maintain continuous enrollment (at least part-time, 6-11 ½ quarter hours) to receive scholarship funds. If a student is taking less than 12 credit hours per quarter, only half of the scholarship amount will be awarded for that quarter. However, the total amount will remain the same. **A student's combined amounts of Sullivan scholarship awards cannot exceed \$2,000 per quarter and may not exceed a total of \$12,000, unless it is a single scholarship award (i.e. Presidential Scholarship, Eagle Scout, Gold Award, etc.). Students receiving a single scholarship award, including full tuition, or more, automatically forfeit their eligibility for all other Sullivan University scholarships. All scholarships require approval by an authorized

administrative official. In no case can the total amount of a student's financial aid, including scholarships, exceed his or her Cost of Attendance. Receiving scholarships could affect eligibility for other student financial aid. Additional scholarships may be offered at the discretion of the university.

* Additional requirements may be found in some of the scholarship applications. The applicant is required to satisfy all requirements found in this section and within the applications to be eligible.

* GPA requirements for all scholarships are based on a 4.0 scale.

* The University retains the right and authority to change the requirements for applying and receiving University scholarships with or without notice.

* The University may choose to not award a scholarship should it determine no candidate satisfies the requirements or intent of the scholarship.

* The University reserves the right and authority to not offer, temporarily or permanently, any scholarship listed in the catalog with or without notice.



HIGH SCHOOL SCHOLARSHIPS

The following scholarships are for high school seniors who want to attend Sullivan University during the year of their graduation. To be awarded one of these scholarships the student must start in the summer or fall quarter of the year of their high school graduation. The student must complete an application form and submit any other required documentation to be considered for these scholarships. These are one time scholarships and unless otherwise noted in the scholarship description, required applications and documentation are due before the student's registration date.

Academic Scholarships Presidential Scholarship***

Application Procedure: Submit a completed application, official high school transcript, and test scores to the Admissions Department. Any applicant who is not selected for the Presidential Scholarship will be entered into the Provost Scholarship applicant pool.

Basis for Selection: Must have a minimum 24 ACT, 1170 SAT or 24 APA score and a minimum 3.5 unweighted GPA.

Deadline: November 1st

Term: Paid equally over 6 quarters for full-time enrollment, equally up to 12 quarters for part-time enrollment, or over program length if enrolled in a program less than 6 quarters in length.

Eligibility: Must maintain continuous enrollment

Number of Students: up to 12 Awarded annually

Amount: \$10,000

Provost Scholarship***

Application Procedure: Submit a completed application, official high school transcript, and test scores to the Admissions Department. Any applicant who is not selected for the Provost Scholarship will be entered into the Dean Scholarship applicant pool.

Basis for Selection: Must have a minimum 22 ACT, 1110 SAT or 21 APA score and a minimum 3.4 unweighted GPA.

Deadline: November 1st

Term: Paid equally over 6 quarters for full-time enrollment, equally up to 12 quarters for part-time enrollment, or over program length if enrolled in a program less than 6 quarters in length.

Eligibility: Must maintain continuous enrollment

Number of Students: up to 15 Awarded annually

Amount: \$7,000

****Any students who receive the Presidential Scholarship or the Provost Scholarship automatically forfeit their eligibility for all other Sullivan University scholarships.*

Dean Scholarship

Application Procedure: Submit a completed application, official high school transcript, and test scores to the Admissions Department.

Basis for Selection: Must have a minimum 21 ACT, 1090 SAT, or 20 APA score and a minimum 3.2 unweighted GPA.

Deadline: November 1st

Term: Paid equally over 6 quarters for full-time enrollment, equally up to 12 quarters for part-time enrollment, or over program length if enrolled in a program less than 6 quarters in length.

Eligibility: Must maintain continuous enrollment

Number of Students: up to 18 Awarded annually

Amount: \$3,000

Participation Scholarships

Eagle Scout Scholarship

Application Procedure: Contact Admissions Department

Basis for Selection: High school students must have attained recognition of Eagle Scout from the Boy Scouts of America; have a minimum 3.0 high school GPA; have a minimum 24 ACT or 1170 SAT score.

Deadline: Not applicable

Term: Paid equally over 6 quarters for full-time enrollment, equally up to 12 quarters for part-time enrollment, or over program length if enrolled in a program less than 6 quarters in length.

Eligibility: Must maintain continuous enrollment

Number of Students: Open number of scholarship recipients annually

Amounts: Full Tuition toward an associate degree

Gold Award Scholarship

Application Procedure: Contact Admissions Department

Basis for Selection: High school students must have attained the recognition of Gold Award from the Girl Scouts of America; have a minimum 3.0 high school GPA; have a minimum 24 ACT or 1170 SAT score.

Deadline: Not applicable

Term: Paid equally over 6 quarters for full-time enrollment, equally up to 12 quarters for part-time enrollment, or over program length if enrolled in a program less than 6 quarters in length.

Eligibility: Must maintain continuous enrollment

Number of Students: Open number of scholarship recipients annually

Amounts: Full Tuition toward an associate degree

Scholarship Fair

Application Procedure: Contact the Admissions Department

Basis for Selection: Prospective students compete in the program area of interest to the student. Tests or hands-on projects are judged and scholarships are awarded to the top participants in each division.

Deadline: Not applicable

Term: Paid equally over 6 quarters for full-time enrollment, equally up to 12 quarters for part-time enrollment, or over program length if enrolled in a program less than 6 quarters in length.

Eligibility: Must maintain continuous enrollment

Number of Students: up to 3 awards in each division

Amounts: Up to \$3,000 (Individual students may claim only one Scholarship Fair Award.)

Stephanie Thornton Memorial Scholarship

Application Procedure: This scholarship is given to a high school senior and junior that are chosen by RG Drage Technical Center in Ohio and the Thornton family. Applications and

questions regarding selection should be addressed to the RG Drage Technical Center Counseling Office.

Basis for selection: Two high school juniors and one high school senior currently attending RG Drage Technical Center will be selected annually to receive this scholarship.

Deadline: Determined by RG Drage Technical Center and is announced at the school annually.

Term: Scholarship will be applied equally over 6 quarters. This award amount will be in addition to the scholarship amount awarded directly from the Stephanie Thornton Memorial Scholarship fund. The junior and senior scholarship cannot be combined if the same student wins each year. The larger amount will be awarded. Any students who receive the Stephanie Thornton Senior Scholarship automatically forfeit their eligibility for all other Sullivan University scholarships excluding National Award of Excellence and Competition Scholarships.

Eligibility: Must maintain continuous enrollment

Number of students: 2 high school juniors and 1 high school senior annually.

Amounts: \$10,000 awarded to 1 high school senior. \$2,000 awarded to 2 high school juniors.

SPECIALTY SCHOLARSHIPS

Academic Performance Excellence Scholarship (PharmD Program)

Application Procedure: Submit a completed PharmCAS and supplemental application (includes, but not limited to, all official transcripts, standardized test score – PCAT preferred, other standardized test scores may be considered, 2 letters of recommendation).

Basis for Selection: Given to the Doctor of Pharmacy applicants offered acceptance with high academic achievement. Must have a minimum GPA of 3.75, fortieth percentile or higher standardized test score – PCAT preferred, other standardized test scores considered, and excellent letters of reference, interview, and professionalism.

Deadline: Annual application deadline. Contact the College of Pharmacy and Health Sciences Office of the Dean for more information.

Term: Paid equally over 12 quarters for full-time enrollment

Eligibility: Must maintain a minimum 3.0 cumulative GPA with continuous enrollment and a high level of professional behavior.

Number of Students: varies annually

Amount: \$12,000

Admissions Test Performance Excellence Scholarship (PharmD Program)

Application Procedure: Submit a completed PharmCAS and supplemental application (includes, but not limited to, all official transcripts, standardized test score – PCAT preferred, other standardized test scores may be considered, 2 letters of recommendation).

Basis for Selection: Given to the Doctor of Pharmacy applicants offered acceptance with high academic achievement. Must have a sixtieth percentile or higher standardized test score – PCAT preferred, other standardized test scores considered, must have a minimum GPA of 3.0, and excellent letters of reference, interview, and professionalism.

Deadline: Annual application deadline. Contact the College of Pharmacy and Health Sciences Office of the Dean for more information.

Term: Paid equally over 12 quarters for full-time enrollment

Eligibility: Must maintain a minimum 3.0 cumulative GPA with continuous enrollment and a high level of professional behavior.

Number of Students: varies annually

Amount: \$12,000

Sullivan University Ambassador Scholarship

Application Procedure: Submit an application and a letter of recommendation to the Admissions Department.

Basis for Selection: Must be a full-time student with a minimum 2.5 GPA. Recipients selected based on personal interviews

Deadline: Not Applicable

Term: Paid quarterly

Eligibility: Recipients must maintain a minimum 2.5 quarterly GPA with continuous full-time enrollment (Louisville and Lexington Campuses Only) and adhere to the Sullivan University Student Ambassador requirements, as stated in the Student Ambassador manual

Number of Students: Up to 10 awarded annually (per campus)

Amounts: Up to \$500 per quarter and additional compensation based on duties performed

Active Heroes Scholarship

This scholarship established by Sullivan University is in honor and support of Active Heroes, a non-profit organization dedicated to connecting and helping America's military families through physical and mental therapy, home repairs and community outreach, financial assistance and community reintegration.

Sullivan University assists veterans to prepare for fulfilling careers after military service, with emphasis on business and technology-related fields. Our fundamental objective is to enhance the educational and professional development of veterans.

Application Procedure: Submit a letter of application to Troy Yokum, President of Active Heroes, or contact the Admissions Department. Must submit official transcripts of all post-secondary institutions attended and military documentation that shows proof of honorable discharge.

Basis for Selection: must be a Veteran, or spouse, child, or stepchild of a Veteran.

Deadline: prior to student's registration date

Eligibility: Must maintain continuous enrollment.

Number of Students: 2 Awarded Annually (one Associate and one Bachelor)

Amount:

1. Associate Degree: Full tuition through completion of an Associate Degree Program (students are eligible if first enrolled in a diploma program). Scholarship will be applied prior to VA benefits. Certified amounts will be reduced by amount of scholarship awarded. Students using VA benefits will be eligible for VA tuition benefits based upon remaining tuition costs and percentage paid by VA and full fees if applicable. Books and fees are not covered with the scholarship. Students receiving this scholarship are not eligible to receive residual funds from scholarship funds.

2. Bachelor's Degree: 50% tuition discount through completion of Bachelor's Degree Program (students must have completed an associate degree program to be eligible).

Scholarship will be applied prior to VA benefits. Certified amounts will be reduced by amount of scholarship awarded. Students using VA benefits will be eligible for VA tuition benefits based upon remaining tuition costs and percentage paid by VA and full fees if applicable. Books and fees are not covered with the scholarship. Students receiving this scholarship are not eligible to receive residual funds from scholarship funds

Barbara S. Dean Scholarship

This scholarship established by Sullivan University honors the long-term service of Barbara S. Dean, Director of the Ft. Knox Campus.

Application Procedure: Contact the Ft. Knox Campus Administrative Office

Basis for Selection: Must be an outstanding sophomore at the Fort Knox campus. Minimum 3.0 GPA required.

Deadline: July 15 of each calendar year

Term: Quarterly tuition paid for each remaining quarter of the Bachelor program as long as eligibility standards are met.

Eligibility: Must maintain continuous enrollment

Number of Students: 1 Awarded annually

Amount: Full tuition; to pursue a bachelor's degree program through the Sullivan Fort Knox campus

Brennan Davis Memorial Scholarship

Application Procedure: Submit a completed application, one letter of recommendation, and an essay (500 words or less) answering the following questions, the Ombudsman, Sullivan University – Louisville Campus, Administrative Office

1. How your pursuit of higher education has/will change or shape your life?

2. What obstacles did you have to overcome to get where you are today?

3. How would you benefit from this scholarship in furthering your education at Sullivan University?

Basis for Selection: Must be either a current student at Sullivan University (any location or division), in at least the second year of studies, pursuing an associate or bachelor's degree within the College of Business or Finance; or a Sullivan University alumnus currently pursuing a degree within the Graduate School. Must have a 2.5 GPA or higher if an undergraduate student or a 3.0 GPA or higher if a graduate school student. Must have a financial need/hardship and not be receiving parental or company financial support.

Deadline: July 15th

Term: Paid equally over 3 quarters or the remainder of the program (whichever is the least amount of time)

Eligibility: Must maintain continuous enrollment

Number of Students: 1 awarded annually

Amount: \$1,000

Chancellor's Excellence in Pharmacy Studies Scholarship (PharmD Program)

Application Procedure: Submit a completed PharmCAS and supplemental application (includes, but not limited to, all official transcripts, standardized test score – PCAT preferred, other standardized test scores considered, 2 letters of recommendation).

Basis for Selection: Given to the Doctor of Pharmacy applicants offered acceptance with the highest academic achievement. Must have a minimum GPA of 3.5, sixtieth percentile or higher standardized test score – PCAT preferred, other standardized test scores considered, excellent interview and professionalism, as judged based on the PharmCAS, supplemental application items and background check.

Deadline: Annual application deadline. Contact the College of Pharmacy and Health Sciences Office of the Dean for more information.

Term: Paid equally over 12 quarters for full-time enrollment

Eligibility: Must maintain a minimum 3.0 cumulative GPA with continuous enrollment and a high level of professional behavior.

Number of Students: varies annually

Amount: \$45,000

Chef Thomas J. Hickey Sr. Scholarship

In honor of the long-time service of Chef Thomas J. Hickey, Sr., former Director of the National Center for Hospitality Studies at Sullivan University.

Application Procedure: Contact the College of Hospitality Studies Scholarship Committee

Basis for Selection: Must be an outstanding culinary arts student who has completed at least 54 credit hours at Sullivan University, maintained continuous enrollment and a minimum 3.0 GPA. Scholarship award based on outstanding academic record, financial need, documented peer recommendations and student participation/accomplishments.

Deadline: To be announced by the College of Hospitality Studies Scholarship Committee during the Winter Quarter. Scholarships are awarded in the Spring Quarter.

Term: Quarterly tuition paid for each remaining quarter of the Associate program as long as eligibility standards are met.

Eligibility: Must maintain continuous enrollment

Number of Students: 2 Awarded Annually

Amount: Full tuition for each remaining quarter of the Associate program (tuition variable dependent on time of enrollment and scholarship amount is not awarded retroactively)

Communication Excellence Scholarship (PharmD Program)

Application Procedure: Submit a completed PharmCAS and supplemental application (includes, but not limited to, all official transcripts, standardized test score – PCAT preferred, other standardized test scores may be considered, 2 letters of recommendation).

Basis for Selection: Given to the Doctor of Pharmacy applicants offered acceptance with high academic achievement. Must have excellent verbal and written performance, must have a minimum GPA of 3.0, fortieth percentile or higher standardized test score – PCAT preferred, other standardized test scores considered, and excellent letters of reference and professionalism.

Deadline: Annual application deadline. Contact the College of Pharmacy and Health Sciences Office of the Dean for more information.

Term: Paid equally over 12 quarters for full-time enrollment

Eligibility: Must maintain a minimum 3.0 cumulative GPA with continuous enrollment and a high level of professional behavior.

Number of Students: varies annually

Amount: \$12,000

Dean's Scholarship of Student Excellence (PharmD Program)

Application Procedure: Submit a curriculum vitae, personal statement (max 500 words) on how you best demonstrate the tenets of community, commitment, care, and compassion, as well as one letter of recommendation from a mentor who can attest to your involvement in the community, commitment, care and compassion.

Basis for Selection: Must be a student who has accepted admittance to the PharmD program in the Sullivan University College of Pharmacy and Health Sciences (SUCOPHS) with a minimum GPA of 3.5 in pre-pharmacy coursework (or PharmD coursework for continuing students) and who demonstrate financial need to study or continue their studies at SUCOPHS.

Deadline: Annual application deadline. Contact the College of Pharmacy and Health Sciences Office of the Dean for more information.

Term: Paid in a single quarter for full-time enrollment

Eligibility: Must maintain continuous enrollment and a high level of professional behavior.

Number of Students: 4 awarded annually

Amount: \$2,500

ESLi Graduate Scholarship

ESLi (English as a Second Language International) is a CEA-accredited intensive English language program, whose mission is to improve the English language skills of international students and prepare them for academic success in North American universities. Academically eligible applicants may apply for enrollment in a Sullivan University Undergraduate program and ESLi Graduate Scholarship.

Application Procedure: Submit a completed application for admission to the University and include ESLi (English as a Second Language International) certificate of program completion.

Basis for Selection: Eligible graduates of ESLi program matriculating into qualified Sullivan University Undergraduate degree program

Deadline: Not Applicable

Term: \$2000 paid equally over 12 quarters of continuous enrollment (6 quarters for an Associates of Science Degree Program and 6 quarters for a Bachelor of Science Degree Program). Continuous enrollment is not voided by a quarter of Standard Period of Non- Enrollment taken in conjunction with F-1 Status.

Eligibility: Must meet Sullivan University minimum standards of Academic Progress; Continuous enrollment for minimum of 6 quarters for Associate of Science Degree program and an additional 6 quarters for Bachelor of Science Degree program. Continuous enrollment is not voided by a quarter of Standard Period of Non-Enrollment taken in conjunction with F-1 Status.

Number of Students: Open numbers of scholarship recipients annually

Amount: \$24,000 (\$12, 000 for Associate of Science Degree Program and \$12,000 for Bachelor of Science Degree program)

Graduate School Scholarship

Application Procedure: Contact Admissions Department

Basis for Selection: Must be a first-time enrollment in a Sullivan University graduate level program and have a minimum of 3.0 incoming cumulative GPA.

Deadline: prior to student's registration date

Term: Paid equally over 6 quarters for full-time enrollment or over program length if less than 6 quarters.

Eligibility: Must maintain a minimum 3.0 quarterly GPA with continuous full-time enrollments. International students attending on an I-20 and who choose to have a Standard Period of Non- Enrollment, as allowed by federal regulations, will be able to have the scholarship reinstated upon return. Once reinstated the scholarship will be paid equally over 6 quarters; for program lengths less than 6 quarters, the grant will be paid equally over remaining program length. Fort Knox, Physician Assistant, Ph.D., and Pharm.D. students are not eligible for this scholarship. This scholarship cannot be combined with the alumni discount.

Number of students: open number of scholarship recipients annually

Amount: up to \$4,500 (based on incoming GPA)

3.0 - 3.24 cumulative GPA = \$3,000

3.25 - 3.49 cumulative GPA = \$3,600

3.5 and above cumulative GPA = \$4,500

Jan McKenzie Gordon Scholarship

Application Procedure: Selected as the Most Outstanding Nursing or Allied Health Student at the end of the student's first three quarters.

Basis for Selection: Department Director Recommendation, Instructor Recommendation, and GPA

Deadline: Not applicable

Term: Quarterly tuition paid for each remaining quarter of the Associate program as long as eligibility standards are met.

Eligibility: Must maintain continuous enrollment

Number of Students: 1 per year

Amount: Full tuition for each remaining quarter of the Associate program (tuition variable dependent on time of enrollment and scholarship amount is not awarded retroactively)

Order of the Golden Toque Scholarship

Application Procedure: Contact the College of Hospitality Studies Scholarship Committee. Applications are available at the College of Hospitality Studies Faculty Office.

Basis for Selection: Must be a current student in his or her 3rd or 4th quarter of studies in a College of Hospitality Studies program and have a minimum 3.0 GPA. Scholarship awarded based on financial need, academic history, documented peer recommendations and the applicant's personal essay.

Deadline: TBA by the College of Hospitality Studies Scholarship Committee each quarter. One scholarship is awarded each quarter.

Term: Award in the amount of \$5,000 will be applied in the quarter after scholarships are awarded

Eligibility: (Louisville and Lexington Campuses Only)

Number of Students: 2 awarded annually

Amount: \$5,000

Sullivan University Black Achiever's Scholarship

Application Procedure: Contact Admissions Department

Basis for Selection: Must have a minimum 22 ACT, 1635 SAT or 17 APA score and a minimum 3.0 high school GPA. The recipient for this scholarship will be chosen by the Chestnut Street Family YMCA and must be a participant in the Chestnut Street Family YMCA Black Achiever's program.

Deadline: Not applicable

Term: Paid equally over 6 quarters for full-time enrollment, equally up to 12 quarters for part-time enrollment, or over program length if enrolled in a program less than 6 quarters in length.

Eligibility: Must maintain continuous enrollment. (Louisville and Lexington campuses only)

Number of Students: 1 Awarded Annually

Amount: \$6,000

Sullivan University Scholarship for the Salvation Army's Center of Hope Culinary Training Program

Application Procedure: The Center of Hope's director and chef instructor will select three finalists from past Center of Hope culinary program graduates. Final selection will be determined by a committee of four to include: two Center of Hope representatives and two Sullivan University representatives.

Basis for Selection: Must have successfully complete the Center of Hope Culinary Program, have a high school diploma or GED, pass the Sullivan University entrance exam, submit three letters of recommendation, and have nine months of acceptable work record documented by the employer (preferably foodservice experience).

Deadline: Not applicable

Term: Award is paid quarterly for all tuition, books and fees through the completion of an Associate of Science in Culinary Arts or an Associate of Science in Baking and Pastry Arts.

Eligibility: Recipients must meet all satisfactory academic progress standards, as described in the Sullivan University Catalog and must abide by all local, state, and federal laws and university policies. Students receiving this scholarship are not eligible to receive residual funds from scholarship funds.

Number of Students: Only one student can be utilizing this scholarship at any given time. A new recipient can be named if a recipient graduates or withdraws from the program.

Amount: Full tuition, books and fees toward an Associate Degree in Culinary Arts or Baking and Pastry Arts at the Sullivan University Louisville Campus.

The Sullivan University Southeast Christian Church Collaborative Scholarship

In January, 2007, Chancellor A.R. Sullivan, the founder of Sullivan University and Pastor David Stone, Senior Minister of Southeast Christian Church, worked collaboratively and established the formation of two scholarships, to be awarded at the discretion of Southeast Christian Church, immediately following the semi-annual commencement exercises of Sullivan University. The scholarships recognize Southeast Christian Church, an organization which has given and continues to give a great deal to the Louisville community and seeks to help those who receive the scholarship with defraying the cost of higher education.

Application Procedure: Scholarships are awarded at the discretion of Southeast Christian Church.

Basis for Selection: Selection is left to the discretion of Southeast Christian Church leadership. Recipients must meet regular admission requirements and standards.

Deadline: Not applicable

Term: Award is paid quarterly for all tuition, books and fees for one calendar year.

Eligibility: Must maintain continuous enrollment

Number of Students: Two are awarded at the discretion of Southeast Christian Church following each University commencement ceremony.

Amount: Full tuition, books and fees for one calendar year. A student may receive subsequent scholarships of up to a year, thereby granting additional years until completion of an associate, bachelors or master's degree.

Taste of Derby Chef Showdown Scholarship

Application Procedure: 1. Must submit an original Kentucky themed recipe to the Director of Culinary Arts (recipe must meet The Taste of Derby Chef Showdown Scholarship guidelines available from the Director of Culinary Arts). 2. Must execute the recipe in the preliminary event. 3. Must execute the revised recipe in the final portion of the event.

Basis for Selection: Must be an active College of Hospitality Studies student and participate in the three part Chef Showdown. The overall winner will be selected by the Taste of Derby judging panel based on his/her performance in the final event and will be awarded the scholarship.

Deadline: Initial recipe submissions are due by February, 28th of each calendar year

Term: Paid equally over 5 quarters for full-time enrollment, equally up to 10 quarters for part-time enrollment, or equally over remaining program length if less than 5 quarters for full-time or 10 quarters for part-time are remaining (Louisville Campus Only).

Eligibility: Any College of Hospitality Studies student with an enrollment status of "active" during the annual spring quarter.

Number of Students: 1 awarded annually to an active College of Hospitality Studies student

Amount: \$5,000

Transfer Student Scholarship

This scholarship is available to new transfer students planning to enroll at Sullivan University.

Application Procedure: Contact Admissions Department

Basis for Selection: must have an Associate Degree from another accredited institution, or approximately 90 quarter or 60 semester hours of credit and a minimum of 2.5 cumulative GPA.

Deadline: prior to student's registration date

Term: Paid equally over 6 quarters for full-time enrollment, equally up to 12 quarters for part-time enrollment, or over program length if enrolled in a program less than 6 quarters in length.

Eligibility: Must maintain continuous enrollment. Graduate School and Ft. Knox students are ineligible.

Number of Students: open number of scholarship recipients annually

Amount: \$2,000

University Housing Award (PharmD Students only)

Application Procedure: Submit a completed PharmCAS and supplemental application (includes, but not limited to, all official transcripts, standardized test scores, 2 letters of recommendation). To be considered for this award applicants must complete a Gardiner Point Housing Application (<https://secure.sullivan.edu/admissions/Housing>) along with an essay (500 words or less) describing the applicant's need due to currently living outside of the Louisville area or documented financial hardship.

Basis for Selection: Given to the Doctor of Pharmacy applicants offered acceptance. Applicants should have excellent verbal and written performance and must submit an essay describing their desire to secure university student housing accommodations. The housing award has been designed for applicants with need that may be currently living outside of the Louisville area or individuals with documented financial hardship.

Deadline: Annual application deadline. Contact the College of Pharmacy and Health Sciences Office of the Dean for more information.

Term: Paid each quarter for up to 12 quarters of enrollment

Eligibility: Must maintain enrollment in the PharmD program with a high level of professional behavior.

Requirements: Double or single occupancy room in the designated "Quiet Wing". All residents and any visitors must follow the requirements as outline in the Housing and Residence Life Policies and Procedure Manual (<https://sullivan.edu/wp-content/uploads/2018/09/gardiner-point-policies-and-procedures.pdf>)

Meal Plan: Not included in housing award

Number of Students: Varies annually

Amount: Valued at \$990/month single occupancy rate.

UPS College and Career Expo Scholarship

Application Procedure: Contact Admissions Department

Basis for Selection: Selected by a random drawing of participants at the annual UPS College and Career Expo. Recipients must meet regular admission requirements and enroll

Deadline: prior to student's registration date

Term: Paid equally over 6 quarters for full-time enrollment, equally up to 12 quarters for part-time enrollment, or over program length if enrolled in a program less than 6 quarters in length.

Eligibility: Must maintain continuous enrollment.

Number of Students: One annually

Amount: Varies by degree program. See event guide for details.

General Education Courses

To graduate with an Associate of Science (A.S.) degree from Sullivan University, the student must complete a minimum of 24 quarter hours of credit in General Education depending on the program. To graduate with a Bachelor of Science (B.S.) degree, the student must complete a minimum of 48 quarter hours of credit in General Education depending on the program. Classes must be completed in each of these three categories:

- Humanities and Fine Arts
- Natural Sciences and Mathematics
- Social and Behavioral Sciences

Humanities and Fine Arts Courses

COM 204	Interpersonal Communication and Conflict Management*
COM 214	Public Speaking*
ENG 101	Composition I**
ENG 102	Composition II**
ENG 204	Advanced Writing**
ENG 244	Introduction to Literature
FYE 101	Information Literacy*
GEN 215	Human Dynamics*
HST 124	Art History I
HST 225	Art History II
HST 254	Introduction to Film
HST 274	American Government
LNG 144	Conversational Spanish I*
PHL 224	Introduction to Philosophy
PHL 244	Introduction to Religion
PHL 344	Bioethics
PHL 464	Ethics

*Course may not be the only Humanities and Fine Arts Course taken within a degree program.

**Course includes a literature component, as evidenced by the course syllabus and student learning outcomes.

Natural Sciences and Mathematics Courses

BIO 101	Biology
BIO 103	Human Anatomy and Physiology
BIO 201	Medical Microbiology
BIO 202	Diagnostic Microbiology
BIO 203	Anatomy and Physiology I
BIO 204	Anatomy and Physiology II
CHM 201	General Chemistry I with Lab
CHM 202	General Chemistry II with Lab
CHM 211	Introduction to General, Organic, and Biological Chemistry
CHM 301	Organic Chemistry I
CHM 302	Organic Chemistry II
DRF 231	Statics
DRF 258	Strengths
DRF 331	Dynamics

GEO 234	World Regional Geography
GEO 244	North American Geography
GEO 274	Global Environment
MSS 123	Anatomy and Physiology I
MSS 133	Anatomy and Physiology II
MTH 101	College Mathematics
MTH 113	Mathematical Concepts
MTH 115	Principles of Mathematics
MTH 123	Advanced Mathematics
MTH 201	College Algebra
MTH 202	Introduction to Statistics
MTH 243	Applied Algebra
MTH 253	Analytical Geometry and Trigonometry
MTH 263	Advanced Algebra
MTH 300	Calculus I
MTH 301	Quantitative Methods
MTH 305	Discrete Mathematics
MTH 343	Technical Calculus
MTH 400	Calculus II
PHY 162	Physics I
PHY 212	Physics II
PHY 232	Physics III

Social and Behavioral Sciences Courses

ECO 201	Microeconomics
ECO 202	Macroeconomics
PSY 214	Introduction to Psychology
PSY 229	Environmental Psychology
PSY 264	Psychology of Modern Lifestyles
PSY 274	Developmental Psychology
PSY 284	Psychology of Adjustment
PSY 299	Abnormal Psychology
SOC 214	Introduction to Sociology
SOC 303	Cultural Diversity

Developmental Courses

Developmental courses are offered by Sullivan University to assist students to gain the knowledge and skills necessary to support a successful educational experience. Students' educational skills are assessed by admission policies and placement testing that identifies students who require remedial/developmental studies in reading, English, computer and/or math. Students placing in developmental classes are expected to take those during the first term(s) of enrollment, in addition to the stated hours for program completion.

Developmental/remedial courses, as required, will increase the total program credit hours required for program completion, and modify maximum timeframe calculations and graduation requirements accordingly.

ENG 100	Introduction to Writing
MTH 100	Basic Mathematics

Academic Programs

College of Accounting and Finance

Diplomas

- *Administrative Accounting Specialist*p. 32
- Associate of Science Degree in Accounting p. 33
- Bachelor of Science Degree in Accounting p. 34

College of Allied Health

Certificates

- *Computed Tomography*p. 36
- *Phelebotomy*.....p. 36

Diplomas

- *Limited Medical Radiography*p. 39
- *Medical Assistant*p. 38
- *Medical Coding*p. 37

Associate of Science Degrees in:

- *Health Information Management*p. 37
- *Medical Assisting*.....p. 38
- *Medical Clinical Specialties*.....p. 40
- *Medical Laboratory Technician*p. 41
- *Radiologic Technology*.....p. 42
- *Respiratory Therapy*.....p. 43
- *Surgical Technology*.....p. 44

Bachelor of Science Degree in

- Clinical Laboratory Science p. 45

College of Business

Certificates

- *Conflict Management*.....p. 47

Diplomas

- *Business Administration* p. 48
- *Marketing Management*.....p. 48

Associate of Science Degrees in:

- *Business Management*..... p. 49
- *Justice and Public Safety Administration* p. 49
- *Logistics and Transportation Management* p. 50
- *Marketing and Sales Management*..... p. 50

Bachelor of Science Degree in

- Business Administration..... p. 51

Concentrations:

- *Finance*
- *Healthcare Management*
- *Logistics and Supply Chain Management*
- *Management*
- *Marketing*

Bachelor of Science Degree in

- Human Resource Leadership..... p. 52

Bachelor of Science Degree in

- Interdisciplinary Business Studies..... p. 53

Bachelor of Science Degree in Justice and

- Public Safety Administration..... p. 54

College of Hospitality Studies

Diplomas

- *Professional Baker*.....p. 57
- *Professional Cook*.....p. 57

Associate of Science Degrees in:

- *Baking and Pastry Arts*p. 58
- *Culinary Arts*p. 59
- *Event Management and Tourism*p. 60
- *Hotel and Restaurant Management*.....p. 61

- Bachelor of Science in Hospitality Management.....p. 62

College of Legal Studies

- Associate of Science Degree in Paralegal Studiesp. 64

- Bachelor of Science Degree in Paralegal Studiesp. 65

- Post-Baccalaureate Certificate in Paralegal Studies ..p. 64

College of Nursing

- Practical Nursing Diplomap. 67

- Associate of Science in Nursing: PN to ASN.....p. 68

- Associate of Science in Nursingp. 69

- Bachelor of Science in Nursing: RN to BSNp. 70

Academic Programs *(continued)*

College of Technology and Design

Certificates

- *Cybersecurity* p. 81
- *Cybersecurity Professional*..... p. 81
- *Heating, Ventilation, Air-Conditioning, and Refrigeration (HVAC-R) Technology* p. 86
- *Network Support Administration and Security*..... p. 74
- *Web Design and Application Development*..... p. 74
- *System Support and Administration*..... p. 75

Diplomas

- *Information Technology*..... p. 76
- *Computer Forensics* p. 79
- *Cybersecurity* p. 81

Associate of Science Degrees in:

- *Advanced Manufacturing Technology* p. 88
- *Architectural Computer Aided Design Drafting*... p. 84
- *Computer Engineering Technology*..... p. 85
- *Computer Forensics* p. 79
- *Computer Graphic Design*..... p. 90
- *Computer Information Technology*..... p. 77
- *Cybersecurity* p. 81
- *Dynamic Web Development* p. 92
- *Heating, Ventilation, Air-Conditioning, and Refrigeration (HVAC-R) Technology* p. 87
- *Information Technology*..... p. 76

Bachelor of Arts Degree in

- Computer Graphic Design p. 91

Bachelor of Arts Degree in

- Interior Design p. 93

Bachelor of Science Degree in

- Advanced Manufacturing Technology p. 89

Bachelor of Science Degree in

- Computer Forensics..... p. 80

Bachelor of Science Degree in

- Cybersecurity..... p. 83

Bachelor of Science Degree in

- Information Technology..... p. 78

NOTE: The stated length of each academic program in this catalog estimates how long it will take a full-time student to complete the program. It may take less time for full-time students with transfer credits. Part-time students will take longer.

Graduate School

- Graduate Certificate in Conflict Management.....p. 96
- Master of Business Administration Degreep. 97
Concentrations:
 - *Accounting*
 - *Conflict Management*
 - *Healthcare Management*
 - *Hospitality Management*
 - *Public Management*
 - *Strategic Human Capital Management*
 - *Strategic Marketing*
- Executive Master of Business Administration Degree.....p. 98
- Master of Science in Managing Information Technology Degree p. 98
- Master of Science in Human Resource Leadership Degree..... p. 99
- Master of Science in Management..... p. 100
Concentrations:
 - *Conflict Management*
 - *Strategic Human Capital Management*
- Dual Master of Business Administration/ Master of Science in Managing Information Technology Degrees.....p. 99
- Master of Public Administration Degree.....p. 101
Concentrations:
 - *Conflict Management*
 - *Healthcare Management*
 - *Strategic Human Capital Management*
- Master of Science in Cybersecurity Degree.....p. 100
- Ph.D. in Management p. 102
Concentrations:
 - *Conflict Management*
 - *Information Technology Management*
 - *Human Resource Leadership*
 - *Strategic Management*

College of Pharmacy and Health Sciences

- Community Pharmacy Certificate.....p. 113
- Pharmacy Technician Diploma.....p. 113
- Associate of Science Degree in Pharmacy Technician p. 114
- Master of Science Physician Assistant Degree.....p. 111
- Doctor of Pharmacy Degree (Pharm.D.)..... p. 106
- Pharm.D. + Master's Degreep. 110

NOTE: The stated length of each academic program in this catalog estimates how long it will take a full-time student to complete the program. It may take less time for full-time students with transfer credits. Part-time students will take longer.

College of Accounting and Finance

For businesses to succeed in today's competitive environment, financial information needs to be available to decision makers in a relevant and understandable format. Graduates of the College of Accounting and Finance have a unique blend of accounting, business, information technology and general education which prepares them for growth within either public or managerial accounting careers. For additional information, please go to <https://libguides.sullivan.edu/accounting>

DIPLOMA, ASSOCIATE, AND BACHELOR'S DEGREE PROGRAMS

Programs

Administrative Accounting Specialist Diploma
Associate of Science (A.S.) Degree in Accounting
Bachelor of Science (B.S.) Degree in Accounting

Locations Where Offered

Louisville, Lexington, Online, Ft. Knox
Louisville, Lexington, Online, Ft. Knox
Louisville, Lexington, Online, Ft. Knox

Administrative Accounting Specialist

DIPLOMA

(CIP Code 52.0302)

This one-academic-year career specialization program prepares the graduate for an entry-level position as a junior accountant or accounting technician. Many excellent opportunities await the graduate.

The program provides a study of accounting theory and principles followed by application in practice. In addition, the students receive exposure to various business disciplines, all designed to prepare the graduate for their first important position in the field of accounting.

This program is an excellent choice for those persons who need to prepare quickly for an entry-level position.

REQUIREMENTS FOR DIPLOMA

52 Credit Hours

Length: 15 months, 9 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 103	Principles of Accounting III	4
ACT 111	Computerized Accounting	4
ACT 121	Payroll Accounting	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
CSC 218	Computer Applications II	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
MGT 114	Business Organization and Management	4
MTH 101	College Mathematics	4
Total Credit Hours		52

Programs may require a combination of face-to-face, hybrid, or online courses.

Online programs may require physical/face-to-face engagement at an onsite and/or offsite location.



Accounting

ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 52.0302)

As business and industry continue to grow, there is a great demand for qualified accountants. Sullivan's Associate of Science degree in Accounting builds heavily upon solid accounting principles and tax procedures, and relates their application to all forms of business.

The relationship of accounting, information processing and management, combined with General Education and specialized business courses, prepares the graduate for specialized accounting and management positions in the business world. Organizational and leadership abilities of students are developed as well, giving them greater opportunities for career growth and success.



REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 103	Principles of Accounting III	4
ACT 111	Computerized Accounting	4
ACT 121	Payroll Accounting	4
ACT 201	Intermediate Accounting I	4
ACT 202	Intermediate Accounting II	4
ACT 203	Intermediate Accounting III	4
ACT 211	Cost Accounting	4
ACT 264	Federal Taxation I	4
BUS 204	Introduction to Business Law and Ethics	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
CSC 218	Computer Applications II	4
ECO 201	Microeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MGT 114	Business Organization and Management	4
MTH 101	College Mathematics	4
ACT 001	Accounting Associates Competency Review	0

General Studies Electives (8 Additional Credit Hours) 8

Students must choose two additional General Education classes, including one from the Natural Sciences/Mathematics category and one from the Humanities/Fine Arts Category. These classes are in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours 92

Accounting

BACHELOR OF SCIENCE (B.S.) DEGREE (CIP Code 52.0301)

The Bachelor of Science in Accounting (BSAC) degree prepares graduates for accounting careers; both within companies and for external audit/tax practices. The degree equips graduates with accounting, business, communication, and IT skills necessary for advancement in the competitive accounting field. Students can tailor degree requirement to meet their specific accounting career goals with use of the upper level accounting elective courses. Careers include Public Accounting, Management Accounting, Tax, Not-for-Profit, Cost, Governmental, and Internal Audit.

REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours

Length: 24 months, 18 months accelerated (beyond Associate Degree)

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
Accounting Core Courses (44 Credit Hours)		44
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 103	Principles of Accounting III	4
ACT 201	Intermediate Accounting I	4
ACT 202	Intermediate Accounting II	4
ACT 203	Intermediate Accounting III	4
ACT 211	Cost Accounting	4
ACT 264	Federal Taxation I	4
ACT 334	Federal Taxation II	4
ACT 404	Managerial Accounting	4
ACT 424	Auditing	4
ACT 002	Accounting Bachelor Competency Exam Review	0
Business Support Courses (56 Credit Hours)		56
BUS 204	Introduction to Business Law and Ethics	4
CMM 401	Principles of Conflict Management	4
CMM 402	Managing Diversity	4
CMM 403	The Manager as Negotiator	4
ECO 201	Microeconomics	4
ECO 202	Macroeconomics	4
FIN 324	Financial Management	4
MGT 304	Principles of Management	4
MGT 464	Business Policy	4
MKT 304	Principles of Marketing	4
MTH 201	College Algebra	4
MTH 202	Introduction to Statistics	4
MTH 301	Quantitative Methods	4
PHL 464	Ethics	4

Accounting Electives (16 Credit Hours) **16**

Students must choose four of the following Accounting Electives:

ACT 344	Not-For-Profit Accounting	4
ACT 394	Accounting Externship I	4
ACT 395	Accounting Externship II	4
ACT 405	Advanced Financial Accounting	4
ACT 414	Senior Accounting Seminar	4
ACT 425	Advance Auditing	4
ACT 430	Financial Accounting Seminar	4

General Education Courses (16 Credit Hours) **16**

ENG 101	Composition I	4
ENG 102	Composition II	4
ENG 204	Advanced Writing	4
GEN 215	Human Dynamics	4

Business Elective (4 Credit Hours) **4**

Students must choose one of the following Business Electives:

BUS 405	Business Law II	4
BUS 424	International Business	4
CMM 405	Restorative Justice Philosophy and Process	4

Computer/IT Core (8 Credit Hours) **8**

CSC 118	Computer Applications I	4
CSC 218	Computer Applications II	4

General Studies Electives (12 Additional Credit Hours) **12**

Students must choose three additional General Education classes, including one from the Natural Sciences/Mathematics category, one from the Social/Behavioral Sciences category, and one from the Humanities/Fine Arts category. These classes are in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Free Electives (24 Credit Hours) **24**

Students must choose additional classes in consultation with their faculty advisor to balance the program in keeping with the student's personal objectives.

Total Credit Hours **180**

College of Allied Health

According to the U.S. Bureau of Labor Statistics, occupations and industries related to healthcare are projected to add more new jobs to the U.S. economy than any other industrial or occupational group between 2012 and 2022. Healthcare is currently the largest industry in the United States. Projected to employ 15.6 million people and account for nearly one-third of the total projected increase in jobs in the United States between 2012-2022, the demand for healthcare workers largely reflects the demand to address the needs of an aging population.

To help meet the expanding demand for qualified healthcare professionals, the Sullivan University College of Allied Health offers certificate, diploma, associate degree, and bachelor's degree programs in health and health-related fields of study. Qualified and credentialed medical professionals are being sought in the healthcare industry to meet demands and changes taking place in the United States.

Academic programs within the Sullivan University College of Allied Health are designed to meet the needs of the healthcare industry by providing graduates with the education, experience and credentials expected by the healthcare industry.

In addition to the requirements outlined under the "Application Procedure" section of the Admission to the University, students in Allied Health programs must submit a satisfactory health evaluation form from a physician upon enrollment. This physical evaluation must be completed less than one year prior to enrollment.

CERTIFICATE, DIPLOMA, ASSOCIATE, AND BACHELOR'S DEGREE PROGRAMS

Programs	Locations Where Offered
Computed Tomography Certificate	Online
Phlebotomy Certificate	Louisville, Lexington
Limited Medical Radiography Diploma	Louisville
Medical Coding Diploma	Online
Medical Assistant Diploma	Louisville, Lexington
Health Information Management Associate of Science (A.S.) Degree	Online
Medical Assisting Associate of Science (A.S.) Degree	Lexington
Medical Clinical Specialties Associate of Science (A.S.) Degree	Louisville
Medical Laboratory Technician Associate of Science (A.S.) Degree	Louisville, Lexington
Radiologic Technology Associate of Science (A.S.) Degree	Louisville, Lexington
Respiratory Therapy Associate of Science (A.S.) Degree	Louisville
Surgical Technology Associate of Science (A.S.) Degree	Louisville
Clinical Laboratory Science Bachelor of Science Degree	Online

Programs may require a combination of face-to-face, hybrid, or online courses.

Online programs may require physical/face-to-face engagement at an onsite and/or offsite location.

NOTICE: Sullivan University teaches to the license and certification standards of the Commonwealth of Kentucky. If you plan to work in any state other than Kentucky, it is your responsibility to verify that state's permit, license or certification requirements. A state's requirement may include, among other things, specialized training that is not required in Kentucky and as a result may not be sufficiently covered in Sullivan's curriculum. Sullivan disclaims responsibility for failure of any student to meet the educational requirements for a permit, license or certification in any jurisdiction other than Kentucky.

Mission Statement

The Sullivan University College of Allied Health educates and prepares future allied health professionals to provide high quality care in their respective fields. The College seeks to provide a pathway for students to academically advance by offering programs from the certificate level through the baccalaureate degree level. Consistent with the goals of Sullivan University, the College of Allied Health focuses on clinical skills, critical thinking, good communication, teamwork, professionalism and ethical values as well as an appreciation for cultural diversity and life-long learning.

Admission Requirements:

- Most programs in the College of Allied Health require the following: Background Check, Specific immunizations, Physical Examination, Physical standard requirements, Admission test requirements specific to the program, Applications to be reviewed by the program director or Dean who make the decision on approval of admission
- Most programs in the College of Allied Health have a programmatic handbook which details program specific policies.
- Most of the programs in the College of Allied Health use a higher grading scale for specific core courses.
- A grade of C or better is required for all core courses in all College of Allied Health programs.

Computed Tomography

CERTIFICATE

(CIP Code 51.0911)

The purpose of the Computed Tomography Certificate program is to prepare students who are ARRT credentialed radiology graduates with the skills and ability to perform and provide high quality computed tomography procedures. Graduates will be able to sit for the ARRT certification examination in Computed Tomography.

Students entering into the Computed Tomography program must have an associate degree from an approved Joint Review Committee on Education in Radiologic Technology (JRCERT) program, a Radiologic Technology (RT) certification from the American Registry of Radiologic Technologists (ARRT), and confirmation of a Kentucky Radiation Operators License through the Kentucky Board of Medical Imaging and Radiation Therapy.

REQUIREMENTS FOR THE CERTIFICATE

19 Credit Hours

Length: 6 months

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
RCT 507	Image Production in Computed Tomography	5
RCT 509	Advanced Patient Care and Safety	3
RCT 605	Radiation Protection in Computed Tomography	2
RCT 606	Computed Tomography Procedures	5
RCT 608	CT Registry Review	1
RCT 609	Clinical Practicum	3
Total Credit Hours		19

All RCT courses require a minimum 78% "C" for successful completion.

It is a requirement of the ARRT to complete a minimum of 125 repetitions of computed tomography procedures before the written test.

Phlebotomy

CERTIFICATE

(CIP Code 51.1009)

The purpose of the Phlebotomy Certificate program is to prepare students with the skills necessary to obtain quality laboratory specimens in a variety of medical settings. Graduates are eligible to sit for the American Society of Clinical Pathologists (ASCP) certification exam. Sullivan faculty and staff will assist students with certification examination registration in order for the student to become an important member of the healthcare team.

REQUIREMENTS FOR THE CERTIFICATE

36 Credit Hours

Length: 9 months, 6 months accelerated#

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
CCS 110	College Success Strategies	2
CCS 245	Career Development	2
MED 171	Medical Ethics - NDT	4
MED 172	Anatomy & Physiology I	4
MED 173	Anatomy & Physiology II	4
MED 176	Medical Terminology	4
MED 211	Health & Safety Techniques - NDT	3
MED 214	Phlebotomy Techniques - NDT	6
MED 216*	Phlebotomy Examination Review - NDT	3
MED 279**	Phlebotomy Externship - NDT	4
Total Credit Hours		36

All program courses require a minimum 70% "C" for successful completion.

#Plus exam review and externship

*Course MED 216 is available online only.

**The Phlebotomy externship consists of 120 hours of on-the-job training which is taken after all other coursework is completed. Students must complete 100 successful venipunctures and 25 successful capillary sticks. Some classes may require on-site clinical and/or residential skills training. Students may not receive payment/reimbursement of any type for clinical and/or externship hours required in their academic program. Students may also not perform these clinical and/or externship hours with their employer in the capacity of their regular position. Due to availability of clinical space, these hours must be completed during the day. The Phlebotomy Certificate program is also available online for Kentucky and Indiana residents. Sullivan classes are offered in a hybrid format where students complete a portion of the course online and a portion on campus or at approved sites/facilities.

NDT = Not Designed to Transfer

Medical Coding

DIPLOMA (CIP Code 51.0713)

This program prepares the graduate to analyze medical records and abstract data for the purpose of billing and insurance reimbursement. Medical Coders learn to transform narrative descriptions of procedures and diagnoses into numerical billing format. Graduates possess the skills necessary for employment in doctors' offices, clinics, hospitals, insurance companies, and medical billing agencies. This program prepares the student for future certification with various professional organizations.

REQUIREMENTS FOR DIPLOMA

48 Credit Hours

Length: 12 months (online only program)

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
BIO 103	Human Anatomy and Physiology	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
HIM 101	Medical Terminology	4
HIM 110	Pathophysiology with Pharmacology	4
HIM 121	Health Information Technology	4
HIM 131	CPT Coding I	4
HIM 142	ICD-10-CM Coding I	4
HIM 151	Healthcare Reimbursement	4
HIM 231	CPT Coding II	4
HIM 242	ICD-10-CM Coding II	4
HIM 271	ICD-10-PCS Coding	4
HIM 001	Medical Coding Practicum and CCA Review	0
Total Credit Hours		48

All HIM courses require a minimum 70% C or better for successful completion.

Health Information Management

ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 51.0707)

Individuals who value organization, are interested in being part of the healthcare industry, and are looking for an opportunity to be part of a dynamic career will find the Associate of Science Degree in Health Information Management from Sullivan University a viable educational option. New healthcare initiatives are leading to the creation and use of advanced health information networks and databases, resulting in an increased demand for specialists to successfully manage these processes, ensuring the accuracy and security of healthcare information. Students will participate in an on-site practicum in their final quarter of study.

Sullivan University's Associate of Science in Health Information Management program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours

Length: 24 months, 18 months accelerated (online only program)

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
BIO 103	Human Anatomy and Physiology	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
HIM 101	Medical Terminology	4
HIM 110	Pathophysiology with Pharmacology	4
HIM 121	Health Information Technology	4
HIM 131	CPT Coding I	4
HIM 142	ICD-10-CM Coding I	4
HIM 151	Healthcare Reimbursement	4
HIM 161	Legal Aspects of Health Information	4
HIM 170	Performance Improvement	4
HIM 231	CPT Coding II	4
HIM 242	ICD-10-CM Coding II	4
HIM 250	Healthcare Statistics	4
HIM 261	Healthcare Management	4
HIM 271	ICD-10-PCS Coding	4
HIM 290	Health Information Practicum*	4
MTH 101	College Mathematics	4
PSY 214	Introduction to Psychology	4
HIM 002	Health Information Technology Review	0
Total Credit Hours		92

*Requires a residential component which may be arranged in the student's home community.

All HIM courses require a minimum 70% C or better for successful completion.

Medical Assistant

DIPLOMA

(CIP Code 51.0801)

This program provides the students with the training necessary to perform a variety of responsibilities for a physician's office, hospital, clinic or medical laboratory. Graduates of the medical assisting diploma program are prepared to take the Certified Medical Assistant (CMA (AAMA)) examination for certification.

Graduates of this program will be qualified to assist in all areas including administrative support duties, clinical procedures, insurance coding, and patient care.

Due to facility availability, externship hours must be completed during the day.

REQUIREMENTS FOR DIPLOMA

69 Credit Hours

Length: 18 months, 12 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
AOM 101*	Speed Development - NDT	1
BUS 224*	Professional Development	4
CSC 118	Computer Applications I	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
MSS 104*	Medical Terminology	4
MSS 123*	Anatomy and Physiology I	4
MSS 133*	Anatomy and Physiology II	4
MSS 144*	Medical Laboratory Procedures I - NDT	4
MSS 154*	Health and Safety Techniques	4
MSS 204*	Medical Ethics - NDT	4
MSS 214*	Medical Software Applications - NDT	4
MSS 234*	Medical Laboratory Procedures II - NDT	4
MSS 244*	Medical Laboratory Procedures III - NDT	4
MSS 254*	Pharmacology - NDT	4
MSS 274*	Medical Office Procedures - NDT	4
MSS 275*	Clinical Assisting Externship - NDT	4
MSS 276*	Medical Assisting Externship - NDT	4
Total Credit Hours		69

NDT = Not Designed to Transfer

All MSS courses require a minimum 70% "C" for successful completion.

*Medical Assistant and Medical Assisting students are not permitted to take any Medical Science courses online at the Lexington Branch Campus. The Louisville campus is approved for online delivery. Foundations of Clinical Practices and Safety and Emergency practices are taught in courses that are only taught residentially or web-assisted. Students are required to perform all competencies and skills instruction, practices, and check-offs in the face-to-face environment either on campus or with an approved preceptor.

Medical Assisting

ASSOCIATE OF SCIENCE (A.S.) DEGREE

(CIP Code 51.0801)

Adding General Education classes to the Medical Assistant Diploma can qualify you for the associate degree. Completing an A.S. degree at Sullivan broadens student career opportunities in the healthcare field and increases their potential chances for more rapid promotion and management. Graduates in the A.S. degree are also prepared to take the Certified Medical Assistant (CMA (AAMA)) examination for certification because the graduate is also receiving the Medical Assistant Diploma.

Due to facility availability, externship hours must be completed during the day.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

93 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
AOM 101*	Speed Development - NDT	1
AOM 105*	Keyboarding Essentials	4
BUS 224*	Professional Development	4
CSC 118	Computer Applications I	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MSS 104*	Medical Terminology	4
MSS 123*	Anatomy and Physiology I	4
MSS 133*	Anatomy and Physiology II	4
MSS 144*	Medical Laboratory Procedures I - NDT	4
MSS 154*	Health and Safety Techniques	4
MSS 204*	Medical Ethics - NDT	4
MSS 214*	Medical Software Applications - NDT	4
MSS 234*	Medical Laboratory Procedures II - NDT	4
MSS 244*	Medical Laboratory Procedures III - NDT	4
MSS 254*	Pharmacology - NDT	4
MSS 274*	Medical Office Procedures - NDT	4
MSS 275*	Clinical Assisting Externship - NDT	4
MSS 276*	Medical Assisting Externship - NDT	4
MTH 101	College Mathematics	4
	Psychology Elective	4
General Studies Elective (4 Additional Credit Hours)		4
Students must choose one additional General Education class from the Humanities/Fine Arts category. This class is in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.		
Total Credit Hours		93

Limited Medical Radiography

DIPLOMA

(CIP Code 51.0911)

The purpose of the Limited Medical Radiography (LMR) program is to provide a progressive academic and clinical educational environment by training students to become highly competent and qualified to administer ionizing radiation for medical diagnostic imaging purposes.

Graduates of the program are eligible to apply for Limited Scope of Practice in Radiography exam administered by the American Registry of Radiologic Technologists (ARRT) but offered through the KBMIRT. Through the LMR program, graduates are prepared to perform x-ray (radiographic) examinations in clinics, physicians' offices, and urgent care centers. They prepare patients for radiographic examinations by explaining the procedure, ensuring proper positioning of both the patient and the radiographic equipment. Because they provide the necessary x-rays needed to help with the diagnosis of the patient, the Limited Medical Radiographers are valued members of the healthcare team.

REQUIREMENTS FOR THE DIPLOMA

62 Credit Hours

Length: 18 months, 12 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
CCS 110	College Success Strategies	2
CCS 245	Career Development	2
LMR 201	Radiographic Imaging - NDT	4
LMR 300*	Limited Medical Radiography Clinical I - NDT	5
LMR 301*	Limited Medical Radiography Clinical II - NDT	7
LMR 400	Limited Medical Radiographic Certification Review - NDT	3
MED 171	Medical Ethics - NDT	4
MED 172	Anatomy & Physiology I	4
MED 173	Anatomy & Physiology II	4
MED 176	Medical Terminology	4
MED 211	Health & Safety Techniques - NDT	3
MTH 101	College Mathematics	4
RAD 100	Introduction to Radiography - NDT	4
RAD 102	Introduction to Radiographic Clinical Topics - NDT	3
RAD 121	Radiographic Positioning I - NDT	6
RAD 131	Radiographic Positioning II - NDT	3
Total Credit Hours		62

All courses require a C or better for successful completion. Core Courses (LMR, MED, and RAD) require a minimum 78% C and General Education/General Studies courses (CSS and MTH) require a minimum 70% C.

*The LMR clinical requirement consists of 370 hours. Due to availability of clinical space, these hours must be completed during the day. Students may not receive payment/reimbursement of any type for clinical and/or externship hours required in their academic program. Students may also not perform these clinical and/or externship hours with their employer in the capacity of their regular position.

Radiology Department has an additional policy and procedure manual.

Courses with RAD and LMR prefixes are not currently available online.

NDT = Not Designed to Transfer

Medical Clinical Specialties

ASSOCIATE OF SCIENCE (CIP Code 51.0801)

The purpose of the Associate of Science Degree in Medical Clinical Specialties program is to prepare the student to perform in multiple capacities in various healthcare facilities. The graduate possesses the skills of a Medical Assistant and Limited Medical Radiographer. Students are trained in the cognitive, psychomotor, and affective domains required for competence in entry level employment. The program emphasizes the importance of academic knowledge base, clinical and administrative competency, professionalism, and critical thinking skills which students will incorporate into their on-the-job duties. Graduates will possess the skills necessary to perform administrative and clinical duties, assist in patient care, obtain laboratory specimens, and perform radiologic exams (x-rays).

Graduates of the program are eligible to apply for Limited Scope of Practice in Radiography exam administered by the American Registry of Radiologic Technologists (ARRT) but offered through the KBMIRT. Students are required to take the Certified Medical Assistant (CMA) exam of the American Association of Medical Assistants (AAMA) as a programmatic graduation requirement of the Medical Assisting portion of the Associate of Science Degree in Medical Clinical Specialties. All students are also eligible to sit for the ASCP Phlebotomy Certification exam.

REQUIREMENTS FOR THE DEGREE

131 Credit Hours

Length: 33 months, 24 months accelerated#

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
CCS 100	Accounting for the Business Office - NDT	3
CCS 110	College Success Strategies	2
CCS 130	Keyboarding - NDT	5
CCS 245	Career Development	2
CCS 280	Word Processing I - NDT	3
ENG 101	Composition I	4
MED 165++	Electronic Records Management - NDT	3
MED 171	Medical Ethics - NDT	4
MED 172	Anatomy & Physiology I	4
MED 173	Anatomy & Physiology II	4
MED 176	Medical Terminology	4
MED 177	Pharmacology/Laboratory Terminology - NDT	4
MED 178++	Medical Insurance - NDT	3
MED 211	Health & Safety Techniques - NDT	3
MED 212	Medical Laboratory Procedures - NDT	6
MED 213	Advanced Clinical Skills - NDT	3
MED 270++	Medical Administrative Techniques - NDT	3
MED 274++	Medical Assisting Techniques - NDT	3
MED 277	Introduction to Medical Coding - NDT	3
MED 278*	Clinical Practicum - NDT	3
MED 296**	Medical Administrative Externship - NDT	2
MTH 101	College Mathematics	4

THE PRECEDING COURSES COMPLETE THE MEDICAL ASSISTANT PORTION OF THE PROGRAM		
ENG 102	Composition II	4
LMR 201***	Radiographic Imaging - NDT	4
LMR 300***	Limited Medical Radiography Clinical I - NDT	5
LMR 301***	Limited Medical Radiography Clinical II - NDT	7
LMR 400	LMR Certification Review - NDT	3
PSY 293	Personal Psychology	4
RAD 100	Introduction to Radiography - NDT	4
RAD 102	Introduction to Radiographic Clinical Topics - NDT	3
RAD 121	Radiographic Positioning I - NDT	6
RAD 131	Radiographic Positioning II - NDT	3
MED 214	Phlebotomy Techniques - NDT	6
MED 216+++	Phlebotomy Examination Review - NDT	3
MED 279****	Phlebotomy Externship - NDT	4
Total Credit Hours		131

All core courses (LMR, MED, MSS, RAD) require a minimum 70% "C" for successful completion.

A completed timed keyboard writing of 40 wpm with 5 errors or less is required.

#Plus practicum/externship

++Course offered in the day and online only.

*The Clinical Practicum consists of 96 hours of on-the-job training which is taken after all other course work is completed

**The Medical Administrative Practicum consists of 64 hours of on-the-job training which is taken after all other course work is completed.

***The LMR clinical requirement consists of 370 hours.

****The Phlebotomy Externship consists of 120 hours of on-the-job training. Students must complete 100 successful venipunctures and 25 successful capillary sticks.

Students may not receive payment/reimbursement of any type for clinical and/or practicum hours required in their academic program. Students may also not perform these clinical and/or practicum hours with their employer in the capacity of their regular position. Due to facility availability, these hours must be completed during the day.

+++Course MED 216 is available online only.

Courses with RAD and LMR prefixes are not available online.

Online enrollment in the Phlebotomy portion of the program is limited to Kentucky or Indiana residents, and students must be part of a group that is "sponsored" by a local facility in their area. Online enrollment in the Medical Assistant portion of the program is limited to residents of Kentucky, Indiana, Ohio, and Tennessee.

NDT = Not Designed to Transfer

Medical Laboratory Technician

ASSOCIATE OF SCIENCE (CIP Code 51.1004)

The purpose of the Medical Laboratory Technician Associate of Science program is to prepare students to become clinical laboratory technicians. The program provides students with a foundation of knowledge and skill necessary to function in a modern, highly technical medical laboratory setting. Graduates are eligible to sit for the MLT certification from American Medical Technologist (AMT) or the American Society for Clinical Pathology (ASCP).

Employment opportunities include private physicians, group medical practices, hospitals, community blood facilities, and reference laboratories.

REQUIREMENTS FOR THE DEGREE

135 Credit Hours

2200 Clock Hours

Length: 24 months

(88 weeks - Day Division - for ABHES requirement)

Program Delivery: On-campus;* selective courses - online

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

All courses require a minimum 70% "C" for successful completion.

**Students may not receive payment/reimbursement of any type for clinical and/or externship hours required in their academic program. Students may also not perform these clinical and/or externship hours with their employer in the capacity of their regular position. Some courses are available online. A list of these courses is available from the Registrar's Office. Courses with an MLT, BIO, or CHE prefix are not available online.

NDT = Not Designed to Transfer

Course	Titles	Credit Hours	Clock Hours
BIO 101	Biology	6	88
BIO 202	Diagnostic Microbiology	6	88
CCS 110	College Success Strategies	2	22
CCS 245	Career Development	2	22
CHE 101	Chemistry I (Inorganic)	6	88
CHE 201	Chemistry II (organic)	6	88
ENG 101	Composition I	4	44
ENG 102	Composition II	4	44
MED 171	Medical Ethics - NDT	4	44
MED 172	Anatomy & Physiology I	4	44
MED 173	Anatomy & Physiology II	4	44
MED 176	Medical Terminology	4	44
MED 211	Health & Safety Techniques - NDT	3	44
MED 214	Phlebotomy Techniques - NDT	6	88
MLT 101	Introduction to Medical Lab	6	88
MLT 200	Clinical Chemistry	6	88
MLT 201	Hematology	6	88
MLT 202	Coagulation	6	88
MLT 203	Immunology/Immunohematology	6	88
MLT 204	Body Fluids	6	88
MLT 300**	Medical Laboratory Clinical I	11	352
MLT 301**	Medical Laboratory Clinical II	11	352
MTH 101	College Mathematics	4	44
PSY 214	Introduction to Psychology	4	44
PSY 274	Developmental Psychology	4	44
SOC 214	Introduction to Sociology	4	44
Total Credit Hours		135	2200

Radiologic Technology

ASSOCIATE OF SCIENCE (CIP Code 51.0911)

The mission of the Radiologic Technology program is to provide a progressive academic and clinical educational environment by training students to become highly competent and qualified to administer ionizing radiation for medical diagnostic imaging purposes while preparing them for future licensing examination. Through knowledge gained from the Radiologic Technology program's didactic and clinical curriculum and from the liberal arts and sciences, the students develop the knowledge to consistently apply principles of radiologic technology and produce radiographs of diagnostic quality. The students will practice professional judgment, critical thinking, problem-solving skills, and leadership through the program curriculum.

Graduates of the Limited Medical Radiography program may apply to the Associate of Science in Radiologic Technology program and if accepted will be able to complete the program in a minimum of five additional quarters. (See admission requirements for the Associate of Science in Radiologic Technology program.) Didactic classes are held during the day, and clinicals are held during the day, evening, and on weekends.

Graduates of the Radiologic Technology A.S. program are eligible to sit for the required national certification examination given by the American Registry of Radiologic Technologists (ARRT) and obtain state licensure.

REQUIREMENTS FOR THE DEGREE

132 Credit Hours
Length: 24 months

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
CCS 110	College Success Strategies	2
CCS 245	Career Development	2
ENG 101	Composition I	4
ENG 102	Composition II	4
MED 171	Medical Ethics - NDT	4
MED 172	Anatomy & Physiology I	4
MED 173	Anatomy & Physiology II	4
MED 176	Medical Terminology	4
MED 211	Health & Safety Techniques - NDT	3
MTH 101	College Mathematics	4
PSY 214	Introduction to Psychology	4
RAD 100	Introduction to Radiography - NDT	4
RAD 102	Introduction to Radiographic Clinical Topics - NDT	3
RAD 121	Radiographic Positioning I - NDT	6
RAD 131	Radiographic Positioning II - NDT	3
RTA 122*#	Radiographic Clinical I - NDT	3
RTA 132*#	Radiographic Clinical II - NDT	3
RTA 133	Advanced Radiographic Positioning - NDT	3
RTA 141	Radiographic Imaging I - NDT	4
RTA 142*	Radiographic Clinical III - NDT	3
RTA 144	Patient Care & Education - NDT	4
RTA 251	Radiographic Imaging II - NDT	4
RTA 252*	Advanced Radiographic Clinical I - NDT	8
RTA 253	Radiation Physics - NDT	4
RTA 254	Radiation Protection & Biology - NDT	4
RTA 261	Radiographic Pathology - NDT	3
RTA 262*	Advanced Radiographic Clinical II - NDT	8
RTA 263	Advanced Topics & Current Trends in Imaging - NDT	4
RTA 271	Radiographic Image Critique - NDT	4
RTA 272*	Advanced Radiographic Clinical III - NDT	8
RTA 282*	Advanced Radiographic Clinical IV - NDT	7
RTA 283	Radiographic Registry Review - NDT	3
Total Credit Hours		132

All courses require a C or better for successful completion. Core Courses (MED, RAD, and RTA) require a minimum 78% C and General Education/General Studies (CCS, ENG, MTH, and PSY) require a minimum 70% C.

The Radiology Department has an additional policy and procedure manual.

*The clinical requirement consists of 1200 hours for the RTA program. Students may not receive payment/reimbursement of any type for clinical and/or externship hours required in their academic program. Students may also not perform these clinical and/or externship hours with their employer in the capacity of their regular position. Clinical rotations may be up to 90 miles away from the college campus. Clinical experiences will include 1st, 2nd and 3rd shift and some weekends.

#Not required if LMR 300 and LMR 301 have been taken.

NDT = Not Designed to Transfer

Respiratory Therapy

ASSOCIATE OF SCIENCE (CIP Code 51.0908)

The goal of the A.S. in Respiratory Therapy program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

The Respiratory Therapy program prepares the student to sit for the following National Board for Respiratory Care (NBRC) credentialing exams: The Therapist Multiple Choice (TMC) exam [depending on the cut score the student will be granted either their Certified Respiratory Therapist (CRT) credential or be eligible to sit for the Registered Respiratory Therapist (RRT) Clinical Simulation examination]. The Kentucky Board for Respiratory Care (KBRC) is the state licensing agency for Respiratory Therapists. Proof of CRT is required when applying for state licensure.

REQUIREMENTS FOR THE DEGREE

104 credit hours
Length: 24 months

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
BIO 100	Fundamentals of Science - NDT	4
BIO 200	Essentials of Clinical Microbiology	4
CCS 110	College Success Strategies	2
CCS 245	Career Development	2
ENG 101	Composition I	4
ENG 102	Composition II	4
MED 171	Medical Ethics - NDT	4
MED 172	Anatomy & Physiology I	4
MED 173	Anatomy & Physiology II	4
MED 176	Medical Terminology	4
MTH 101	College Mathematics	4
PSY 214	Introduction to Psychology	4
RES 100	Introduction to Clinical Assessment - NDT	3
RES 200	Respiratory Fundamentals I - NDT	5
RES 300	Respiratory Fundamentals II - NDT	3
RES 305*	Respiratory Clinical I - NDT	4
RES 400	Respiratory Fundamentals III - NDT	3
RES 402	Cardiopulmonary Pathophysiology - NDT	4
RES 405*	Respiratory Clinical II - NDT	4
RES 500	Respiratory Pharmacology - NDT	4
RES 505*	Respiratory Clinical III - NDT	4
RES 600	Neonatal & Pediatric Respiratory Therapy - NDT	3
RES 605*	Respiratory Clinical IV - NDT	4
RES 701	Respiratory Therapy Seminar - NDT	2
RES 705*	Respiratory Clinical V - NDT	4
RES 801	Respiratory Therapy Registry Review - NDT	3
RES 805*	Respiratory Clinical VI - NDT	6
SOC 214	Introduction to Sociology	4
Total Credit Hours		104

All courses require a C or better for successful completion. Core Courses (MED and RES) require a minimum 78% C and General Education/General Studies (BIO, CCS, ENG, MTH, PSY and SOC) require a minimum 70% C.

*The clinical requirement consists of 840 hours. Students may be placed in day, evening, or night shift clinical rotations depending on availability and course sequence. Some courses may require onsite clinical skills training. Students may not receive payment/reimbursement of any type for clinical hours required in their academic program. Students may also not perform these clinical hours with their employer in the capacity of their regular position. Some clinical settings may require TB, other specific tests or proof of current inoculations, and screening through the child abuse registry.

The Respiratory Therapy Department has an additional policy and procedure manual.

NDT = Not Designed to Transfer

Surgical Technology

ASSOCIATE OF SCIENCE (CIP Code 51.0909)

The objective of the A.S. in Surgical Technology program is to utilize learning experiences in the cognitive, psychomotor, and affective domains to prepare students for entry-level employment positions and then future advancement in today's surgical technology profession.

The associate degree program offers both didactic and clinical training in current and advanced trends in surgical technology. In addition, biomedical sciences, laser surgery, and the impact of technological advances will be addressed. The program stresses the importance of academic knowledge, professional accountability, independent decision making, and the critical nature of self-assessment. Successful completion of A.S. in Surgical Technology program prepares the graduate to take the nationally recognized Certified Surgical Technology (CST) credentialing exam, administered through the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

REQUIREMENTS FOR THE DEGREE

94 Credit Hours
Length: 18 months

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
CCS 110	College Success Strategies	2
CCS 245	Career Development	2
ENG 101	Composition I	4
ENG 102	Composition II	4
MED 172	Anatomy & Physiology I	4
MED 173	Anatomy & Physiology II	4
MED 176	Medical Terminology	4
MED 211	Health & Safety Techniques - NDT	3
MTH 101	College Mathematics	4
PSY 214	Introduction to Psychology	4
SUR 100	Introduction to Surgical Technology - NDT	6
SUR 101	Orientation to Surgical Technology - NDT	3
SUR 174	Surgical Anatomy & Physiology - NDT	4
SUR 178	Surgical Pharmacology - NDT	4
SUR 199	Microbiology for Surgical Technologists - NDT	6
SUR 200	Surgical Techniques - NDT	6
SUR 201*	Surgical Procedures I - NDT	14
SUR 202*	Surgical Procedures II - NDT	14
SUR 301	Professional Issues - NDT	2
Total Credit Hours		94

All courses require a C or better for successful completion. Core Courses (MED and SUR) require a minimum 78% C and General Education/General Studies (CCS, ENG, MTH, and PSY) require a minimum 70% C.

For departmental guidelines, policies, and/or procedures, refer to the Surgical Technology Department's Handbook.

*The clinical requirement consists of a total of 480 hours.

NDT = Not Designed to Transfer

Clinical Laboratory Science

BACHELOR OF SCIENCE (CIP Code 51.1005)

The Bachelor of Science in Clinical Laboratory Science degree is intended for laboratory professionals seeking a baccalaureate degree program. The program prepares graduates for the employment responsibilities where knowledge and skills go beyond those typically attained at the associate degree level. The curriculum will provide students insight into high complexity laboratory testing, laboratory administration, and advanced quality control procedures. In addition, the general education courses expand general knowledge and critical thinking skills.

The curriculum is based on guidelines from The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and the Accrediting Bureau for Health Education Schools (ABHES) and is congruent with current laboratory standard requirements as outlined by Clinical Laboratory Improvement Amendments (CLIA) '88.

Meeting these objectives will prepare graduates to become employed as Medical Technologists or Clinical Laboratory Science professionals. Certification is available through the American Medical Technologists (AMT)-Medical Technologist (MT) examination. Graduates who are previously American Society for Clinical Pathologist (ASCP) Medical Laboratory Technician (MLT) certified also have the option of taking the Medical Laboratory Scientist (MLS) examination through the ASCP.

The program is designed as a bachelor's completion program. Students entering into the Clinical Laboratory Science B.S. program must have an associate degree, MLT or CLT certification from American Medical Technologist (AMT) or The American Society for Clinical Pathology (ASCP), and one year of clinical experience; or must have completed the Medical Laboratory Technician A.S. program at Sullivan University and be eligible to sit for the AMT MLT certification examination. Graduates of Sullivan University's Medical Laboratory Technician A.S. program who have been out of the program for a year or more must meet both the certification and employment requirements. Graduates of an approved program may receive a credit block to satisfy the MLT component of the program. All 24 credits of general education requirements must have been met in the following disciplines:

English (8), Math (4), and Social Sciences (12).

REQUIREMENTS FOR THE DEGREE

64 Credit Hours in Bachelor's Portion

(Add Sullivan's A.S. Portion of 122 Credit Hours for a Total Credit Hours of 186)

Length: 15 months B.S. Portion, 39 months Total

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
CHE 301	Biochemistry	4
CLS 302	Genetics	4
CLS 401	Molecular Diagnostics	4
CLS 402	Parasitology and Mycology	4
CLS 403	Laboratory Management and Finance	4
COM 204	Interpersonal Communication and Conflict Management	4
COM 214	Public Speaking	4
ECO 201	Microeconomics	4
ENG 244	Introduction to Literature	4
HCA 301	Principles of Healthcare Management	4
HCA 302	The Legal Aspects & Compliance of Healthcare	4
HRL 465	Health & Safety in the Workplace	4
MTH 201	College Algebra	4
MTH 202	Introduction to Statistics	4
PHL 464	Ethics	4
SOC 303	Cultural Diversity	4
Credit Hours		64
Credit Hours from the S.U. A.S. degree		122
Total Credit Hours		186

All courses require a minimum 70% C for successful completion.

College of Business

Success in today's complex business world requires employees who are computer literate, understand office dynamics, are familiar with basic office support functions, and know how to interact with co-workers and the public. The advantage in this highly competitive field goes to the individual with the training and "hands-on" skills to get ahead. Sullivan University teaches the skills and training that give you the advantage in the search for today's top jobs.

CERTIFICATE, DIPLOMA, ASSOCIATE AND BACHELOR'S DEGREE PROGRAMS

Programs

Locations Where Offered

Conflict Management Certificate

Louisville, Online

Business Administration Diploma
Marketing Management Diploma

Louisville, Lexington, Ft. Knox, Online
Louisville, Lexington, Ft. Knox, Online

Associate of Science (A.S.) Degrees in:

Business Management
Justice and Public Safety Administration
Logistics and Transportation Management
Marketing and Sales Management

Louisville, Lexington, Ft. Knox, Online
Louisville, Lexington, Online
Louisville, Lexington, Ft. Knox, Online
Louisville, Lexington, Ft. Knox, Online

Bachelor of Science in Business Administration (B.S.B.A.) Degree

Concentrations:

Finance*
Healthcare Management
Logistics and Supply Chain Management
Management
Marketing*

Louisville, Lexington, Online
Louisville, Lexington, Online
Louisville, Lexington, Ft. Knox, Online
Louisville, Lexington, Ft. Knox, Online
Louisville, Lexington, Ft. Knox, Online

Bachelor of Science in Human Resource Leadership (B.S.H.R.L.) Degree*

Louisville, Lexington, Ft. Knox, Online

Bachelor of Science in Interdisciplinary Business Studies (B.S.I.B.S.) Degree

Louisville, Lexington, Ft. Knox, Online

Bachelor of Science in Justice and Public Safety
Administration (B.S.J.P.S.A.)

Louisville, Lexington, Online

*Portions of this program are not offered during the day.

Programs may require a combination of face-to-face, hybrid, or online courses.

Online programs may require physical/face-to-face engagement at an onsite and/or offsite location.

Conflict Management

CERTIFICATE

(CIP Code 30.0501)

A certificate in Conflict Management is a valuable addition to a businessperson's knowledge and skill. Managers continually face conflict that, when managed effectively, can produce positive results. HR personnel, employers, supervisors, unions, and personnel in every business setting, encounter conflict situations. This certificate enables personnel to resolve workplace and related conflicts and it complements business and related programs of study by adding essential knowledge and skills.

The Certificate in Conflict Management is a stand-alone certification and not eligible for federal student aid. However, if a student has completed a Sullivan University degree, which includes the coursework of the Conflict Management Certificate, the student may apply for the Certificate in Conflict Management when completing the graduation application. The graduation application is electronic and available through the Office of the Registrar. Any courses eligible for transfer from their previous program will be reviewed at that time.

REQUIREMENTS FOR THE CERTIFICATE

16 Credit Hours

Length: 6 months

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
CMM 401	Principles of Conflict Management	4
CMM 403	The Manager as Negotiator	4
CMM 405	Restorative Justice Philosophy and Process	4
CMM 402	Managing Diversity	4
	OR	
HRL 303	Diversity Perspectives in the Workplace	
Total Credit Hours		16

Business Administration

DIPLOMA

(CIP Code 52.0201)

The quality of management of a small or rapidly growing business usually makes the difference in profit or loss, in success or failure. Managers need to know business law, personnel management, computers, and basic accounting to succeed.

This intensive career-in-a-year program teaches just that. It prepares aspiring managers with the basics to make the kind of business decisions that will make businesses grow and prosper.

REQUIREMENTS FOR THE DIPLOMA

52 Credit Hours

Length: 15 months, 9 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 103	Principles of Accounting III	4
BUS 204	Introduction to Business Law and Ethics	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
MGT 114	Business Organization and Management	4
MGT 274	Basic Supervision	4
MGT 295	Small Business Management	4
MKT 114	Introduction to Marketing	4
MTH 101	College Mathematics	4
Total Credit Hours		52

Marketing Management

DIPLOMA

(CIP Code 52.1801)

This program is designed to prepare students for exciting entry-level positions in marketing or customer service center positions and the education to progress to sales management. From sales technique to marketing research, students are provided with skills to perform efficiently in this most essential part of our national and international economic system.

REQUIREMENTS FOR THE DIPLOMA

68 Credit Hours

Length: 18 months, 12 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 211	Cost Accounting	4
AOM 206	Desktop Publishing	4
BUS 204	Introduction to Business Law and Ethics	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
ECO 201	Microeconomics	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
MGT 114	Business Organization and Management	4
MKT 114	Introduction to Marketing	4
MKT 115	Consumer Behavior	4
MKT 215	Principles of Sales Presentations	4
MKT 244	Principles of Advertising	4
MKT 265	Principles of e-Marketing	4
MTH 101	College Mathematics	4
Total Credit Hours		68

Business Management

ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 52.0201)

Individuals who wish to grow within a business organization will find the Sullivan University Associate of Science Degree in Business Management designed especially for them. Both aspiring managers and those with some managerial experience will benefit from the emphasis on personnel, office administration, corporate management, finance and law which comprises the major thrust of this discipline.

Specialized business courses and General Education offerings combined are added to provide well-rounded skills for the modern business manager. In the elective offerings, students may add to specific individual goals in their management education.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 103	Principles of Accounting III	4
ACT 111	Computerized Accounting	4
ACT 211	Cost Accounting	4
BUS 204	Introduction to Business Law and Ethics	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
CSC 218	Computer Applications II	4
ECO 201	Microeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MGT 114	Business Organization and Management	4
MGT 274	Basic Supervision	4
MGT 284	Human Resource Fundamentals	4
MGT 295	Small Business Management	4
MKT 114	Introduction to Marketing	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4

General Studies Elective (4 Additional Credit Hours) 4

Students must choose one additional General Education class from the Humanities/Fine Arts category. This class is in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Free Electives (4 Credit Hours) 4

Elective classes are selected in consultation with the student's advisor to balance the program in keeping with the student's personal objectives.

Total Credit Hours 92

Justice and Public Safety Administration

ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 43.0107)

This program will introduce students to potential careers in: law enforcement, corrections, social services, emergency management, or private security. The program also enables individuals already in their career fields to seek and gain advancement in their current profession or enable them the freedom to seek a lateral career change into another public safety agency.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MGT 114	Business Organization and Management	4
MGT 274	Basic Supervision	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
PSA 101	Crime in the United States	4
PSA 102	Introduction to Legal Systems	4
PSA 154	Theory of Crime Causation	4
PSA 160	Introduction to Law Enforcement	4
PSA 164	Corrections, Probation and Parole	4
PSA 165	Juvenile Delinquency and Juvenile Justice	4
PSA 248	Crime Prevention	4
PSA 255	Ethics for Public Safety Professionals	4
PSA 280	Criminal Law for Public Safety Professionals	4

General Studies Elective (8 Additional Credit Hours) 8

Students must choose two additional General Education classes, including one from the Humanities/Fine Arts category and one from the Social/Behavioral Sciences category. These classes are in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Free Electives (8 Credit Hours) 8

Elective classes are selected in consultation with the student's advisor to balance the program in keeping with the student's personal objectives.

Total Credit Hours 92

Logistics & Transportation Management

ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 52.0203)

Logistics and Transportation Management is a growing industry that requires qualified managers. Graduates will be prepared for jobs that use the supply chain of goods and merchandise including manufacturing, transportation, processing orders, warehousing, inventory control, and decision-making.

The combination of specific business and management combined with specific coursework in logistics and transportation management rounded off with General Education provide a means for entering and succeeding as a manager.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 211	Cost Accounting	4
BUS 204	Introduction to Business Law and Ethics	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
CSC 218	Computer Applications II	4
ECO 201	Microeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MGT 114	Business Organization and Management	4
MGT 284	Human Resource Fundamentals	4
MKT 114	Introduction to Marketing	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
SCM 105	Foundations of Logistics and Supply Chain Management	4
SCM 201	Customer Service Strategies in Logistics Management	4
SCM 203	Logistics Order Processing and Information Systems	4
SCM 295	Administration of Transportation	4
General Studies Elective (4 Additional Credit Hours)		4
Students must choose one additional General Education class from the Humanities/Fine Arts category. This class is in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.		
Free Elective (4 Credit Hours)		4
Elective classes are selected in consultation with the student's advisor to balance the program in keeping with the student's personal objectives.		
Total Credit Hours		92

Marketing and Sales Management

ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 52.1801)

The Associate of Science degree in Marketing and Sales Management seeks to meet the need for professional sales, sales management, customer service centers and marketing personnel who are in demand in today's business environment.

The art of selling, marketing, and advertising combine with General Education and basic business courses to provide solid preparation for success and advancement. The constant need for capable employees in this area offers Sullivan graduates the opportunity to advance rapidly in any career position where creative sales and marketing abilities are needed.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 103	Principles of Accounting III	4
ACT 211	Cost Accounting	4
AOM 206	Desktop Publishing	4
BUS 204	Introduction to Business Law and Ethics	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
ECO 201	Microeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MGT 114	Business Organization and Management	4
MKT 114	Introduction to Marketing	4
MKT 115	Consumer Behavior	4
MKT 215	Principles of Sales Presentations	4
MKT 244	Principles of Advertising	4
MKT 295	Marketing Essentials	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4

General Studies Elective (4 Additional Credit Hours) **4**
Students must choose one additional General Education class from the Humanities/Fine Arts category. This class is in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Free Elective (4 Credit Hours) **4**
Elective classes are selected in consultation with the student's advisor to balance the program in keeping with the student's personal objectives.

Total Credit Hours **92**

Business Administration

BACHELOR OF SCIENCE (B.S.) DEGREE (CIP Code 52.0201)

The Bachelor of Science in Business Administration (B.S.B.A.) degree prepares graduates for the more advanced positions in business and equips the students with greater potential for upward mobility while on the job.

Concentrations are available in Finance, Healthcare Management, Logistics and Supply Chain Management, Management, and Marketing to enable students to customize their preparation in key areas of specific interest and expertise.

Upper division course may be offered in the day, evenings, weekends, and online. Some evening, weekend or online classes are required to complete the B.S. degree.

REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours

Length: 24 months, 18 months accelerated (beyond Associate Degree)

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
Business Core Courses (104 Credit Hours)		
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 103	Principles of Accounting III	4
BUS 204	Introduction to Business Law and Ethics	4
BUS 424	International Business	4
CMM 401	Principles of Conflict Management	4
CMM 402	Managing Diversity	4
CMM 403	The Manager as Negotiator	4
CMM 405	Restorative Justice Philosophy and Process	4
ECO 201	Microeconomics	4
ECO 202	Macroeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
ENG 204	Advanced Writing	4
FIN 324	Financial Management	4
GEN 215	Human Dynamics	4
MGT 304	Principles of Management	4
MGT 330	Information Systems for Managers	4
MGT 344	Organizational Behavior	4
MGT 434*	Operations Management	4
MGT 464	Business Policy	4
MKT 304	Principles of Marketing	4
MTH 201	College Algebra	4
MTH 202	Introduction to Statistics	4
MTH 301	Quantitative Methods	4
PHL 464	Ethics	4
Credit Hours		104

*MGT 434 is not required for the Logistics and Supply Chain Management Concentration.

Finance (16 Credit Hours)		
FIN 334	Investments	4
FIN 344	Analysis of Financial Statements	4
FIN 354	Security Analysis and Portfolio Management	4
FIN 364	International Finance	4
Credit Hours		16

Healthcare Management (16 Credit Hours)		
HCA 301	Principles of Healthcare Management	4
HCA 302	The Legal Aspects and Compliance of Healthcare	4
HCA 401	Principles of Healthcare Finance	4
HCA 402	Senior Seminar in Healthcare Topics	4
Credit Hours		16

Logistics and Supply Chain Management (20 Credit Hours)		
SCM 301	Introduction to Logistics and Systems Support	4
SCM 302	Overview of Procurement Practices	4
SCM 401	Managing Warehouse Operations	4
SCM 402	Supply Chain Inventory Planning	4
SCM 403	Logistics and Distribution Management Externship	4
Credit Hours		20

Management (16 Credit Hours)		
MGT 324	Human Resource Leadership	4
MGT 364	Analysis of Management Systems	4
MGT 404	Management Decision Making	4
MGT 424	Senior Seminar in Management Topics	4
Credit Hours		16

Marketing (16 Credit Hours)		
MKT 324	Marketing Research	4
MKT 334	Sales Management	4
MKT 444	Building A Brand	4
MKT 465	Senior Seminar in Marketing Topics	4
Credit Hours		16

General Studies Electives (16 Additional Credit Hours) 16
Students must choose four additional General Education classes; at least one from the Natural Sciences/Mathematics category, one from the Social/Behavioral Sciences Category, one from the Humanities/Fine Arts category and one from any category. These classes are in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Free Electives (44 Additional Credit Hours) 44
Elective classes are selected in consultation with the student's advisor to balance the program in keeping with the student's personal objectives or associate degree.

Total Credit Hours 180

Important note: If the Associate Degree or other transfer credit does not include prerequisite courses for the required courses listed, those courses must also be completed for the Bachelor's Degree.

Human Resource Leadership

BACHELOR OF SCIENCE (B.S.) DEGREE (CIP Code 52.1001)

The Bachelor of Science degree in Human Resource Leadership (B.S.H.R.L.) provides the necessary academic and experiential factors for the beginning practitioner and manager. Among the skills derived from the program are an in-depth study of basic Human Resource Management, Alternate Dispute Resolution Procedures, Employment Law, Informational Systems, Human Diversity, Compensation Management and Corporate Training. As a result of these courses, the student emerges as a well rounded manager capable of meeting the challenges of the workplace.

This is considered an online program and while all HRL courses are only offered online, other courses may be offered on campus during the day and/or evening.

REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours minimum

Length: 24 months, 18 months accelerated (beyond Associate Degree)

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
CMM 403	The Manager as Negotiator	4
CSC 118	Computer Applications I	4
ECO 201	Microeconomics	4
ECO 202	Macroeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
ENG 204	Advanced Writing	4
GEN 215	Human Dynamics	4
HRL 303	Diversity Perspectives in the Workplace	4
HRL 310	Human Resource Perspectives in Guidance and Counseling	4
HRL 320	Organizational Development	4
HRL 330	Industrial/Organizational Psychology for the HR Professionals	4
HRL 340	Ethical Issues in Human Resource Management	4
HRL 404	Employment Law	4
HRL 410	Concepts of Recruiting	4
HRL 411	Industrial Relations	4
HRL 431	Corporate Training	4
HRL 441	Compensation Management	4
HRL 451	Human Resource Information Management	4
HRL 465	Health and Safety in the Workplace	4
HRL 475	Integrative BSHRL Capstone	4
MGT 284	Human Resource Fundamentals	4
MGT 304	Principles of Management	4
MGT 340	Budget Analysis	4
MGT 344	Organizational Behavior	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
Elective	Any 300 or 400 Level class	4

Credit Hours

112

Select one class below: (4 Credit Hours) **4**
 HRL 471 Project in Human Resource Management
 HRL 498/499 HRL Externship
 LDR 401 Essentials of Leadership

General Studies (16 Additional Credit Hours) **16**
 See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Humanities/Fine Arts Elective 4
 Natural Sciences/Mathematics Elective 4
 Social/Behavioral Elective 4
 Any General Education Elective 4

Free Electives (48 Additional Credit Hours) **48**
 Elective classes are selected in consultation with the student's advisor to balance the program in keeping with the student's personal objectives or associate degree.

Total Credit Hours **180**



Interdisciplinary Business Studies

BACHELOR OF SCIENCE (B.S.) DEGREE (CIP Code 52.0101)

The Bachelor of Science in Interdisciplinary Business Studies (BSIBS) provides the opportunity for mature adult learners to individualize their college education by co-designing an individualized degree program that includes the study of two business or business-related disciplines. Working closely with an advisor, a student forms a program of study in two business or business-related fields that most effectively supports his or her desired goals. Generally, the student and the advisor co-design a personalized program that may draw upon the combined strengths of the College of Allied Health, College of Business, College of Hospitality Studies, College of Technology and Design, and/or General Education.

The degree program requires 180 total quarter hours, of which 56 must be at the upper division (300/400) level. A minimum of 25% of credit hours must be completed through Sullivan University. Up to 75% of the degree requirements can be met via a combination of credits transferred from other institutions and through prior learning assessment (e.g., credit by examination, credit for military/corporate training, and/or credit by prior learning portfolio).

REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours

Length: Varies depending on quarterly class load

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

	Credit Hours
Business/Management Core (16 Credit Hours)	16
MGT 304 Principles of Management	4
MGT 330 Information Systems for Managers	4
MGT 340 Budget Analysis	4
MKT 304 Principles of Marketing	4
General Education (48 Credit Hours)	48
ENG 101 Composition I	4
ENG 102 Composition II	4
Humanities and Fine Arts (2 additional courses)	8
Natural Sciences and Mathematics (4 courses)	16
Social and Behavioral Sciences (2 courses)	8
General Studies Electives (2 courses)	8
*300/400 Level Concentration Area #1 (20 Credit Hours)	20
*300/400 Level Concentration Area #2 (20 Credit Hours)	20
Free Electives (76 Credit Hours)	76
Total Credit hours	180

More than 180 credit hours may be required if prerequisites are required for completion of courses in the selected concentration.

Examples of concentration areas chosen by previous students have included, but are not necessarily limited to, the following:

- Accounting
- Finance
- Healthcare Management
- Hospitality Management
- Human Resource Leadership
- Information Technology
- Justice and Public Safety Administration
- Logistics and Supply Chain Management
- Management
- Marketing

Justice and Public Safety Administration

BACHELOR OF SCIENCE (B.S.) DEGREE (CIP Code 43.0104)

The Bachelor of Science in Justice and Public Safety Administration (B.S.J.P.S.A.) degree prepares students for upward progression in managing and leading organizations that are engaged primarily in law enforcement, emergency management, Homeland Security, and related areas.

As the population grows and Homeland Security and safety continue to be a concern, effective leaders will increasingly be needed to meet these challenges.

Graduates of this program will also be qualified to receive the Certificate of Conflict Management, upon completion of the graduation application.

REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours

Length: 24 months, 18 months accelerated (beyond Associate Degree)

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
CMM 401	Principles of Conflict Management	4
CMM 402	Managing Diversity	4
CMM 403	The Manager as Negotiator	4
CMM 405	Restorative Justice Philosophy and Process	4
CSC 118	Computer Applications I	4
ECO 201	Microeconomics	4
ECO 202	Macroeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
ENG 204	Advanced Writing	4
GEN 215	Human Dynamics	4
MGT 304	Principles of Management	4
MGT 340	Budget Analysis	4
MGT 344	Organizational Behavior	4
MGT 404	Management Decision Making	4
MTH 201	College Algebra	4
MTH 202	Introduction to Statistics	4
PSA 101	Crime in the United States	4
PSA 160	Introduction to Law Enforcement	4
PSA 164	Corrections, Probation and Parole	4
PSA 165	Juvenile Delinquency and Juvenile Justice	4
PSA 301	Introduction to Systems of Social Control	4
PSA 303	Occupational and White Collar Crime	4
PSA 304	Current Issues in Terrorism	4
PSA 310	Criminology	4
PSA 398	Research Methods for Public Safety Professionals	4
PSA 401	Criminalistics	4
PSA 402	Current Issues in Public Safety Administration	4
PSA 404	Senior Seminar in Justice and Public Safety Administration	4
PSA 498	Externship in JPSA	4
PSY 214	Introduction to Psychology	4
Credit Hours		124

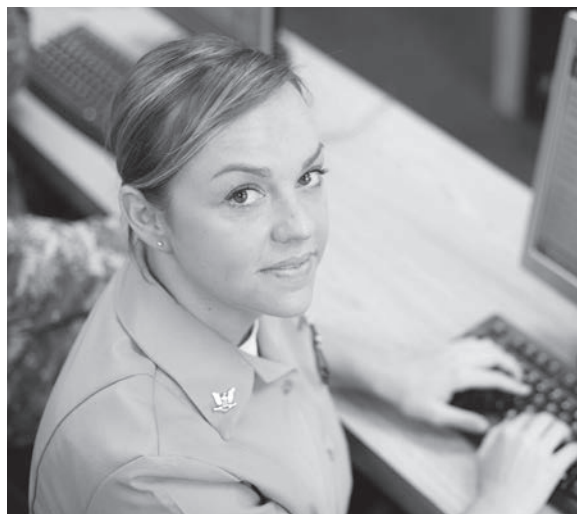
General Studies Electives (12 Additional Credit Hours) 12

Students must choose three additional General Education classes; one must be from the Humanities/Fine Arts category, one from the Natural Sciences/Mathematics category, and one from the Social/Behavioral Sciences category. These classes are in addition to the required General Education classes listed in the Associate and Bachelor's curricula. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Free Electives (44 Additional Credit Hours) 44

Elective classes are selected in consultation with the student's faculty advisor to balance the program in keeping with the student's personal objectives or associate degree.

Total Credit Hours **180**



College of Hospitality Studies

The hospitality industry offers numerous worldwide career options for graduates interested in working in restaurants, private clubs, hospitals, travel agencies, hotels and motels, educational institutions, airlines, convention planning, cruise lines, and food brokerage businesses. Many of these positions are in administration and management.

Sullivan University's College of Hospitality Studies prepares students for careers in the hospitality field by offering Diplomas, Associate of Science (A.S.) degrees and a Bachelor of Science (B.S.) degree. Students can earn an Associate of Science degree in Culinary Arts: Baking and Pastry Arts; Hotel and Restaurant Management; Event Management and Tourism; and a Bachelor of Science degree in Hospitality Management. The University also offers Professional Cook and Professional Baker diplomas.

Highly qualified faculty using the latest contemporary facilities teach all programs of study.

Sullivan University College of Hospitality Studies Essential Functions and Technical Standards

The mission of the Sullivan University College of Hospitality Studies is to teach students the general knowledge and specific skills necessary to grow into professional positions of influence and leadership in the food and hospitality industry. Contemporary culinary, baking, pastry, and hospitality education requires that the acquisition and utilization of professional knowledge be accompanied by necessary sets of skills and professional attitudes. Sullivan University requires that all students meet certain functions and technical standards which are essential for successful completion of all phases of our educational programs, and which reflect industry requirements and standards.

To participate in and successfully complete Sullivan University's College of Hospitality Studies degree, non-degree, and/or certificate programs, each student, *with or without reasonable accommodation*, must:

1. Have the ability to sufficiently perform kitchen, externship, dining room, café, and classroom activities and procedures. Examples of relevant activities include, but are not limited to, the ability to:
 - a. work in a refrigerated classroom;
 - b. lift and transport food, that may be hot, and other culinary or baking products, equipment, small wares, and utensils;
 - c. lift and transport trays with plated foods, small wares, and other items, and serve and clear tables where guests are seated;
 - d. safely pour and serve liquids and beverages, including hot liquids;
 - e. safely handle hot foods, such as pulled sugar or other items, coming out of a heat source;
 - f. safely use knives for food preparation and other commercial cooking, baking or serving utensils;
 - g. perform repetitive-motion skills required in the kitchen and food industry, such as whisking, dicing, or piping;
 - h. follow and maintain the National Restaurant Association's Serve Safe sanitation standards for safe food handling;
 - i. safely and effectively operate standard commercial cooking and food service equipment;
 - j. participate and/or work in an environment where commercial microwaves and convection ovens are being used continuously;
 - k. test and evaluate food and beverage products;
 - l. produce food product within the time parameters designated by a course objective within a class or for a hands-on cooking or baking practical;
 - m. handle and cook different varieties of fish, seafood, beef, pork, chicken, lamb, venison, or other meats, vegetable and fruit products.
 - n. handle and bake/cook using different flours including all grains, as well as chocolate, fruits and nuts.
 - o. stand unassisted and work for the duration of 4 hours.
2. Attend and actively participate in all classroom courses.
3. Attend and actively participate in production kitchen classes, instructional kitchen classes, dining rooms, and/or laboratory classes or externship for a minimum of 7 consecutive hours of the day.
4. Have the ability to sufficiently meet and perform all course objectives that are essential in all classroom, laboratory, dining room, externship and kitchen environments.
5. Communicate effectively and professionally when interacting with peers, faculty, staff, other college personnel, guests

College of Hospitality Studies - continued

- and employers. Examples of relevant communication activity include but are not limited to:
- use of effective verbal and/or non-verbal communication skills;
 - effective utilization of the English language;
 - ability to interpret communication from other people and respond in a professional fashion.
6. Have the ability to meet and perform sufficiently all course objectives that are essential in all classroom, laboratory, dining room, externship and kitchen courses.
- learn and benefit from the University curriculum;
 - follow directions;
 - reason and perform independently;
 - process information accurately, thoroughly and prioritize tasks;
 - demonstrate skills of recall using both long and short term memory;
 - apply knowledge;
 - write essays, reports and research projects as well as other college-level writing assignments;
 - demonstrate the conceptual, integrative and analytical skills that are necessary for problem-solving and critical-thinking.
7. Have the emotional stability, behavioral and social attributes required to work individually and in teams within classrooms, laboratories, dining rooms, cafés, kitchen environments and externships. Examples of relevant activities include, but are not limited to, the ability to:
- develop professional working relationships with classmates, instructors, guests, employers and others;
 - function effectively under stress and effectively regulate one's own emotional reaction;
 - adapt to multiple situations and perform multiple tasks;
 - adhere to the University's student code of conduct;
 - exercise sound judgment;
 - focus and maintain attention on tasks;
 - self-manage medical or emotional conditions.
8. Have the ability to sufficiently maintain the safety and well-being of fellow students without posing a safety threat to themselves or others in all environments on campus, during externship and other college-sponsored activities.

DIPLOMA, ASSOCIATE AND BACHELOR DEGREE PROGRAMS

Programs	Locations Where Offered
Professional Baker's Diploma	Louisville
Professional Cook Diploma	Louisville, Lexington
Baking and Pastry Arts Associate of Science (A.S.) Degree	Louisville
Culinary Arts Associate of Science (A.S.) Degree	Louisville, Lexington
Event Management and Tourism Associate of Science (A.S.) Degree	Louisville
Hotel and Restaurant Management Associate of Science (A.S.) Degree	Louisville, Lexington, Online
Dual Associate of Science (A.S.) Degrees*	Louisville
Bachelor of Science in Hospitality Management (B.S.H.M.)	Louisville, Lexington, Online

*Any two College of Hospitality Studies Associate degree programs can be combined into a dual degree

Programs may require a combination of face-to-face, hybrid, or online courses.

Online programs may require physical/face-to-face engagement at an onsite and/or offsite location.

Note: Courses with the prefixes BFS and PBA, as well as CAM 256 may not be taken at the baccalaureate level, nor at the associate degree or certificate/diploma level by non-College of Hospitality Studies students. Non-Degree Seeking Students (NDS) students are not eligible to take these courses.

Professional Baker

DIPLOMA

(CIP Code 12.0501)

The Professional Baker's program is a quick, straight-line approach to an entry-level position in the baking profession. It is designed to give students a working knowledge of the procedures, ingredients, and "do's" and "don'ts" inherent in successfully functioning in a variety of baking environments including in-store and independent establishments. The graduate is equipped to prepare yeast breads and breakfast pastries, pies, cookies, and a variety of pastries in both large and small quantities. Baking students have the opportunity to study in the University's numerous labs including the University's fully equipped retail bakery, *The Bakery*, located on campus.

REQUIREMENTS FOR THE DIPLOMA

54 Credit Hours

Length: 12 months, 9 months accelerated (day)

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
BFS 104	Basic Culinary Theory	4
BFS 106	Basic Culinary Skills Laboratory	6
CAM 134	Food Service Sanitation	4
CAM 174	Basic Nutrition	4
CAM 284	Food and Beverage Control	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
MTH 115	Principles of Mathematics	4
PBA 124	Baking Science	4
PBA 126	Baking Fundamentals	6
PBA 134	Artisan Theory	4
PBA 136	Advanced Techniques in Bread	6
Total Credit Hours		54

Professional Cook

DIPLOMA

(CIP Code 12.0500)

REQUIREMENTS FOR THE DIPLOMA

54 Credit Hours

Length: 12 months, 9 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
BFS 104	Basic Culinary Theory	4
BFS 106	Basic Culinary Skills Laboratory	6
BFS 214	Garde Manger Theory	4
BFS 216	Garde Manger Laboratory	6
CAM 134	Food Service Sanitation	4
CAM 174	Basic Nutrition	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
HRM 164	Hospitality Management and Supervision	4
MTH 115	Principles of Mathematics	4
PBA 124	Baking Science	4
PBA 126	Baking Fundamentals	6
Total Credit Hours		54



Baking and Pastry Arts

ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 12.0501)

The Associate of Science degree in Baking and Pastry Arts prepares the graduate with outstanding skills for rapid advancement in this ever-expanding industry. The graduate has the ability to prepare baked goods and specialty pastries such as tortes, gateaux, mousses, bavaoïis, and many other desserts with classical and international flair.

Whether it is the ability to work in a bakery specializing in bakery and pastry goods, or working as a pastry chef in a fine hotel or restaurant, the graduate of this program learns skills for success studying under world class, gold medal winning chef-instructors. An internship/externship will normally be completed at *The Bakery*, a laboratory real-world facility located on the Louisville campus, or an externship at a selected restaurant.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

96 Credit Hours

Length: 21 months, 18 months accelerated (day)

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
BFS 104	Basic Culinary Theory	4
BFS 106	Basic Culinary Skills Laboratory	6
CAM 134	Food Service Sanitation	4
CAM 174	Basic Nutrition	4
CAM 284	Food and Beverage Control	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
HRM 164	Hospitality Management and Supervision	4
MTH 115	Principles of Mathematics	4
PBA 124	Baking Science	4
PBA 126	Baking Fundamentals	6
PBA 134	Artisan Theory	4
PBA 136	Advanced Techniques in Bread	6
PBA 216	Modern Pastry Techniques	6
PBA 244	Baking & Pastry Entrepreneurship	4
PBA 246	Global Pastry Arts & Design	6
PBA 266	Baking Practicum	6

General Studies Electives (12 Additional Credit Hours) 12

Students must choose three additional General Education classes, including one from the Natural Sciences/Mathematics category, one from the Social/Behavioral Sciences Category, and one from the Humanities/Fine Arts category. These classes are in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours 96



Culinary Arts

ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 12.0503)

With more and more restaurants operating worldwide and each offering more diversified menus, the need for highly qualified food specialists is growing dramatically.

This degree provides a solid foundation in food preparation, inventory control, sanitation and creative methods of cooking. Successful graduates are prepared to combine these essential basics with a personal flair.

During their final quarter of study, senior culinary arts students serve a practicum in an approved sites. This program is also available in a weekend/evening schedule.



REQUIREMENTS FOR THE ASSOCIATE DEGREE

94 Credit Hours

Length: 21 months, 18 months accelerated (day)

33 months (weekend/evening) - Lexington Only

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
BFS 104	Basic Culinary Theory	4
BFS 106	Basic Culinary Skills Laboratory	6
BFS 214	Garde Manger Theory	4
BFS 216	Garde Manger Laboratory	6
BFS 264	Advanced Culinary Techniques Laboratory	4
BFS 276	Restaurant Practicum	6
CAM 134	Food Service Sanitation	4
CAM 174	Basic Nutrition	4
CAM 256	International Cuisine	6
CAM 284	Food and Beverage Control	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
HRM 164	Hospitality Management and Supervision	4
HRM 244	Wines and Spirits	4
MTH 115	Principles of Mathematics	4
PBA 124	Baking Science	4
PBA 126	Baking Fundamentals	6

General Studies Electives (12 Additional Credit Hours) 12

Students must choose three additional General Education classes, including one from the Natural Sciences/Mathematics category, one from the Social/Behavioral Sciences category, and one from the Humanities/Fine Arts category. These classes are in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours 94

Event Management and Tourism

ASSOCIATE OF SCIENCE DEGREE (CIP Code 52.0907)

Sullivan University's event management and tourism associate degree students take two trips during their program of study. The first trip, students travel to a major city for a convention experience where they stay in a convention hotel, experience typical convention activities, and attend a major industry convention. During the second trip, students travel by air to a major leisure destination where they stay in typical leisure accommodations and participate in typical leisure activities.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
BUS 224	Professional Development	4
CAT 244	Special Events Planning and Staff Management	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
HRM 104	Introduction to Hospitality Management	4
HRM 108	Lodging Management	4
HRM 208	Destination Management and Marketing	4
MKT 215	Principles of Sales Presentations	4
MTH 101	College Mathematics	4
NTA 154	Travel Reference Skills	4
NTA 215	Tourism/Event Planning Practicum	2
NTA 244	Tourism	4
TGE 214	Tourism Geography	4
TRV 205	Meeting and Event Planning	4
TRV 244	Travel Management	4
TRV 250	Best Practices in Event Management	4
TRV 252	Event Coordination and Marketing	4
HRM 194	Convention Destination Management*	1
TRV 194	Leisure Destination Management*	1
	OR	
HRM 198	Global Tourism*	2

General Studies Electives (12 Additional Credit Hours) 12

Students must choose three additional General Education classes, including one from the Natural Sciences/Mathematics category, one from the Social/Behavioral Sciences category, and one from the Humanities/Fine Arts category. These classes are in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours 92

* Students must complete HRM 194 and TRV 194 OR HRM 198. Students who do not successfully complete HRM 194 and TRV 194 do not have the option of re-taking either of those classes and must complete HRM 198.

Hotel and Restaurant Management

ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 52.0909)

Opportunities for management careers in America's hotels and restaurants increase every year as people spend more and more time away from home. In the hotel industry alone, over 100,000 new jobs are being created each year. Nationally, there are over eight million jobs in the food service industry. In fact, it is the largest retail employer in the United States. In Sullivan University's College of Hospitality Studies, students participate in an 18-month Associate of Science degree in Hotel and Restaurant Management that prepares graduates for management careers with hotels and restaurants, small and large, worldwide. Students take both business and General Education classes and have the opportunity to gain hands-on experience in some of the area's finest hotels, motels, resorts and restaurants.

Upon completion of the A.S. degree, graduates may apply for the Bachelor's Degree in Hospitality Management offered online.



REQUIREMENTS FOR THE ASSOCIATE DEGREE

90 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
CAM 134	Food Service Sanitation	4
CAM 284	Food and Beverage Control	4
CSC 118	Computer Applications I	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
HRM 104	Introduction to Hospitality Management	4
HRM 108	Lodging Management	4
HRM 115	Food Service Management by Menu	4
HRM 164	Hospitality Management and Supervision	4
HRM 204	Managing Convention Sales and Services	4
HRM 208	Destination Management and Marketing	4
HRM 244	Wines and Spirits	4
HRM 284	Hotel/Restaurant Practicum	4
HRM 292	Legal Aspects of Hotel, Motel and Restaurant Operations	4
MTH 101	College Mathematics	4
NTA 244	Tourism	4
HRM 194	Convention Destination Management* 1	2
TRV 194	Leisure Destination Management* 1	
	OR	
HRM 198	Global Tourism* 2	2

General Studies Electives (8 Additional Credit Hours) 8

Students must choose two additional General Education classes including one from the Natural Sciences/Mathematics category and one from the Social/Behavioral Sciences category. These classes are in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours 90

* Students must complete HRM 194 and TRV 194 OR HRM 198. Students who do not successfully complete HRM 194 and TRV 194 do not have the option of re-taking either of those classes and must complete HRM 198.

Hospitality Management

BACHELOR OF SCIENCE (B.S.) DEGREE (CIP Code 52.0901)

The Bachelor of Science in Hospitality Management (B.S.H.M.) degree prepares graduates for advanced positions in the hospitality industry and equips them with greater potential for upward mobility.

Sullivan University's Bachelor Degree program is designed particularly for those who are employed and wish to continue their formal education to open doors for future advancement without having to leave their current positions. Hospitality management core courses (HMS) are available online only. Business support courses are available in the day and evening divisions and online.

REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours

Length: 48 months, 36 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
Business Support Courses (84 Credit Hours)		
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 103	Principles of Accounting III	4
ACT 211	Cost Accounting	4
BUS 204	Introduction to Business Law and Ethics	4
CMM 401	Principles of Conflict Management	4
CMM 402	Managing Diversity	4
CMM 403	The Manager as Negotiator	4
CMM 405	Restorative Justice Philosophy and Process	4
CSC 118	Computer Applications I	4
ECO 201	Microeconomics	4
ECO 202	Macroeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
ENG 204	Advanced Writing	4
FIN 324	Financial Management	4
GEN 215	Human Dynamics	4
MGT 330	Information Systems for Managers	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
MTH 202	Introduction to Statistics	4
Credit Hours		84

Course	Titles	Credit Hours
Hospitality Management Core Requirements (28 Credit Hours)		
HMS 301	Human Resources Development in the Hospitality Industry	4
HMS 304	Principles of Hospitality Management	4
HMS 321	Quality Service Management in the Hospitality Industry	4
HMS 333	International Travel and Tourism	4
HMS 401	Senior Seminar in Hospitality Administration	4
HMS 404	Marketing Hospitality Services	4
HMS 405	Hospitality Industry Entrepreneurship	4
Credit Hours		28

General Studies Electives (12 Additional Credit Hours) 12

Students must choose three additional General Education classes, including at least one from the Humanities/Fine Arts category and one from the Social/Behavioral Science category. These classes are in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Free Electives (56 Additional Credit Hours) 56

Elective classes are selected in consultation with the student's faculty advisor to balance the program in keeping with the student's personal objectives or associate degree.

Total Credit Hours 180

Important note: If the associate degree or other transfer credit does not include the prerequisite courses for the required courses listed, those classes must also be completed for the bachelor's degree.

College of Legal Studies

Paralegals work in all facets of the legal system-in large and small law firms, in courtrooms, in government, and in corporate legal departments. Attorneys recognize the valuable contribution paralegals make in increasing the effectiveness and productivity of the legal system. Accordingly, paralegals perform legal research, conduct interviews, draft documents and complete many tasks critical to the efficient operation of law offices. It should be noted that paralegals cannot give legal advice or represent a client in a court of law nor engage in other forms of unauthorized practice of law.

The College of Legal Studies at Sullivan University began in 1979 and offers programs of study that lead students to challenging and rewarding careers as paralegals. Most paralegal courses are taught by attorneys who not only understand the complexities of the law, but also can instruct students on the practical skills needed to be paralegals.

In addition, the legal reference section of the Sullivan University Library and Learning Resource Center provides access to law books, materials, and the WESTLAW® database that enhance the learning potential of all paralegal studies students.

The goals and objectives of The College of Legal Studies are to educate students effectively and efficiently for employment as paralegals and to provide graduates with viable employment in the legal field commensurate with their Sullivan University education. All Paralegal Studies programs are approved by The American Bar Association.

The following admissions requirements are in addition to those found in the Admission to The University section of this catalog:

Admission to the Paralegal Studies Post-Baccalaureate Certificate Program:

- Possession of a baccalaureate degree from Sullivan University or another appropriately accredited institution.

Admission to the Paralegal Studies Associate of Science Degree Program:

- Successful completion of an entrance evaluation. Contact the University admissions office for specific details regarding evaluation score requirements.
- An alternative means of admission is available to students currently enrolled at the University. Details are available from the University admissions office.

Admission to the Paralegal Studies Bachelor of Science Degree Program:

- Possession of an Associate of Science in Paralegal Studies from Sullivan University or another paralegal studies program that is appropriately accredited and is:
 - Approved by the American Bar Association; or
 - In substantial compliance with the American Bar Association guidelines; or
 - A full member of the American Association for the Paralegal Education (AAfPE).

IMPORTANT NOTE: Persons seeking admission to the above programs must not have a record of any felony convictions.

CERTIFICATE, ASSOCIATE AND BACHELOR'S DEGREE PROGRAMS

Programs

Paralegal Studies Post-Baccalaureate Certificate
Paralegal Studies Associate of Science Degree
Paralegal Studies Bachelor of Science Degree

Locations Where Offered

Louisville, Lexington
Louisville, Lexington
Louisville, Lexington

* All PLS core courses require a "C" or better grade for successful completion.

Programs may require a combination of face-to-face, hybrid, or online courses.

NOTE: For details on acceptance of transfer credits, see the Transfer Credits and Graduation Requirements sections of this catalog.

Paralegal Studies

POST-BACCALAUREATE CERTIFICATE (CIP Code 22.0302)

Students who have earned a Bachelor's degree from Sullivan University or another college or university and who complete 56 additional hours of core requirements at Sullivan are eligible for graduation with a Paralegal Studies Post-Baccalaureate Certificate.

This ABA-approved certificate program is designed to allow individuals with a prior degree to complete a short program of study, yet have exposure to the same law-related coursework that is required for the Paralegal Studies Associate degree.

REQUIREMENTS FOR THE CERTIFICATE

56 Credit Hours

Length: 15 months, 9 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
AOM 120	Word Processing I	4
CSC 118	Computer Applications I	4
PLS 114	Introduction to Law and the Legal System	4
PLS 134	Legal Research	4
PLS 144	Legal Writing	4
PLS 154	Tort Law	4
PLS 184	Business Organizations and Commercial Practice	4
PLS 204	Criminal Law	4
PLS 214	Estate Planning and Administration	4
PLS 224	Litigation	4
PLS 234	Real Estate Law	4
PLS 244	Domestic Relations/Family Law	4
PLS 262	Basic Legal Ethics	2
PLS 272	Paralegal Externship or Research Project	2
PLS 284	Computers in the Law Office	4
Total Credit Hours		56

ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 22.0302)

The Associate of Science Degree in Paralegal Studies offers students a combination of paralegal core courses, basic courses, and General Education courses. This ABA-approved program prepares graduates for a variety of paralegal positions in government, law firms and business.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
AOM 120	Word Processing I	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
ENG 101	Composition I	4
ENG 102	Composition II	4
GEN 215	Human Dynamics	4
MTH 101	College Mathematics	4
PLS 114	Introduction to Law and the Legal System	4
PLS 134	Legal Research	4
PLS 144	Legal Writing	4
PLS 154	Tort Law	4
PLS 184	Business Organizations and Commercial Practice	4
PLS 204	Criminal Law	4
PLS 214	Estate Planning and Administration	4
PLS 224	Litigation	4
PLS 234	Real Estate Law	4
PLS 244	Domestic Relations/Family Law	4
PLS 262	Basic Legal Ethics	2
PLS 272	Paralegal Externship or Research Project	2
PLS 284	Computers in the Law Office	4

General Studies Electives (16 Additional Credit Hours) 16

Students must choose four additional General Education classes, including at least one from the Natural Sciences/Mathematics category, one from the Social/Behavioral Sciences category, and one from the Humanities/Fine Arts category. These classes are in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours **92**

Paralegal Studies

BACHELOR OF SCIENCE (B.S.) DEGREE (CIP Code 22.0302)

The Bachelor of Science in Paralegal Studies degree is designed to enhance the skills and abilities of students by exposing them to advanced paralegal coursework in conjunction with other business related courses. This advanced ABA-approved curriculum provides students with a well-rounded educational experience.

Through training in the more complex areas of paralegal practice and the development of a keen business sense, Paralegal Studies Bachelor's degree graduates should realize expanded career opportunities. It is also an excellent Bachelor's degree program to prepare students for success in law school.

REQUIREMENTS FOR THE BACHELOR'S DEGREE

182 Credit Hours

Length: 24 months, 18 months accelerated (beyond Associate Degree)

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Associate degree or equivalent (see Undergraduate Admissions section for a description of Sullivan's 2+2 programs):



Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
AOM 120	Word Processing I	4
BUS 224	Professional Development	4
BUS 424	International Business	4
CSC 118	Computer Applications I	4
CSC 218	Computer Applications II	4
ECO 201	Microeconomics	4
ECO 202	Macroeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
ENG 204	Advanced Writing	4
GEN 215	Human Dynamics	4
MGT 304	Principles of Management	4
MGT 344	Organizational Behavior	4
MKT 304	Principles of Marketing	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
PLS 114	Introduction to Law and the Legal System	4
PLS 134	Legal Research	4
PLS 144	Legal Writing	4
PLS 154	Tort Law	4
PLS 184	Business Organizations and Commercial Practice	4
PLS 204	Criminal Law	4
PLS 214	Estate Planning and Administration	4
PLS 224	Litigation	4
PLS 234	Real Estate Law	4
PLS 244	Domestic Relations/Family Law	4
PLS 262	Basic Legal Ethics	2
PLS 272	Paralegal Externship or Research Project	2
PLS 284	Computers in the Law Office	4
PLS 302	Applied Legal Ethics	2
PLS 304	Administrative Law	4
PLS 314	Advanced Legal Writing with Computer Applications	4
PLS 404	Advanced Litigation and Appellate Practice	4
PLS 414	Advanced Real Estate Law	4
PLS 434	Contemporary Legal Topics	4
Credit Hours		138

General Studies Electives (20 Additional Credit Hours) 20

See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Two Humanities/Fine Arts Electives	8
Natural Science/Mathematics Elective	4
Social/Behavioral Sciences Elective	4
Any General Education Elective	4

Free Electives (24 Additional Credit Hours) 24

Six classes must be chosen from any of the General Education categories or from outside the Paralegal Studies program of study.

Total Credit Hours	182
---------------------------	------------

College of Nursing

The demand for qualified nurses has increased over the last several years. The Bureau of Labor Statistics reported that nursing is in high demand and projected a 15% growth in nursing employment over next decade. In response, Sullivan University's nursing programs are designed to educate, inspire, and prepare individuals to become nurse professionals with not only the needed knowledge, skills, and values for a successful career in nursing, it also imparts compassion and respect for the inherent dignity, worth, and unique attributes of their future patients.

Our nursing education is an interactive process that demands the engagement of both the learner and the teacher in a mutually respectful relationship. Our nursing faculty are committed to facilitate student learning in a caring environment. Our nursing faculty are mentors who not only teach, but also serve as role models for students guiding them in the development of critical thinking skills and related clinical judgments that form the basis for competent nursing practice.

Sullivan University's College of Nursing offers programs in Practical Nursing diploma (PND), Associate of Science in Nursing degree (ASN), and an RN to Bachelors of Science in Nursing (BSN) degree. During their nursing program, students participate in class activities, clinical experiences, and in-lab experiences.

DIPLOMA, ASSOCIATE AND BACHELOR'S DEGREE PROGRAM

Program	Locations Where Offered
Practical Nursing Diploma	Louisville
Associate of Science in Nursing (PN to RN)	Louisville
Associate of Science in Nursing (Traditional)	Louisville
Bachelor of Science in Nursing: RN to BSN Program	Online

All courses require a "C" or better grade for successful completion. All Core courses (PND and NUR) require a minimum 78% C and General Education/General Studies courses require a minimum 70% C.

Programs may require a combination of face-to-face, hybrid, or online courses.

Online programs may require physical/face-to-face engagement at an onsite and/or offsite location.

NOTICE: Sullivan University teaches to the license and certification standards of the Commonwealth of Kentucky. If you plan to work in any state other than Kentucky, it is your responsibility to verify that state's permit, license or certification requirements. A state's requirement may include, among other things, specialized training that is not required in Kentucky and as a result may not be sufficiently covered in Sullivan's curriculum. Sullivan disclaims responsibility for failure of any student to meet the educational requirements for a permit, license or certification in any jurisdiction other than Kentucky.

Practical Nursing

DIPLOMA (CIP Code 51.3901)

The Practical Nursing program prepares graduates to be employed within the discipline of nursing, in a variety of structured healthcare settings under the supervision of the registered nurse or physician. After successful program completion, graduates are eligible to apply to sit for the National Council Licensure Examination (NCLEX-PN). Upon licensure, the graduate may be employed as a Licensed Practical Nurse (LPN) and practice to the scope allowed by law. A student will gain on-the-job experience in the clinical phases of nursing.

This is accomplished in a variety of healthcare facilities in greater Louisville and southern Indiana under the supervision of qualified nursing faculty. This program is offered in both the day and evening.

REQUIREMENTS FOR THE DIPLOMA

87 Credit Hours

1435 Clock Hours (Includes 764 clinical and skills lab hours)

Length: 24 months, 15 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
PND 100	Anatomy & Physiology - NDT	7
PND 101	Personal & Vocational Relationships - NDT	2
PND 102	Math Concepts for Pharmacology - NDT	2
PND 103	Introduction to Nursing & Healthcare - NDT	6
PND 104*	Development of the Caregiver Role - NDT	10
PND 200*	Introduction to Health Deviations - NDT	7
PND 201	Pharmacology - NDT	3
PND 202*	Mental Health Concepts	7
PND 203*	Nursing & Childbearing Family - NDT	7
PND 300**	Health Deviations I - NDT	4
PND 301	Nursing Trends & Issues - NDT	2
PND 302*	Management of the Geriatric Client - NDT	4
PND 400***	Health Deviations II - NDT	16
Total Credit Hours		87

All courses require a grade of 78% "C" or better.

*The clinical requirements consist of 594 hours. Students may not receive payment/reimbursement of any type for clinical and/or externship hours required in their academic program. Students may also not perform these clinical and/or externship hours with their employer in the capacity of their regular position.

**Course PND 300 Health Deviations I is delivered in two parts in the evening division. Part I is 10 credits and Part II is 4 credits.

***Course PND 400 Health Deviations II is delivered in two parts in the evening division. Part I is 10 credits and Part II is 6 credits.

Criminal Convictions: The Kentucky Board of Nursing requires that all criminal convictions (misdemeanors and felonies) be reported at the time of application for licensure. The Board may deny a license to practice nursing to an individual with a criminal conviction.

NDT = Not Designed to Transfer

Nursing

ASSOCIATE OF SCIENCE (PN to ASN) (CIP Code 51.3801)

The mission of the Sullivan University Associate of Science (A.S.) Degree in Nursing program is to educate individuals to provide holistic care for clients and the community across the lifespan. The A.S. in Nursing program recognizes the diversity of the student population and fosters development into professional healthcare providers. The A.S. in Nursing program incorporates community events to enrich student self-awareness and accountability. The A.S. in Nursing program advocates lifelong learning and the pursuit of excellence.

The Associate of Science in Nursing program enables graduates of a Practical Nursing program or a Practical Vocational Nursing program the opportunity to pursue the role of the professional registered nurse. Graduates of the program are eligible to apply to the National Council Licensure Examination (NCLEX-RN) to become a registered nurse. Core components of the program of study include professional behaviors, communication, assessment, clinical decision-making, evidence-based practice, caring interventions, teaching and learning, collaboration with members of the healthcare team, and the management of patient care.

The program is offered on campus and in an online hybrid format with both formats incorporating nursing and general education classes necessary for the degree. Clinical experiences are conducted in various hospital and healthcare facilities in greater Louisville and southern Indiana. Nursing courses must be taken and successfully completed in the sequence delineated in the program of study.

Note: Online hybrid students are expected to be on campus for labs or in clinicals two days per week. All exams are administered during one of these two days.

REQUIREMENTS FOR THE DEGREE

93 Credit Hours

1430 Clock Hours (682 Lab & Clinical Hours)

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
BIO 103	Human Anatomy & Physiology	4
BIO 103L	Human Anatomy & Physiology Lab	2
BIO 201	Medical Microbiology	4
BIO 201L	Medical Microbiology Lab	2
CHM 211	Introduction to General, Organic & Biological Chemistry	6
ENG 101	Composition I	4
ENG 102	Composition II	4
MTH 101	College Mathematics	4
NUR 220	Concepts of Basic Nursing Practice	6
NUR 230	Adult Nursing Care I	8
NUR 231	Pharmacology	4
NUR 240	Adult Nursing Care II	8
NUR 241	Nutrition	2
NUR 250	Mental Health Nursing	4
NUR 251	Maternal Nursing	5
NUR 252	Pediatric Nursing	6
NUR 260	Adult Nursing Care III	5
NUR 261	Seminar in Professional Development	3
NUR 262	Integrated Practicum	4
PSY 214	Introduction to Psychology	4
SOC 214	Introduction to Sociology	4
Total Credit Hours		93

All courses require a C or better for successful completion. Core Courses (NUR) require a minimum 78% C and General Education (BIO, CHM, ENG, MTH, PSY and SOC) require a minimum 70% C.

The A.S. in Nursing program contains 396 clinical hours. Students may not receive payment/reimbursement of any type for clinical and/or practicum hours required in their academic program. Students may also not perform these clinical and/or practicum hours with their employer in the capacity of their regular position.

The A.S. in Nursing program is also available online. Sullivan classes are offered in an online hybrid format where students complete a portion of the course online and a portion on campus or at approved sites/facilities.

Many classes will require on-site clinical and/or lab skills training of two days weekly. Students may need to purchase additional software required for a specific course.

Nursing

ASSOCIATE OF SCIENCE (Traditional) (CIP Code 51.3801)

The mission of the Sullivan University Associate of Science (A.S.) Degree in Nursing program is to educate individuals to provide holistic care for clients and the community across the lifespan. The A.S. in Nursing program recognizes the diversity of the student population and fosters development into professional healthcare providers. The A.S. in Nursing program incorporates community events to enrich student self-awareness and accountability. The A.S. in Nursing program advocates lifelong learning and the pursuit of excellence.

Graduates of the program are eligible to apply to the National Council Licensure Examination (NCLEX-RN) to become a registered nurse. Core components of the program of study include professional behaviors, communication, assessment, clinical decision-making, evidence-based practice, caring interventions, teaching and learning, collaboration with members of the healthcare team, and the management of patient care.

The program is offered on campus in the day incorporating nursing and general education classes necessary for the degree. Clinical experiences are conducted in various hospital and healthcare facilities in greater Louisville and southern Indiana. Nursing courses must be taken and successfully completed in the sequence delineated in the program of study.

REQUIREMENTS FOR THE DEGREE

103 Credit Hours

1595 Clock Hours (781 Lab & Clinical Hours)

Length: 24 months, 21 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
BIO 103	Human Anatomy & Physiology	4
BIO 103L	Human Anatomy & Physiology Lab	2
BIO 201	Medical Microbiology	4
BIO 201L	Medical Microbiology Lab	2
CHM 211	Introduction to General, Organic & Biological Chemistry	6
ENG 101	Composition I	4
ENG 102	Composition II	4
MTH 101	College Mathematics	4
NUR 210	Fundamentals of Nursing	10
NUR 220	Concepts of Basic Nursing Practice	6
NUR 230	Adult Nursing Care I	8
NUR 231	Pharmacology	4
NUR 240	Adult Nursing Care II	8
NUR 241	Nutrition	2
NUR 250	Mental Health Nursing	4
NUR 251	Maternal Nursing	5
NUR 252	Pediatric Nursing	6
NUR 260	Adult Nursing Care III	5
NUR 261	Seminar in Professional Development	3
NUR 262	Integrated Practicum	4
PSY 214	Introduction to Psychology	4
SOC 214	Introduction to Sociology	4
Total Credit Hours		103

All courses require a C or better for successful completion.

Core Courses (NUR) require a minimum 78% C and General Education (BIO, CHM, ENG, MTH, PSY and SOC) require a minimum 70% C.

The Traditional A.S. in Nursing program contains 429 clinical hours. Students may not receive payment/reimbursement of any type for clinical and/or practicum hours required in their academic program. Students may also not perform these clinical and/or practicum hours with their employer in the capacity of their regular position.

Many classes will require on-site clinical and/or lab skills training of two days weekly. Students may need to purchase additional software required for a specific course.

Nursing: RN to BSN Program

BACHELOR OF SCIENCE (B.S.) DEGREE (CIP Code 51.3801)

For over 50 years, Sullivan University has helped prepare graduates for high-demand careers. The demand for nurses remains strong. Due to the complexities of the modern healthcare system, there is an increasing demand for nurses with a bachelor's degree. Sullivan University offers the RN to BSN Program that allows registered nurses who possess an associate degree or diploma from a hospital-based nursing program to pursue a Bachelor of Science in Nursing degree and acquire the additional knowledge and skills necessary to excel and advance in today's healthcare industry.

Through its unique "stair-step" approach to education, Sullivan University has developed this bachelor's degree that allows registered nurses who are associate degree graduates to apply nursing credits earned in the pre-licensure nursing program toward a bachelor's degree and complete the degree in a reasonable period of time without duplication of basic nursing course work. The Bachelor of Science in Nursing (BSN) curriculum includes general studies, some of which may have been completed during the pre-licensure program; "block" credit for completion of pre-licensure nursing courses leading to eligibility for licensure as a registered nurse, as well as theoretical courses in upper division nursing.

Didactic courses in this program are offered in an online format. Practicum coursework may be arranged in the student's home community.

ADMISSION REQUIREMENTS

Admission to the RN to BSN program is a two-step process. Applicants apply directly to the BSN program to begin required general studies courses. Students are required to submit a separate request to be accepted for enrollment in upper division nursing (NUR) core courses. Admission requirements include the following:

Initial Admission to the BSN Program

For initial admission to the BSN program, the applicant must:

- Meet admission requirements to Sullivan University.
- Submit official transcript(s) from all previous college course work.
- Submit an official transcript documenting successful completion of an associate degree in nursing or graduation from a hospital-based diploma in nursing program.
 - The transcript must indicate the date of graduation.
 - All nursing courses from the applicant's pre-licensure nursing program must have been completed with a minimum of a "C" grade.
 - The applicant's cumulative GPA in the associate degree or diploma nursing program must be a minimum of 2.5.
- Hold a current unencumbered Registered Nurse License in the United States.

Requirements for acceptance to enroll in Nursing (NUR) core courses:

For enrollment in Upper Division Nursing the student must:

- Submit a request to the College of Nursing at least one quarter prior to anticipated entry into the nursing core courses. Acceptance into the BSN program and subsequent enrollment in Nursing (NUR) courses is contingent upon meeting all admission requirements.
- Have a cumulative GPA of 2.5 from all previous college coursework, including Sullivan University, or a cumulative GPA of 2.5 after a minimum of 18 credits of required general studies courses at Sullivan University.
- Have completed all required general education courses with a minimum of a "C" grade prior to enrollment in the nursing (NUR) courses.

The Dean of the College of Nursing has the discretion to admit applicants on a conditional basis if an applicant does not meet the requirements and the Dean believes there are extenuating circumstances that uniquely qualify the applicant for admission.

Nursing: RN to BSN Program (Cont.)

REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours

Length: 27 months (15 months if only Upper Division Nursing Courses are needed)

Time length for program completion will vary depending upon the number of courses taken per term, General Studies when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
General Studies		
BIO 201	Medical Microbiology	4
BIO 201L	Medical Microbiology Lab	2
BIO 203	Anatomy and Physiology I	4
BIO 203L	Anatomy and Physiology I Lab	2
BIO 204	Anatomy and Physiology II	4
BIO 204L	Anatomy and Physiology II Lab	2
ENG 101	Composition I	4
ENG 102	Composition II	4
GEN 215	Human Dynamics	4
PSY 214	Introduction to Psychology	4
Elective	Social/Behavioral Science Elective	4
Elective	Humanities and Fine Arts Elective	4
Elective	Natural Science/Math Elective	4
Elective	General Studies Elective	4
	<i>300/400 level Free Elective</i>	4
	<i>300/400 level Free Elective</i>	4
Total General Studies Credit Hours		58

Upper Division Nursing Courses

NUR 303*	Transition to Baccalaureate Nursing Roles and Issues in Nursing	3
NUR 306*	Pathophysiology	6
NUR 307*	Health and Physical Assessment Across the Life Span	6
NUR 309*	Diversity in Healthcare	3
NUR 318*	Evidence Based Nursing Practice and Statistics	8
NUR 401*	Community Theory and Family Theory	3
NUR 402*	End of Life Issues Across the Life Span	3
NUR 403*	Healthcare Informatics and Technology	3
NUR 405*	Quality Care and Patient Safety	3
NUR 406*	Community and Public Health Nursing	6
NUR 407*	Management and Leadership in Professional Nursing	6
NUR 408	Senior Experiential Practicum and Seminar	6
NUR 414*	Healthcare Management, Economics, and Seminar	6
Total Upper Division Nursing Credit Hours		62

Associate Degree/Hospital Diploma Nursing

Block Credit	60
Total Credit Hours	180

Those who lack one or more required general studies courses must complete them as prerequisites or in some cases co-requisites to upper-level nursing courses. See an advisor for details.

All courses require a 70% C or better for successful completion.

* Nursing (NUR) courses may only be repeated one time. Two failures (a grade of D or F) in NUR courses, whether the same course or different courses, will result in permanent dismissal from the program. Exceptions, when warranted, may be granted by the Dean.

Students must maintain a current, unencumbered registered nurse license issued in the United States throughout enrollment in upper division nursing (NUR) courses.



College of Technology and Design

The College of Technology and Design prepares graduates for a variety of challenging and rewarding careers in today's diverse and rapidly changing business world. In today's complex work environment, the properly prepared graduate must demonstrate mastery of a broad range of computer hardware, software programs, databases and networks. In addition, employers look for applicants who possess interpersonal skills and the ability to be part of a team. Students use the most current level of technology combined with learning the essential knowledge and skills identified by business and industry leaders.

CERTIFICATE, DIPLOMA, ASSOCIATE AND BACHELOR'S DEGREE PROGRAMS

Programs

Locations Where Offered

IT Academy

Network Support Administration and Security Certificate*
 Web Design and Application Development Certificate*
 System Support and Administration*
 Virtualization
 Security
 Enterprise
 Project +

Louisville, Lexington
 Louisville, Lexington

 Louisville, Ft. Knox
 Louisville, Ft. Knox
 Louisville, Lexington, Ft. Knox
 Louisville, Ft. Knox

The primary goal of Sullivan University's IT Academy is to equip graduates with the skills and the opportunity to take relevant certification exams that are often needed to acquire employment in this attractive and growing field. The Sullivan University IT Academy is the region's premier provider of IT training and degree completion programs. The IT Academy offers CompTIA, Microsoft and Cisco certification, related training and many other high-level IT specialty classes for the corporate and small business community.

Each IT Academy quarter is 11 weeks in length. Each module within the quarter may include two integrated 5½ week components. Course assessments are based on the completion of all courses and these courses may be offered during the day, night, and weekends.

Information Technology

Computer Forensics Diploma
 Information Technology Diploma
 Computer Forensics Associate of Science (A.S.) Degree
 Computer Information Technology Associate of Science (A.S.) Degree
 Information Technology Associate of Science (A.S.) Degree
 Computer Forensics Bachelor of Science (B.S.) Degree
 Information Technology Bachelor of Science (B.S.I.T.) Degree

Louisville, Lexington, Online
 Louisville, Lexington, Ft. Knox, Online
 Louisville, Lexington, Online
 Louisville, Lexington, Ft. Knox, Online
 Louisville, Lexington, Ft. Knox
 Louisville, Lexington, Online
 Louisville, Lexington, Ft. Knox

Sullivan University will pay for the cost of a single attempt of the CompTIA A+ and CompTIA Net+ certification exams for students who are completing CSC/MNE108 and CSC/MNE109 respectively at Sullivan University.

Cybersecurity

Cybersecurity Certificate*
 Cybersecurity Professional Certificate*
 Cybersecurity Diploma
 Cybersecurity Associate of Science (A.S.) Degree
 Cybersecurity Bachelor of Science (B.S.) Degree

Louisville, Online
 Louisville, Online
 Louisville, Lexington, Ft. Knox, Online
 Louisville, Lexington, Ft. Knox, Online
 Louisville, Lexington, Ft. Knox, Online

*The underlying certifications may expire as a certifying body's criteria change or are updated. Courses are designed to prepare students to take the relevant certification exam(s) at the completion of each course. Completion of a course **does not** automatically result in certification.

College of Technology and Design (continued)

Programs	Locations Where Offered
Computer Aided Design Drafting Architectural Computer Aided Design Drafting Associate of Science (A.S.) Degree	Louisville
Computer Engineering Technology Computer Engineering Technology Associate of Science (A.S.) Degree	Louisville
Heating, Ventilation, Air-Conditioning, and Refrigeration (HVAC-R) Technology Heating, Ventilation, Air-Conditioning, and Refrigeration (HVAC-R) Technology Certificate	Louisville
Heating, Ventilation, Air-Conditioning, and Refrigeration (HVAC-R) Technology Associate of Science (A.S.) Degree	Louisville
Advanced Manufacturing Technology Advanced Manufacturing Technology Associate of Science (A.S.) Degree	Louisville
Advanced Manufacturing Technology Bachelor of Science (B.S.) Degree	Louisville
Computer Graphic Design Computer Graphic Design Associate of Science (A.S.) Degree	Louisville
Computer Graphic Design Bachelor of Arts (B.A.) Degree	Louisville
Dynamic Web Development Associate of Science (A.S.) Degree	Louisville
Interior Design Interior Design Bachelor of Arts (B.A.) Degree	Louisville

Programs may require a combination of face-to-face, hybrid, or online courses.

Online programs may require physical/face-to-face engagement at an onsite and/or offsite location.

IT Academy

Network Support Administration and Security

CERTIFICATE

(CIP Code 11.1001)

Many organizations and the Internet rely on Cisco-based networks, making it critical that networking professionals have detailed knowledge of Cisco systems in order to achieve optimal network performance. Those with a thorough understanding in the deployment of routers, switches and networking principles are in great demand. This program is designed to instill a high degree of proficiency in deploying, managing and configuring Cisco routed and switched infrastructure. Graduates of this program possess the practical skills and knowledge needed to deploy Cisco routers and switched networks in an Internetworked environment.

REQUIREMENTS FOR THE CERTIFICATE

32 Credit Hours

Length: 12 months

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
CNP 330	Introduction to Cisco Networks	4
CNP 332	Designing Cisco Networks	4
CNP 340	Cisco Security I	4
CNP 342	Cisco Security II	4
CNP 350	Building Scalable Cisco Internetworks	4
CNP 352	Building Cisco Multi-Layer Switched Networks	4
CNP 450	Implementing Secure Converged WANs	4
CNP 452	Optimizing Converged Cisco Networks	4
Total Credit Hours		32

Sullivan University's program of training includes enhancements to the course that will assist students to be successful in the program and prepares them to take Cisco's official certification exams such as Cisco Certified Network Administrator (CCNA) and Cisco Certified Network Professional (CCNP).

IT Academy

Web Design and Application Development

CERTIFICATE

(CIP Code 11.1004)

This one year program prepares the student for a range of industry-recognized professional certifications from Microsoft and others that focus on the design and development of enterprise software applications using the latest development tools and techniques. This program is continually revised to keep pace with new certifications and programming language technologies as they become available. Sullivan University's Web Design and Application Development program teaches the latest programming skills in a hands-on learning environment. This credential is the top-level certification for advanced developers who design and develop leading enterprise solutions. Completing this program in the IT Academy not only provides students with more hands-on training over an extended period of time, it also allows them to receive college credit which can be applied to an Associate or Bachelor of Science Degree.

REQUIREMENTS FOR THE CERTIFICATE

32 Credit Hours

Length: 12 months

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
MSD 105	CIW Foundations Course	4
MSD 106	CIW v5 Site Designer Course	4
MSD 107	Introduction to C# and .NET Development	4
MSD 201	Introduction to Web Application Development	4
MSD 203	Advanced Web Application Development	4
MSD 205	Core Foundations of Microsoft [®] .NET Framework	4
MSD 206	Advanced Foundations of Microsoft [®] .NET Framework	4
<u>MDB 103</u>	<u>Advanced Database Access in Web Applications</u>	<u>4</u>
Total Credit Hours		32

Sullivan University's program of training includes enhancements to the course that will assist students to be successful in the program and prepares them to take Microsoft's official certification exams such as Microsoft Certified Professional Developer (MCPD).

IT Academy

System Support and Administration

CERTIFICATE

(CIP Code 11.1006)

ENTERPRISE - PROJECT + - SECURITY - VIRTUALIZATION

The System Support and Administration (S.S.A.) Program is designed to instill in individuals a high level of expertise thereby enabling the student to obtain certification through Microsoft, CompTIA, itSMF, and others. These certifications demonstrate the student's job proficiency and knowledge and enables them to serve an employer with the high-level technical skills needed to manage new advanced networking systems.

Sullivan University is a member of the Microsoft IT Academy Program.

REQUIREMENTS FOR ENTERPRISE

32 Credit Hours

Length: 12 months

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
MNE 112	Administrating Windows Server	4
MNE 210	Active Directory	4
MNE 211	Network Infrastructure	4
MNE 241	Windows Server 2008 Application Infrastructure	4
MNE 347	Windows Server 2008 Enterprise Administration	4
Total Credit Hours		32

Sullivan University's program of training includes enhancements to the course that will assist students to be successful in the program and prepares them to take Microsoft's official certification exams such as CompTIA A+, Network+, Security+, and Specialist areas of the Microsoft Certified Information Technology Professional (MCITP).

Due to the dynamic nature of these courses, descriptions may change to reflect current teaching and updates.

REQUIREMENTS FOR PROJECT +

32 Credit Hours

Length: 12 Months

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
MNE 112	Administrating Windows Server	4
MNE 210	Active Directory	4

MNE 211	Network Infrastructure	4
MNE 315	CompTIA Project+ I	4
MNE 325	CompTIA Project+ II	4
Total Credit Hours		32

Due to the dynamic nature of these courses, descriptions may change to reflect current teaching and updates.

REQUIREMENTS FOR SECURITY

32 Credit Hours

Length: 12 months

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
MNE 112	Administrating Windows Server	4
MNE 210	Active Directory	4
MNE 211	Network Infrastructure	4
MNE 213	Computer Security Fundamentals	4
MNE 320	Certified Ethical Hacking	4
Total Credit Hours		32

Sullivan University's program of training includes enhancements to the course that will assist students to be successful in the program and prepares them to take Microsoft's official certification exams such as CompTIA A+, Network+, Security+, and Specialist areas of the Microsoft Certified Information Technology Professional (MCITP).

Due to the dynamic nature of these courses, descriptions may change to reflect current teaching and updates.

REQUIREMENTS FOR VIRTUALIZATION

32 Credit Hours

Length: 12 months

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 308	VMware Infrastructure: Designing vSphere 5.0	4
MNE 309	Install, Configure, Manage vSphere 5.0	4
MNE 408	Installing Hyper-V on Microsoft	4
MNE 409	Implementing and Managing Microsoft Server Virtualization	4
MNE 410	VMware vSphere: Manage for Performance	4
MNE 411	VMware Certified Design Expert Workshop	4
Total Credit Hours		32

Due to the dynamic nature of these courses, descriptions may change to reflect current teaching and updates.

Information Technology

Information Technology

DIPLOMA

(CIP Code 11.1006)

This one year program is designed for students with a desire to quickly gain employment skills for an entry-level position in Information Technology.

The program includes courses in essential information technology knowledge areas such as: business software applications, networking technology, hardware and OS troubleshooting, program design, website design and database design.

REQUIREMENTS FOR THE DIPLOMA

72 Credit Hours

Length: 18 months, 12 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
BUS 224	Professional Development	4
CSC 105	Introduction to Programming	4
CSC 118	Computer Applications I	4
CSC 200	Principles of Technology	4
CSC 210	Database Design	4
CSC 218	Computer Applications II	4
CSC 230	Website Design	4
CSC 240	Visual Programming	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
MGT 114	Business Organization and Management	4
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 213	Computer Security Fundamentals	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
Advisor Approved Elective		4
Total Credit Hours		72

ASSOCIATE OF SCIENCE (A.S.) DEGREE

(CIP Code 11.1006)

This career-focused degree program provides students with a wide range of skills to meet the needs of employers seeking entry-level technology professionals. Students completing the Associate of Science in Information Technology program have the ability to solve problems and provide business solutions using a variety of technology tools.

The Associate of Science in Information Technology program includes courses in the areas of business applications, networking technology, hardware and OS troubleshooting help desk support, business program design, computer programming, web design, database design, and database management.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
BUS 224	Professional Development	4
CSC 105	Introduction to Programming	4
CSC 118	Computer Applications I	4
CSC 200	Principles of Technology	4
CSC 210	Database Design	4
CSC 218	Computer Applications II	4
CSC 230	Website Design	4
CSC 240	Visual Programming	4
CSC 242	Object Oriented Programming	4
CSC 272	Principles of System Design	4
ECO 201	Microeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MGT 114	Business Organization and Management	4
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 213	Computer Security Fundamentals	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4

General Studies Elective (4 Additional Credit Hours) 4

Students must choose one additional General Education class from the Humanities/Fine Arts category. This class is in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours 92

Information Technology

Computer Information Technology

ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 11.1006)

This program provides a unique opportunity for students wanting to obtain industry accepted certifications while earning an associate degree. The IT Academy at Sullivan University continues to enhance the programs curriculum based on current technologies.

Students in the Associate of Science in Computer Information Technology program may choose from the certification tracks offered through the IT Academy, including:

Network Support Administration and Security

- Cisco Certified Network Administrator (CCNA)
- Cisco Certified Network Professional (CCNP)
- Cisco Certified Design Professional (CCDP)

Web Design and Application Development

- Certified Internet Webmaster (CIW)
- Microsoft Certified Technology Specialist (MCTS)

System Support and Administration

- CompTIA A+
- CompTIA Network +
- CompTIA Project +
- CompTIA Security +
- Windows 7
- Windows Server
- Active Directory
- Infrastructure
- Certified Ethical Hacker (CEH)
- Applications
- Enterprise
- VMware vSphere 4
- VMware Hyper-V

Cyber Security Administration

Graduates are eligible to take these certification exams. Completion of courses does not automatically result in certification.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
BUS 224	Professional Development	4
CSC 105	Introduction to Programming	4
CSC 118	Computer Applications I	4
CSC 210	Database Design	4
CSC 272	Principles of System Design	4
ECO 201	Microeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MGT 114	Business Organization and Management	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4

**Advisor Approved IT Academy and/or
Information Technology Electives** 32

General Studies Elective (4 Additional Credit Hours) 4
Students must choose one additional General Education class from the Humanities/Fine Arts category. This class is in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours 92

Information Technology

Information Technology

BACHELOR OF SCIENCE (B.S.) DEGREE (CIP Code 11.0103)

The Bachelor of Science in Information Technology (B.S.I.T.) degree prepares students for a career in information technology with the communication skills, critical thinking skills, and technical competencies required in the modern workplace.

This degree program includes a strong technical foundation in proficiency in web design, programming languages, systems analyst and design, operating systems, project management, and application software for business solutions. The B.S.I.T. degree offers career concentrations in:

- Cyber Security Professional
- Network Support Administration and Security
- Web Design and Application Development
- System Support and Administration

Students completing the B.S.I.T. degree program in one or more of the concentration areas are prepared for a wide range of professional IT careers.

Graduates can go directly from this program into the Master of Science in Managing Information Technology (M.S.M.I.T.) degree program to enhance their assets even further.

REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours Minimum

Length: 24 months, 18 months accelerated (beyond Associate Degree)

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
Information Technology Core Courses		
CSC 105	Introduction to Programming	4
CSC 118	Computer Applications I	4
CSC 200	Principles of Technology	4
CSC 210	Database Design	4
CSC 230	Website Design	4
CSC 240	Visual Programming	4
CSC 303	Computer Operating Systems	4
CSC 306	Systems Architecture	4
CSC 364	Systems Analysis and Design	4
CSC 414	Senior Seminar in Information Technology	4
CSC 420	IT Project Management	4
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 213	Computer Security Fundamentals	4
Credit Hours		56

Course	Titles	Credit Hours
Business Core Courses		
ACT 101	Principles of Accounting I	4
BUS 204	Introduction to Business Law and Ethics	4
BUS 224	Professional Development	4
ECO 201	Microeconomics	4
ECO 202	Macroeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
ENG 204	Advanced Writing	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MGT 114	Business Organization and Management	4
MGT 304	Principles of Management	4
MTH 101	College Math	4
MTH 201	College Algebra	4
MTH 202	Introduction to Statistics	4
MTH 301	Quantitative Methods	4
MTH 305	Discrete Math	4
Credit Hours		68

Information Technology/IT Academy

(36 Additional Credit Hours)

36

Students must choose nine additional courses, three of which are required at the 300/400 level. Elective courses are selected in consultation with the student's faculty advisor to meet the requirements for one or more concentration areas.

General Studies Electives (8 Additional Credit Hours)

8

Students must choose two additional General Education classes, including one from the Humanities/Fine Arts category and one from the Social/Behavioral Sciences category. These classes are in addition to the required General Education classes listed in the associate and bachelor's curricula. See the Table of Contents for the complete list of General Education classes and minimum requirements.

Free Electives (12 Credit Hours)

12

Elective classes are selected in consultation with the student's faculty advisor to balance the program in keeping with the student's personal objectives or associate degree.

Total Credit Hours

180

Important note: if the Associate degree or other transfer credit does not include the prerequisite courses for the required courses listed, those classes must also be completed for the Bachelor's degree.

Information Technology

Computer Forensics

DIPLOMA

(CIP Code 43.0116)

The use of computer-based devices always leaves behind digital trails that can be harnessed for forensic investigations. The explosive growth of the Internet and the digital devices have heightened the demand for cyber experts in forensics. This diploma program provides students with skills to gain employment for an entry-level position in the rapidly growing digital forensics field. Students are taught how to acquire, investigate, and report on the electronic evidences that are admissible in court cases. Graduates often work with local or federal law enforcement agencies.

REQUIREMENTS FOR THE DIPLOMA

64 Credit Hours

Length: 18 months, 12 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
CSC 105	Introduction to Programming	4
CSC 146	Legal Issues in Forensics	4
CSC 147	Forensics I	4
CSC 200	Principles of Technology	4
CSC 240	Visual Programming	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
MNE 213	Computer Security Fundamentals	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
PSA 102	Introduction to Legal Systems	4
SOC 214	Introduction to Sociology	4
Total Credit Hours		64

ASSOCIATE OF SCIENCE (A.S.) DEGREE

(CIP Code 43.0116)

The AS degree program trains students to analyze and recover electronic data relevant to criminal activity and investigations. This intermediate-level program combines lecture with laboratory-based training to recover and decrypt data as well as repair software and hardware. Students are taught computer security, fundamentals of operating system such as Linux and Windows, data analysis and recovery, and legal issues in computer forensics. Graduates are employed as forensic examiners, specialists or investigators.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
BUS 224	Professional Development	4
CSC 105	Introduction to Programming	4
CSC 146	Legal Issues in Forensics	4
CSC 147	Forensics I	4
CSC 200	Principles of Technology	4
CSC 240	Visual Programming	4
CSC 247	Forensics II	4
CSC 248	Digital Forensic Analysis	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
MNE 203	Introduction to Linux	4
MNE 213	Computer Security Fundamentals	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
PSA 102	Introduction to Legal Systems	4
PSY 214	Introduction to Psychology	4
SOC 214	Introduction to Sociology	4
Total Credit Hours		92

Information Technology

Computer Forensics

BACHELOR OF SCIENCE (B.S.) DEGREE (CIP Code 43.0116)

This BS degree prepares students for a rewarding career in cyber or digital forensics with the technical competencies required in the workplace. Students acquire advanced theoretical and practical background in various operating systems, hand-held devices, networks, accounting and file systems, as well as electronic discovery of data. Students are also provided advanced tools to search hard drives for hidden or deleted files, decode or recover files, and be able to testify in court with admissible digital evidence or findings. Graduates are thus equipped with advanced skills to collect, process, preserve, analyze and present digital evidence in computer-related criminal investigations.

REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours Minimum

Length: 24 months, 18 months accelerated (beyond Associate Degree)

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
BUS 224	Professional Development	4
CSC 105	Introduction to Programming	4
CSC 146	Legal Issues in Forensics	4
CSC 147	Forensics I	4
CSC 200	Principles of Technology	4
CSC 240	Visual Programming	4
CSC 247	Forensics II	4
CSC 248	Digital Forensic Analysis	4
CSC 347	File Forensics	4
CSC 348	Mobile Forensics	4
CSC 405	Advanced Telecommunications and Networking	4
CSC 414	Senior Seminar in Information Technology	4
CSC 448	Forensic Accounting	4
ENG 101	Composition I	4
ENG 102	Composition II	4

FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
MNE 203	Introduction to Linux	4
MNE 204	Linux Server-Configuring the X Window System	4
MNE 212	Security Certified Specialist	4
MNE 213	Computer Security Fundamentals	4
MNE 320	Certified Ethical Hacking	4
MNE 360	Network Penetration Testing	4
MNE 365	Computer Hacking Forensic Investigator	4
MNE 430	Security Design and Compliance I	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
MTH 202	Introduction to Statistics	4
MTH 305	Discrete Math	4
PSA 102	Introduction to Legal Systems	4
PSY 214	Introduction to Psychology	4
SOC 214	Introduction to Sociology	4

Credit Hours **144**

General Studies Electives (12 Additional Credit Hours) 12

Students must choose three additional General Education classes, including one from the Humanities/Fine Arts category and one from the Social/Behavioral Sciences category. These classes are in addition to the required General Education classes listed in the associate and bachelor's curricula. See the Table of Contents for the complete list of General Education classes and minimum requirements.

Free Electives (24 Credit Hours) 24

Elective classes are selected in consultation with the student's faculty advisor to balance the program in keeping with the student's personal objectives or associate degree.

Total Credit Hours **180**

Important note: if the Associate degree or other transfer credit does not include the prerequisite courses for the required courses listed, those classes must also be completed for the Bachelor's degree.

Cybersecurity

CERTIFICATE (CIP Code 11.1003)

Organizations increasingly process and store data and information on computers and networks. With the growing threat of cyber-attacks or security breaches of organizational databases and network infrastructure, security graduates are expected to understand information security beyond simple terminology and concepts. The Cybersecurity Certificate program is a concentration in the Associate of Science in Computer Information Technology. This entry level program provides the basic skills and techniques to secure software, hardware and networks. Students learn to securely configure and administer Windows and Linux servers, which are the common environments to protect and secure an organization's critical information assets and business systems.

REQUIREMENTS FOR THE CERTIFICATE

32 Credit Hours
Length: 12 months

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
CSC 207	Cybersecurity Threats, Attacks, and Defense	4
CSC 111	Introduction to Cybersecurity and Information Assurance	4
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
MNE 112	Administrating Windows Server	4
MNE 203	Introduction to Linux	4
MNE 213	Computer Security Fundamentals	4
Total Credit Hours		32

Cybersecurity Professional

CERTIFICATE (CIP Code 11.1003)

The need to protect electronic and physical property of organizations from intruders, potential theft and other compromising acts is considered paramount for the fast-paced global economy. The increase of mobile users, digital applications and data networks deepens the reliance on transmitted data and information through the cyberspace. This growth requires the advanced study of information security as hackers constantly explore and exploit any new protective measures put in place by organizations. Cyber-attacks and digital spying are the top threats to national security, as sensitive information such as employee's social security numbers, passwords and passcodes, network outages, computer viruses and other incidents threaten the security of many organizations. The Cybersecurity Professional Certificate program is a concentration in the Bachelor of Science in Information Technology program. This intermediate level program builds on technical skills that are needed to defend the enterprise environment and protect an organization, such as packet analysis, penetration testing, incident handling, and malware removal.

REQUIREMENTS FOR THE CERTIFICATE

32 Credit Hours
Length: 12 months

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
CSC 326	Incident Response and Disaster Recovery	4
CSC 425	Security Audits and Risk Assessment	4
MNE 314	Designing Security for Microsoft Networks	4
MNE 320	Certified Ethical Hacking	4
MNE 340	Network Security Architecture	4
MNE 360	Network Penetration Testing	4
MNE 365	Computer Hacking Forensic Investigator	4
MNE 430	Security Design and Compliance I	4
Total Credit Hours		32

Cybersecurity

DIPLOMA (CIP Code 11.1003)

Networking constitutes the bulk of computing as emailing, net-surfing and e-commerce become ubiquitous. Protecting the network against hackers, spyware and viruses is therefore paramount for a healthy economy. A diploma in network security prepares students with the skills to acquire entry-level security employment in various computing platforms. Students are exposed to the fundamentals of security, computer hardware, networking, and operating systems. Employed graduates administer networks and assist customers in day-to-day network operations and troubleshooting.

REQUIREMENTS FOR THE DIPLOMA

64 Credit Hours

Length: 18 months, 12 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
CSC 105	Introduction to Programming	4
CSC 111	Introduction to Cybersecurity and Information Assurance	4
CSC 207	Cybersecurity Threats, Attacks, and Defense	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
MNE 112	Administrating Windows Server	4
MNE 203	Introduction to Linux	4
MNE 210	Active Directory	4
MNE 211	Network Infrastructure	4
MNE 213	Computer Security Fundamentals	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
Total Credit Hours		64

ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 11.1003)

The Associate of Science Degree in Network Security prepares students with the requisite skills to safeguard network systems against threats as students can design and enforce security protocols, manage accounts, configure routers, repair compromised networks, and uphold regulatory constraints in business settings. In addition to understanding security fundamentals, students also understand data communication, networking, programming and basic management skills. Graduates can work in several careers in the fields of security and network administration as network administrator, network security manager, computer security specialist and cyber security specialist.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
BUS 224	Professional Development	4
CSC 105	Introduction to Programming	4
CSC 111	Introduction to Cybersecurity and Information Assurance	4
CSC 147	Forensics I	4
CSC 207	Cybersecurity Threats, Attacks, and Defense	4
CSC 225	Principles of Information Security	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
MNE 112	Administrating Windows Server	4
MNE 203	Introduction to Linux	4
MNE 210	Active Directory	4
MNE 211	Network Infrastructure	4
MNE 213	Computer Security Fundamentals	4
MNE 320	Certified Ethical Hacking	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
PSY 214	Introduction to Psychology	4
Total Credit Hours		92

Cybersecurity

Cybersecurity

BACHELOR OF SCIENCE (B.S.) DEGREE (CIP Code 11.1003)

The demand for skilled cyber security professionals who can handle advanced network security design and disaster recovery is on the rise, as the incidences of corporate computer and network breaches increase. Job openings for computer forensics experts are expected to grow beyond 10 percent through 2020, according to the Bureau of Labor Statistics. BS in Network Security is an in-depth education program with a broad-based curriculum to place graduates in successful cyber career positions. Some of the acquired skills include those associated with network administration and security, computer networks, data communications, protecting electronic data through both offensive and defensive tactics, penetration testing, ethical issues, firewalls, security designs in Linux and Microsoft platforms, VPN as well as computer forensics. Some of the courses taken in the network security program may qualify for certifications through professional organizations and vendors like CompTIA that meet industry-recognized standards. Overall, the degree equips students with advanced skill-sets to design network security programs for a variety of organizations.

REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours

Length: 24 months, 18 months accelerated (beyond Associate Degree)

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
BUS 224	Professional Development	4
CSC 105	Introduction to Programming	4
CSC 111	Introduction to Cybersecurity and Information Assurance	4
CSC 147	Forensics I	4
CSC 207	Cybersecurity Threats, Attacks, and Defense	4
CSC 210	Database Design	4
CSC 225	Principles of Information Security	4
CSC 240	Visual Programming	4
CSC 247	Forensics III	4
CSC 248	Digital Forensic Analysis	4
CSC 303	Computer Operating Systems	4
CSC 326	Incident Response and Disaster Recovery	4
CSC 347	File Forensics	4
CSC 348	Mobile Forensics	4
CSC 420	IT Project Management	4
CSC 425	Security Audits and Risk Management	4

ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MGT 304	Principles of Management	4
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
MNE 112	Administrating Windows Server	4
MNE 203	Introduction to Linux	4
MNE 204	Linux Server-Configuring the X Window System	4
MNE 210	Active Directory	4
MNE 211	Network Infrastructure	4
MNE 213	Computer Security Fundamentals	4
MNE 320	Certified Ethical Hacking	4
MNE 360	Network Penetration Testing	4
MNE 430	Security Design and Compliance I	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
MTH 202	Introduction to Statistics	4
MTH 305	Discrete Math	4
PSY 214	Introduction to Psychology	4
Credit Hours		156

General Studies Electives (16 Additional Credit Hours) 16

Students must choose four additional General Education classes, including one from the Humanities/Fine Arts category and one from the Social/Behavioral Sciences category. These classes are in addition to the required General Education classes listed in the associate and bachelor's curricula. See the Table of Contents for the complete list of General Education classes and minimum requirements.

Free Electives (20 Credit Hours) 8

Elective classes are selected in consultation with the student's faculty advisor to balance the program in keeping with the student's personal objectives or associate degree.

Total Credit Hours 180

Important note: if the Associate degree or other transfer credit does not include the prerequisite courses for the required courses listed, those classes must also be completed for the Bachelor's degree.

Computer Aided Design Drafting

Architectural Computer Aided Design Drafting

ASSOCIATE OF SCIENCE (CIP Code 15.1303)

The objective of the Architectural Computer Aided Design Drafting (CADD) program is to develop the skills necessary to create working drawings for the construction of a variety of architectural disciplines. An integral part of the system includes the use of CADD software and related equipment.

Upon completion of the Architectural CADD program, you will have the skills needed to be successful, including an understanding of basic structural design principles using mathematics and physics an understanding of how CADD is used to solve real world problems; an understanding of foundation design and framing techniques for residential and commercial construction; the ability to use Building Information Modeling (BIM) and incorporate “green” technology into designs; and an understanding of the use of CADD software for problem solving and drawing creation.

The Associate of Science (A.S.) degree in Architectural Computer Aided Design Drafting will enable you to apply for entry and intermediate level positions such as the following:

- Architectural drafter or detailer
- Structural drafter
- Technical sales representative
- Field technician
- Design technician
- Project technician
- CADD operator

REQUIREMENTS FOR THE ASSOCIATE DEGREE

106 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
ARH 140	Construction Estimating	3
ARH 160	Residential Design I	3
ARH 165	Residential Design II	3
ARH 170	Commercial Construction I	3
ARH 173	Commercial Construction II	3
CSC 118	Computer Applications I	4
DRF 105	Basic Board Drafting	6
DRF 135	Computer Aided Design Drafting I	3
DRF 145	Advanced Drafting Techniques	3
DRF 165	Computer Aided Design Drafting II	3
DRF 231	Statics	4
DRF 251	Electrical Power Distribution	4
DRF 255	Computer Aided Design Drafting III	3
DRF 258	Strengths	4
DRF 265	Computer Aided Design Drafting IV	3
DRF 271	Civil Drafting	3
DRF 285	Building Information Modeling Applications	3
ENG 101	Composition I	4
FYE 101	Information Literacy	4
MTH 113	Mathematical Concepts	4
MTH 123	Advanced Mathematics	4
MTH 243	Applied Algebra	4
MTH 253	Analytical Geometry and Trigonometry	4
MTH 263	Advanced Algebra	4
NET 147	Operating Systems	4
PHY 162	Physics I	4
PHY 212	Physics II	4
PHY 232	Physics III	4
Credit Hours		102

General Studies Elective (4 Additional Credit Hours) 4

Students must choose one additional General Education class from the Social/Behavioral Science category. This class is in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours 106

Computer Engineering Technology

Computer Engineering Technology

ASSOCIATE OF SCIENCE (CIP Code 15.1201)

The objective of the Computer Engineering Technology program is to develop the skills and understanding necessary to maintain, repair and troubleshoot electrical, electronic and microprocessor based equipment.

Upon completion of this program, you will: understand the principles of electricity (both DC and AC); troubleshoot electronic circuitry to board and component level; select and operate test equipment for troubleshooting; assemble and debug digital circuits; understand a computer's architecture including peripheral devices and their operation; work with operating system fundamentals for file system operation; read schematic drawings; and network applications. You also have opportunities to learn about the installation and repair of sustainable energy products such as solar panels and wind turbines.

In this program, you will learn proper repair and maintenance of electronic equipment reduces waste and allows us to adopt an environmentally conservative approach. Otherwise, electronic components are difficult to dispose of, do not biodegrade, and add toxins to landfills.

You will also have the opportunity to obtain as many as 19 IPC certifications. IPC is a national organization devoted to the connectivity of electrical components.

The Associate of Science (A.S.) degree in Computer Engineering Technology prepares you to seek entry and intermediate level positions such as:

- Field service technician
- Electronic technician
- Computer repair technician
- Technical sales representative
- Junior technician
- Bench technician

REQUIREMENTS FOR THE ASSOCIATE DEGREE

105 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
CET 244	Communications in Electronics - NDT	4
CSC 118	Computer Applications I	4
DRF 135	Computer Aided Design Drafting I	3
ELC 114	Direct Current Theory & Applications	7
ELC 134	Alternating Current Theory & Applications	7
ELC 152	Semiconductors I	3
ELC 163	Digital Electronics I	3
ELC 212	Semiconductors II	3
ELC 219	Digital Electronics II	3
ELC 226	Electro-Mechanical Devices I	4
ELC 240	Opto-Electronics	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
MTH 243	Applied Algebra	4
MTH 253	Analytical Geometry & Trigonometry	4
MTH 263	Advanced Algebra	4
NET 130	Computer Essentials & Troubleshooting	12
NET 147	Operating Systems	4
NET 152	Introduction to Computer Networking	12
PHY 162	Physics I	4
PHY 212	Physics II	4
Credit Hours		101

General Studies Elective (4 Additional Credit Hours) 4

Students must choose one additional General Education class from the Social/Behavioral Science category. This class is in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours 105

NDT = Not Designed to Transfer

Heating, Ventilation, Air-Conditioning, and Refrigeration (HVAC-R) Technology

CERTIFICATE

(CIP Code 15.0501)

The primary objective of the HVAC-R program is to prepare students for residential and commercial HVAC-R technician positions in the HVAC-R field through a curriculum that expects students to describe the operating principles of HVAC-R systems, demonstrate the skills necessary to obtain OSHA and EPA certifications as required for employment in the field, explain the refrigeration cycle, and demonstrate entry-level skills required to service HVAC-R equipment.

Students will be eligible for entry-level residential and commercial technician employment after three quarters of program content. They will also have the credentials of an HVAC-R certificate, OSHA 10 safety certification and EPA608 refrigerant handling certification.

The certificate program in Heating, Ventilation, Air Conditioning and Refrigeration has been developed as a 1+1 program, combining a certificate phase with the additional work required to complete an associate degree.

REQUIREMENTS FOR THE CERTIFICATE

43 Credit Hours

Length: 9 months

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
CSC 118	Computer Applications I	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
HVA 100	Blueprint Reading	3
HVA 101	Introduction to HVAC-R Systems	4
HVA 115	Principles of Refrigeration	4
HVA 125	Heating Systems	3
HVA 135	Air Conditioning	3
HVA 205	HVAC-R Electrical Applications	3
HVA 220	Building Automation I	4
HVA 225	Commercial HVAC Systems OR	
HVA 290	Externship	3
MTH 123	Advanced Mathematics	4
Total Credit Hours		43

Heating, Ventilation, Air-Conditioning, and Refrigeration Technology

Heating, Ventilation, Air-Conditioning, and Refrigeration (HVAC-R) Technology

ASSOCIATE OF SCIENCE DEGREE (CIP Code 15.0501)

The objective of the HVAC-R Technology program is to develop the skills and understanding necessary to obtain entry-level employment in such fields as HVAC-R sales, service, installation; facilities operation and sustainability; or energy efficiency technical work or auditing.

The curriculum focuses on basic operating principles of residential and commercial HVAC systems across the subsystems of cooling, heating, distribution, filtration and control. Emphasis will also be placed upon the skills and knowledge required to understand building automation systems and their efficient use of energy. Environmental responsibility is also stressed as you master EPA refrigerant handling requirements and through training to complete effective commercial energy audits.

Elements of the program may also be appropriate for experienced HVAC-R technicians who may need additional training.

Graduates may seek employment in such fields as:

- HVAC-R sales
- Service installation
- Facilities operation
- Sustainability or energy
- Energy efficiency
- Energy auditing

REQUIREMENTS FOR THE ASSOCIATE DEGREE

102 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
ELC 226	Electro-Mechanical Devices I	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
HVA 101	Introduction to HVAC-R Systems	4
HVA 100	Blueprint Reading	3
HVA 115	Principles of Refrigeration	4
HVA 125	Heating Systems	3
HVA 135	Air Conditioning	3
HVA 205	HVAC-R Electrical Applications	3
HVA 215	Commercial Refrigeration	3
HVA 220	Building Automation I	4
HVA 225	Commercial HVAC Systems	3
HVA 255	Air & Water Distribution Systems	4
HVA 260	HVAC-R Loads & Humidity	4
HVA 265	Troubleshooting/Systems Repair	3
HVA 272	Building Automation II	4
HVA 275	HVAC-R Applications	3
HVA 280	Energy Audit Procedures & Practices	3
HVA 290	Externship	3
HVA 295	Capstone - Journeyman Prep	4
MTH 123	Advanced Mathematics	4
MTH 243	Applied Algebra	4
MTH 253	Analytical Geometry & Trigonometry	4
PHY 162	Physics I	4
PHY 212	Physics II	4
Total Credit Hours		98

General Studies Elective (4 Additional Credit Hours) 4
Students must choose one additional General Education class from the Social/Behavioral Science category. This class is in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours 102

Advanced Manufacturing Technology

Advanced Manufacturing Technology

ASSOCIATE OF SCIENCE DEGREE (CIP Code 15.0613)

The objective of the Advanced Manufacturing Technology program is to develop the skills and understanding necessary to maintain, repair and troubleshoot automated equipment found in industrial and high technology environments.

Upon completion of this program, you will be able to read basic schematic and blueprint drawings; apply the principles of electricity (both DC and AC); work with hydraulic and pneumatic power systems; apply the essentials of electrical/electronic power and control requirements of an automated system; troubleshoot electronic equipment; select and operate test equipment for troubleshooting; operate robotic teach-pendants; program robot movement in work cell applications; write program subroutines for work cell interfacing; program and interface programmable controllers; troubleshoot automated equipment and its controllers; and utilize industrial safety techniques.

The Associate of Science (A.S.) degree in Advanced Manufacturing Technology enables you to qualify for entry and intermediate level positions such as:

- Engineering technician
- Maintenance technician
- Electro/mechanical technician
- Industrial maintenance technician
- Field service technician
- Junior technician
- Technical sales representative

REQUIREMENTS FOR THE ASSOCIATE DEGREE

106 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
AMT 151	Mechanical Drives	3
AMT 158	Robot Fundamentals	3
AMT 216	Fluid Power	3
AMT 238	Robot Applications	3
AMT 247	Programmable Logic Controllers I	3
AMT 249	Manufacturing Methods	4
AMT 258	Work Cells	3
AMT 267	Programmable Logic Controllers II	3
CSC 118	Computer Applications I	4
DRF 135	Computer Aided Design Drafting I	3
ELC 114	Direct Current Theory & Applications	7
ELC 134	Alternating Current Theory & Applications	7
ELC 152	Semiconductors I	3
ELC 163	Digital Electronics I	3
ELC 212	Semiconductors II	3
ELC 219	Digital Electronics II	3
ELC 226	Electro-Mechanical Devices I	4
ELC 240	Opto-Electronics	4
ELC 253	Electro-Mechanical Devices II	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
MTH 243	Applied Algebra	4
MTH 253	Analytical Geometry & Trigonometry	4
MTH 263	Advanced Algebra	4
NET 147	Operating Systems	4
PHY 162	Physics I	4
PHY 212	Physics II	4
Credit Hours		102

General Studies Elective (4 Additional Credit Hours) 4
Students must choose one additional General Education class from the Social/Behavioral Science category. This class is in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours 106

Advanced Manufacturing Technology

BACHELOR OF SCIENCE DEGREE (CIP Code 15.0613)

The objective of the Advanced Manufacturing Technology program is to develop the knowledge and technical skills necessary to maintain automated equipment, including principles of science, mathematics and engineering; the ability to research and develop new machines and products; and the ability to utilize productively the manufacturing processes and quality control measures found in industrial and highly technical environments.

The curriculum focuses on real-life practical applications you will encounter in the industry, helping you develop the applied skills to meet a constantly changing work place. The program also emphasizes the need for socially responsible solutions that are safe and reliable and that ensure a safe environment.

The Bachelor of Science in Advanced Manufacturing Technology enables you to qualify for entry and intermediate level positions such as:

- Engineering technician
- Maintenance technician
- Electro/mechanical technician
- Industrial maintenance technician
- Field service technician
- Junior technician
- Technical sales representative

REQUIREMENTS FOR THE BACHELOR'S DEGREE

185 Total Credit Hours

Length: 24 months, 18 months accelerated (beyond Associate Degree)

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Students wishing to obtain the bachelor's degree in Advanced Manufacturing Technology must complete all course work in the Advanced Manufacturing Technology associate degree program (or its equivalent) plus the upper-level bachelor's degree course work outlined below:

Course	Titles	Credit Hours
AMT 316	Fluid Power II	3
AMT 320	Statistical Quality Control	4
AMT 330	Instrumentation and Measurement	3
AMT 340	Engineering Programming Languages	3
AMT 347	Programmable Logic Controllers III	3
AMT 351	Mechanical Drives II	3
AMT 367	Programmable Logic Controllers IV	3
AMT 420	Green Energy Technology	4
AMT 430	Advanced Automation	3
AMT 440	Sustainable Engineering	4
AMT 450	Project Management I	3
AMT 460	Project Management II	3
COM 204	Interpersonal Communication and Conflict Management	4
DRF 231	Statics	4
DRF 258	Strengths	4
DRF 331	Dynamics	4
ENG 102	Composition II	4
GEO 244	North American Geography	4
GEO 274	Global Environment	4
HST 274	American Government	4
MTH 343	Technical Calculus	4
Credit Hours		75

General Studies Elective (4 Additional Credit Hours) 4

Students must choose one additional General Education class from the Social/Behavioral Science category. This class is in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Credit Hours from the S.U. A.S. degree	106
Total Credit Hours	185

Computer Graphic Design

Computer Graphic Design

ASSOCIATE OF SCIENCE

(CIP Code 11.0803)

The objective of the Computer Graphic Design program is to develop the skills and understanding necessary to obtain entry-level employment in industries that utilize computer graphics, animation and 3-D modeling, as well as digital publishing, web page design, and other related skills.

Upon completion of the program, you will be able to develop a variety of professional publications, documents, and imagery. Integral skills you will develop include the ability to use sophisticated software and associated peripheral equipment like scanners, printers and cameras. You will learn to generate and/or manipulate images to develop solutions to a variety of graphic and design problems. The program encourages usage of environmentally friendly materials and supplies throughout the practice of graphic design skills.

This field offers the creative and artistic designer a range of opportunities with advertising agencies, publishers, art studios and large corporations that use visual media for promotion and communication. Graduates of the Associate of Science (A.S.) degree in Computer Graphic Design will be able to seek employment in positions such as:

- Technical illustrator
- Renderer
- Advertising and graphic designer
- Corporate design professional
- Computer artists in various entertainment fields
- Web designer
- Computer graphic consultant

REQUIREMENTS FOR THE ASSOCIATE DEGREE

103 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
CGD 110	Drawing	3
CGD 115	Introduction to Digital Imaging	3
CGD 131	Color Theory	3
CGD 135	Typography	3
CGD 142	Print I	3
CGD 151	Digital Illustration I	3
CGD 157	Digital Imagery & Image Making I	3
CGD 164	Layout I	3
CGD 169	3-D Modeling	3
CGD 215	Layout II	3
CGD 229	Basic 3D Animation	3
CGD 234	Multi-Media I	3
CGD 242	Print II	3
CGD 243	Web I	3
CGD 244	Graphic Design	3
CGD 256	Multi-Media II	3
CGD 263	Web II	3
CGD 267	Portfolio	3
CGD 269	Externship	3
COM 204	Interpersonal Communication and Conflict Management	4
CSC 118	Computer Applications I	4
DWD 265	Web III	3
ENG 101	Composition I	4
FYE 101	Information Literacy	4
HST 124	Art History I	4
HST 225	Art History II	4
MTH 113	Mathematical Concepts	4
MTH 123	Advanced Mathematics	4
MTH 243	Applied Algebra	4
Elective		3
CGD 250	Video Production	
	OR	
DWD 145	Programming Logic	
Credit Hours		99

General Studies Elective (4 Additional Credit Hours) 4
Students must choose one additional General Education class from the Social/Behavioral Science category. This class is in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours 103

Computer Graphic Design

Computer Graphic Design

BACHELOR OF ARTS DEGREE (CIP Code 11.0803)

The objective of the Bachelor of Arts in Computer Graphic Design program is to further develop the in-demand skills and qualifications needed to be successful in the industry. In addition to the knowledge developed at the associate degree level, you will enhance your creativity and broaden your skills in advertising, concepts of ideas, working with the community, and various other design specialties.

Upon completion of this program, you will be able to utilize industry software in more creative ways. Examples of the software you'll use include Photoshop, Illustrator, InDesign, Dreamweaver, and AnimatePro. (Note: Software is subject to change). You will also be able to engage in copywriting, advertising, promotion and design for the environment.

This program will prepare you for careers in advertising, image creations, web design, commercial art and many other exciting and challenging areas.

The Bachelor of Arts program in Computer Graphic Design has been developed as a 2+2 program, combining an associate degree phase (103 credit hours) with the additional work required for the bachelor's degree (77 additional credit hours).

REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Total Credit Hours

Length: 24 months, 18 months accelerated (beyond Associate Degree)

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Students wishing to obtain the bachelor's degree in Computer Graphic Design must complete all course work in the Computer Graphic Design associate degree program (or its equivalent) plus the upper-level bachelor's degree course work outlined below:

Course	Titles	Credit Hours
CGD 325	Graphic Design History	3
CGD 326	Design Methodology	3
CGD 327	Writing Copy for Design	3
CGD 342	Branding	3
CGD 351	Digital Illustration II	3
CGD 357	Digital Imagery & Image Making II	3
CGD 430	Advertising Design	3
CGD 431	Product Design	3
CGD 445	Environmental Design	3
CGD 446	Collective Design	3
CGD 461	Design Studio/Community Projects	3
CGD 467	Portfolio	3
DWD 266	Multi-Media III	3
DWD	Dynamic Web Development Elective	3
DWD	Dynamic Web Development Elective	3
ENG 102	Composition II	4
GEO 244	North American Geography	4
GEO 274	Global Environment	4
HST 274	American Government	4
LNG 144	Conversational Spanish I	4
Elective	General Elective	4
Credit Hours		69

General Studies Electives (8 Additional Credit Hours) 8

Students must choose two additional General Education classes from the Social/Behavioral Science category. These classes are in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Credit Hours from the S.U. A.S. degree	103
Total Credit Hours	180

Dynamic Web Development Electives

You must select two (2) Dynamic Web Development electives from the following four (4) courses:

DWD 145	Programming Logic
DWD 150	Introduction to Programming
DWD 257	Client Side Programming
DWD 275	Web IV

Dynamic Web Development

ASSOCIATE OF SCIENCE DEGREE (CIP Code 11.0801)

The objective of the Dynamic Web Development program is to teach the skills and understanding necessary to obtain entry-level employment in fields like web design, web programming, web language, page layout and other related areas.

This program will show you how to develop and upload web pages and how to connect to databases, retrieve content from them and infuse that content into web pages. With a solid foundation in computer programming, you will also develop skills in console input and output, controlling flow, object-oriented programming and event handling.

Graduates of this program will qualify for employment opportunities such as:

- Web designer
- Web programmer
- Corporate web layout designer
- Computer artist

REQUIREMENTS FOR THE ASSOCIATE DEGREE

95 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
CGD 115	Introduction to Digital Imaging	3
CGD 131	Color Theory	3
CGD 234	Multi-Media I	3
CGD 243	Web I	3
CGD 256	Multi-Media II	3
CGD 263	Web II	3
COM 204	Interpersonal Communication and Conflict Management	4
CSC 118	Computer Applications I	4
DWD 145	Programming Logic	3
DWD 150	Introduction to Programming	3
DWD 255	Intermediate Programming -NDT	3
DWD 257	Client Side Programming	3
DWD 265	Web III	3
DWD 266	Multi-Media III	3
DWD 268	Portfolio - NDT	3
DWD 269	Externship - NDT	3
DWD 271	Dynamic Web Language I - NDT	3
DWD 272	Dynamic Web Language II - NDT	3
DWD 273	Dynamic Web Language III - NDT	3
DWD 275	Web IV	3
DWD 276	Mobile Application Development - NDT	3
DWD 277	Dynamic Web Language IV - NDT	3
DWD 278	Dynamic Web Language V - NDT	3
ENG 101	Composition I	4
FYE 101	Information Literacy	4
MTH 113	Mathematical Concepts	4
MTH 123	Advanced Mathematics	4
MTH 243	Applied Algebra	4
Credit Hours		91

General Studies Elective (4 Additional Credit Hours) 4

Students must choose one additional General Education class from the Social/Behavioral Science category. This class is in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours 95

NDT = Not Designed to Transfer

Interior Design

Interior Design

BACHELOR OF ARTS

(CIP Code 50.0408)

The objective of the bachelor's degree program is to prepare students for a professional career in interior design and/or the built environment. Students develop interiors centered on the interaction of the human being with the built environment and in the processes of designing interior spaces for a global market. Program goals develop student's understanding of the designer's role in an integrated process across multiple disciplines and client types. Interior Design studios measure student ability to execute design decisions on functionality, building codes, industry specific software, creative and innovative processes, and the health safety and welfare of the public.

The Bachelor of Arts in Interior Design prepares you for career opportunities in positions such as:

- Commercial and residential space planner and consultant
- Kitchen and bath designer
- Product or finish sales representative
- Lighting design specialist

REQUIREMENTS FOR THE BACHELOR'S DEGREE

185 Total Credit Hours

Length: 42 months

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
BUS 224	Professional Development	4
COM 204	Interpersonal Communication and Conflict Management	4
CSC 118	Computer Applications I	4
DRF 135	Computer Aided Design Drafting I	3
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEO 244	North American Geography	4
GEO 274	Global Environment	4
HST 124	Art History I	4
HST 225	Art History II	4
HST 274	American Government	4
IDB 101	Fundamentals of Interior Design	4
IDB 111	Architectural Drafting	3
IDB 121	Visual Communications I	3
IDB 131	Design History and Theory I	4
IDB 141	Human Factors	4
IDB 151	Materials and Products	4
IDB 161	Color Theory and Application	3
IDB 171	Space and Form	3
IDB 181	Residential Design Studio	3

IDB 200	Design History and Theory II	4
IDB 201	Studio I	3
IDB 211	Visual Communications II	3
IDB 221	Digital Modeling	3
IDB 231	Design Programming	3
IDB 241	Lighting Design	4
IDB 251	Interior Systems and Construction	4
IDB 261	Codes, Standards and Compliance	3
IDB 271	Contract Documentation and Detailing	4
IDB 281	Kitchen and Bath Studio I	3
IDB 291	Studio II	3
IDB 301	Special Topics	3
IDB 311	Kitchen and Bath Studio II	3
IDB 321	Studio III	3
IDB 331	Environmentally Responsible Design	4
IDB 341	Studio IV	3
IDB 351	Business Practices and Ethical Design	4
IDB 361	Furniture Design Studio	3
IDB 371	Global Design Studio	3
IDB 401	Studio V	3
IDB 421	Graduate Studio I	3
IDB 431	Portfolio and Critique	4
IDB 441	Certification Preparation	3
IDB 451	Graduate Studio II	3
IDB 461	Internship/Co-op (Department Chair Approval)	4
LNG 144	Conversational Spanish I	4
MTH 113	Mathematical Concepts	4
MTH 123	Advanced Mathematics	4

Credit Hours **173**

General Studies Elective (12 Additional Credit Hours) **12**

Students must choose three additional General Education classes from the Social/Behavioral Science category. These classes are in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours **185**

Graduate School

Sullivan University's graduate school provides the graduate with additional opportunities for career advancement and enhanced job security in today's highly competitive and ever-changing work environment. This is a natural extension of the University's distinguished history of preparing graduates for careers.

Students in these graduate programs follow a curriculum designed to develop skills in leadership, team building, communications, decision-making, critical thinking and analysis and research techniques. Graduate students are expected to assume responsibility and exercise great initiative in their education. Each student actively participates in the processes of learning, developing managerial skills and improving the ability to communicate. A personal commitment to discipline and scholarly standards is an integral feature of this graduate study.

The faculty consists of a distinguished full-time faculty with advanced degrees at the doctoral level and supplemented by adjunct faculty from specialized fields of business, industry, government, and conflict management.

Admission to the Graduate School—Master's Degree and Master's Certificate Programs

All applicants to Sullivan University's graduate programs must be either in their final academic year of study in a bachelor's degree program at Sullivan University or have an earned bachelor's degree from another accredited institution. Candidates for admission to the graduate school must demonstrate proficiency in verbal, written, quantitative and critical reasoning skills. This can be accomplished by a review of transcripts of previous undergraduate and any prior graduate courses, or through application of criteria established by the University's graduate school admissions process. Applicants for admission to the Sullivan University Graduate School should contact the graduate school admissions staff for additional information. Students who otherwise qualify for graduate admission may be accepted on a provisional basis. Those who do not meet the Graduate School Admissions Criteria are encouraged to contact an Admissions Officer to discuss their unique circumstances, life experiences, former educational successes, and goals for lifelong learning. Sullivan University recognizes that no single measure can sum up a person's ability to succeed at the Graduate School level and a combination of factors can be used to gain acceptance to the Programs. Course work for all graduate degrees consists of twelve courses (48 credit hours) (Dual Master of Business Administration/Master of Science in Managing Information Technology requires 64 credit hours).

DEGREE PROGRAMS

Programs

Graduate Certificate in Conflict Management
Master of Business Administration (M.B.A.) Degree
Executive Master of Business Administration (E.M.B.A.) Degree
Master of Public Administration (M.P.A.) Degree
Master of Science in Managing Information Technology (M.S.M.I.T.) Degree
Master of Science in Cybersecurity (M.S.C.) Degree
Master of Science in Management (M.S.M.) Degree
Master of Science in Human Resource Leadership (M.S.H.R.L.) Degree
Dual Master of Business Administration/Master of Science in Managing Information Technology (M.B.A./M.S.M.I.T.) Degree

Doctor of Philosophy (Ph.D.) in Management

P

programs may require a combination of face-to-face, hybrid, or online courses.

Online programs may require physical/face-to-face engagement at an onsite and/or offsite location.

Courses completed with grades below C (2.0) are not counted toward degree completion requirements, but grades of D (1.0) and F (0.0) will be used when calculating a student's grade point average and to determine satisfactory academic progress toward degree completion.

Locations Where Offered

Ft. Knox, Online
Louisville, Lexington, Online
Louisville, Lexington, Online
Louisville, Lexington, Online
Louisville, Lexington, Online
Louisville, Lexington, Online
Louisville, Lexington, Ft. Knox, Online
Louisville, Lexington, Ft. Knox, Online
Louisville, Lexington, Online

Louisville, Lexington, Ft. Knox

Graduate School Application Procedure

Admission Requirements

— Master’s Degree and Master’s Certificate

Programs

Requirements for admission to Sullivan University’s Graduate School include:

1. A baccalaureate degree from a Council for Higher Education Accreditation (CHEA) or United States Department of Education (USDOE) recognized, accredited institution earning an undergraduate cumulative grade point average (CGPA) of 2.0 (out of 4.0);
2. Official transcripts of all previous undergraduate and graduate work;
3. A graduate school application and admission fee;
4. A successful interview (in-person, via phone, or electronic) with the Graduate School Admissions Committee or assigned Faculty member;
5. The Interview requirement may be waived with documentation of one of the following:
 - a. An undergraduate GPA of at least 2.5 (out of 4.0); or
 - b. GMAT score of 550 (or better within the past five years); or
 - c. A combined GRE Qualitative Reasoning Score and GRE Verbal Reasoning Score (within the past five years) that equates to a GMAT score of 550 (or better); or
 - d. A master’s degree from a CHEA or USDOE recognized, accredited institution; or
 - e. Completion of one full-time academic term in fulfillment of a master’s degree program from a CHEA or USDOE recognized, accredited institution with GPA of at least 2.5 (out of 4.0)

Original materials submitted no later than twenty-one (21) calendar days after the beginning of the academic quarter for which the applicant is seeking admission.

Additionally, a current Sullivan University undergraduate student may enroll in the Graduate School and take up to four individual graduate classes that will apply to the student’s undergraduate program of study if the following requirements are met:

- Has completed a minimum of 136 quarter hours;
- Is in the last academic year of study;
- Has a minimum GPA of 2.75 on a 4.0 scale;
- Is taking no more than one graduate class during any quarter;
- Has met all graduate school prerequisite coursework requirements;
- Has up to 16 quarter hours of available free elective space in their program of study.

Special Status—Master’s and Master’s Certificate Programs

Students who do not meet the requirements above must have approval of the Dean of the Graduate School.

Acceptance to The Graduate School is contingent upon approval from the Dean of The Graduate School. If a grade of “C” or lower is obtained during the first 16-quarter hours of graduate classes, the student’s continuation in the program is at the discretion of the Dean of The Graduate School.

International Students Graduate School Admission—Master’s and Graduate Certificate Programs

See specific policies for International Student Admission in the Admission To The University section of the catalog.

Conflict Management

GRADUATE CERTIFICATE (CIP Code 52.0213)

The Graduate Certificate in Conflict Management is a graduate level program designed for individuals who need to apply conflict management methods, skills and techniques in an organizational context. Individuals already possessing a Bachelor's degree or higher who are in human resources, counseling, or supervisory roles will gain an advantage from the knowledge and skills obtained from completion of this certificate program by learning ways in which conflict can be managed for positive results in the workplace or in other settings. The Graduate Certificate in Conflict Management will benefit anyone who works with people, manages people, or has a relationship with people.

Conflict is a natural occurrence that can result in positive or negative consequences. The content of certificate courses addresses issues that assist students in learning ways to change potentially negative results of conflict into positive solutions that benefit both the organization and the individuals involved in conflicts. Graduates of this certificate program will learn to communicate better; they will learn to take negative conflict and turn it to positive opportunity; they will learn to facilitate diverse workgroups; and they will learn to negotiate better outcomes.

REQUIREMENTS FOR THE GRADUATE CERTIFICATE

24 Credit Hours

Length: 9 months (3 quarters of full-time study)

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
CMM 510	Interpersonal and Intergroup Conflict Analysis	4
CMM 515	Conflict Theories	4
CMM 542	Conflict Coaching for Leaders	4
CMM 550	Negotiation in Conflict Management	4
MGT 521	Managing Organizational Conflicts	4
MGT 541	Culture in Organizations	4
Total Credit Hours		24



Master of Business Administration

(CIP Code 52.0201)

The Master of Business Administration (M.B.A.) is a general degree where students learn the important tools in business. Theory is taught, but the practical application of these theories is also emphasized. The program is offered evenings or online and is designed for students already employed who are interested in a solid, thorough graduate program in business from a university offers a range of electives where students can concentrate their studies in areas as diverse as health care management, hospitality management, among other areas.

The curriculum is in two parts: core and electives. The M.B.A. program contains nine core courses and three elective courses. All students enrolled in the M.B.A. program take the same nine core requirements, which provide a common body of knowledge expected from all M.B.A. students who graduate from Sullivan University. Students may choose to concentrate electives in a narrow field of study like health care administration or hospitality management, or, alternatively, choose elective courses that suit their unique needs as long as they satisfy prerequisite courses, if any.

REQUIREMENTS

48 Credit Hours
Length: 18 months

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
ACT 510	Accounting Theory for Management Decisions	4
	OR	
ACT 511	Accounting Theory for Business Environments*	4
ECO 510	Managerial Economics	4
FIN 540	Strategic Financial Management	4
MGT 510	Leadership Communication	4
MGT 545	Leading Organizations	4
MGT 620	Operational Efficiency and Effectiveness	4
MGT 680	Integrative MBA Capstone	4
MKT 570	Marketing Strategy and Implementation	4
QNT 550	Data Driven Decision Making	4
Credit Hours		36

Free Electives (12 Credit Hours)	12
Three elective courses are chosen by the student to complement the student's personal or professional interests.	
Total Credit Hours	48

Accounting Concentration

ACT 560	International Accounting and Reporting	4
ACT 610	Contemporary Financial Auditing and Attestation	4
ACT640	Corporate Governance and Regulation	4
<i>*Students in the Accounting Concentration must take ACT 511 instead of ACT 510. They must also earn a B or better grade in QNT 550 for successful completion of the course.</i>		

Conflict Management Concentration

CMM 510	Interpersonal and Intergroup Conflict Analysis	4
CMM 542	Conflict Coaching for Leaders	4
MGT 541	Culture in Organizations	4

Healthcare Management Concentration

HCA 510	Healthcare Systems Management	4
HCA 535	Healthcare Information Systems	4
HCA 545	Healthcare Finance	4

Hospitality Management Concentration

HMS 510	Event and Tourism Management	4
HMS 545	Revenue Management in Hospitality	4
HMS 575	Restaurant Brand Development and Management	4

Public Administration Concentration

FIN 545	Public Sector Financial Management	4
MPA 510	The Public Policy Process	4
MPA 550	Public Policy Economic Analysis	4

Strategic Human Capital Management Concentration

HRL 520	Workforce Planning and Staffing	4
HRL 530	Human Resource Development	4
HRL 540	Compensation, Benefits and Security	4

Strategic Marketing Concentration

MKT 580	Global Marketing Management	4
MKT 610	Strategic Marketing	4
MKT 620	Strategic Brand Management	4

*For Accounting Concentration Only

Executive Master of Business Administration

(CIP Code 52.0201)

The Executive Master of Business Administration (E.M.B.A.) degree is designed for managers or supervisors currently working in positions where their educational outcomes link directly with their professional experiences. The curriculum is designed to equip busy professionals with the tools to effectively manage the change and growth in today's competitive global environment.

While the curriculum of the E.M.B.A. program is very similar to that of the regular M.B.A. degree, the requirement of a minimum of four experiential courses linking learning outcomes to their professional experiences makes the program significantly different.

REQUIREMENTS

48 Credit Hours

Length: 18 months

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
ACT 510	Accounting Theory for Management Decisions	4
ECO 510	Managerial Economics	4
FIN 540	Strategic Financial Management	4
MGT 510	Leadership Communication	4
MGT 521	Managing Organizational Conflict	4
MGT 545	Leading Organizations	4
MGT 571	Competing in Domestic and International Markets	4
MGT 596	Graduate Management Experiential 1	1
MGT 597	Graduate Management Experiential 2	1
MGT 620	Operational Efficiency and Effectiveness	4
MGT 680	Integrative MBA Capstone	4
MGT 696	Graduate Management Experiential 3	1
MGT 697	Graduate Management Experiential 4	1
MKT 570	Marketing Strategy and Implementation	4
QNT 550	Data Driven Decision Making	4
Total Credit Hours		48

Master of Science in Managing Information Technology

(CIP Code 11.1005)

The Master of Science in Managing Information Technology (M.S.M.I.T.) degree is designed to help current information technology (IT) professionals desiring to meet the management challenges created by the rapidly changing landscape of the IT industry from traditional systems to Internet/Intranet systems. The rapidly growing IT environment has created unique project management problems and opportunities in e-business, e-supply, and intranet applications that are beyond the understanding of most traditional IT managers. The program prepares individuals to design, develop, and manage information technology projects in a variety of organizations.

This degree is intended primarily for data processing, information technology, and other professionals who seek to keep pace with the information age and is designed to increase the probability of the student's advancement to new or expanded management positions of greater responsibility and authority within their professions. The degree program aims to increase technical knowledge, build a conceptual understanding of emerging IT issues, and provide the ability to conduct independent research to support IT project management decisions. Areas covered include principles of project management, organizational principles and behavior, communications, financial analysis, leadership and team development, information security and legal issues, and system development.

REQUIREMENTS

48 Credit Hours

Length: 18 months

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
CSC 550	Data Mining	4
CSC 560	Electronic Commerce and Intranet Development	4
CSC 610	Information Systems Development	4
CSC 635	Computer Security and Legal Issues	4
CSC 680	Integrative MSMIT Capstone	4
FIN 540	Strategic Financial Management	4
MGT 510	Leadership Communication	4
MGT 521	Managing Organizational Conflict	4
MGT 545	Leading Organizations	4
MGT 590	Project Management	4
MGT 596	Graduate Management Experiential 1	1
MGT 597	Graduate Management Experiential 2	1
MGT 696	Graduate Management Experiential 3	1
MGT 697	Graduate Management Experiential 4	1
Credit Hours		44

Free Electives (4 Credit Hours) 4

One elective course is chosen by the student to complement the student's personal or professional interests.

Total Credit Hours 48

Dual Master of Business Administration/Master of Science in Managing Information Technology

(CIP Code 52.0201)

The Dual Master of Business Administration/ Master of Science in Managing Information Technology (M.B.A./ M.S.M.I.T.) degree is designed for those students who would like to complete both degrees in the shortest possible timeframe. The graduates of this program will complete the core requirements for both degrees but will have no opportunities for electives. Students who pursue this degree may be able to complete the program in two years.

REQUIREMENTS

64 Credit Hours

Length: 24 months

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
ACT 510	Accounting Theory for Management Decisions	4
CSC 550	Data Mining	4
CSC 560	E-Commerce and Intranet Development	4
CSC 610	Information Systems Development	4
CSC 635	Computer Security and Legal Issues	4
CSC 680	Integrative MSMIT Capstone	4
ECO 510	Managerial Economics	4
FIN 540	Strategic Financial Management	4
MGT 510	Leadership Communication	4
MGT 521	Managing Organizational Conflict	4
MGT 545	Leading Organizations	4
MGT 590	Project Management	4
MGT 596	Graduate Management Experiential 1	1
MGT 597	Graduate Management Experiential 2	1
MGT 620	Operational Efficiency and Effectiveness	4
MGT 696	Graduate Management Experiential 3	1
MGT 697	Graduate Management Experiential 4	1
MKT 570	Marketing Strategy and Implementation	4
QNT 550	Data Driven Decision Making	4
Total Credit Hours		64

Master of Science in Human Resource Leadership

(CIP Code 52.1001)

The Master of Science in Human Resource Leadership (M.S.H.R.L.) is based upon the six bodies of knowledge for human resource professionals as outlined by the Society for Human Resource Management:

- Strategic management
- Workforce planning and employment
- Human resource development
- Total rewards
- Employee and labor relations
- Risk management

The courses in this program will allow the HR professional to increase his or her knowledge of human capital management, HR services and delivery in public, private, and nonprofit organizations. The curriculum also integrates interpersonal relations, communication and contemporary issues relevant to the HR professional or manager. Individuals who intend to become human resource professionals, as well as other managers who wish to learn concepts and policies involved in effectively managing people, will also find the degree program useful.

REQUIREMENTS

48 Credit Hours

Length: 18 months

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
HRL 520	Workforce Planning and Staffing	4
HRL 530	Human Resource Development	4
HRL 540	Compensation, Benefits and Security	4
HRL/MGT 580	Strategic Human Resource Management	4
HRL 611	Essential Financial Skills for HR Professionals	4
HRL 621	HR Analytics and Technology	4
HRL 690	Integrative MSHRL Capstone	4
LAW 545	Employment Law	4
MGT 510	Leadership Communication	4
MGT 521	Managing Organizational Conflicts	4
Credit Hours		40

Free Electives (8 Credit Hours)

Two elective courses are chosen by the student to complement the student's personal or professional interests.

Total Credit Hours 48

Master of Science in Management

(CIP Code 52.0201)

The Master of Science in Management (M.S.M.) program is designed for professionals who, as they assume increasing responsibility within their organizations, find that the basis for success has shifted from technical expertise to the knowledge and skills necessary to manage the human side of the enterprise. Important topics covered in the management core courses include methods and conduct of organizational assessments, strategic management of human assets, strategic planning in domestic and international environments, managerial communication, leadership, and ethical decision making. Throughout the curriculum, major emphasis is placed on the effects of rapid, disruptive change on organizations and administrative processes and the consequent ethical and moral responsibilities of managers to society at large.

REQUIREMENTS

48 Credit Hours

Length: 18 months

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
CMM 510	Interpersonal and Intergroup Conflict Analysis	4
CMM 515	Conflict Theories	4
CMM 542	Conflict Coaching for Leaders	4
CMM 550	Negotiation in Conflict Management	4
MGT 510	Leadership Communication	4
MGT 511	Ethical Leadership	4
MGT 521	Managing Organizational Conflict	4
MGT 541	Culture in Organizations	4
MGT 545	Leading Organizations	4
MGT 580	Strategic Human Resource Management	4
MGT 695	Integrated Management Capstone	4
Credit Hours		44
Graduate School Elective (4 Credit Hours)		4
One elective course from the following list is chosen by the student to complement the student's personal or professional interests.		
Choose One:		
MGT 571	Competing in Domestic and International Markets	4
MGT 590	Project Management	4
MGT 596/MGT 597/MGT 696/MGT 697	Graduate Management Experientials 1, 2, 3, and 4	4
MPA 510	The Public Policy Process	4
Total Credit Hours		48

Master of Science in Cybersecurity

(CIP Code 11.1003)

The Master of Science in Cybersecurity (M.S.C.) degree prepares graduates to lead and work in various capacities to protect information infrastructures of different organizations. The degree hones analytical and research skills as it provides technical knowledge to understand information security with theoretical and practical experience. Graduates develop core competencies in information security assessments, monitoring and auditing of computer implementations and networks. This extends to investigating operating systems security, distributed systems, database security, security policies and protocols, cryptography and applications security.

By gaining practical skills combatting real and simulated cyber-attacks, the M.S.C. degree leads toward a cyber security career. Some of the career paths in cyber security include: cyber policy analyst, chief security officer, cyber security software engineer, digital forensics expert, information systems security administrator and many more. Sullivan University cyber security graduate degree can be earned entirely online.

REQUIREMENTS

48 Credit Hours

Length: 18 months

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
MGT 510	Leadership Communication	4
MGT 590	Project Management	4
CSC 520	Fundamentals of Cyber Security	4
CSC 540	Fundamentals of Information Security	4
CSC 550	Data Mining	4
CSC 622	Evaluating Emerging Information Security Technologies	4
CSC 623	Business Continuity & Disaster Response Processes & Strategies	4
CSC 624	Cyber & Information Security Policy Analysis	4
CSC 625	Applied Digital Forensics	4
CSC 626	Cyber Warfare & Espionage	4
CSC 635	Computer Security & Legal Issues	4
CSC 681	IT Capstone Project	4
Total Credit Hours		48

Master of Public Administration

(CIP Code 44.0401)

The Master of Public Administration (M.P.A.) program is directed toward defining and developing analytical, conceptual and practical competencies for management careers in the public and non-profit sectors. The mission of the M.P.A. program is to offer an innovative and practical curriculum that stresses the business-side of public management and provides the intellectual and theoretical foundations to professionals who prepare to take on responsible managerial roles in public and service organizations. In particular, this program helps develop and sharpen the skills and capacities individuals need for a career in public service or in the nonprofit sector and increase students' effectiveness as public managers. With a combination of theoretical, analytical, and practice-oriented courses, this program is designed to prepare graduates to be effective in dynamic and increasingly diverse professional environment.

All students enrolled in the M.P.A. program take the same nine general and public management core requirements, which provide a common body of knowledge expected from all M.P.A. students who graduate from Sullivan University. Students may choose to concentrate electives in a narrow field of study like conflict management, health care administration, or strategic human capital management, or, alternatively, choose elective courses that suit their unique needs as long as they satisfy prerequisite courses, if any.

REQUIREMENTS

48 Credit Hours

Length: 18 months

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
CMM 550	Negotiation in Conflict Management	4
FIN 545	Public Sector Financial Management	4
MGT 510	Leadership Communication	4
MGT 545	Leading Organizations	4
MGT 620	Operational Efficiency and Effectiveness	4
MPA 510	The Public Policy Process	4
MPA 550	Public Policy Economic Analysis	4
MPA 680	Program and Policy Evaluation - MPA Capstone	4
QNT 550	Data Driven Decision Making	4
Credit Hours		36

Free Electives (12 Credit Hours) 12

Three elective courses are chosen by the student to complement the student's personal or professional interests.

Total Credit Hours 48

Conflict Management Concentration

CMM 510	Interpersonal and Intergroup Conflict Analysis	4
CMM 542	Conflict Coaching for Leaders	4
MGT 541	Culture in Organizations	4

Healthcare Management Concentration

HCA 510	Healthcare Systems Management	4
HCA 535	Healthcare Information Systems	4
HCA 545	Healthcare Finance	4

Strategic Human Capital Management Concentration

HRL 520	Workforce Planning and Staffing	4
HRL 530	Human Resource Development	4
HRL 540	Compensation, Benefits and Security	4

Doctor of Philosophy (Ph.D.) in Management

(CIP Code 52.0201)

Sullivan University offers the Ph.D. in Management to meet the growing need for practitioner-scholars who can apply their knowledge and experience in diverse employment settings. The Ph.D. program builds upon a strong research foundation with advanced study in management and practical applications of management knowledge. The degree is available in an online setting with concentrations in Strategic Management, Conflict Management, Human Resource Leadership, and Information Technology Management. The program features a flexible learning delivery system that allows working professionals to complete their studies without having to give up their careers. The Ph.D. program at Sullivan University has four major objectives:

- To prepare students to conduct scholarly research relevant to the management of organizations in the public and private sectors;
- To prepare students for responsible positions in private and public sectors;
- To prepare management practitioners to develop research and application skills that will enable them to serve as leaders and scholars in their organizations;
- To help public and private sector organizations solve critical problems, make better decisions, and foster environments built on performance excellence.

Admission to Ph.D. in Management Program

Admission into the Ph.D. program in Management program is selective and contingent upon an applicant satisfying a number of conditions. Primary factors considered include the applicant's graduate grade point averages, significant experience in a professional managerial capacity, career interests and goals discussed in an essay, professional recommendations, the applicant's appropriateness for Ph.D. study, and the ability to handle advanced-level research. The Ph.D. admissions process has two stages. First, an applicant must submit all required documentation to the Ph.D. Acceptance Committee no later than Wednesday of Week 9 in the quarter prior to the start of Ph.D. courses. Second, all members of the Ph.D. Acceptance Committee review the application package, which includes all required documents, and decide whether to recommend admitting or not admitting the applicant into the Ph.D. program. All decisions rendered by the committee and approved by the Dean of the Graduate School are considered final

The application packet includes the following materials:

- Completed Graduate School application form;
- Official transcripts indicating a completed, related master's degree from a regionally accredited university or from a non-U.S. institution with comparable accreditation. A minimum of a 3.00 on a 4.0 scale for master's course work is required;
- A resume that demonstrates proven, progressive experience in a managerial capacity in business, government or not-for-profit management, OR, participate in an interview with the Ph.D. Acceptance Committee to describe how the candidate will be able to effectively utilize the scholar/practitioner model while enrolled in the program and within their scholarly research.;
- Contact information for three references from past or current employers, university professors, or professional associations. Personal references from family, friends, and others are not acceptable.;
- A minimum of 750 word essay describing how your goals and experiences make you a superior candidate to pursue research and studies in management.

Requirements for Information Technology Management Students

For acceptance into the Information Technology Management concentration in the Ph.D. in Management program there is an emphasis on IT management. Applicants will demonstrate that they are currently employed in IT Management positions.

Admissions Cycles

The Ph.D. program admits students every quarter.

REQUIREMENTS

90 Credit Hours (Minimum)

Length: 36 months

Ninety (90) credit hours of graduate study beyond the master's degree must be completed successfully to receive a Ph.D. for the Graduate School at Sullivan University. The distribution of credit hours is provided below:

Area of Study	Credit Hours
Cornerstone Requirements	16
Management Core	20
Research Core	24
Concentration Area	12
Comprehensive Exam	2
Dissertation	minimum of 16
Total Credit Hours	90

Ph.D. in Management - continued

- **Cornerstone Requirements:** Sixteen (16) credit hours may be transferred into the Ph.D. program from a master's-level program into the Ph.D. in Management. Cornerstone courses must be from: (1) two courses closely aligned with the macro-and-micro level courses required in the management core; (2) a research course equivalent to Sullivan University's QNT 550 or CSC 550; and (3) a course in the student's concentration area or a root discipline of the concentration area. Cornerstone courses or their equivalents are determined at the discretion of the Ph.D. Admissions Committee and the Dean of The Graduate School.
- **Management Core:** Twenty (20) credits hours are required to provide a common core of theory-based courses and content for all students in the Ph.D. programs. Generally, these courses provide students with a common body of knowledge expected from all Ph.D. students in Management. The management core courses cover organizational theory, organizational behavior, human capital management, strategic management, and a course that integrates both organizational theory and organizational behavior in the study of innovation and change in organizations.
- **Research Core:** Twenty-four (24) credits are required as a research core. A Ph.D. is a research certification, and the research core courses are designed to provide students with knowledge and experience to function as high-level researchers in academia, business, and government organizations. All Ph.D. students take requisite course work in research methods and research design, quantitative research and analysis, and qualitative research and analysis, and mixed methods.
- **Concentration Area:** Twelve (12) hours are required for a primary concentration or area of study. Students may choose one of four concentrations areas: Strategic Management (Strategy), Information Technology Management (IT Management), Human Resource Leadership, or Conflict Management. The student's primary concentration area includes three courses common to all students who choose a particular concentration area.
- **Comprehensive Exam:** Two (2) credit hours are awarded for successful completion of the comprehensive exam. The comprehensive exam is offered in the term immediately following the student's successful completion of Ph.D. courses. Credits are awarded on a pass-fail basis, and no letter grade or quality points will be assigned for completion of the comprehensive exam.
- **Dissertation:** A minimum of sixteen (16) credit hours are awarded for dissertation research. Credits are awarded after a student successfully defends a Ph.D. dissertation and the dissertation is accepted by the Dean of the Graduate School as successful completion of requirements for the Ph.D. degree.
- **Residencies:** No credit hours are awarded for required residencies, although residencies are required for each of the first two years of their enrollments in Ph.D. studies.

Credit Hours for Completion

When students complete their doctoral course work and pass their comprehensive exams, they are enrolled in MGT/CMM/CSC/HRL 799 Dissertation, a four quarter hour course that constitutes full-time enrollment. For the first year, four subsequent sections must be successfully completed for a total of 16 credit hours. Students who do not complete their dissertation research after the first 12 months are enrolled in MGT/CMM/CSC/HRL 799 Dissertation, a four quarter hour course that constitutes full-time enrollment, each quarter until they successfully defend their dissertations or until they reach the seven-year, maximum time limit, whichever comes first. Students who continue to register for the 799 course beyond the 16 hours normally required will only be charged the contracted tuition rate for a 1 credit hour.

Given this, students may be required to register for and accumulate hours in excess of the stated minimum number of hours (90) for completion.

Transfer Credits

Up to 44 credit hours of non-cornerstone coursework may be transferred into Sullivan University's Ph.D. in Management program. To be considered for transfer, the course must be from a regionally accredited university, students must have earned an "A" or "B" in the course, and the coursework must have been completed within the past five years. Transfer courses must be closely aligned with courses that are part of Sullivan University's Ph.D. in Management curriculum. Students requesting transfer credit from another Ph.D. program will be required to provide a syllabus, course outline, and course description. The Director of the Ph.D. in Management program or the Dean of the Graduate School will have final approval regarding the acceptance of transfer credit. Please refer to transfer of graduate credits in the current Sullivan University catalog.

Courses not considered for transfer credit include: GRAD 712 Quantitative Research and Analysis, GRAD 718 Advanced Quantitative Research and Analysis, GRAD 716 Qualitative Research and Analysis, GRAD 717 Advanced Qualitative Research and Analysis, GRAD 719 Mixed Methods Research and Analysis, MGT 795 Proposal Writing, MGT 798 Comprehensive Exam, and MGT 799 Dissertation.

Ph.D. in Management - continued

REQUIREMENTS

90 Credit Hours (Minimum)
Length: 36 months (Minimum)

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
Ph.D. Research Core		
GRAD 710	Research Design and Analysis	4
GRAD 712	Quantitative Research and Analysis	4
GRAD 716	Qualitative Research and Analysis	4
GRAD 717	Advanced Qualitative Research and Analysis	4
GRAD 718	Advanced Quantitative Research and Analysis	4
GRAD 719	Mixed Methods Research and Design	4
Management Core		
MGT 711	Organizations and External Environments	4
MGT 712	Seminar in Strategic Management	4
MGT 713	Individual and Group Behavior in Organizations	4
MGT 714	Seminar in Human Capital Management	4
MGT 715	Managing Innovation and Change in Organizations	4
MGT/CMM/CSC/HRL 797	Ph.D. Program Residency	0
MGT/CMM/CSC/HRL 798	Comprehensive Doctoral Exam	2
MGT/CMM/CSC/HRL 799	Dissertation Research	Minimum 16
Credit Hours		62

CONCENTRATION AREAS

Conflict Management:

CMM 721	Philosophical and Social Issues in Conflict Management	4
CMM 724	Organizational Conflict Management Analysis and Intervention	4
CMM 795	Proposal Development	4
Credit Hours		12

Human Resource Leadership:

HRL 721	High-Performance Human Resource Leadership	4
HRL 724	Workforce Analytics and Technology	4
HRL 795	Proposal Development	4
Credit Hours		12

Information Technology Management:

CSC 722	Data Mining and Business Intelligence	4
CSC 734	Knowledge Management Practical Application	1
CSC 735	Knowledge Management Practical Application	1
CSC 736	Knowledge Management Practical Application	1
CSC 737	Knowledge Management Practical Application	1
CSC 795	Proposal Development	4
Credit Hours		12

Strategic Management:

MGT 721	Industry Structure and Competitive Strategy	4
MGT 726	Seminar in Strategy and Public Policy	4
MGT 795	Proposal Development	4
Credit Hours		12

Core, Exam and Dissertation	62
Concentration Area	12
Cornerstone Courses	16
Total Credit Hours	90



College of Pharmacy and Health Sciences

CERTIFICATE, DIPLOMA, ASSOCIATE, MASTER'S AND DOCTORAL DEGREE PROGRAMS

Programs	Locations Where Offered
Community Pharmacy Certificate	Louisville, Online
Pharmacy Technician Diploma	Louisville, Online
Pharmacy Technician Associate of Science (A.S.) Degree	Louisville, Online
Master of Science Physician Assistant	Louisville
Doctor of Pharmacy (Pharm.D.)	Louisville
Pharm.D. + Master's Degree	Louisville, Online

Programs may require a combination of face-to-face, hybrid, or online courses.

Online programs may require physical/face-to-face engagement at an onsite and/or offsite location.

Doctor of Pharmacy Degree

(CIP Code 51.2001)

The profession of pharmacy has undergone a tremendous change during the last ten years. The pharmacist, as the drug information expert, is a vital member of the healthcare team. He/She is responsible for the outcome of patient medication therapy. The pharmacist communicates with patients and other members of the healthcare team to contribute to the delivery of a safe and effective therapy to patients. Pharmacists are advocates for the welfare of the patient, leaders in the community, and contributors to research and the sciences. The Doctor of Pharmacy degree (Pharm.D.) requires prerequisite coursework equaling 72 semester credits (108 quarter credits). These hours are required **before** admission to the Sullivan University College of Pharmacy and Health Sciences. The PharmD program is a 3-calendar-year professional program offered at the Louisville campus. Prerequisite coursework, additional requirements, and an outline of the professional curriculum are found below:

Two to three years of prerequisites (listed below) must be completed **before** applying to the professional years in the Pharm.D. program.

Prerequisites	Semester Hours
English Composition I and II	6
General Chemistry with Lab	8
Organic Chemistry with Lab	8
Calculus I	3
Microbiology with Lab	4
Biology I with Lab	4
Anatomy (Human) and Physiology	3
Economics (Micro or Macro)	3
Public Speaking (or Speech)	3
Statistics	3
General Education Topics (Psychology, Humanities, Sociology, Foreign Language, etc.)	27
TOTAL	72*

*Equivalent to 108 quarter credit hours

Admission to the Pharm.D. Program

In addition to completing the prerequisites listed above, requirements for admission to Pharm.D. program include:

- A competitive grade point average both overall and in pre-pharmacy coursework, preference is given to applicants with a 3.0 or higher.
- Math and science courses must not be more than 6 years old (considered on a case by case basis)
- Grade of C or better must be achieved in the required pre-pharmacy courses.
- All pre-pharmacy courses must be completed by June prior to matriculation.
- Standardized Test Score is required - PCAT is preferred; other test scores may be considered (GRE, MCAT, etc.). Scores must not be more than 2 years old at start of each admission cycle.
- If English is a second language, a TOEFL score is required.
- All applicants must submit through the PharmCAS system
- Admission is competitive and selective and those applicants selected for interview will be notified by the Office of Student Affairs.

Consult the Sullivan University College of Pharmacy and Health Sciences webpage, at <https://sullivan.edu/college-of-pharmacy-and-health-sciences/>, for further details.

Pharm.D. student tuition is a contracted rate based on the student being enrolled in at least 4 credit hours of coursework. The curriculum listed for the Pharm.D. program are the minimum requirements for graduation. Students may be allowed or required due to academic deficiencies, to register for more coursework than is required. This would lead to students graduating with more than the minimum 176 credit hours required for program completion. Hours taken on a voluntary basis may not be used in determining financial aid eligibility.

Doctor of Pharmacy (Pharm.D.)

Please refer to the Sullivan University College of Pharmacy and Health Sciences website (<https://sullivan.edu/college-of-pharmacy-and-health-sciences/>) for the most current Pharm.D. curriculum and course descriptions.

REQUIREMENTS

176 Credit Hours
Length: 36 months

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
--------	--------	--------------

1st Quarter (Summer), Professional Year One

PHR 5009	Development of the Student Pharmacist	2
PHR 5001	Introduction to Health Care System	2
PHR 5002	Human Physiology	4
PHR 5003	Pharmaceutics I	3
PHR 5004	Pharmaceutical Calculations with Lab	3
PHR 5005	Pharmacy Law and Ethics	3
PHR 5007	Patient Care Lab	1
PHR 5008	Introductory Pharmacy Practice Experience (IPPE) Community (Pass/Fail)	1

Credit Hours 19

2nd Quarter (Fall), Professional Year One

PHR 5200	Immunology	3
PHR 5201	Medication Safety	3
PHR 5202	Biochemistry	4
PHR 5203	Pharmaceutics II with Lab	3
PHR 5204	Communication & Collaborative Solutions	2
PHR 5205	IPPE Community (Pass/Fail)	1
PHR 5206	Patient Care Lab	1

Credit Hours 17

3rd Quarter (Winter), Professional Year One

PHR 5400	Clinical Microbiology and Antibiotics Basics	3
PHR 5402	Research Design and Literature Evaluation I	3
PHR 5404	Public Health Issues	2
PHR 5405	Biotechnology	1
PHR 5406	IPPE - Community (Pass/Fail)	1
PHR 5407	Patient Care Lab	1
PHR 5408	Self Care I	2
PHR 5603	Sterile Dosages with Lab	2

Credit Hours 15

4th Quarter (Spring), Professional Year One

PHR 5600	Intermediate Pharmacy Practice Experience (I.P.P.E.) - Hospital (Pass/Fail)	4
PHR 5601	Intermediate Pharmacy Practice Experience (I.P.P.E.) - Community (Pass/Fail)	1
PHR 5604	Patient Care Lab	1
PHR 5605	Introduction to Pharmacology/Medicinal Chemistry	2
PHR 5606	Self Care II	2

Credit Hours 10

Course	Titles	Credit Hours
--------	--------	--------------

1st Quarter (Summer), Professional Year Two

PHR 6001	Pharmacotherapeutics I	4
PHR 6002	Patient Care Lab	1
PHR 6003	Biopharmaceutics and Pharmacokinetics I	2
PHR ****	Professional Elective I	2
PHR 6004	Pathophysiology	3
PHR 6005	Pharmacology/Medicinal Chemistry I	3.5
PHR 6006	Literature Evaluation and Application*	2

Credit Hours 15.5-17.5

2nd Quarter (Fall), Professional Year Two

PHR 6200	Pharmacy Practice Management	2
PHR 6202	Patient Care Lab	1
PHR 6203	Biopharmaceutics and Pharmacokinetics II	2
PHR ****	Professional Elective II	2
PHR 6204	Pharmacotherapeutics II	6
PHR 6205	Pharmacology/Medicinal Chemistry II	4.5
PHR 6006	Literature Evaluation and Application*	2

Credit Hours 17.5-19.5

3rd Quarter (Winter), Professional Year Two

PHR 6400	Clinical Nutrition	2
PHR 6401	Pharmacology/Medicinal Chemistry III	5
PHR 6402	Pharmacotherapeutics III	6
PHR 6403	Patient Care Lab	1
PHR ****	Professional Elective III	2
PHR 6404	Pharmacogenomics: Personalized Medicine	2
PHR 6006	Literature Evaluation and Application*	2

Credit Hours 18-20

4th Quarter (Spring), Professional Year Two

PHR 6600	Pharmacoeconomics and Outcomes	2
PHR 6601	Pharmacotherapeutics IV	6
PHR 6602	Pharmacology/Medicinal Chemistry IV	5
PHR 6603	Patient Care Lab	1
PHR ****	Professional Elective IV	2
PHR 6605	Clinical Application of Pharmacokinetics Lab	1

PHR 6606	Professional Seminar Course	2
PHR 6006	Literature Evaluation and Application*	2

Credit Hours 19-21

1st Quarter (Summer), Professional Year Three

PHR 7000	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6
PHR 7001	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6

Credit Hours 12

2nd Quarter (Fall), Professional Year Three

PHR 7200	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6
PHR 7201	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6

Credit Hours 12

3rd Quarter (Winter), Professional Year Three

PHR 7400	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6
PHR 7401	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6

Credit Hours 12

4th Quarter (Spring), Professional Year Three

PHR 7600	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6
PHR 7601	Research Project and NAPLEX/MPJE Preparation (Pass/Fail)	1

Credit Hours 7

Total Credit Hours 176

*Course must be taken once in the second professional year.

**** Professional Elective

List of Potential Electives

Course Number	Elective Name	Course Number	Elective Name
PHR 6800	Addiction and Substances of Abuse	PHR 6815	Managed Care
PHR 6835	Advances in Ambulatory Care	PHR 6816	Medical Spanish
PHR 6836	Advanced Compounding	PHR 6817	Mental Health
PHR 6801	Advanced Drug Delivery	PHR 6818	NanoMedicine
PHR 6802	Advanced Ambulatory Care	PHR 6819	Palliative Care
PHR 6803	Advanced Self Care	PHR 6820	Pediatrics
PHR 6837	Advocacy	PHR 6841	Sensory Physiology
PHR 6804	Aromatherapy Science	PHR 6821	Veterinary Medicine
PHR 6805	Clinical Ethics	PHR 6822	Wilderness Medicine
PHR 6838	Critical Care	PHR 6823	Women's Health
PHR 6839	Death and Dying	PHR 6824	Xenobiotic Toxicology
PHR 6806	Drug Induced Disease	PHR 6825	Independent Study
PHR 6807	Geriatrics	PHR 6826	Elective I
PHR 6808	Heart Failure	PHR 6827	Elective II
PHR 6809	Integrative Therapeutics	PHR 6828	Elective III
PHR 6810	Introduction to Residency	PHR 6829	Elective IV
PHR 6811	Landmark Trials I	PHR 6830	Elective V
PHR 6812	Landmark Trials II	PHR 6831	Elective VI
PHR 6840	Landmark Trials III	PHR 6832	Independent Study II
PHR 6813	Leadership	PHR 6833	Independent Study III
PHR 6814	Learn to Teach	PHR 6834	Independent Study IV
		PHR 6838	Critical Care



Doctor of Pharmacy (Pharm.D.) and Master of Science Physician Assistant (P.A.) Academic Calendar

PROFESSIONAL YEAR	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022
Summer Quarter (PharmD: P1s and P2s PA: PA1s) Holidays Independence Day Labor Day Break (2 weeks)	July 2 - September 16 July 4 September 3 September 17 - September 30	July 1 - September 15 July 4 September 2 September 16 - September 29	July 6 - September 20 September 7 September 21 - October 4	July 6 - September 19 July 5 September 6 September 20 - October 3
(PharmD: P3s - APPEs PA: PA2s start 2019/20) No Holidays Break (1 Week)	July 2 - September 23 (6 Week APPE) September 24 - September 30	July 1 - September 22 (6 Week APPE) September 23 - September 29	July 6 - September 27 (6 Week APPE) September 28 - October 4	July 6 - September 26 (6 Week APPE) September 27 - October 3
Fall Quarter (PharmD: P1s and P2s PA: PA1s) Holidays Thanksgiving Break (2 Weeks)	October 1 - December 16 November 22 and 23 December 17 - January 1	September 30 - December 15 November 28 and 29 December 16 - January 5	October 5 - December 20 November 26 and 27 December 21 - January 3	October 4 - December 19 November 25 and 26 December 20 - January 3
(PharmD: P3s - APPEs PA: PA2s start 2019/20) No Holidays Break (1 Week)	October 1 - December 23 (6 Week APPE) December 24 - January 1	September 30 - December 22 (6 Week APPE) December 23 - January 5	October 5 - December 27 (6 Week APPE) December 28 - January 3	October 4 - December 26 (6 Week APPE) December 27 - January 3
Winter Quarter (PharmD: P1s and P2s PA: PA1s) Holidays ML King, Jr. Holiday Break (2 Weeks)	January 2 - March 17 January 21 March 18 - March 31	January 6 - March 22 January 20 March 23 - April 5	January 4 - March 21 January 18 March 22 - April 4	January 3 - March 20 January 17 March 21 - April 3
(PharmD: P3s - APPEs PA: PA2s start 2019/20) No Holidays Break (1 Week)	January 2 - March 24 (6 Week APPE) March 25 - March 31	January 6 - March 29 (6 Week APPE) March 30 - April 5	January 4 - March 28 (6 Week APPE) March 29 - April 4	January 3 - March 27 (6 Week APPE) March 28 - April 3
Spring Quarter (PharmD: P1s and P2s PA: PA1s) Holidays Memorial Day Break (2 Weeks)	April 1 - June 16 May 27 June 17 - June 30	April 6 - June 21 May 25 June 22 - July 5	April 5 - June 20 May 31 June 21 - July 5	April 4 - June 19 May 30 June 20 - July 4
(PharmD: P3s - APPEs PA: PA2s start 2019/20) No Holidays Break (1 Week)	April 1 - June 23 (6 Week APPE) June 24 - June 30	April 6 - June 28 (6 Week APPE) June 29 - July 5	April 5 - June 27 (6 Week APPE) June 28 - July 5	April 5 - June 26 (6 Week APPE) June 27 - July 4
	PAs: See separate schedule for 2018-19 academic year on page 111			

The Doctor of Pharmacy (Pharm.D.) and Master of Science Physician Assistant (P.A.) Academic Calendar differs from the standard Sullivan University Academic Calendar. There are occasionally changes made to this academic calendar due to changes in pharmacy or physician assistant curriculum. Please refer to the Sullivan University College of Pharmacy and Health Sciences website (<https://sullivan.edu/college-of-pharmacy-and-health-sciences/>) for the most current Doctor of Pharmacy (Pharm.D.) and Master of Science Physician Assistant (P.A.) academic calendars.

Pharm.D. + Master's Degree

The College of Pharmacy and The Graduate School offer the opportunity to concurrently complete both degrees (the Doctor of Pharmacy (Pharm.D.) and a Master's degree. The following Master's programs are available as part of this program: Master of Business Administration (M.B.A.), Master of Public Administration (M.P.A.), and Master of Science in Human Resource Leadership (M.S.H.R.L.). Coursework is designed to allow Pharm.D. students to complete both the Pharm.D. and Master programs during the three full calendar years required by the Pharm.D. program by allowing students to take their Pharm.D. elective courses in subjects that satisfy the requirements of a Master's program.

Prospective candidates must submit separate applications and be admitted to both the College of Pharmacy and Health Sciences (SU COPHS) Pharm.D. program and The Graduate School according to the admissions standards established for each program. Students may apply to participate in this program prior to or after matriculation in the SU COPHS.

Students may take up to two Master's courses per quarter (maximum of four courses) prior to matriculation if they have a letter of acceptance from the SU COPHS Pharm.D. program, have completed at least a minimum of 136 quarter hours (or semester equivalents) of pre-requisite work or have a bachelor's degree, and have a minimum pre-requisite GPA of a 2.7.

Students wishing to enroll in a Pharm.D., + Master's concurrent degree program after matriculation, may apply any time after the summer quarter of the first professional year. Pharmacy students pursuing both degrees need to have a minimum 3.0 pharmacy GPA, no more than 3 unexcused absences per quarter, and not be on any type of academic or professional/ethical warning or probation, as well as meet the acceptance criteria of The Graduate School.

Acceptance by the Pharm.D. program does not guarantee acceptance into The Graduate School. Upon successful completion of the concurrent degrees, the student would earn separate Doctor of Pharmacy (Pharm.D.) and Master's degree.

Please consult with the SU COPHS Assistant Dean of Academic Affairs and Assessment for additional information and requirements for admission into this program.



Master of Science Physician Assistant

(CIP Code 51.0912)

Physician Assistants are health care professionals who provide diagnostic, therapeutic, and preventative health care services with physician supervision.

The mission of the Sullivan University Physician Assistant Program is to educate medical professionals who will provide ethical, high-quality, compassionate medical care, thereby increasing access to health care for the Commonwealth of Kentucky and the nation.

The Master of Science Physician Assistant (M.S.P.A.) degree program is 24 months in length with a total of 155 credit hours. The curriculum consists of a 12-month didactic phase (85 credits), a 12-month clinical phase (64 credits), and a capstone project (6 credits).

The didactic year curriculum builds a foundation for clinical practice and focuses on biomedical, clinical, and behavioral sciences, as well as courses in critical thinking, patient history and physical examination. During the first quarter of the didactic year, students are introduced to clinical settings through clinical observational experiences. In the second quarter, students must begin to think critically and clinically, correlating classroom knowledge to clinical application. Students will also begin performing histories and physicals on consenting patients. Clinical application is further emphasized

during the third and fourth quarters, as well as continuance of doing histories and physicals.

The clinical year consists of seven required core clinical rotations, one elective clinical rotation, and a Capstone Project. Each rotation is six weeks in length and students return to campus for end of rotation testing, lectures and debriefing sessions.

Prior to graduation, students are required to complete a scholarly “Capstone Project” which is a formal Grand Rounds type presentation to the Sullivan University community.

Consistent with the goals of Sullivan University, the PA Program is dedicated to providing cutting-edge educational enrichment opportunities for the intellectual, social and professional development of its students while instilling the values of teamwork, compassion, excellence, professionalism, integrity and accountability in the next generation of Physician Assistants.

The Physician Assistant Program is a two-year, full-time program of study. The program begins in the summer quarter of each year and courses are offered only once per year. All course work must be successfully completed each quarter to be able to continue to the next quarter. No advanced standing or transfer credit is given. Because of the intense nature of the program, students are discouraged from working.

YEAR BY QUARTER	2018 -2019
Summer Quarter Holidays Independence Day Labor Day Break	June 25 - September 16 July 4 September 3 September 17 - September 23
Fall Quarter Holidays Thanksgiving Break	September 24 - December 16 November 22 - 23 December 17 - January 1
Winter Quarter Holidays ML King, Jr. Holiday Break	January 2 - March 24 January 21 March 25 - March 31
Spring Quarter Holidays Memorial Day	April 1 - June 23 May 27

The Physician Assistant Academic Calendar differs from the standard Sullivan University Academic Calendar. Please refer to the Sullivan University College of Pharmacy and Health Sciences website (<https://sullivan.edu/college-of-pharmacy-and-health-sciences/>) for the most current Physician Assistant (P.A.) academic calendar.

Effective for the 2019-2020 academic year, the Physician Assistant schedule will be the same as the Pharm.D. calendar shown on p. 109

Physician Assistant (Cont.)

Prerequisites

A bachelor degree and the following prerequisites are required to apply to the Physician Assistant Program:

	Semester Hours
English Composition or a Communications course	3
Introduction to Psychology, Developmental Psychology or Abnormal Psychology	3
Medical Terminology	1
Statistics	3
General Chemistry I and II with labs	8
Microbiology	3
Human Anatomy	3
Human Physiology (or 2 courses A&P combined)	3

In addition to completing the prerequisites above, other requirements are:

- Earn a minimum cumulative undergraduate grade point average of 3.0
- Earn a minimum cumulative graduate grade point average of 3.0 (if applicable)
- Earn a math and science prerequisite grade point average of at least 3.0
- A "C" or better must be obtained in all prerequisite courses
- Minimum 500 direct patient contact hours

Meeting the minimum requirements neither guarantees an interview nor admission to the Physician Assistant Program.

REQUIREMENTS FOR THE MASTER'S DEGREE

155 Credit Hours
Length: 24 months

Course	Titles	Credit Hours
DIDACTIC YEAR		
First Quarter		
PA 510	Principles of PA Practice I	1.5
PA 511	Clinical Medicine I	5
PA 512	Pharmacology and Pharmacotherapeutics I	2
PA 514	Medical Microbiology	1.5
PA 515	Genetics and Disease	1.5
PA 516	Gross Human Anatomy	4
PA 517	Physiology and Pathophysiology I	2
PA 524	Psychosocial Medicine	3
Credit Hours		20.5

Second Quarter

PA 520	Principles of PA Practice II	1.5
PA 521	Clinical Medicine II	5
PA 522	Pharmacology and Pharmacotherapeutics II	3
PA 523	Patient History and Physical Examination I	4
PA 525	Clinical Laboratory Medicine and Application	3
PA 527	Physiology and Pathophysiology II	3
PA 545	Research Methods and Evidence Based Medicine	1
Credit Hours		20.5

Third Quarter

PA 530	Principles of PA Practice III	1.5
PA 531	Clinical Medicine III	5
PA 532	Pharmacology and Pharmacotherapeutics III	3
PA 533	Patient History and Physical Examination II	4
PA 534	Clinical Problem Solving I	1
PA 535	Pediatrics and Women's Health	4
PA 537	Physiology and Pathophysiology III	3
Credit Hours		21.5

Fourth Quarter

PA 540	Principles of PA Practice IV	1.5
PA 541	Clinical Medicine IV	3
PA 542	Pharmacology and Pharmacotherapeutics IV	2
PA 543	Applied Clinical Skills	3.5
PA 544	Clinical Problem Solving II	1
PA 546	Principles of Surgery	2.5
PA 547	Physiology and Pathophysiology IV	3
PA 548	Principles of Emergency Medicine	2
PA 549	Patient History and Physical Examination III	4
Credit Hours		22.5

CLINICAL YEAR

Rotations

PA 601	Behavioral and Mental Health	8
PA 602	Emergency Medicine	8
PA 603	Family Medicine	8
PA 604	General Surgery	8
PA 605	Internal Medicine	8
PA 606	Obstetrics and Gynecology	8
PA 607	Pediatrics	8
PA 608	Elective	8
Credit Hours		64

Master's Degree Project

PA 614	Capstone Project I	3
PA 615	Capstone Project II	3
Credit Hours		6

Total Credit Hours **155**

Community Pharmacy

CERTIFICATE

(CIP Code 51.0805)

Pharmacy is a growing field with many opportunities for entry-level pharmacy technicians. Pharmacy technicians assist pharmacists in a variety of settings. The Community Pharmacy Certificate equips future pharmacy technicians with entry level skills needed to be successful in the field and prepares them to sit for the Pharmacy Technician Certification Exam. The program includes on-line learning with simulated skills and an externship that provides students real-world experience that will assist them in obtaining employment as a pharmacy technician. All course work is transferrable to the diploma and associate degree in pharmacy technician at Sullivan University.

All core courses (PHT) require a “C” or better for successful completion.

REQUIREMENTS

36 Credit Hours

Length: 9 months (online only program)

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
MSS 104	Medical Terminology	4
MSS 154	Health and Safety Techniques	4
PHT 101	Introduction to Pharmacy Technician	4
PHT 105	Pharmaceutical Calculations	4
PHT 150	Pharmacotherapeutics I	4
PHT 151	Pharmacotherapeutics II	4
PHT 201	Pharmacy Law and Ethics	4
PHT 203	Community Pharmacy Operations	4
PHT 299	Pharmacy Externship*	4
Total Credit Hours		36

*Requires a residential component which may be arranged in the student’s home community.

Pharmacy Technician

DIPLOMA

(CIP Code 51.0805)

Pharmacy is a growing field with many opportunities for entry-level pharmacy technicians. Pharmacy technicians assist pharmacists in community pharmacies, health-systems, and other organizations. The Pharmacy Technician Diploma equips future pharmacy technicians with entry-level skills needed to be successful in the field. The program includes an interactive classroom and an externship that provides students with real-world experience that will assist them in obtaining employment as a pharmacy technician.

All core courses (PHT) require a “C” or better for successful completion.

REQUIREMENTS

56 Credit Hours

Length: 18 months, 12 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
FYE 101	Information Literacy	4
MSS 104	Medical Terminology	4
MSS 154	Health and Safety Techniques	4
MTH 101	College Mathematics	4
PHT 101	Introduction to Pharmacy Technician	4
PHT 105	Pharmaceutical Calculations	4
PHT 150	Pharmacotherapeutics I	4
PHT 151	Pharmacotherapeutics II	4
PHT 201	Pharmacy Law and Ethics	4
PHT 203	Community Pharmacy Operations	4
PHT 204	Institutional Pharmacy Operations	4
PHT 206	Sterile Compounding	4
PHT 209	Medication Safety	2
PHT 297	Advanced Pharmacy Externship	2
PHT 299	Pharmacy Externship	4
Total Credit Hours		56

Pharmacy Technician

ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 51.0805)

The Associate of Science in Pharmacy Technician combines entry-level pharmacy technician coursework with expanded general education offerings to enable the student to earn a degree that will help them launch their pharmacy technician career while preparing them to assume additional roles in the future, or to continue their education at the bachelor's degree level or beyond.

All core courses (PHT) require a "C" or better for successful completion.

REQUIREMENTS

92 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
AOM 105	Keyboarding Essentials	4
CSC 118	Computer Applications I	4
ECO 201	Microeconomics OR	
ECO 202	Macroeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MSS 104	Medical Terminology	4
MSS 154	Health and Safety Technique	4
MTH 101	College Mathematics	4
PHT 101	Introduction to Pharmacy Technician	4
PHT 105	Pharmaceutical Calculations	4
PHT 110	Introduction to Disease and Patient Care	4
PHT 150	Pharmacotherapeutics I	4
PHT 151	Pharmacotherapeutics II	4
PHT 201	Pharmacy Law and Ethics	4
PHT 203	Community Pharmacy Operations	4
PHT 204	Institutional Pharmacy Operations	4
PHT 205	Principles of Customer Service for Pharmacy Technicians	2
PHT 206	Sterile Compounding	4
PHT 208	Nutrition for Pharmacy Technicians	4
PHT 209	Medication Safety	2
PHT 299	Pharmacy Externship	4
PSY 214	Introduction to Psychology	4
Total Credit Hours		92

Financial Information

Tuition and Fees

Current charges for tuition and fees are listed on the student's current enrollment form and on this catalog's Supplement A. If this supplement is missing or additional copies are required, please contact the University or visit <https://sullivan.edu/academic-catalogs/> for a digital copy of the most recent Supplement A.

Contract Enrollment Agreements:

Students enrolled on a contract are obligated for the entire amount of the contract upon completion of the program. Therefore, students who complete their program early and prior to the stated number of terms within the enrollment agreement will be charged the full remaining amount of the contract originally quoted. Any remaining amount will be charged prior to any financial reduction/credit that may be generated by the application of relevant transfer credit. See the Transfer of Credit policy for additional information regarding tuition credit for accepted transfer credit.

Pharm.D. student's tuition is a contracted rate based on the student being enrolled in at least 4 credit hours of coursework. The curriculum listed for the Pharm.D. are the minimum requirements for graduation. Students may be allowed or required due to academic deficiencies, to register for more coursework than is required. This would lead to students graduating with more than the minimum 176 credit hours required for program completion. Hours taken on a voluntary basis may not be used in determining financial aid eligibility.

Financial Planning

Sullivan University is interested in assisting each student who is sincere in the pursuit of an education. It is for this reason that the Office of Financial Planning staff is available to assist students in finding all available student financial aid and to arrange a schedule of payments that will best meet each financial situation with minimal burden on student and/or family. New students will have a financial planning appointment scheduled through the Admissions Department. Current students may contact the Financial Planning Office directly to schedule an appointment.

Payment Options

For eligible students, Sullivan offers a quarterly tuition self-payment plan if students need to "pay-as-you-go" using income from a part-time job or from family or personal resources. A plan that is tailored to meet a student's needs may be arranged by making an appointment with a staff member from the Office of Financial Planning. The Career Services Office also maintains a list of part-time positions to help finance a student's education. Pay-as-you-go is not available for students attending on an I-20.

Books and Supplies

Students are responsible for purchasing their own books and supplies unless arrangements have been made for purchase through the use of financial aid resources. Most books and supplies needed are available in the University Bookstore, but students may purchase books from any source they choose. In most cases, students utilizing their bookstore account are only permitted to charge books for their classes and a limited amount of program-specific classroom supplies.

Other Fees

Some courses and programs at the University require additional fees. Additional fees are assessed in order to pay for non-tuition related costs which include but are not limited to: student activities and events; all expenses involving graduation; new technology acquisitions for academic programs; online course systems and services; program-specific supplies, equipment or credentialing; clinical fees; liability insurance; uniforms; and other miscellaneous programmatic items. These fees are disclosed on the enrollment agreement and/or in the catalog's Supplement A. If this supplement is missing or additional copies are needed, please contact the University or visit <https://sullivan.edu/academic-catalogs/> for a digital copy of the most recent Supplement A.

Tuition Reduction Policy (Withdrawal from the University)

This policy change takes effect in the spring, 2018 term:

New and Re-entering Students

In the event a student completely discontinues attendance from the University, the University reduces tuition charges on a pro rata basis, based on a student's last date of attendance (LDA), as follows:

- Week 1 - 100% reduction of tuition and fees
- Week 2 - 75% reduction, less the administrative fee of \$100
- Week 3 - 70% reduction, less the administrative fee of \$100
- Week 4 - 60% reduction, less the administrative fee of \$100
- Week 5 - 50% reduction, less the administrative fee of \$100
- Week 6 - 30% reduction, less the administrative fee of \$100
- Weeks 7-11 - No reduction

Continuing Students:

In the event of a withdrawal from the University by the student or termination by the University during the second or subsequent quarters of attendance, the student will be subject to the institution's tuition reduction policy as follows:

- Weeks 1-3: Tuition reduced 25% of the current quarter's tuition, less \$100 administrative fee
- Weeks 4-11: No reduction

Fort Knox campus only – all students are charged on a credit hour basis. Tuition is reduced for each class upon withdrawal at the same 1-6 week rate described for continuing, new, and re-entering students. The administrative charge is 5% of tuition charged.

Students under a contract billing method who receive a tuition reduction will have the reduced tuition amount reinstated to the end of their remaining contract upon re-entry.

Textbooks, supplies and parking permits are not included in the above reduction scale. Students who withdraw may be eligible for a partial or full credit for textbooks that are returned to the Bookstore. See the Bookstore's policy on returned books and supplies for details.

Students enrolled on a contract are obligated for the entire amount of the contract upon completion of the program. Therefore, students who complete their program early and prior to the stated number of terms within the enrollment agreement will be charged the full remaining amount of the contract originally quoted. Any remaining amount will be charged prior to any financial reduction/credit that may be generated by the application of relevant transfer credit.

See the Transfer of Credit policy for additional information regarding tuition credit for accepted transfer credit.

Refund Policy for Title IV Funds

Federal financial aid funds are awarded based on the premise that students “earn” a percentage of the funds they are disbursed with each day of class attendance each term. When a student who has received Title IV funds leaves school before the end of the term, federal law requires Sullivan University to calculate the percentage and amount of “unearned” financial aid funds that must be returned to the federal government. This may require the student to repay funds that have already been disbursed to the student. Students who complete more than 60 percent of the term are considered to have earned 100 percent of their financial aid.

If you did not receive funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, Sullivan University must get your permission before it can disburse them. The school must offer any post-withdrawal disbursement of loan funds within 30 days of the date of determination that the student withdrawal and return any unearned funds and make a post-withdrawal of grant funds within 45 days of that date. You may choose to decline some or all of your loan funds, you have fourteen days to decline the additional loan funds so that you don't incur additional debt. Sullivan University will automatically use all or a portion of your post-withdrawal disbursement (including loan funds if you accept them) for tuition, fees, and room and board charges.

If you receive (or Sullivan University receives on your behalf) excess Title IV program funds that must be returned, Sullivan University must return a portion of the excess equal to the lesser of: 1. Your institutional charges multiplied by

the unearned percentage of your funds, or 2. The entire amount of excess funds. Sullivan must return this amount even if it did not keep this amount of your Title IV funds. If Sullivan is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you repay in accordance with the terms of the promissory note. That is you make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that you must return is called an overpayment. Sullivan will return the unearned grant funds for you, which may cause you to owe a balance.

Return of Title IV Funds does not apply to federal work-study, scholarships, state grants, or institutional awards. Please contact the Financial Planning Office for more information on the consequences of dropping classes if you receive these types of financial aid.

The order of repaying the funds is as follows: (1) Direct Unsubsidized; (2) Direct Subsidized; (3) Direct Plus; (4) Pell Grant; (5) Federal Supplemental Educational Opportunity Grant; (6) other Title IV programs. Please see the Financial Planning Department for complete regulations mandating the policy on returning Title IV funds.

Financial Obligations

It is the policy of Sullivan University that a student's account balance be current at the end of each quarter. Students who fail to meet any of their financial obligations with the University including arrangements for charges for tuition, books and supplies, housing, parking, etc., can be placed on Hold, prohibited from attending class, prevented from continued enrollment or suspended from Sullivan University. No transcript or diploma will be released until all financial obligations are met.

College Interruption

There will be no refund of tuition, fees, charges or any other payments made to the University in the event the operation of the University is suspended at any time as a result of any “Act of God,” strike, riot, disruption, or for any other reasons beyond the control of the University.

Financial Eligibility

The number of credit hours completed by a student is one of the determinants of financial aid eligibility. Financial aid eligibility is determined by the following number of corresponding credit hours:

First-Year (Freshman) Eligibility:	0-46 credit hours
Second-Year (Sophomore) Eligibility:	47-95 credit hours
Third-Year (Junior) Eligibility:	96-142 credit hours plus enrollment in a Baccalaureate program of study
Fourth-Year (Senior) Eligibility:	143 credit hours completed plus enrollment in a Baccalaureate program of study

Master's level students scheduling 8 or more credit hours are classified as full-time.

For the Doctor of Philosophy (Ph.D.) and Doctor of Pharmacy (Pharm.D.) programs, 4 quarter hours taken in any one term constitute full-time enrollment for that term; 1-3 quarter hours taken in any one term constitute part-time enrollment for that term.

Students are responsible for being aware of their enrollment status and their financial aid package. If a student's enrollment status or class schedule changes, Financial Planning must be notified of the change to ensure packaging changes, if applicable, are completed and balances are covered. Any balance due that cannot be covered by financial aid as a result of changes are the responsibility of the student.

Kentucky Refund Policy

The University will refund state programs administered by KHEAA after Return to Title IV regulations have been satisfied and a credit balance remains on the student's account. KHEAA state programs will be refunded in the following order:

1. CAP Grant
2. KTG
3. Teacher Scholarship
4. KEES
5. National Guard Tuition Assistance Program
6. Early Childhood Development Scholarship

Amounts will be calculated using the same formula in determining the Return to Title IV funds.

California Students - Bureau for Private Postsecondary Education Disclosure

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Financial Aid and Academic Progress

Federal regulations mandate that all students make satisfactory, measurable academic progress toward completion of a degree in order to receive federal assistance through Title IV federal grant, work, and loan programs. The academic progress of all financial aid applicants and recipients will be reviewed for qualitative progress (grade point average), quantitative progress (hours earned) and

maximum time frame for degree completion. Students must maintain satisfactory progress in all three areas whether or not they have received financial aid in the past. Sullivan University has adopted standards of satisfactory academic progress (SAP) to help promote student success and to comply with requirements of the United States Department of Education. It is the student's responsibility to stay informed of the University's SAP standards and policy. More information on quantitative and qualitative standards may be found under the Satisfactory Academic Progress Requirements section of this catalog.

Maximum Time Frame for Degree Completion

1. Students pursuing an associate, bachelor's, or master's degree are allowed to attempt 150% of the quarter hours required for the program of study.
2. Students pursuing a second associate or bachelor's degree will be monitored on an individual basis to ensure they are taking courses that are applicable toward their degree program.
3. Once the allowed maximum number of hours has been attempted, further aid is denied. For example, for students in programs requiring 108 credits, a maximum of 162 credit hours may be attempted. All previously attempted credits will be counted, including transfer credits, whether or not financial aid was received for the credits earned.
4. If the SAP review makes it clear that a student cannot mathematically finish the program within this time frame, the student becomes ineligible for financial aid. The student may request an appeal. See Appeal Procedures.

Veteran's Administration (VA) Round Out Policy:

VA Benefits, depending upon the chapter type, may allow the student to "round out" their graduating quarter with an additional course(s) outside of their current program. This permits the student to carry a full-time course load and remain eligible for other VA related benefits that require a full-time status. In rounding out a full-time schedule, eligible benefit recipients may use any credit hour course (level appropriate), including a subject that has previously been successfully completed (receiving a passing grade). The student will be charged for these additional courses at the current published credit hour rate.

This benefit can only be used once per program, and only in the last term of that program. This option must be requested through Academic Services (Graduate School students must request this option through The Graduate School) and students must meet pre-requisite or entrance requirements outlined in the Catalog for the courses(s) requested. Due to federal and state regulations, students may not utilize a round out for the purposes of Title IV and state financial aid programs.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which states that: (a) a written institutional policy must be established; and, (b) a statement of adopted procedures covering the privacy rights of students must be made available. The law provides that the institution will maintain the confidentiality of student education records.

Within the Sullivan University community, only those members, individually or collectively, acting in the student's educational interests are allowed access to student educational records. These members include personnel in the Student Services Department, Career Services Department, Accounting, Financial Planning, Admissions, Deans, Directors, Vice-Presidents, and academic personnel within the limitations of their need to know. Faculty members may also have access to records if/when a need-to-know situation arises.

At its discretion, Sullivan University may provide directory information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information by notifying the Academic Services/Registrar's Office in writing within two weeks after the first day of class each quarter.

Requests for nondisclosure and authorization to withhold directory Information must be filed annually in the Academic Services/Registrar's Office.

The law provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing are unacceptable. The right to inspect or receive information regarding students does not extend to parents or others not specified above **unless** the student has given **written** permission. The Academic Services/Registrar's Office at Sullivan University has been designated to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic and financial files, academic, cooperative education and job placement records.

Students who wish to review their education records must make written requests to the Academic Services/Registrar's Office listing the items of interest. Only records covered by the Act will be made available within five working days of the request. Students may have copies made of their records with certain exceptions (e.g. a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document, which exists

elsewhere.) These copies would be made at the student's expense at prevailing rates. Education records do not include records of instructional, administrative, and education personnel that are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute. Health records, however, may be reviewed by a physician of the student's choosing.

Students may not inspect or review the following as outlined by the Act:

- Financial information submitted by their parents;
- Confidential letters and recommendations associated with admissions, employment or job placement records, **or**
- Honors to which they have waived their rights of inspection and review, **or**
- Education records containing information about more than one student, in which case the Institution will permit access only to that part of the record which pertains to the inquiring student.

The Institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the Sullivan University Registrar. If the decisions are in agreement with the student's requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended; they will be informed by the registrar of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the University's C.E.O. who, within a reasonable period of time after receiving such requests, will inform students of the date, place and the time of the hearings. Students may present evidence relevant to the issues raised. The panel that hears such challenges will be appointed by the C.E.O.

Decisions of the panel will be final. They will be based solely on the evidence presented at the hearing and will consist of written statements summarizing the evidence and stating the reasons for the decisions and will be delivered to all parties concerned. The educational records will be corrected or amended in accordance with the decisions of the panel, if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may insert in their education records, a statement commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearings panel. The statement will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance

from the University President. Students should know that complaints regarding potential violations may be lodged with the Family Policy Compliance Office, United States Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Revisions and clarifications will be published as experience with the law and Institutional policy warrants.

It is the responsibility of all students to fully understand the regulations and policies listed in this section in order to prevent any misunderstandings that could lead to academic warning or suspension from the University. At any time Sullivan University reserves the right to alter any of these items, wholly or partially, as deemed necessary by the University at any time.

Academic Policies And General Information

Transcripts

A transcript is a permanent and official record of a student's university courses and grades. Official transcript requests should be submitted electronically by visiting sullivan.edu/registrar. No transcript or diploma will be released until all financial obligations are met.

It is the responsibility of the student to provide Sullivan University with an official copy of any transcript of grades for all postsecondary classes taken prior to attending Sullivan University. These documents should be mailed directly from the institution to the Registrar's Office. Once received, transcripts become the property of Sullivan University and may not be released to the student. A student may be admitted on a provisional basis for one term until the transcript is received.

Students enrolled in programs that are charged at a quarterly contract rate, not per class taken, will receive tuition credit for those portions of their program accepted in transfer once their full contract has been charged. This tuition reduction will be calculated and, if applicable, posted to the student's account in their final quarter. For additional information, contact the registrar or Financial Planning Office.

Definition of Credit Hour

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

Quarter - minimum of 10 weeks in length. (In accordance with the Federal Student Aid Handbook, Chapter 32, Calculating Awards)

One - quarter credit is equal to:

- a. One hour of lecture per week for a quarter or the equivalent number of hours.
- b. Two hours of lab per week for a quarter or the equivalent number of hours.
- c. Three hours of externship/clinical per week for a quarter or the equivalent number of hours.

Partial credits for a course are rounded to the next lowest half or whole number. A course may be comprised of any combination of lecture, laboratory, and/or externship. A clock (or contact) hour is defined as a minimum of 50 minutes of supervised or directed instruction in any 60-minute period.

Academic degree programs reflect programs that are academic in scope such as academic associate degrees, baccalaureate degree, and master's degree programs. As such, Sullivan University calculates outside work in the following manner: (a) For one (1) hour of classroom or direct faculty instruction, a minimum of two (2) hours of outside preparation; (b) For one (1) hour of laboratory work and other academic work leading to award of credit hours, a minimum of one (1) hour of outside preparation.

Enrollment Status

Students may enroll as either full-time or part-time students. Undergraduate students scheduling 12 or more quarter credit hours per term are classified as full-time. Those who

schedule fewer than 12 quarter hours are classified as part-time. Master's level students scheduling 8 or more quarter credit hours per term are classified as full-time. To schedule more than 9 quarter credit hours at the Master's level, students must have the approval of Dean of the Graduate School.

The University operates on a year-round schedule. Undergraduate students who expect to stay on track and graduate in an accelerated 18 or 36 months should expect to complete at least 48 quarter credit hours during each 9 month academic year, a few more in some programs. This typically involves three quarters of 16 to 20 quarter credit hours each.

For the Doctor of Philosophy (Ph.D.) and Doctor of Pharmacy (Pharm.D.) programs, 4 quarter hours taken in any one term constitute full-time enrollment for that term; 1-3 quarter hours taken in any one term constitute part-time enrollment for that term.

Class Schedule and Plus Friday

Students may be required to take some courses online, depending on availability of face-to-face courses. Most day classes are conducted Monday through Thursday, with certain degrees/exceptions requiring Friday attendance. Friday is called the "Plus Day" and provides students with the opportunity to meet with instructors for individual assistance or to use facilities and equipment for individual study and practice. While Friday attendance is not normally mandatory, students should leave their Friday mornings open and take advantage of this excellent learning opportunity. Many students use Plus Friday to work on an internship/externship, do research in the University library, or simply study. If a student maintains less than a "C" average during a quarter, should an instructor determine a student's progress in one or more areas to be unsatisfactory or below normal, the instructor may require Friday morning attendance.

Evening and Weekend Classes

When available, students may choose to complete all or part of most programs by taking evening or weekend classes. Most junior, senior, and graduate classes are offered evenings, weekends or online. Evening or weekend classes normally meet once each week for an eleven-week quarter. Some courses are offered throughout the year on a rotational basis.

Online Classes

Sullivan University provides online courses. Several programs can be earned entirely online.

Licensure and Certification Standards

Sullivan University teaches to the license and certification standards of the Commonwealth of Kentucky. If you plan to work in any state other than Kentucky it is your responsibility to verify that state's permit, license or certification requirements. A state's requirements may include, among other things, specialized training that is not required in Kentucky and as a result may not be sufficiently covered in Sullivan's curriculum. Sullivan University disclaims responsibility for failure of any student to meet the educational requirements for a permit, license or certification in any jurisdiction other than Kentucky.

Attendance Policy

Sullivan University cares that students attend their courses. Just as showing up for work is critically important to job security and work effectiveness, showing up for class is critically important for mastering the career skills and concepts necessary to obtain, maintain, and be promoted on a job. Every effort should be made to attend and academically engage in every class and/or laboratory session. If it becomes necessary for a student to drop a course or to withdraw from school entirely, an official withdrawal form should be completed in Academic Services or for online courses, by contacting the online academic services staff at online@sullivan.edu or completing the withdraw form on the student portal. All students who withdraw or are withdrawn from the University are required to complete a financial aid exit interview with the Financial Planning Department.

Attendance will be recorded for each class meeting and absences that exceed the standards of this policy will result in students being administratively dropped from the course(s) affected. Attendance is taken and instructors are directed to report student attendance through the University's student records management system as follows:

- Day school attendance should be posted within 12 hours of a class meeting conclusion.
- Evening and weekend courses that meet one time each week should be posted once each week and within 12 hours of a class meeting conclusion.
- Attendance is taken and reported twice each week for online and hybrid courses. Online and hybrid course attendance should be posted on every Monday and Thursday. Faculty will determine whether a student demonstrated academic engagement since the last attendance posting based on the guidance contained within this policy. Attendance for online and hybrid courses require "academic engagement" and/or physical attendance, when appropriate, in hybrid courses.

Within the parameters of the add/drop policy, a student will become active in a course as follows:

- On-campus courses become active when a student physically attends the course and attendance is posted for the first time.
- Online or hybrid courses become active when attendance is first posted based upon physical attendance; evidence of academic engagement; or, participation in an academically-related activity.

At the beginning of each term, if a student does not attend and does not have attendance posted for a course within the parameters of the add/drop policy, the student will have the course removed from their schedule of classes for the term. Once a student is made active in a course through the attendance reporting process, he/she will remain active in the course unless he/she:

- Officially withdraws from the course;
- Is administratively dropped from the course for physical non-attendance;
- Is administratively dropped from the course for lack of academic engagement; or
- Is administratively withdrawn from the course for other reasons, e.g., disciplinary suspension, etc.

Attendance Standards/Requirements:

- For courses that meet 4 days per week, students will be dropped on the 8th cumulative absence.

- For courses that meet 2 days per week, students will be dropped on the 4th cumulative absence.
- For courses that meet 1 day per week, students will be dropped on the 2nd consecutive absence.
- For online and hybrid courses, students will be dropped on the 3rd consecutive absence.
- For 5 ½ week courses, students will be dropped on the 2nd consecutive absence.

Students who are dropped for non-attendance or lack of academic engagement will receive an "NF". The "NF" is placed on the student's transcript and is effectively the same as an "F" in calculating grade point average and completion rate. Students dropped from a course for disciplinary or other reasons will receive an "NF". Students who receive all NFs and who become inactive will be considered as having unofficially withdrawn from the University and will need to utilize the University's re-entry process if, and when, a student is desirous of re-entering. Students who receive one or more NFs, but who subsequently complete the official withdrawal process up through the seventh week (or its equivalent for courses that meet less than 11 weeks), will be eligible to receive Ws for their course(s).

When evaluating whether a student attends a course, whether live, online or hybrid, the following, as defined with guidance of the U.S. Department of Education, constitutes attendance/academic engagement:

- Attendance at an academically-relevant event (includes physically attending class).
- Submitting an assignment to a drop box for an online or hybrid course.
- Taking an exam or quiz, including a syllabus quiz.
- Participating in an online discussion or "Ask the Instructor" forum in which the student discusses an academic matter directly relevant to the course.
- Completing a tutorial or computer-based instructional module (along with a way to verify that each student completed the tutorial or instructional module).

Simply logging into an online course, without engaging in one or more of the above activities, does not qualify as "academic engagement" or "attendance at an academically-related event".

If the University is delayed or closed due to inclement weather or other emergency, courses that do not meet will not be counted against the student. However, the University reserves the right to require a make-up of course time to ensure appropriate instructional time. Failure to attend a scheduled make-up session could be counted as an absence.

Except for Doctor of Pharmacy students (whose attendance policy may be found in the College of Pharmacy and Health Sciences Student Handbooks), this policy applies to all courses and programs, both undergraduate and graduate.

Instatement following the drop/add period and reinstatement to a course following an administrative drop may only be made for good cause and such requires the approval of the instructor and an authorized academic administrator on the appropriate form or other appropriate documentation which will be kept in the student's academic file. Missed attendance due to late entry will not be excused and will count toward the maximum number of allowable absences.

When a student is dropped from or withdraws from a course, this is reflected in the student's satisfactory academic progress. If the student does not become and remain active in all courses for which he/she is registered, the student's enrollment status will be adjusted which may have an impact on the amount of financial assistance for which the student is eligible. Last dates of attendance in courses determined by this attendance policy will be used in calculating when and to what extent funds must be returned to financial aid funding sources. See the Financial Planning Office for more information, or, refer to the "Financial Information" section of the Sullivan University Catalog for policy details.

Dress Standards

Students are expected to dress in a manner that is not distracting or distasteful for a classroom environment. A few simple guidelines are to be followed:

- A University-issued name badge/student ID must be worn and visible at all times.
- Clothes must be clean and appropriate for the classroom.
- Pants must not be allowed to sag and/or expose one's undergarments.
- Tops must minimize chest/stomach exposure.
- If applicable, students are required to wear appropriate safety equipment as required by the instructor and/or classroom safety rules.

Although these standards may not satisfy everyone's desire for personal dress freedom, we believe appropriate dress enhances the learning environment. Students who are not appropriately dressed will not be permitted to attend class.

The University or individual academic programs reserve the right to require professional dress attire as is deemed necessary to fulfill the objectives of a particular class or announced event.

College of Hospitality Studies Professional Dress Standards:

Students enrolled in any Culinary Arts or Baking and Pastry Arts program are required to adhere to the complete College of Hospitality Studies professional dress standards at all times, and in all classes, while on a campus of Sullivan University or any other property while representing Sullivan University and/or the College of Hospitality Studies.

Failure to abide with each standard is just cause for students to be dismissed by their instructor from the lab or classroom in which they are attending any course. As shown in the Dress Code Standards posted in each food prep area and classroom, the following is provided as guidance to interpreting the policy:

Student Identification: First year students will wear their own name badge issued by the bookstore directly under the Sullivan logo on the chefs' jacket. Second and later year students' names will be embroidered in the appropriate place by the uniform supplier.

Toque/Skull Cap: The toque/skull cap will be worn at all times while the student is in food prep areas. It will be clean and worn straight across the forehead just above the eyebrows. No hair will be visible at the front of students' faces. If hair is not controlled by the toque/skull cap, a hairnet will be purchased by the student and worn in conjunction with the toque/skull cap. No other headgear, headdress, or hair or head covering of any type, except the toque/skull cap, will be worn with the chef's uniform.

Chef's Jacket: Will be clean, pressed, completely buttoned and sleeves may be folded up one turn only, not to be up farther than the upper wrist. A clean, plain (no writing or logo), white undershirt will be worn under the chef's jacket.

Checked Pants: Will be clean and pressed. The pants will be permanently hemmed and worn so that the bottom edge breaks neatly at the top of the shoe. Pants will be worn professionally at the students' waist and not drooping down, not pegged, and not split or otherwise inappropriately altered.

Neckerchief: A clean white neckerchief for first year students and a clean blue neckerchief for second year and later students will be worn tied as instructed by a College of Hospitality Studies chef instructor. The ends of the neckerchief will be worn tucked neatly on the inside of the chef's jacket.

Shoes: Will be clean and totally black, including the shoelaces and visible parts of the sole and heel. Absolutely no other color will be visible when the shoe is worn. If the shoe is designed to have shoelaces, the laces will be appropriately tied. The shoes will be designed to be safe for the wearer while working in kitchen environments. The university will issue an initial pair of appropriate shoes and if students purchase subsequent pairs they will adhere to these standards. Clean plain black or plain white socks will be worn with the shoes.

Apron and Side-towel: Will be clean and pressed. They will be worn, as instructed by a College of Hospitality Studies chef instructor, at all times while the student is in a food prep area.

College of Hospitality Studies Personal Hygiene and Grooming Standards:

Radical departures from conventional dress or personal grooming standards are not permitted. All students are required to keep hair neat, orderly, and of a professionally accepted color. When working in the hospitality profession, it is essential that hair be kept neatly trimmed and clean. Students are expected to keep their hair in such a manner that most of it can be put under the toque/skull cap and the remainder restrained with a hair net. Any student whose hair does not meet standards of appearance will be denied entry to class. Any hair which cannot be tucked under the toque/skull cap will require the student to wear a hairnet in conjunction with the toque/skull cap while in the food preparation areas. It is the student's responsibility to have a hairnet when needed.

Facial Hair: Male students are allowed to have closely trimmed beards and/or mustaches as long as they start the quarter with it. If you don't have a beard you should be shaving daily.

Jewelry: Earrings, including any implement or jewelry for any other body piercing, watches, rings, (with the exception of a plain wedding band) and bracelets and/or wrist bands of any kind will not be worn by College of Hospitality Studies students while in food preparation areas. Earrings, including any implement or jewelry for any other body piercing, will not be worn while the student is wearing the College of Hospitality Studies culinary uniform.

Cosmetics: Excessive use of cosmetics is not conducive to sanitary food preparation. Oils and powders cause excessive perspiration and may contaminate food, thus College of Hospitality Studies students will use an absolute minimum of cosmetics. Bright/dark lipstick will not be worn while the student is wearing the culinary uniform.

Hands/Fingernails: Hands must be washed immediately before food is handled and whenever the student returns to class. The use of utensils to work directly with food is encouraged. Foodservice gloves must be worn while handling any food that will not require further cooking. Fingernails must be clean and kept trimmed very short (close to the base of the finger). Nail polish is not to be worn with the chef's uniform.

Illness: Since you are dealing with food and since so many diseases can be passed to others through food, the College of Hospitality Studies is compelled to abide by a strict set of rules dealing with illness and injury to protect students and the dining public. If a person has contracted a communicable disease, has an infected wound(s), or an acute respiratory problem, they may not work in a food service facility in any area or capacity where there is the likelihood of transmitting the disease to patrons or to fellow students, either through direct contact or through contamination of food or food-contact surfaces with pathogenic organisms.

A student is not to participate in lab classes while he/she has:

- A fever;
- Diarrhea or vomiting with the past 24 hours, regardless of the cause;
- Excessive sneezing and/or coughing;
- An excessive nasal discharge (infected sinuses);
- A sore throat, or any other condition in a contagious state; and/or
- Any other condition in a contagious state such as pink eye or a rash of unknown origin.

Allied Health and Nursing Programs

The student uniforms should be worn with pride and respect. The uniforms are designed to provide the students with clean, neat, and comfortable outfits that identify them as students. To maintain uniform cleanliness and a professional image, students should not sit on the ground, pavement, floor, or parking lot while in uniform.

Beginning the second week of every quarter, all first quarter students will wear the uniform designated by their department director. Students are expected to wear the assigned scrubs or other uniform every day they are on campus or at a clinical or externship site.

Returning students are expected to wear their department’s uniform beginning the first day of the quarter and each day thereafter, whether on campus, on clinicals, or on externship site.

1. Students in the following programs will wear scrubs as designated by the program director: Limited Medical Radiography, Medical Laboratory Technology, Massage Therapy, Phlebotomy, Radiology Technology, Respiratory Therapy, Surgical Technology, Associate Degree Nursing, and Practical Nursing, Medical Coding, Healthcare Reimbursement Specialist, Medical Assistant, Clinical Assistant, Medical Administrative Assistant, Medical Administrative Management, and Medical Massage Therapy.
2. Students must wear ALL LEATHER shoes or a leather shoe that is OSHA compliant. No canvas tennis shoes in any laboratory or clinical medical program are permitted. Some clinical sites may require solid color shoes.
3. A lab coat is REQUIRED for certain lab classes in these programs.

Hygiene: The personal appearance of students is important in our interactions with fellow students, faculty, staff and the clinical environment. The following bullet points outline the personal hygiene expectations:

- Students are to be clean and free of body odor, which includes perfume, aftershave, cigarettes, or cigar smoke.
- Uniforms are to be clean and wrinkle free.
- Facial hair must be neatly trimmed.
- No facial jewelry or body piercings.

- All body art (tattoos) must be covered by clothing at all times.
- No artificial fingernails.

Failure to comply with these policies could result in dismissal from program.

Grading and the Quarter System

The University operates on a quarter basis (four during the calendar year). Credits are awarded on a quarter-hour basis. Grades are assigned based on the following levels of achievement and earn quality points as indicated:

Letter Grade	Range	Definition	Quality Points per Credit Hour
A	90-100%*	Excellent	4.0
B	80-89%*	Above Average	3.0
C	70-79%*	Average	2.0
D	60-69%*	Below Average	1.0
F	0-59%*	Failing	0
TA	----	Internal Transfer	4.0
TB	----	Internal Transfer	3.0
TC	----	Internal Transfer	2.0
TD	----	Internal Transfer	1.0
TF	----	Internal Transfer Failure	0
W	----	Withdrawal during 1st 7 weeks	not computed
WF	----	Withdrawal Failing After 7 weeks	0
NF	----	Failing – Not Actively Engaged	0
I**	----	Incomplete	0
P	----	Pass/PLA	0
S	----	Satisfactory progress	not computed
T	----	Transfer credit earned	not computed
U	----	Unsatisfactory progress	not computed
AU	----	Audit	not computed
X	----	Waived	not computed

*Ranges may differ in the College of Pharmacy and Health Sciences, College of Nursing, and College of Allied Health. (See Below)

**Becomes an “F” if not removed by the end of the second week of the following quarter.

A grade of D is not available in certain programmatic courses.

Ranges for the Computed Tomography Certificate, Limited Medical Radiography Diploma, A.S. in Radiologic Technology, A.S. in Respiratory Therapy, and A.S. in Surgical Technology core courses (LMR/MED/RAD/RCT/RES/RTA/SUR) are as follows:

A	B	C	D	F
90-100	84-89	78-83	70-77*	0-69*

Ranges for the Practical Nursing Diploma and A.S. in Nursing core courses (PN/NUR) are as follows:

A	B	C	D	F
93-100	85-92	78-84	70-77	0-69

Ranges for the Pharmacy Technician Programs are as follows:

A	B	C	D	F
90-100	80-89	70-79	N/A	0-69

Ranges for the Pharm.D. Program Didactic Coursework are as follows:

A	B	C	D	F
89.5-100	79.5-89.4	69.5-79.4	N/A	0-69.4

Ranges for the M.S. Physician Assistant Program are as follows:

A	B	C	D	F
89.5-100	79.5-89.4	74.5-79.4	N/A	0-74.4

Class Repeat Requirements/Policy

Any Sullivan University student must repeat any required course in his or her program in which a non-passing grade has been earned. The non-passing grade will remain on the student's transcript and will be calculated in the quarterly GPA, but will not be used in computing the student's cumulative GPA. The non-passing grade will, however, be calculated as hours attempted during the Satisfactory Academic Progress (SAP) review. The student will receive the grade and grade points earned in the most recent attempt in any course. In repeating a class in which a non-passing grade was earned, the student agrees to accept for record the grade earned for the course repeated.

Incomplete Grades

Incomplete ("I") grades are allowed for emergency or unforeseen circumstances that prevent students from being able to complete course requirements. Incompletes are not intended for instances where students fall behind due to time management issues or instances where students have performed poorly on assignments and wish for extra time after the course has ended to raise the final grade. Student attendance/engagement for the course must be current and the instructor evaluates whether it would be possible for the student to earn a passing grade in the course without an "I" grade.

Instructors are not obligated to issue "I" grades and should require written documentation from students to justify the issuing of an incomplete. If an instructor determines that an "I" grade is warranted, the student will receive a written list from the instructor of the requirements that must be completed for a passing grade. The instructor will determine the date by which all required work must be received—this date shall be no later than Wednesday of Week 2 of the quarter following the issuance of the "I" grade. Change of grade forms should be submitted by the instructor to the Registrar by Friday of week 2. If the student has not met the requirements for a passing grade by the deadline, the grade will be changed automatically from "I" to "F."

Students who have earned an incomplete grade in pre-requisite courses should complete all requirements to resolve the "I" grade before the start of the next quarter. They will not be allowed to take the next level course until "I" grade in the pre-requisite course is resolved.

Grade Challenge

Should a student believe that an error has been made on a final grade issued by an instructor, the student should first discuss his/her concern with the instructor. This discussion must take place no later than the first week of the following academic quarter. At the conclusion of that discussion, if the student is not satisfied with the outcome, she/he may challenge the disputed grade. The challenge must take place prior to the end of the second week of the quarter, following the challenged course grade. Challenges are to be presented, in writing, to the respective Dean of the College in whose department the course falls, and must be accompanied with all of the evidence necessary to support the student's claim.

Changing Majors (Programs of Study)

Students who desire to change their program of study should initiate the change through the Academic Services Office. Graduate School and International (F-1) students must request this option through the Graduate School or International Programs

Office. Any student who desires a change of program should do so as soon as possible in order to speed completion of the change. Early notification will assist in more efficient advisement.

Reverse Stair-Step Completion

Students pursuing various credentials may earn other credentials based on coursework completed in other programs. Students may, upon request, be awarded earned credentials upon completion of all program requirements of the respective credential. Program requirements in the current catalog year will be applied.

A student must be actively enrolled in a higher level credential for a request to be processed. Additionally, a student must be in satisfactory standing, both quantitatively and qualitatively, to request the additional credential.

Students are urged to review their coursework regularly and speak with their Academic Services Coordinator or Academic Services staff to determine if another credential has been earned. A graduation application and/or change of program form will be required to process applicable requests.

Course Add/Drop Policy

A student who wishes to terminate enrollment in one or more courses, but not all courses during the add/drop period, must notify the University and may do so by completing a course withdrawal form. The course withdrawal form is available via the Academic Services office, or electronically via the student portal. Single courses charged at the credit hour rate may be dropped during the add/drop period without tuition or fees obligation or penalty, not including books, supplies, etc., that have been charged to a student's account. For credit hour students, there is no reduction for single course withdrawals after the add/drop period. For contract students, there is no tuition reduction for single course withdrawals prior to, during or after the add/drop period.

The ADD period for each term is as follows:

On Campus Courses: On campus courses are those courses offered at a physical campus or learning location requiring the student to physically attend regular class sessions or internship/externship experiences. Generally, the add period for on campus courses requires both registration **and** attendance by the first scheduled class meeting of the second week of the academic term. However, the university reserves the right to alter the add/drop period due to holidays, weather emergencies, or any other event necessitating a need to adjust the term's calendar. Make-up days may be scheduled to ensure the required number of contact hours are achieved.

Online Courses: Online courses are those courses offered via electronic means with no physical on-campus attendance requirement. A student wishing to add an online course may do so until 4:59 p.m. (EST) Thursday of the first week of the academic term. *In addition, the online student must demonstrate active engagement in the course as defined in the Attendance Policy prior to 11:59 p.m. (EST) on Wednesday of the second week of the academic term.* The university reserves the right to alter the add/drop period due to holidays, weather emergencies, or any other event indicating a need to adjust the term's calendar.

Hybrid Courses: Hybrid courses are those courses requiring scheduled on campus attendance and a significant online component.) A student wishing to add a hybrid course may do so until 4:59 p.m. (EST) Thursday of the first week of the term. *In addition, the hybrid student must demonstrate active engagement in the course as defined in the Attendance Policy prior to 11:59 p.m. (EST) on Wednesday of the second week of the*

academic term. The university reserves the right to alter the add/drop period due to holidays, weather emergencies, or any other event indicating a need to adjust the term's calendar.

Course Additions: Additions during the add/drop period requires the approval of the student's Academic Services Coordinator or appropriate Academic Services official to ensure desired classes are available and all academic prerequisites have been met.

The DROP period for each academic term is as follows:

Day, On-campus Courses: Courses charged at the credit hour rate may be dropped without tuition and fees obligation through the first meeting day of Week 2.

Evening and Weekend Courses: Courses charged at the credit hour rate may be dropped without tuition and fees obligation through the end of the second scheduled meeting of the term.

Online and Hybrid Courses: Courses charged at the credit hour rate may be dropped without tuition and fees obligation through 11:59 p.m., Sunday at the end of Week 1 and requests for withdrawal must be received by this date and time.

Students with no record of attendance/academic engagement within the add/drop period described above will be administratively dropped from the course(s), and requests for (re)instatement will be denied without the presence of extenuating circumstances, as determined and approved by an authorized university Academic Official. Courses charged at the credit hour rate will not incur tuition and fees obligations as a result.

Students are responsible for verifying continued financial aid eligibility whenever a change is made to one's schedule that alters the projected number of credit hours previously projected to and by Financial Planning.

Single course withdrawal for Fort Knox location students follows the Tuition Reduction Policy.

Withdrawal Policy (Total)

If a student wishes to withdraw entirely from the University, he/she must complete a University withdrawal form and also complete an exit interview with a staff member in the Academic Services Office. See the Tuition Reduction policy for financial implications.

If active engagement has occurred, students who withdraw from class(es) by the end of week 7 will receive a grade of "W"; those withdrawing after this date will receive a grade of "WF". Students who withdraw from a 5 1/2 or 6 week course or rotation prior to the start of Week 4 (Week 9 for courses beginning the second half of the quarter) will receive a grade of "W"; those withdrawing after the start of Week 4 or Week 9, depending on course start date, will receive a grade of "WF".

Pharm.D. Students - Third Professional Year (PY3) Withdrawal Policy
Students who withdraw from a rotation block prior to the start of Week 5 will receive a grade of "W", those withdrawing after the start of Week 5 of the rotation will receive a "WF" unless a medical or military excuse is provided.

International Non-Immigrant (F-1) Students -

International Non-Immigrant F-1 students may be administratively withdrawn from the university for failure to maintain status in accordance with 8 CFR 214.2 (f)(5)(i). Students administratively withdrawn from the university prior to the end of Week 7 will receive a grade of "W"; those administratively withdrawn after this date will receive a grade of "WF"

Bypass Assessment

Sullivan University allows students to challenge a course for which they think they already possess the necessary knowledge or skill. The following conditions apply to any bypass assessment attempted:

1. The only information a student may receive to prepare for a bypass assessment is the name of the course, course description (both of which may be found in the University Catalog), and the titles of the main textbooks for the class.
2. All bypass assessments will be given on a pass/fail basis only. If a student receives a passing score, which demonstrates competency, on a bypass assessment, the student will receive a grade of "P" for the course.
3. For students who earn a certificate or diploma, the student may replace the bypassed course with an extra course. If the student does not do a replacement, there is no tuition credit. However, if a student earns an associate degree, the student can replace a course from the associate degree planner for the bypassed course. In the case of a program that is an associate degree only, the student may receive tuition credit during the final quarter.
4. Students should watch the weekly newsletter or consult the appropriate academic department head or Dean for procedures to take bypass assessments, as well as the website: <https://sullivan.edu/pla> for more information about current bypass assessments available.
5. There is a \$75.00 non-refundable advance fee for each bypass assessment attempt. The fee must be paid in the Bursar's Office prior to the administration of a bypass assessment.
6. Bypass assessments for any course can only be attempted once, pass or fail.
7. The Prior Learning Assessment (PLA) process may be considered and is often a more appropriate means to earn credit for prior learning.

Auditing Courses

Students may choose to take classes on an audit basis. Courses that are audited are assigned a grade of AU, and no credit is awarded toward graduation. To audit courses, students must indicate their intention at the time of registration. Requests to change a course to audit status are not accepted after the drop/add period has ended.

Courses taken in audit status are not used in certification for financial aid, Veterans Affairs benefits, or Social Security benefits, and are not calculated in course load.

Re-Entering Requirements

A student who wishes to re-enter Sullivan University must contact Admissions to submit an application. During the re-entry process, student records will be reviewed and a determination made on the student's qualifications for re-entry. A re-entering student will be required to pay the current tuition rate for all remaining program courses, though no additional enrollment fee is required, and will return into the most current curriculum plan in effect at the time of re-entry.

Readmission of service members

A student, who has withdrawn from school due to military service, and wishes to return, must have notified the school of their military service and intention to return to school as follows:

- Notification of military service. The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give oral or written notice of such service to the school as far in advance as is reasonable under the circumstances.

- Notification of intent to return to school. The student must also give oral or written notice of his/her intent to return to the school within three years after the completion of the period of service. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the school within two years after the end of the period needed for recovery from the illness or injury. A student who fails to apply for readmission within these periods does not automatically forfeit eligibility for readmission, but is subject to the school's established leave of absence policy and general practices.

The student will be readmitted into the next class or classes in the program beginning after he/she provides notice of intent to reenroll. The student will be readmitted under the same academic status in which he/she had when last attending the University.

Academic Integrity

Cheating and plagiarism are serious offenses against the University's Academic Integrity Policy and are consequently strictly prohibited. All students must familiarize themselves with the University policy on academic integrity.

Regardless of the medium in which they are submitted, the University expects that all assignments, research projects, lab reports, papers, theses, dissertations, examinations and any other work submitted for academic credit will be the result of the student's own intellectual efforts. Similarly, work submitted for a course or for any other academic purpose is expected to have been generated specifically for that course and that course only. For collaborative work, the cohort's or group's efforts are expected.

Plagiarism can take several forms: generally, it is the practice of taking someone else's work or ideas and passing them off as one's own.¹ This use may be either intentional or unintentional. NOTE: It is incumbent upon the student to be able to properly cite the private intellectual property utilized as research sources in their papers.

Consequently, unintentional plagiarism is still plagiarism. Students should be aware that all Sullivan University professors have access to anti-plagiarism software. Therefore, students should discuss any potential plagiarism issues with their instructors before submitting their work.

Cheating and Plagiarism may also manifest itself as:

- failing to cite an author for whose ideas have been incorporated into a student's paper;
- cutting and pasting different internet web site or database text in a paper or using a purchased paper;
- facilitating another student to use your work;
- copying another's work with or without their knowledge;
- using a hand-held device such as a calculator to store notes, formulae, etc. when an instructor does not allow such aid on an exam;
- using notes and/or other aids that are prohibited on an exam;
- submitting the same work to different classes (AKA self-plagiarism);
- and, gaining an unfair advantage by any other method.

Cheating and plagiarism are unfair to all students. They reward those who put forth less than a full effort and penalize those who use only traditional means of preparing for and taking an exam or writing a paper. They do not provide

the grader with an accurate representation of the student's knowledge or ability to complete the assignment.

Penalties for students found guilty of plagiarism or cheating may include one or more of the following:

- a failing grade for the assignment or exam;
- a failing grade for the course and a letter of explanation included in the student's permanent academic file;
- expulsion from the University.

¹Stevenson, A., and Lindberg, C. A. (Eds.). (2010). New Oxford American dictionary (3rd ed.). New York, NY: Oxford University Press.

Satisfactory Academic Progress Policy

All students of Sullivan University must meet the following minimum standards of academic achievement in terms of cumulative GPA and successful course completion in terms of credits earned versus credits attempted within a maximum time frame while enrolled. Failure to meet the requirements of this Satisfactory Academic Progress Policy (SAP) may result in punitive actions up to and including the possible loss of federal Title-IV HEA and/or state financial aid and suspension or termination from the University. This policy applies to all Sullivan University students whether or not they participate in Title IV HEA or Kentucky state financial aid programs. It is important for students to read and understand the University's SAP standards.

GRADE APPLICATION CHART					
Grade	Definition	Included in Credits Earned	Included in Credits Attempted	Included in Cumulative GPA Calculation	Quality Points per Credit Hour
A	Excellent	YES	YES	YES	4.0
AU	Audit	NO	NO	NO	NC
B	Above Average	YES	YES	YES	3.0
C	Average	YES	YES	YES	2.0
D	Below Average	YES	YES	YES	1.0
F	Failure	NO	YES	YES	0
TA	Internal Transfer	YES	YES	YES	4.0
TB	Internal Transfer	YES	YES	YES	3.0
TC	Internal Transfer	YES	YES	YES	2.0
TD	Internal Transfer	YES	YES	YES	1.0
TF	Internal Transfer Failure	NO	YES	YES	0
I	Incomplete	NO	YES	YES	0
NF	Failure - Lack of Engagement	NO	YES	YES	0
P	Pass/PLA*	YES	YES	NO	0
S	Satisfactory	YES	YES	NO	NC
T	Transfer	YES	YES	NO	NC
U	Unsatisfactory	NO	YES	NO	NC
W	Withdrawal up through week #7	NO	YES	NO	NC
WF	Withdrawal after week #7	NO	YES	YES	0
X	Waived	NO	NO	NO	NC

NC-Not Computed

*Prior Learning Assessment (PLA)

The following criteria are utilized when evaluating student satisfactory academic progress:

- Credits will be applied to the University's Satisfactory Academic Progress Policy as defined in the Grade Application Chart shown in this policy.
- Attempted credits as defined in this policy will be counted in SAP calculations, whether financial aid was received or the credits earned.
- Incompletes (I), instructor drops (NF), and failures (F, WF, NF) are considered as credits attempted and not earned; but are included in cumulative GPA calculations with zero quality points.
- W grades are considered as credits attempted and not earned; but are not included in cumulative GPA calculations.
- A grade of D is not available in certain programmatic courses.
- Grade changes to previously non-passing grades may be considered in satisfying completion rate and CGPA deficiencies.
- Credits earned with a passing grade in courses attempted on a Pass(S)/Fail(U) basis are considered as both attempted and earned credits; those failed are considered as attempted credits only. Pass(S)/Fail(U) grades are not included in cumulative GPA (CGPA) calculations.
- Credits earned through bypass testing (P) are considered as both attempted and earned credits, but are not included in cumulative GPA calculations.
- Transfer (T) credits, including credit received from consortium study, are considered as both attempted and earned credits, but are not included in cumulative GPA calculations.
- Developmental (remedial) courses are calculated into both the cumulative GPA (qualitative review) and as both attempted and earned credits (quantitative review).
- Courses repeated in an attempt to raise the CGPA are considered as credits attempted when taken and as credits earned when a satisfactory grade is earned. However, only the most recent grade is used in calculating the cumulative GPA.
- Courses audited (AU) for no grade are not included in cumulative GPA calculations and are not considered as attempted or earned credits.
- Waived (X) courses are excluded from the SAP review calculations because no credits are attempted or earned. (NOTE: An alternate course may be required to substitute for a waived course.)
- Upon the change of a student's major, only those credits previously taken that apply to the new program will be calculated into both the cumulative GPA (qualitative review) and completion rate (quantitative review).
- **Satisfactory academic progress (both qualitatively and quantitatively) will be reviewed upon the conclusion of each academic quarter for all students.**

Qualitative Standards – Cumulative Grade Point Average

Qualitative satisfactory academic progress is defined as maintaining a minimum acceptable cumulative Grade Point Average (CGPA) on a 4.0 scale. Students must meet or exceed

the following minimum CGPA in order to be considered as making qualitative satisfactory academic progress:

- Upon completion of 1 to 23 quarter credit hours attempted: CGPA of 1.5
- Upon completion of 24 to 35 quarter credit hours attempted: CGPA of 1.7
- Upon completion of 36 or more quarter credit hours attempted: CGPA of 2.0
- A CGPA of 2.0 or better is required to graduate from any undergraduate academic program.

Graduate School - Master's Level Only

- Upon completion of 1-18 quarter credit hours attempted: CGPA of 2.50
- Upon completion of 19-27 quarter credit hours attempted: CGPA of 2.75
- Upon completion of 28 or more quarter credit hours attempted: CGPA of 3.0
- A CGPA of 3.0 or better is required to graduate from any Graduate School academic program
- SAP evaluation and processes for the Pharm.D. students are the same as for all University students with the exception that Pharm.D. students are required to have a minimum term and cumulative GPA of 2.0 at each quarterly evaluation point. Students are also required to have a minimum CGPA of 2.0 for graduation.

A student will be considered as not making satisfactory academic progress if at any evaluation point the student's cumulative grade point average is less than the prescribed minimums listed above.

Quantitative Standards – Completion/Pace Rate

The quantitative measure is defined as the total number of credit hours successfully earned (passed) divided by the total number of credit hours attempted. The quantitative satisfactory academic progress measure requires a student to complete their program of study within one and one-half times (150%) the academic program assigned credit hours. Students must meet or exceed following minimum quantitative progress measures to be considered as making satisfactory academic progress:

- Upon completion of 1 to 23 credit hours attempted: 25.00% cumulative completion rate
- Upon completion of 24 to 35 credit hours attempted: 50.00% cumulative completion rate
- Upon completion of 36 or more credit hours attempted: 66.67% cumulative completion rate

Graduate School - Master's Level Only

- Upon completion of 1 to 18 credit hours attempted: 50.00% cumulative completion rate
- Upon completion of 19 or more credit hours attempted: 66.67% cumulative completion rate

A student will be considered as not making satisfactory academic progress if at any evaluation point the student's overall quantitative completion rate is less than the prescribed minimums listed above.

Maximum Time Frame

No student will be eligible to receive Title IV HEA or Kentucky state financial aid after attempting more than 150% of the normal credits required for their program of study. As an example, students in an associate degree program which requires 92 credits may attempt a maximum of 138 (92 x 150%) credit hours. Once a SAP review determines that a student cannot mathematically finish the student's program of study within the maximum time frame the student becomes ineligible for Title IV HEA and Kentucky state financial aid.

Student Status Definitions

Active – The student is in good standing with the University with no punitive action status.

Financial Aid Warning – A previous “Active” status student who is receiving Title IV HEA and/or Kentucky state financial aid and is not achieving SAP standards will be placed on “Financial Aid Warning”. The student may continue to attend classes and receive Title IV HEA and/or Kentucky state financial aid for one additional quarter of attendance while on Financial Aid Warning status. In addition, a “Financial Aid Warning” status is notice to the student that continued failure to achieve SAP standards will result in further punitive action by the University and the loss of the availability of Title IV HEA and/or Kentucky state financial aid.

Academic Warning – A previous “Active” status student who is not receiving Title IV HEA and/or Kentucky state financial aid and is not now achieving SAP standards will be placed on “Academic Warning” status. The student may continue to attend classes while on “Academic Warning” status for one additional quarter. In addition, an “Academic Warning” status is a notice to the student that continued failure to achieve SAP standards will result in further punitive action by the University.

Financial Aid Probation by Appeal – A previous “Suspension” status student who has successfully appealed for reentry due to extenuating or special circumstances as outlined in the appeal processes stated below may be placed on Financial Aid Probation by Appeal status. The Financial Aid Probation by Appeal student may be eligible for Title IV HEA and/or Kentucky state financial aid due to extenuating and/or special circumstances. The Financial Aid Probation by Appeal status allows the student to continue classes with a goal of achieving SAP standards by the end of the Financial Aid Probation quarter or by a specified period of time established in an Academic Recovery Plan.

Academic Probation by Appeal – A previous “Suspension” status student who has successfully appealed for reentry may be placed on Academic Probation by Appeal status. The Academic Probation by Appeal student does not receive Title IV HEA and/or Kentucky state financial aid. The Academic Probation by Appeal status allows the student to continue to attend classes with a goal of achieving SAP standards by the end of the Academic Probation quarter or by a specified period of time established in an Academic Recovery Plan.

Suspension – A previous “Warning” or “Probation by Appeal” status student will be suspended if the student fails to meet SAP standards and/or fulfill the terms of the Academic Recovery Plan (ARP) at the end of the warning or probation term. A suspended student may not continue in school nor receive Title IV HEA and/or Kentucky state financial aid unless reinstated through the SAP appeal process. The student is not eligible for Title IV HEA and/or Kentucky state financial aid while suspended.

Terminated – The student has been permanently withdrawn from the University. The student is not eligible for Title IV HEA and/or Kentucky state financial aid.

Failure to Meet Satisfactory Academic Progress (SAP) Standards

A previous “Active” student for whom it has been determined is currently not meeting the minimum SAP standards will be placed on “Financial Aid Warning” or “Academic Warning” status for one additional quarter of attendance.

Financial Aid Warning status allows a student who currently utilizes Title IV HEA or Kentucky state financial aid to continue to attend class(es) for one additional quarter and utilize these funds while attempting to achieve SAP standards. A Financial Aid Warning status also places a student on notice that he/she will be suspended from the University and lose Title IV HEA and Kentucky state financial aid eligibility if all academic progress standards are not met by the end of the Financial Aid Warning quarter.

Academic Warning status allows a student to continue to attend class(es) for one additional quarter while attempting to achieve SAP standards. A student on Academic Warning status does not receive Title IV HEA or Kentucky state financial aid. An Academic Warning status also places a student on notice that he/she will be suspended from the University if all academic progress standards are not met by the end of the Academic Warning quarter.

If at any evaluation point a Financial Aid Warning or Academic Warning status student fails to satisfy all SAP requirements he/she will be suspended from the University and the student status will become “Suspension”. Re-admittance to the school and re-establishment of financial aid eligibility is only possible through the Satisfactory Academic Progress Appeal process.

Upon any evaluation that affects a student's eligibility for Title IV HEA and/or state financial aid funds, a notification letter will be mailed via the United States Postal Service to the student at the address on file with the University. The letter will be sent by the Academic Services/Registrar's Office or other designated school official.

A student who believes he/she has encountered a special circumstance(s) that has impeded his/her satisfactory academic progress resulting in a punitive action by the University and/or loss of Title IV HEA or Kentucky state financial aid may utilize the appeal process as outlined in this policy.

Satisfactory Academic Progress Appeal Policy

A student who believes he/she has encountered an extenuating and/or special circumstance(s) which has impeded his or her academic progress may submit a written appeal to the Academic Services office. The appeal process provides a student who has not met the University's satisfactory academic progress standards the opportunity to formally request to remain enrolled and/or reenroll at the University to rectify any SAP deficiencies and/or to re-establish eligibility for Title IV HEA and/or Kentucky state financial aid. More information is available at <http://sullivan.edu/appeals>.

The student who wishes to appeal his or her SAP status and/or request re-entry to the University must submit a letter and any supporting documentation explaining the special circumstance(s) beyond the student's control resulting in his or her unsatisfactory academic performance and indicating what has changed in his or her situation that will allow the student to succeed and achieve SAP standards.

The Academic Appeal Committee will review the appeal to determine if the student can reasonably be expected to achieve all measures of SAP and any other requirements for continued enrollment and/or reentry at the University. If the student is

granted a successful appeal by the Academic Appeal Committee, the student's appeal will be forwarded to the Financial Aid Appeal Committee for its review and consideration.

The Financial Aid Appeal Committee will determine if the student's financial aid is to be reinstated based on federal and state financial aid guidelines, the student's special and/or extenuating circumstance(s) as stated in the appeal, and any supporting documentation that may have been provided.

Each appeal committee has the independent discretion to accept or decline the student's appeal. The approval of reentry by the Academic Appeal Committee does not automatically guarantee the student's approval for re-establishment of financial aid by the Financial Aid Appeal Committee. Students wishing to appeal both their SAP status and financial aid eligibility must submit information and documentation to satisfy both committees' requirements. While the appeal process serves multiple purposes, if it is determined that a student cannot mathematically achieve SAP within the policy limitations, the appeal will be denied.

The student has the burden to validate the reasons why he/she could not meet SAP requirements and justify the reason(s) the committee(s) should grant the appeal.

The student may submit an appeal for financial aid eligibility based on one or more of the following special and/or extenuating circumstances:

- Death of a relative of the student;
- Injury or illness of the student;
- Other special extenuating circumstance(s) warranting consideration.

To appeal a SAP-related suspension or other punitive action, the student must submit a clear and concise appeal letter with the following elements:

1. Current date, student's full name as listed in University records, student University issued ID number and student signature;
2. Specific request for reinstatement of financial aid, if desired;
3. Statement of what special circumstance(s) the student encountered for all academic terms in which poor performance resulted;
4. Any supporting documentation to substantiate these special circumstances; examples of such documentation may include, but not necessarily limited to:
 - a. Death notice of a relative;
 - b. Student illness documentation provided by a doctor and/or other medical practitioner;
 - c. Police Accident Reports;
 - d. Military Activation Orders;
 - e. Other documentation of special circumstances.
5. Explanation of what and/or how circumstances have changed that will facilitate the student's success in the future;

If the Financial Aid Appeal Committee approves the student's appeal, the student may be approved for the re-establishment of Title IV HEA and Kentucky state financial aid and will be placed on Financial Aid Probation by Appeal status while attempting to achieve SAP policy requirements and will be expected to meet the requirements of an Academic Recovery Plan (ARP). Upon the conclusion of the quarter of Financial Aid Probation by Appeal, the student will be reviewed for SAP progress and meeting the requirements of his or her ARP.

If the student is granted reentry or continued enrollment by the Academic Appeal process, but eligibility for financial aid is not re-established through the Financial Aid Appeal process, the student will be ineligible to receive Title IV HEA and/or Kentucky state financial aid, and the student will be placed on Academic Probation by Appeal status. If a student is otherwise eligible to remain enrolled at the University, the Academic Probation by Appeal student may pay for college expenses with personal funds (out of pocket) or with other non-Title-IV HEA or non-state financial aid while attempting to achieve SAP policy requirements and will be expected to meet the requirements of an ARP. Upon the conclusion of the quarter on Academic Probation by Appeal, the student will be reviewed for SAP progress and whether he or she met ARP requirements.

A student on Financial Aid or Academic Probation by Appeal status will be required to adhere to an Academic Recovery Plan as developed and prescribed by an appropriate academic school official. Any student on an ARP will remain on the assigned student status as long as the requirements of the ARP are being met. Once minimum SAP standards are met, the student will be returned to "Active" status, and eligibility for use of Title IV funds will be restored per appropriate guidelines and regulations. (Note: The requirements of an Academic Recovery Plan can only be changed by submission of an appeal explaining what has happened to make the change necessary and how the student will be able to make academic progress.)

If at any evaluation point a Financial Aid Probation by Appeal or Academic Probation by Appeal student fails to maintain the requirements of their Academic Recovery Plan he/she will be suspended and the student status will become "Suspension". Re-entry to the University and/or reestablishment of financial aid is possible only through the Satisfactory Academic Progress Appeal process.

Any applicable transfer credit earned from another qualified institution (accredited by an accrediting agency that is recognized by the U.S. Department of Education) during the financial aid suspension period may be used to satisfy SAP criteria as outlined in the Grade Application Chart. Thus, transferred grades will be applied to completion rate deficiencies but not CGPA deficiencies.

Re-entry after Suspension

A suspended student may appeal for reentry to the University. The student will follow the guidelines outlined in the appeal process(es) stated above to apply for reentry. The appeal process and committee(s) will determine the student's eligibility for reentry and re-establishment of Title IV HEA and Kentucky state financial aid.

An inactive student not in good standing with SAP policies who requests to reenter the University following a period of absence and/or suspension should contact the Academic Services/Registrar's Office. Exact dates of appeal hearings, due dates for written appeals and related documentation (if appropriate) can be obtained by contacting the respective campus office. The student may be requested to appear before the appeal committee(s). Absences or periods of suspension from the University and/or ineligibility of financial aid for a period of time are not considered mitigating circumstances for reestablishment of SAP progress and/or financial aid. More information is available at sullivan.edu/appeals.

If the student is permitted to reenter the University, failure to demonstrate sufficient progress toward achieving SAP may result in additional punitive action up to and including loss of financial aid, possible suspension and/or permanent termination.

Student Outcomes Assessment

Sullivan University requires all students to participate in a series of student outcome assessment tests, particularly at the beginning of the freshman year and at the end of the sophomore and senior years.

The student must understand that these assessment tests are a required part of the educational experience and will be kept confidential. They will be used along with other students' test scores to identify relative strengths and weaknesses in the educational program so that Sullivan University can continually improve its programs.

Course Evaluations

Sullivan University allows the students a quarterly evaluation of the courses and faculty. These evaluations provide a way for the students to voice their opinion about the quality of education and services they are receiving. This information is used to improve instruction and services for future quarters.

Name Change Policy

Students who need to change their name as a result of marriage or other life event must contact the Academic Services office to initiate the change. Evidence of a legal name change will be required and such evidence must clearly state the previous name, the new name, and the governmental authority granting the change. In addition to the legal notification of change, the institution will also require a government-issued photo I.D. bearing the previous or new name contained on the order or approval of change.

Because difficulty with student record continuity can be encountered with a name change during a term, name changes are not usually processed during an active term. Requests for name changes are normally processed at the end of the quarter in which the change is requested. Once notifying the Academic Services office of the change, the student should also speak with their Financial Planning Coordinator to resolve any potential issues that may arise with the eligibility and awarding of financial aid. Students should note that name changes are officially reflected in their student records, however, student I.D. numbers do not normally change subsequent to an official name change.

Student Use of Technology in the Classroom

Sullivan University recognizes the value that technology can bring to the classroom. Students and faculty are encouraged to use technology to improve learning outcomes. With the increasing use of technology, the need for responsible use has also increased. The technology used by students (including but not limited to laptops, tablets, cell phones, etc.) should be directly related to the requirements of the course. Each instructor is responsible for establishing and communicating his or her technology use policy that will define and limit the appropriate use of technology by students in their classroom. In the absence of such policy, the University stipulates that each student is expected to use only technology that is appropriate for the course being taught and not distracting to other students. The use of cell phones or other devices for verbal or written personal conversation during class time is strictly prohibited unless it is required for the course.

The University recognizes that students may have a legitimate reason to be contacted during class time for personal issues that require immediate attention. Instructors should be informed in advance if this situation exists. In those circumstances, the students must set their technology to silent to reduce distraction. The student must leave the classroom to attend to the matter at hand. The instructor, at his or her discretion, may or may not allow work to be made up that is missed during the absence.

Students are reminded that any use of technology in violation of the Sullivan University Academic Integrity policy will not be tolerated. Students using technology in a manner inconsistent with ethical behavior are subject to failure in the course and additional penalties up to and including expulsion from the University. Students who do not adhere to the instructor's directions regarding appropriate use of technology will be asked to leave the classroom. Based on instructor-specific course policies, being asked to leave the classroom could result in a lower grade for the course.

Grievance/Official Complaint Procedure

Any Sullivan University student who wishes to file a formal grievance or official complaint with the University must do so in accordance with this policy. A grievance or official complaint is defined as notification by the student of a perceived hardship or harm to the student arising from a decision or action made by an institutional staff or faculty member the student believes was in violation or misinterpretation of an institutional policy or process, or a local, state or federal regulation or law. The grievance must be filed within 90 days of the date the student became aware, or should have become aware, of the perceived violation. Certainly, time sensitive issues must be brought forth within a time frame that appropriate resolutions may be implemented; i.e. grade challenges, transfer credit acceptance, etc.

Doctor of Pharmacy and Physician Assistant students must first follow the College of Pharmacy and Health Sciences grievance/complaint policy as published in the College of Pharmacy and Health Sciences Student Handbook. Once all avenues have been exhausted through the College of Pharmacy and Health Sciences policy, further review may be sought by entering the following policy at Step 2.

To file an official grievance or complaint, the following process must be followed:

Step 1: Students who believe they have a valid grievance as defined above must first address the matter informally by speaking with the individual with whom they have the concern or they believe may have appropriate authority to resolve, unless unique circumstances exist that would render such a discussion impossible. Should the student receive a response he/she believes to be in continued noncompliance with University policy, etc., the student may wish to initiate step two of the University's grievance procedure.

Step 2: To implement step two of the grievance procedure the student should access <http://sullivan.edu/studentgrievance>, complete and submit the form with all required information, including a summary of their efforts and outcome via step one of the Grievance/Official Complaint Procedure. At this point in the process, the grievance/complaint is considered official. The grievance/complaint will be received and reviewed by University Ombudsman. The Ombudsman will normally review the grievance within seven calendar days and may assign a relevant administrative or academic authority (typically a department chairperson for academic issues) to review the grievance and to respond to the student. The Ombudsman or assigned administrative or academic authority will make reasonable effort to conclude their investigation and respond to the student within ten calendar days of their being assigned to conduct a review/investigation. If additional time for investigation and response preparation is required, the student will be notified of the extension. If the student is not satisfied with the response of the administrator or academic authority assigned to investigate the grievance, the student may wish to implement step three of the grievance procedure.

Step 3: To implement step three of the grievance procedure, the student may request official review by the Senior Vice

President for Administration for non-academic matters, or, the Senior Vice President for Academic Affairs/Provost for academic matters. To initiate this level of review, a formal request must be submitted in writing directly to the official via email or delivery to the official's office. The Senior Vice President for Administration or Senior Vice President for Academic Affairs/Provost may take one or more of the following action(s):

- a. Appoint a special committee to review the grievance and provide a recommendation to him/her. A decision may then be rendered by the official, normally within 14 days.
- b. Appoint a high-level administrator to individually review the grievance and provide a recommendation (typically a dean for academic issues). A decision may then be rendered by the official, normally within 14 days.
- c. Personally review the matter and render a decision, normally within 14 days.
- d. If the Senior Vice President for Administration or Senior Vice President for Academic Affairs/Provost was involved in Step 2, an independent committee will automatically be appointed by the President/CEO to whom a recommendation will be made and a decision rendered, normally within 14 days.

Step 4: If the student is not satisfied with the result of step three of this process, he/she may request official review by the President/CEO of Sullivan University by mailing or delivering the request to the Administrative Office, Sullivan University, 3101 Bardstown Road, Louisville, KY 40205. During Step 4, the President/CEO's decision will normally be available within seven calendar days.

Step 5: While the University President/CEO's decision is normally final, allegations of gross errors in judgment after the President/CEO's review may be filed with the Office of the President of the Sullivan University System, Inc., 3101 Bardstown Road, Louisville, KY 40205.

Grievance reviews do not necessarily follow state or federal rules of evidence. Except as may be explicitly allowed by law or regulation, attorneys, parents, friends, advisors, etc., are typically excluded from meetings and hearings that may occur throughout the process. Examples of exceptions include situations that may relate to the Violence Against Women Act and others as appropriate.

Once all internal procedures for grievance resolution offered by the university are exhausted, a complaint can be submitted to the state authorizing authority, the Kentucky Council on Postsecondary Education (KCPE). KCPE complaints can be sent to:

CPE Consumer Complaint
1024 Capital Center Drive, Suite 320
Frankfort, KY 40601
Email: cpeconsumercomplaint@ky.gov

Learn more at http://cpe.ky.gov/campuses/consumer_complaint.html

INTERNATIONAL STUDIES PROGRAM

Admission to the University

See specific policies for International Student Admission in the Admission To The University section of the Catalog.

Academic Programs

The Sullivan University Graduate School offers two graduate level programs in which professional work, in a related field, is a required component of the education, the Master of Science in Managing Information Technology (M.S.M.I.T.) and the Executive Master of Business Administration (E.M.B.A.), and one graduate level program in which professional work, in a

related field, is an integral part of the established curriculum, the Master of Science in Management (M.S.M.). As such, these programs offer Sullivan University Non-Immigrant (F-1) students the opportunity to participate in Curricular Practical Training (CPT). Students must comply with the university's stipulated attendance policy to be eligible for continued CPT authorization.

Curricular Practical Training (CPT)

In accordance with 8 C.F.R. § 214.2(f)(10), students enrolled at Sullivan University who wish to obtain CPT Authorization will be required to enroll and participate in (1) credit hour Graduate Management Experiential Courses (MGT596, MGT597, MGT696, and MGT697) that are designed to demonstrate the relationship between gained practical employment knowledge and the established curriculum of the program. Graduate Management Experiential courses meet three (3) Fridays during the currently enrolled term: Week 1, Week 5, and Week 8, unless otherwise stipulated.

Master of Science in Managing Information Technology (M.S.M.I.T.)

The Master of Science in Managing Information Technology (M.S.M.I.T.) degree is designed to help current information technology (IT) professionals meet the management challenges created by the rapidly changing landscape of the IT industry from traditional systems to Internet/Intranet systems. The degree program aims to increase managerial competencies, supplement technical knowledge, build a conceptual understanding of emerging IT issues, and provide the ability to conduct independent research to support intelligent business decisions. The degree requires the student to have a management cooperative employer work/learning agreement to apply program learning objectives to their work environment.

Executive Master of Business Administration (E.M.B.A.)

The Executive Master of Business Administration (E.M.B.A.) degree is designed for managers or supervisors currently working in positions where their educational outcomes link directly with their professional experiences. The curriculum is designed to equip busy professionals with the tools to effectively manage the change and growth in today's competitive global environment. While the curriculum of the E.M.B.A. program is very similar to that of the regular M.B.A. degree, the requirement of a minimum of four experiential courses linking learning outcomes to their professional experiences makes the program significantly different. The degree requires the student to have a management cooperative employer work/learning agreement to apply program learning objectives to their work environment.

Master of Science in Management

Professional employment is not required for enrollment in the Master of Science in Management; However, the M.S.M. degree focuses on leadership and human skills where students are being trained to make decisions based on qualitative information about the organization and provides students with core management skills anchored with the people skills that will be necessary as they grow in their careers and are in positions where they will be leading teams. As such, the opportunity to educate people to lead business through both a data driven quantitative process as well as through a qualitative process that include hard skills and essential skills, in addition to a path that provides an opportunity for an industry recognized certification training option, is considered to be an integral part of the established curriculum. Authorization for CPT in the M.S.M. program must be directly related to the area of study. The degree requires the student to have a management cooperative employer work/learning agreement to apply program learning objectives to their work environment.

Applying for CPT:

Students may apply for CPT once the application window opens. For continuing students, that application window opens during Week 8 to Week 12 of the currently enrolled quarter. New students may apply for CPT on a rolling basis according to acceptance in an approved program.

Students are required to apply for CPT authorization each quarter and there is no guarantee of employment/training authorization. Students working without authorization may face immediate termination of status by the International Programs Office (DSO).

Optional Practical Training (OPT)

Optional Practical Training (OPT) is practical work experience in a field that is directly related to a student's program of study. A student may apply to USCIS and be granted authorization to engage in temporary employment for two different types of optional practical training directly related to the major area of study: Pre-Completion OPT and Post-Completion OPT.

Pre-Completion OPT: A Non-Immigrant F-1 student may apply to participate in Pre-Completion OPT after they have been enrolled on a full-time basis for one full academic year. Students authorized to participate in Pre-Completion OPT, may work part time (20 hours or less per week) during an active academic term and may work full time during an approved quarterly break between academic terms.

Post-Completion OPT: A Non-Immigrant F-1 student may apply to participate in Post-Completion OPT after completion of an approved academic program. Note: USCIS will deduct any amount of time a student participated in Pre-Completion OPT from Post-Completion OPT authorization eligibility.

Applying for OPT:

Students must be in the last academic term of study to be eligible to apply for Post-Completion OPT and may apply for OPT up to 90 days before, and 60 days after, program completion date.

Rules and Regulations of Status

Attendance

Students are expected to maintain ongoing attendance as outlined by the Attendance Policy within this Catalog and are expected to maintain active academic engagement as defined by the University's online course policies.

Failure to adhere to the Sullivan University attendance policy may result in immediate termination of a student's active SEVIS record and Form I-20, as well as administrative withdrawal from the University.

Please Note: Non-Immigrant F-1 students will not be allowed to take more than one online class in any given quarter in order to meet full course of study requirements as indicated by 8 CFR 214.2(f)(6)(i)(G).

Academic Requirements

International students are expected to adhere to the Satisfactory Academic Progress (SAP) requirements as outlined in this catalog. Students who do not maintain a 3.0 grade point average or better may be ineligible for CPT or an annual vacation since they may also be in jeopardy of failing to meet SAP requirements.

Annual Vacations

International students who seek to take an annual vacation must be in good academic status and must have been enrolled as a full-time student for at least three consecutive quarters.

Travel Abroad

International F-1 students may request to travel abroad during an approved timeframe not interfering with an active academic term. Travel outside the United States prior to the Friday (two calendar days) before the published end date of the academic term, or return to the United States after the new academic quarter begins will not be authorized. Students may also request international travel during the university's published annual Fall Break (authorization dates will begin Sunday prior to Fall Break and will end the following Sunday prior to classes resuming). International travel requests must be sent to the International Programs Office for evaluation and approval. If approved, the student will receive a copy of the Form I-20 endorsed for travel authorization. Students may apply to travel at any times in the case of emergency.

Change of Address

If an international student moves from their current address, they have 10 days to contact the DSO at the International Programs Office. Students who do not report their change of address may be terminated for failure to maintain status.

Transfer Policy

Students who transfer to Sullivan University from another college or university must submit a complete application package as outlined by the Sullivan University Admissions Policy. A university DSO will review eligibility requirements including, but not limited to, any prior employment/training authorization in the form of OPT or CPT participation from a previous institution.

Non-Academic Policies

Activities

Co-curricular campus activities are coordinated by the Department of Student Services and facilitated by the department, faculty, staff, and/or designees appointed by the Department of Student Services.

Although the academic success of every student is the primary goal of the University, participation in co-curricular campus activities is important and makes the college experience more fulfilling. Sullivan University offers a broad range of co-curricular activities, including several diverse and professional student organizations. From Honor societies to social organizations and faith based groups, there is an organization to match most interests. Involvement in campus activities provides opportunities to develop skills and talents, complements classroom learning and prepares students for future professional and civic leadership.

Campus activities are designed to meet the needs and interests of the students. Suggestions for new activities should be discussed with the Student Life Coordinator.

Behavior and Responsibilities

All individuals assume the responsibility for acting in a manner compatible with the institution's mission. Misconduct for which students are subject to discipline includes, but is not limited to:

Alcoholic Beverages and Illegal Drugs: In addition to federal, state and local laws governing the use or possession of alcoholic beverages and illegal drugs, the University prohibits the possession, sale, use or furnishing of drugs and alcohol of any type by all persons while on campus property except as they may be used in a formal teaching environment. The University reserves the right to place a student on probation, suspension, or expulsion status and to exclude them from the campus and all campus functions for illegal sale, use, possession or furnishing of chemical substances, including all forms of illegal drugs and alcohol. The University may also require the student to participate in a substance abuse or rehabilitation program. In addition, the appropriate authorities will be notified and the student will be referred for prosecution. Students on campus who are found to be under the influence of alcohol and/or illegal drugs will also be subject to disciplinary action. This policy extends to any and all University-sponsored activities regardless of time, day or location. Some programs may require unannounced drug or alcohol testing of any student at any time.

Discrimination: All forms of discrimination are prohibited, including but not limited to that based on race, color, national origin, religion, age, gender, sexual preference or orientation, pregnancy, disability, membership in the armed services, or any other protected status.

Dishonesty: Cheating, plagiarism, knowingly furnishing false information, or misrepresenting oneself as an agent of the institution or in any other form with the intent to deceive or defraud.

Disorderly Conduct: Disorderly, lewd, indecent or obscene conduct or expression on University property, on University online networks, or at sponsored/supervised functions is prohibited.

Firearms: Possession or use of firearms, explosives, dangerous chemicals, other dangerous weapons or instruments used to simulate or reasonably may be identified as weapons are prohibited on University-owned or controlled property except as they may be required for law enforcement and/or duly authorized security personnel.

Freedom of Movement: Obstruction or disruption, which interferes with one's freedom of movement of any type on institutionally-owned or controlled property.

Gambling: The acts of wagering, gambling and gaming for profit are strictly prohibited on University owned or controlled property or on University computer networks. Such acts are also prohibited at any and all school functions.

Harassment/Threats: Harassment of any student, faculty or staff member is strictly prohibited. Harassment is defined as but not limited to: any action, threat, gesture or words directed toward another person which have the purpose to or which tend to incite a breach of peace or cause physical injury or emotional distress to the victim. This includes threats made about a person and/or their property to a third party. Because the feeling of harassment often involves elements of subjective interpretation, the University expects any incident to be communicated to appropriate officials.

Minors: Adults are responsible for ensuring the reasonable supervision of minors in their charge.

Non-Compliance: Refusal by any person while on institutionally owned or controlled property or while attending an event coordinated, sponsored, endorsed or otherwise promoted by University officials, to abide by a request by an executive or other authorized official of the institution. Non-compliance with any policy contained in the Student Handbook, Housing Manual, University Catalog or other publication.

Physical Abuse: Abuse of any person on University-owned or controlled property or at University-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any person.

Regulation of Conduct: Any behavior and/or violation of University policy, guideline, campus rule or regulation, or state or federal law which adversely affects the student's suitability to be a member of the University community in the subjective opinion of an authorized university official.

Theft or Damage to Property: Such acts committed against the University or a member of the University community, student or campus visitor

Unauthorized Use of Facilities: Individuals who gain unauthorized access to and/or use of any University owned or controlled facility, building, grounds or computer networks will be found in violation.

Bookstore

The Sullivan University Bookstore serves the students, faculty and staff of the entire University community. Physical bookstore hours change during finals week and during break times and holidays when the University is not in session.

Students are responsible for purchasing their own books and supplies unless arrangements have been made for purchases through the use of financial aid resources. Books and supplies are available through either physical stores, or through the online bookstore located at: www.sullivanbookstore.com. Students may purchase books and supplies from any source or vendor they choose.

General Information and Return Policy

No cash refunds will be made.

A \$25.00 Service Charge will be added to student accounts for all returned checks.

Supplies may not be returned or refunded unless damaged at the time of sale.

Course materials must be returned within 21 days of date received or from the start date of class, whichever is later. A copy of the order receipt must be provided with any return. Please follow these guidelines to expedite the returns process and receive a full refund:

- Materials purchased in a physical bookstore must be returned to the physical bookstore.
- New course materials must be returned in new, unopened condition.
- All components of a bundled item must be returned together in the same box.
- All shrink wrapped items must be returned unopened and in the original shrink wrap.
- Damaged materials may be exchanged if they are received damaged and we are notified upon receipt of the damaged materials. If damaged materials are received, please inform the Bookstore (click Contact at top right of the Online Bookstore) prior to returning the materials.

Print On-Demand (POD) Items

PODs are not returnable. Please note, once a POD is purchased, the corresponding eBook becomes non-returnable.

Special Order/Electronic Items

Special ordered items, electronics and imprinted or branded merchandise are non-returnable.

How to Return Shippable Course Materials

If purchased through the Online Bookstore and in compliance with the Returns Policy, please send the materials with the order receipt to the Bookstore Returns Department, 160 Finn Court Farmingdale, NY 11735. Ship the materials via UPS, FedEx, registered mail, or any method which allows you to track the shipment. The appropriate Return Reason Code must be provided on the order receipt for each item being returned:

- DC = Dropped class/course
- N = Item no longer needed
- D = Item received damaged
- M = Item received does not match item on order receipt
- O = Other

If no Return Reason Code is provided, we will conclude the item is no longer needed. Upon receipt of the materials, and the Return Policy requirements are satisfied, the return or exchange will be processed, and if applicable, the refund amount will be credited back to the original method of payment. Other than for damaged or incorrect materials, shipping costs for returned items are non-refundable. If the materials do not satisfy the Returns Policy requirements, no credit or refund will be provided, and the materials will not be sent back.

To use the pre-paid return label service, go to the My Account page and view the details of your prior order. Click the 'Return Items from this Order' button and follow the directions to generate a pre-paid label. This service is only available for returns in the continental United States and may include a service fee.

For items purchased through the Online Bookstore, please contact the Online Bookstore (click Contact at the top right of the Online Bookstore) with any questions.

eBooks

An eBook is returnable up to 14 days from its redemption date. You may return the eBook at the Online Bookstore from the 'My Account' page; eBooks tab. If you purchased a corresponding POD to the eBook, the eBook is non-returnable.

Access Codes and eResources

Access codes and eResources may be returned in certain circumstances. To return an access code or eResource, please contact the Bookstore (click Contact at top right of the Online Bookstore) and request the return. Include the order number and any other relevant information in the request to expedite processing.

Disciplinary Procedures

Disciplinary Conference

Disciplinary procedures may be imposed when a student has committed a violation of University policy. Usually but not always, disciplinary sanctions are imposed by authorized University officials following a conference in which the student has had the opportunity to be heard. Students who receive disciplinary sanctions may utilize the Disciplinary Sanction Appeal Process as described in this section if the student feels inequitable sanctions were issued.

Disciplinary Sanctions

The following sanctions comprise a range of official University actions which may be taken as the result of a policy violation or disciplinary issue.

1. Warning and/or Reprimand: Official notice to a student that their conduct or actions are in violation. The continuation of such conduct or actions may result in further disciplinary action.
2. Disciplinary Agreement: Behavior contract between the University and the student whereby the student agrees in writing to correct their inappropriate behavior. This may also take the form of a creative discipline.
3. Restitution: Reimbursement by payment or service to the University or a member of the University community in an amount not in excess of the damage or loss incurred. Reimbursement may be accompanied by other disciplinary action.

4. Suspension: Removal from the University for a period of time, generally from one term to one year.
5. Deferred Suspension: Suspension from the University for a period of time, generally from one term to one year, but a term beyond the current term in which the incident has occurred.
6. Probated Suspension: Suspension from the University for a period of time but suspension being set aside due to mitigating circumstances.
7. Expulsion: Dismissal from the University for an indefinite period of time. Any student expelled may not, thereafter, be readmitted to the University except upon application to the Senior Vice President for Administration. Unfavorable decisions regarding re-entry may be appealed to the C.E.O of the University.
8. Wellness Advising: Students may be required to meet with the Student Counseling Center for personal wellness advising.
9. In extreme cases of student misconduct, the University reserves the right to suspend, expel or otherwise separate a student from the University without any type of internal due process.

Disciplinary Sanction Appeal Process

Students who feel that inequitable sanctions were issued as an institutional response to a policy violation or inappropriate behavior may utilize the Disciplinary Sanction Appeal Process. To avail oneself of the process, the student must submit their appeal in writing to the Senior Vice President for Administration or Senior Vice President for Academic Affairs/Provost stating all facts relating to the situation. The letter should contain a formal request that the student receive an appeal hearing. The letter must be submitted by the student to the Administration within three (3) business days of the notification of a sanction. The decision regarding whether or not the appeal will be heard is made by the Senior Vice President for Administration or Senior Vice President for Academic Affairs/Provost and will be available normally within three (3) business days following submission of the appeal. It is the student's responsibility to contact the Administration within the above time frame to learn of his/her decision.

In the event an appeal hearing is granted, the student will have an opportunity to present his/her position before a committee consisting of a minimum of three professionals that may include faculty members and/or professional staff. Appointments to a disciplinary committee are made by the Senior Vice President for Administration or Senior Vice President for Academic Affairs/Provost or his/her designee. The committee will call for a discussion session during which a question and answer exchange will take place so that committee members may determine if a violation or misconduct has occurred.

Following the hearing, the Committee's options are either to (a) agree and uphold the original decision of the University official or (b) implement an alternative direction due to mitigating circumstances. The Committee may only exercise the two options listed above. The Committee will meet directly following the hearing in private to discuss the hearing and to arrive at a decision regarding the Committee's action. The Committee will advise the official who made the original decision and the committee chair will compose a letter to the student with the results. An audible recording of the committee hearing may be retained by the University.

Students are advised that during an appeal hearing, strict rules of evidence shall not apply. Neither federal rules of evidence nor any state's rules of evidence apply in student disciplinary proceedings. The hearing shall be closed except for witnesses during their testimony time if testimony is deemed necessary and appropriate by the committee chairperson.

If the student requesting the appeal fails to appear for the hearing or provide adequate prior notice of a reasonable excuse for not appearing, the hearing may proceed without the accused student present. The evidence in support of the charges will be presented and considered, and the case will be heard in a manner that is deemed just.

During an appeal process, the student's presence will be allowed on campus unless such constitutes a clear and present danger to the university community or unless the student has been instructed to remain off-campus by an authorized official. Then, all communication must be via phone or in writing. The student will be allowed on campus only for their appeal hearing. Notification of the hearing's result will be made via U.S. Mail. Finally, the sanction initially issued will be and will remain in effect from the time of initial issuance until such time that the sanction/decision is changed by the process described above.

If the student feels the outcome of the appeal process is unfair and/or unwarranted, he/she may submit a request for review to the Chief Executive Officer of Sullivan University within three business days of receiving the appeal committee results. He/she will review the information related to the case and make an executive decision regarding whether to uphold the committee's decision, overturn it completely, or reduce the sanction(s) based on mitigating circumstances. The decision of the Chief Executive Officer will normally be available within three business days following submission of the request by the student. If the student, following review by the Chief Executive Officer, still feels inequitable sanctions were issued, he/she may submit a request for final review by the President of Sullivan University System within three business days of receiving the Chief Executive Officer's decision. The decision of the President is final.

General Statement of Liability

Sullivan University is not responsible for and does not offer replacement or indemnification for personal belongings that are lost or stolen while on University owned or controlled property. Neither replacement nor indemnification is provided while attending a curricular or extra-curricular event sponsored, co-sponsored or endorsed by Sullivan University. All individuals are responsible for taking the necessary steps to adequately safeguard their own personal belongings. The University is not responsible for loss or damage to one's personal vehicle while parked on property owned or controlled by Sullivan University. This includes vandalism and/or theft from an individual's vehicle as well as damage resulting from the actions of others.

Health Services

Sullivan University supports student health and well-being as a vital part of everyday university life. The University has designated professionals who can provide educational seminars on various issues that may include sexual assault, rape awareness, AIDS awareness, sexually transmitted diseases and drug and alcohol abuse. These professionals are the University's Health Services Coordinator and the staff of the Student Counseling Center.

If a student is in need of health-related services, they are encouraged to meet with either of these persons to discuss the need. The University's professional personnel may then refer the student to an appropriate community resource to provide the appropriate level of service.

Housing and Residence Life

Sullivan University provides campus housing for unmarried students under the age of 21. Arrangements for housing should be made well in advance of registration for the University to secure a place in University Housing. Details are available in the Admissions office. Students are not required to live in University sponsored housing. Some restrictions and qualifying criteria apply.

Gardiner Point residence hall students are required to participate in a mandatory meal plan.

I.D. Cards

During registration, each student is given a University photo I.D. card which is mandatory and gives entrance to University sponsored activities. In addition, a University I.D. is required to check out library materials, make bookstore purchases being charged to a financial aid account, and use the I.D. discount program. There will be a charge for replacing I.D. cards.

Imminent Danger

The University recognizes the possibility of emergency situations that may give rise to varying levels of imminent danger. In such events, the University affirms the right of students and staff to protect themselves and others from unreasonable risk and/or imminent danger.

In the event such behavior or situations arise and University faculty or staff are not able to control the situation, civil authority lies with Administrative officials of the University. This includes members of the Public Safety/Security Staff. In the event an Administrative official is not available, students and staff should contact metropolitan authorities to rectify the situation and/or report the situation. Public Safety should be notified as soon as possible when an incident has occurred. He/she will then take the appropriate action to document and respond to the situation.

Injury/Illness Expense Policy

Sullivan University is committed to operating a safe and secure educational facility. This includes taking precautions to minimize exposure to injury and/or illness on behalf of its faculty, staff, students and guests. However, from time to time, accidents can and do happen and, therefore, this policy and explanation of procedures has been developed to clarify the institution's responsibility and response to occasions of injury or illness.

Students are strongly encouraged to maintain their own private health insurance and to carry with them, at all times, their health insurance identification card. Additionally,

some programs will require health and/or liability insurance for compliance with programmatic regulations. Sullivan University does not act as an insurer and generally does not provide medical coverage for illness or injury sustained while at Sullivan University or while engaged in curricular and/or extra-curricular events. In some instances when a student enrolled in a College of Hospitality Studies degree program becomes injured due to an event in a lab, or, in direct relation to their major and the instruction of the program, a secondary policy maintained by the institution may assist with some of the costs for treatment. This policy is limited, however, and will always be secondary to any personal health insurance maintained by or for the presenting individual. In no instance will Sullivan University guarantee payment to any third-party provider for any type of medical care.

Emergency medical services provided on-site by University emergency medical staff is offered to faculty, staff, students and guests at no charge. The University's medical staff, when seeing an individual presenting for emergency medical assistance, is required, however, to gather information and complete forms related to one's personal medical insurance. This information may be furnished to other insurance agencies, as required, when the agency is directly involved and/or considering an individual's claim. In addition, this information may be provided to third party healthcare providers who treat an individual referred for further treatment by University emergency medical staff.

The "Health Office Report" that is completed by the University's EMT staff is a form specifically used to document an individual's injury or illness. In addition, it serves as a record of treatment, a statement in support of HIPAA regulations, consent for treatment by EMT staff and a disclosure of the routing of the information contained on the report. Finally, the form contains billing information, continued care recommendations and a release of liability/refusal for treatment section used only when immediate care by University EMT staff is refused. Individuals wishing to keep the University from having/keeping any and all medical information should, upon a need for treatment, immediately refuse treatment and request an ambulance or make arrangements for other transportation to a medical facility. Unconscious individuals and/or individuals unable to give consent at the time of the assessment will be treated on an emergency basis until an ambulance or other medical authority arrives and assumes care for the infirmed or unless an individual regains consciousness and refuses further medical treatment by University medical staff.

While on Sullivan University System owned or controlled property, or, while attending any event sponsored, co-sponsored or endorsed by the University or its' parent corporation, University officials may summon an ambulance and/or other community emergency resources if an individual is injured or ill and, in the judgment of University staff, medical attention is required. Conscious individuals may subsequently refuse treatment and/or transportation by the ambulance service upon their arrival, however, the staff of the institution want, in each situation so indicated, to meet the requirement of due diligence in safeguarding the health, life and safety of people on University property or at University sponsored events. In no instance will medical charges, as a result of illness or injury, be provided by the Sullivan University System while any student or other participant is engaged in an athletic, exercise, sports activity or other extra-curricular activity regardless of the institution's sponsorship of the activity.

For clarification and/or information regarding the University's policies with regard to insurance and/or medical payments, questions should be directed to the University EMT staff or the Sullivan University System Accounting Department. Information given by faculty members or other employees of the institution outside of these two areas should not be considered current University policy. Faculty, staff, students and visitors may not assume institutional liability for any healthcare related costs, even if so promised or guaranteed by a University official unless that official is so authorized by the University.

Printing/Paper Usage

Sullivan University believes in responsible usage of natural resources. In addition to its recycling program and other initiatives, Sullivan seeks to encourage responsible paper and toner usage through a program known as Paper Cut. Each term, every student's "print account" is credited with \$15.00 which equates to 300 black and white printed pages at 5 cents each. When color pages are printed, such will accrue against the student's account at 10 cents each. Each time a student prints on campus, they receive an update from the Paper Cut system concerning usage during the term. If a student approaches or reaches their limit, additional print capability may be purchased in the bookstore in \$1.00 increments. Balances left on one's account may not carry over to subsequent terms, nor are unused amounts available for refund. Some accounts may vary based on program.

Public Safety/Security

Sullivan University maintains Public Safety/Security staff to patrol the campus and respond to various situations. Public Safety/Security Officers enforce parking regulations, document violations of law, answer calls for emergency services, maintain campus publications relative to campus security, and provide educational seminars associated with individual security as needed. Members of the Public Safety/Security staff are also available to escort individuals to their vehicles as requested. Public Safety/Security Officers may be contacted through the Public Safety/Security Office or the campus receptionist who is located in the guest lobby. Public Safety/Security officers have felony arrest authority as described in KRS 431.005 (4). Public Safety/Security representatives are fully empowered with institutional authority to enforce all procedures and policies promulgated by Sullivan University and the Sullivan University System. A directive or request which is in accordance with institutional policy, state and federal law, from any member of the Public Safety/Security staff shall be considered valid and followed unless otherwise belayed or reversed by a senior member of the institution's administration. The Department of Public Safety/Security documents reports on crime and institutional policy violations and produces annual reports in compliance with relative legislation. An emergency preparedness plan has been filed with Public Safety/Security and can be accessed at any time by any student.

The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** is the federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses.

The **Michael Minger Act** is a Kentucky state law that requires public colleges and universities as well as private institutions licensed by the **Kentucky Council on Postsecondary Education (KCPE)** to report campus crimes to their employees, students and the public on a timely basis.

The Jeanne Clery, Michael Minger reports and the Crime Statistics Daily Log are available by visiting the Department of Public Safety website at: <http://sullivan.edu/public-safety>. In accordance with the Clery Act, the Department of Public Safety will generate an emergency notification upon receiving notice from a University member or the local law enforcement of a crime that is occurring in or around our campus buildings that represents an ongoing or a continuous threat to the University Community. Faculty, staff and students will be notified either through e-mail, the emergency notification system, posted bulletins and/or the University website.

Register to Vote

Students are encouraged to exercise their right to participate in the democratic process. Voting in local, state and national elections is one of the most direct ways of participating in the process. Voter registration information and the application for a voter registration card are available through a website sponsored by the Commonwealth of Kentucky's State Board of Elections. The application and information can be accessed by viewing the State Board of Elections website at: <https://vrsws.sos.ky.gov/ovrweb/govoteky>

Rights

Each individual Sullivan University student is encouraged to help develop a responsible, intelligent community. The University demands high standards of personal conduct from each student. Students are encouraged to maintain integrity through self-discipline. The University adopts only such reasonable rules and regulations applicable to a student as are necessary for the orderly, harmonious and beneficial functioning of the entire community. Accordingly, each student must respect the rights of others and should abide by the spirit as well as the letter of regulations of the University, the laws of the community, state and nation.

The following statements are the rights afforded every student at Sullivan University:

- 1) Every student has the right to the services of faculty, administrative officers and counseling referral programs of the institution without regard to race, color, sex, age, sexual orientation, political belief, religious affiliation or ethnic origin.
- 2) Every student has the right to a fair and impartial academic evaluation.
- 3) Every student has the right to a campus environment characterized by safety and order.
- 4) Every student has the right to a campus environment free of discrimination, harassment and/or sexual misconduct.
- 5) State and federal laws confer upon each student the right to have the institution maintain and protect the confidential status of certain records.
- 6) Students involved in University sponsored groups have the right to use campus facilities provided the facilities are used for a stated purpose on behalf of the organization and in accordance with regulations of the institution.
- 7) Registered student organizations may invite and hear speakers as long as they serve to meet the stated purpose of the group.

Intellectual Property Rights

Intellectual property usually refers to creations of the mind, such as literary works; artistic works; designs; inventions; as well as symbols, names, and images used in commerce; such as trademarks, patents, and copyrights.

The College recognizes that students retain ownership of intellectual property submitted in fulfillment of academic requirements. However, by enrolling in the institution, the student gives the institution a “shop right” in any work created in fulfillment of academic requirements. This “shop right” includes a perpetual, non-exclusive, royalty-free license for the university to mark, modify, and retain the work as may be required by the process of instruction and to use it in accreditation efforts, learning outcome evaluations, institutional licensure efforts, and marketing or advertising.

Students Rights (Graduate School Addendum)

Graduate study should be nurturing and empowering; it should not be exploitative and degrading. The purpose of this section is to define the limits of the student-faculty relationship.

Research

Graduate faculty may not assign non-coursework research projects to students without a written agreement between the student and faculty that:

1. Clearly states the expected purposes(s) and scope of the proposed collaboration; and
2. specifies authorship and ownership of the research and/or intellectual property if it is subsequently published or otherwise distributed. This agreement must be approved in advance by the Dean of the Graduate School.

All class exercises, experiments and research must conform to the ethical and procedural standards of the University Institutional Review Board (IRB).

Sexual Offense Policy

Sullivan University (SU) seeks a safe and healthy environment for community members. The University will not tolerate any verbal or physical action by any student, faculty or staff member which harasses, disrupts or interferes with another's education or which creates an intimidating, offensive or hostile environment. While all forms of harassment are prohibited, it is the University's policy to emphasize that sexual violence/harassment is specifically prohibited.

Sullivan University has developed the following policy on sexual misconduct/sexual violence and harassment to set forth definitions to reaffirm Sullivan's commitment to providing resources and processes for prevention, education, support, reporting, adjudication, protection from retaliation and to identify a range of penalties. The University will also provide a collection of information about incidents as a clear process for dissemination of sexual assault statistics for the University community.

For the purposes of this policy, sexual misconduct and/or violence is defined as non-consensual physical contact of a sexual nature against a person's will or where a person is incapable of giving consent. It includes acts using force, threat, intimidation, or advantage gained by the offended individual's mental or physical incapacity or impairment of which the offending student was aware or should have been aware. The use of any drug, including alcohol, judged to

be related to an offense will not be considered a mitigation of circumstances, but rather an aggravating one. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, sexual coercion, domestic violence, dating violence, stalking, retaliation and intimidation. Sexual misconduct/violence carried out by school employees, other students, or third parties are strictly prohibited under the provision of the federal civil rights law Title IX and/or the Violence Against Women Act.

In addition, sexual harassment is defined as sexual advances and/or requests for sexual favors that are unwelcome in nature. Such misconduct includes but is not limited to: sexual flirtations, touching, advances or propositions, verbal abuse of a sexual nature, graphic or suggestive comments about an individual's dress or body, sexually degrading words to describe an individual and the display of sexually suggestive objects or pictures including nude or sexually suggestive photographs. Sexual harassment whether it be face-to-face or online is strictly prohibited.

In accordance with Title IX/Violence Against Women Act provisions, SU will provide protection to all students and staff, regardless of national origin, immigration status, or citizenship status, and make sure students and staff are aware of their rights under Title IX.

Incidents reported to the campus security authorities, as outlined in the annual campus security report, will be addressed promptly and confidentially in accordance with the University's disciplinary procedures. A victim's decision to file charges against a member of the University community is one that may be facilitated by an advisor or designated advocate. This individual would be appointed or selected by the appropriate authority of the University. This individual will be deemed capable of providing culturally competent counseling and are responsible for receiving and responding to complaints of sexual violence.

In accordance with reporting procedures, Sullivan University will inform members of the community when an incident has been reported when, in the judgment of the administration, notification is appropriate and necessary (In extreme cases and consent has been obtained to maintain confidentiality).

Once a charge of inappropriate behavior is made, the University will utilize a fact finding procedure to adjudicate the charge internally. The fact finding process will vary depending on the nature of the allegation, the age of the student or students involved, and state or local legal requirements. Both the accuser and the accused will be advised simultaneously of the final outcome and of any sanction(s) that are to be imposed. Both parties will be advised not to disclose this information to the public.

If assaulted, victims should:

1. Preserve any and all evidence;
2. Call the police if and when warranted;
3. Ask for immediate medical attention;
4. Contact someone you trust

Communicate with University officials as identified.

Investigation should include:

- Conduct interview of the complainant, perpetrator and any witnesses
- Review any documents submitted
- Review student files and personnel files if applicable
- Allow parties equal opportunity to present their case
- Conduct fact finding hearing where applicable
- Allow lawyers or advisors if necessary
- Allow third party expert testimony
- Allow any appeal process to be applied
- Allow law enforcement intervention and/or investigation

Remedies and outcomes should be dealt with in a timely manner and in accordance with the University's disciplinary procedures, generally within sixty days, as well as in accordance with the Title IX/Violence Against Women Act obligations.

The University does provide a Grievance Policy for all complaints and decisions and due process is served appropriately.

Sanctions and penalties that may be imposed include but are not limited to: probation, suspension, sanction, and expulsion from Sullivan University and any of its facilities or controlled properties. Other penalties may include file entry, transcript entry and parental notification. Information may be divulged to the parents of financially dependent students as defined by the I.R.S. without the student's consent in accordance with [34 C.F.R. 99.31 (a) (8)]. In addition, an individual charged may be subject to civil litigation, and/or prosecution by authorities in accordance with applicable State Criminal Statutes.

The use of these policies for false or malicious purposes is strictly prohibited. Any member of the Sullivan community, who exercises bad faith and brings a false, malicious charge in accordance with the above clause will be subject to disciplinary action.

Sullivan University reports campus and housing crime statistics to include sexual assaults in the Campus Security and Crime Awareness Annual Report. This publication is available in the Public Safety Department.

Sullivan University, through its Human Resources department, will provide training to pertinent institutional personnel on Title IX issues through tutorials and educational material. These tutorials will include:

- Conducting investigations
- Researching facts
- Determining appropriate sanctions
- Remedies for complaints
- Ensuring policies and procedures are appropriate in the work place

Further educational programs will be conducted and offered to all students and staff that will address:

- Sexual Violence in the workplace
- Awareness
- Prevention
- Domestic Violence
- Dating Violence
- Sexual Assault
- Stalking
- Intervention
- Etc.

In addition, all of the above will be evidence based and :

- Comprehensive in nature
- Well administered
- Socio-culturally relevant
- Include outcome evaluation

Sexual Violence reporting and surveys will be conducted in accordance with Title IX and/or Violence Against Women Act.

Smoking/Tobacco Use Policy

Smoking (including Electronic Cigarettes) and the use of any tobacco products is permitted in designated areas only and is prohibited in all Sullivan University buildings.

Graduation Information

Undergraduate Programs

All undergraduate students must attain a minimum cumulative grade point average (GPA) of 2.0 to qualify for a certificate, diploma or degree. Associate of Science degree students complete the assessment of general studies and all students must complete the competency exam for their respective degree program.

The Associate of Science degree requires completion of a minimum of 90 quarter credit hours, depending on the program of study. Dual Associate of Science degrees require completion of a varying number of credit hours depending on the student's program of study. A minimum of 20 additional quarter credit hours is required for the second degree.

The Bachelor of Science degree requires a minimum of 180 quarter credit hours, depending on the program of study. Dual concentrations in the Bachelor of Science in Business Administration program may be obtained by satisfactorily completing the concentration courses in another area plus any prerequisite courses. Approval is required prior to enrolling in any course in an additional concentration area.

Transfer students must earn at least 25% of the quarter credit hours required for the degree through instruction offered at Sullivan University.

Medical Assisting students are required to take a national certification exam.

Developmental/remedial courses, as required, will increase the total program credit hours required for program completion, and modify maximum timeframe calculations and graduation requirements accordingly.

Graduate Programs

Requirements for graduate degrees include:

- Minimum number of graduate credit as specified by the curriculum.
- At least one-third of credits toward a graduate degree are earned in residence through instruction offered by Sullivan University as specified in the curriculum.
- A cumulative grade point average of 3.0 on a 4.0 scale.
- Master's degree work must be completed within five (5) years after being admitted to the graduate program.

Note: College of Pharmacy and Health Science graduation requirements and academic honors can be found in the College of Pharmacy and Health Science handbooks.

Transfer Credit-Graduate Degrees

On approval from the Graduate Admissions Committee, students may transfer up to two thirds of course credit into a graduate program at Sullivan. Classes eligible for transfer must meet with the approval of the committee. Credit will only be awarded for graduate courses in which the student received a "B" grade or higher.

Academic Honors and Achievements

Dean's List acknowledgements are distributed each quarter to all undergraduate full-time (12 or more credit hours) students who have achieved a 3.5 grade point average (GPA) or better for the previous quarter. Honor's List acknowledgements are distributed each quarter to undergraduate students who have completed 8-11 credits who have achieved a 3.5 grade point average (GPA) or better for the previous quarter. The GPA for these awards is calculated only for the academic program in which the student is currently enrolled. GPA for other academic programs in which the student has been enrolled in are not considered in granting awards.

At graduation, qualified students are honored with Cum Laude, Magna Cum Laude, or Summa Cum Laude designations as follows:

Cum Laude	3.30-3.59
Magna Cum Laude	3.60-3.79
Summa Cum Laude	3.80-4.00

Special success and achievement are recognized through the following awards normally presented at the formal graduation ceremony:

A. O. Sullivan Award for Distinguished Service

Graduates who have distinguished themselves through outstanding service to the community, the University, or their fellow students are eligible for this award which is named in honor of the first president of Sullivan University.

President's Award for Academic Achievement

The President's Award is awarded to certificate, diploma, associate, baccalaureate, and master's degree graduates who maintain a 3.7 or above cumulative grade point average (GPA) while attending Sullivan University. Normally, graduates must participate in a graduation ceremony to receive the award.

Distinguished Alumni Award

The University recognizes outstanding professional achievements by past graduates with this award.

Distinguished Citizen Award

Under special circumstances, the University will recognize a community leader who has made major contributions to the business, education, government or civic sectors of the community.

Undergraduate Course Descriptions

ACT 101 PRINCIPLES OF ACCOUNTING I (4 Credits)

This is the first course in accounting, stressing accounting procedures. The class covers rules of debit and credit for service companies, adjusting and closing procedures, cash and accounts receivable. Prerequisite(s): None

ACT 102 PRINCIPLES OF ACCOUNTING II (4 Credits)

This is the second course in accounting. The class covers an introduction to merchandising procedures, current assets, current liabilities, inventory, and long-term assets. It is intended to broaden the student's general understanding of financial accounting and to provide a strong foundation for future courses and financial decision making. Prerequisite(s): ACT 101

ACT 103 PRINCIPLES OF ACCOUNTING III (4 Credits)

This is the third introductory course in accounting, covering accounting for liabilities, equity, partnerships and corporations. An in-depth study of financial statements and their analysis culminates the course. Prerequisite(s): ACT 102

ACT 111 COMPUTERIZED ACCOUNTING (4 Credits)

The course is an introduction to the computerized accounting environment including automated journalizing, report preparation, end of cycle procedures, specialized journal, and analysis. Prerequisite(s): ACT 102, CSC 118

ACT 121 PAYROLL ACCOUNTING (4 Credits)

This course covers the fundamentals of accounting for payroll. Subject matter includes daily, weekly, monthly, quarterly and yearly payroll activities and reports. The legal aspects of payroll accounting are also covered. Both manual and computerized payroll systems are reviewed. Prerequisite(s): ACT 102

ACT 201 INTERMEDIATE ACCOUNTING I (4 Credits)

This course is an in-depth coverage of financial accounting theory and practice relating to financial statement presentation, cash flow analysis and financial ratio analysis. Prerequisite(s): ACT 103

ACT 202 INTERMEDIATE ACCOUNTING II (4 Credits)

This course is an in-depth coverage of financial accounting theory and practice relating to various asset categories including current investments, PE, natural resources, and intangible assets. Prerequisite(s): ACT 201

ACT 203 INTERMEDIATE ACCOUNTING III (4 Credits)

This course covers financial accounting theory and practice relating to liabilities, owner's equity, and special topics within financial accounting. Prerequisite(s): ACT 201

ACT 211 COST ACCOUNTING (4 Credits)

This course introduces cost terminology and the basic principles and techniques of job order costing, process costing, standard cost accounting and related topics. Prerequisite(s): ACT 102

ACT 264 FEDERAL TAXATION I (4 Credits)

This course is an introduction to the structure of federal tax laws and their application to individuals. Prerequisite(s): ACT 102

ACT 334 FEDERAL TAXATION II (4 Credits)

This course covers the aspects of federal tax report preparation for partnerships, corporations, estates, trusts, and gifts. Prerequisite(s): ACT 264

ACT 344 NOT-FOR-PROFIT ACCOUNTING (4 Credits)

This course covers accounting theory and practice relating to Not-For-Profit and Governmental Accounting. Prerequisite(s): ACT 202, ACT 203

ACT 394/ACT 395 ACCOUNTING EXTERNSHIP I/ ACCOUNTING EXTERNSHIP II (4 Credits)

This course offers credit for students currently holding a job position in which accounting theory and practice are applied under an accounting professional. The student will complete tasks assigned and log work progress. The immediate supervisor will submit a written report to the instructor evaluating student performance. Prerequisite(s): ACT 203, GPA 3.0 or better

ACT 404 MANAGERIAL ACCOUNTING (4 Credits)

This course is a study of the area of accounting that provides relevant information to management for use in planning, organizing, directing and controlling in the decision making process. Prerequisite(s): ACT 211

ACT 405 ADVANCED FINANCIAL ACCOUNTING (4 Credits)

This course covers accounting issues related to business combinations, consolidated statements, foreign currency transactions, and partnerships. Prerequisite(s): ACT 202, ACT 203

ACT 414 SENIOR ACCOUNTING SEMINAR (4 Credits)

This class is an analysis of GAAP related and managerial accounting concepts with an emphasis on practical application and literature review. Research papers and case analysis are integral parts of the course coverage. Prerequisite(s): ACT 211

ACT 424 AUDITING (4 Credits)

This course is an introduction to auditing theory. Emphasis is placed on auditing techniques. With special attention given to the auditor's report and the ethical and legal responsibilities and duties of the auditor. Prerequisite(s): ACT 202, ACT 203

ACT 425 ADVANCED AUDITING (4 Credits)

This course builds on the student's knowledge of auditing and an auditor's responsibilities that was introduced in the prerequisite course. The audit process and methods are stressed through a combination of teamwork and practical assignments. The course will cover terminology of information systems and the practical application of how to audit a computerized accounting system. Prerequisite(s): ACT 424

ACT 430 FINANCIAL ACCOUNTING SEMINAR (4 Credits)

This course is a study of GAAP and IASB related standards with an emphasis on practical application and literature review. Research papers and case analysis are integral parts of the course coverage. Prerequisite(s): ACT 202 and ACT 203

ACT 001 ACCOUNTING ASSOCIATE COMPETENCY REVIEW (0 Credits)

This non-credit, no cost course is a review component of all accounting materials presented for the Associate of Science Degree in Accounting. This course is a review of all materials that culminates in a comprehensive examination. The course is pass/fail. Prerequisite(s): Last Quarter of AS Degree

ACT 002 ACCOUNTING BACHELOR

COMPETENCY EXAM REVIEW (0 Credits)

This non-credit, no cost course is a review component of all accounting materials presented for the Bachelors of Science in Accounting degree. The course is a review of all materials that culminates in a comprehensive competency examination. This course is pass/fail. Prerequisite(s): Last Quarter of BS Degree

AMT 151 MECHANICAL DRIVES (3 Credits)

In this course, students will learn how to select, install, adjust, troubleshoot, and repair a range of mechanical systems including belt, chain and gear power transmission systems which are commonly found in both automated and manual machines used in every industry around the world. These industries include manufacturing, construction, the military and transportation. Prerequisite(s): None

AMT 158 ROBOT FUNDAMENTALS (3 Credits)

This course, through lecture and laboratory, will explore the major system elements of a robot system. Topics covered will include the development of the robotics industry to date, basic parts, classifications, end-of-arm tooling, teach pendant operation, fundamental programming techniques, and industrial robot safety applications. Prerequisite(s): ELC 134, and/or taken concurrently with ELC 152 and ELC 163

AMT 216 FLUID POWER (3 Credits)

This introductory course provides, through lecture and laboratory experience, knowledge about fluid power industrial components and systems. This class covers the fundamentals of fluid power operation, properties and types of fluids, conductors, and contamination control. Also covered: the function, construction, and operation of pumps, motors, cylinders, valves, efficient power sources, and system accessories. Prerequisite(s): MTH 243

AMT 238 ROBOT APPLICATIONS (3 Credits)

The student will learn, through the use of industrial quality laboratory equipment, computer software, videos, written text and laboratory activities, the basics of robotic applications. These applications include the operation and programming of robots, material transfer, machine tending, quality control and the interfacing of supporting equipment. Prerequisite(s): AMT 158 and AMT 216

AMT 247 PROGRAMMABLE LOGIC CONTROLLERS I (3 Credits)

This course is designed to introduce the student to the basic operation principles of Programmable Logic Controllers (PLCs). An industrial level PLC will be utilized throughout the course to teach the basic principles and programming of the PLC. The course will utilize lectures and hands-on laboratory exercises with PLC hardware and programming software to achieve the course objectives. Prerequisite(s): ELC 163 and ELC 226

AMT 249 MANUFACTURING METHODS (4 Credits)

The course focuses on organizing and planning of manufacturing, specifications, properties and types of materials, casting, injection molding, forging, materials forming processing, machine tool technology and welding technology. An emphasis on reducing, reusing, and recycling in the manufacturing process is a component of this course. Prerequisite(s): MTH 243, PHY 162

AMT 258 WORK CELLS (3 Credits)

The student will learn, through the use of industrial quality laboratory equipment, computer software, written text, and laboratory activities, how to set up work-cells. The student will learn how to program a robotic work-cell, maintain production control, program off-line using robot simulation software. Prerequisite(s): AMT 238

AMT 267 PROGRAMMABLE LOGIC CONTROLLERS II (3 Credits)

This course is designed to provide the student with exposure to additional and more advanced operating principles of a Programmable Logic Controller (PLC). The student, through the use of lecture and hands-on laboratory activities, will learn to program an industrial-level PLC utilizing its accompanying software. Topics covered include processor data instructions, ladder diagram programming, including timers and counters, and troubleshooting programs. Prerequisite(s): AMT 247

AMT 316 FLUID POWER II (3 Credits)

This course provides, through lecture and laboratory experience, more knowledge about fluid power industrial components and systems, continuing from Fluid Power I. This class covers the function, construction and operation of pressure and flow control valves, cartridge and stack valves, proportional and servo valves, pumps and system accessories. Prerequisite(s): AMT 216

AMT 320 STATISTICAL QUALITY CONTROL (4 Credits)

This advanced class focuses on the major aspects of using statistical methodology for quality control and improvement. Both traditional and modern methods are presented, including state-of-the-art techniques for statistical process monitoring and control and statistically designed experiments for process characterization, organization, and process robustness studies. Topics covered include DMAIC (define, measure, analyze, improve and control the problem-solving strategy of Six Sigma) and the implementation process. Prerequisite(s): MTH 263

AMT 330 INSTRUMENTATION AND MEASUREMENT (3 Credits)

This advanced class takes a systems level approach to integrating instruments and controllers in typical industrial control systems. Topics covered include an introduction to instrumentation, temperature, pressure, level, flow, and position measurement, analyzers, transmission and communication, automatic control, final elements, and safety systems. Prerequisite(s): AMT 258 and AMT 267

AMT 340 ENGINEERING PROGRAMMING LANGUAGES (3 Credits)

This course introduces the student to the C++ programming language, Excel, numerical programming methods, and Matlab. The student will experience a unique integrated electronic learning system that allows for quick and efficient navigation to a multitude of examples, exercises and projects. Prerequisite(s): CSC 118

AMT 347 PROGRAMMABLE LOGIC CONTROLLERS III (3 Credits)

This course is designed to provide the student with exposure to the CLX series controllers and operating principles. The student, through the use of lecture and hands-on training, will be able to program a CLX series controller and use its accompanying software. Topics covered will include advanced use of timers and counters, messaging instructions, project management, memory, and controller tag usage. Prerequisite(s): AMT 267

AMT 351 MECHANICAL DRIVES II (3 Credits)

In this course, students will learn how to select, install, adjust, troubleshoot and repair a range of mechanical systems, including heavy duty V-belt, synchronous belt, lubrication concepts, precision shaft alignment, couplings, and heavy duty chain and gear power transmission systems which are commonly found in both automated and manual machines used in every industry around the world. These industries include manufacturing, construction, the military and transportation. Prerequisite(s): AMT 151

AMT 367 PROGRAMMABLE LOGIC CONTROLLERS IV (3 Credits)

This course allows students to apply the knowledge gained in the previous PLC and robot courses to simulated real world applications. The student will design PLC programs with solutions for five simulated industrial applications. The students will generate professional documentation and present their work to the instructor and the class. This is a hands-on design and application course. Prerequisite(s): AMT 258

AMT 420 GREEN ENERGY TECHNOLOGY (4 Credits)

Photovoltaic and other renewable energy technologies are a rapidly growing sector of the energy market. This class is a guide to the design, installation, and evaluation of residential and commercial photovoltaic (PV) systems. Topics covered will be the principles of photovoltaic energy and how to effectively incorporate PV systems into stand-alone or interconnected electrical systems. The content includes system advantages and disadvantages, site evaluation, component operation, system design and sizing, and installation requirements and recommended practices. Common scenarios and procedures are discussed throughout. Specific electrical requirements are in accordance with the National Electrical Code. Prerequisite(s): ELC 253, AMT 320, AMT 330

AMT 430 ADVANCED AUTOMATION (3 Credits)

The student will learn, through the use of industrial quality laboratory equipment, computer software, written text, and laboratory activities, how to set up an advanced automated work cell. Prerequisite(s): AMT 258

AMT 440 SUSTAINABLE ENGINEERING (4 Credits)

Industrial ecology, the “study of the human-induced transformation of materials and energy from the perspectives of the environment and sustainability”, is an organizing concept that explores both natural and altered biophysical environments. Most analyses are contemporaneous, but historical and predictive studies are also part of the subject. Prerequisite(s): ELC 253, AMT 320, AMT 330

AMT 450 PROJECT MANAGEMENT I (3 Credits)

This course guides the student through the intricate framework of organizational behavior and structure that can determine project success with respect to the planning, scheduling, and controlling processes vital to effective project management. Topics include an overview, organizational structures, organizing and staffing, management function, time management, conflicts, planning and project graphics. Prerequisite(s): AMT 320

AMT 460 PROJECT MANAGEMENT II (3 Credits)

This course moves the student from the theory of project management studied in Project Management I to application of theory to real world projects. Students may experience externships with manufacturing companies or work with projects assigned to the college by companies. Students will implement processes involved in planning, scheduling, maintaining records, pricing, controlling costs, managing risks, managing contracts, and managing quality of a real-world project. Prerequisite(s): AMT 450

AOM 101 SPEED DEVELOPMENT (1 Credit)

This course expands essential keyboarding skills through practice and application of correct keying technique, improved control, and speed building activities. Additional topics include reinforcing and extending vocabulary, grammar, and communication skills. Prerequisite(s): None

AOM 105 KEYBOARDING ESSENTIALS (4 Credits)

This course provides an introduction to basic keyboarding and document processing skills. Emphasis is placed on developing correct keying technique, fingering accuracy, and keyboarding speed. Basic word processing skills will be used to create and format business documents. Prerequisite(s): None

AOM 110 KEYBOARDING SKILL DEVELOPMENT (4 Credits)

This course expands essential keyboarding skills through practice and application of correct keying technique, improved control, and speed building activities. Additional topics include reinforcing and extending vocabulary, grammar, and communication skills. Prerequisite(s): AOM 105

AOM 120 WORD PROCESSING I (4 Credits)

This course covers the functions and commands of a word processing application. Basic topics include editing and formatting text, saving and retrieving files, using writing tools, and printing various documents. Intermediate and specialized topics include templates, styles, tables, mail merges, headers/footers, page numbering, hyphenation, and graphics. Prerequisite(s): CSC 118

AOM 200 ADMINISTRATIVE OFFICE TRANSCRIPTION (4 Credits)

This course provides the student with skills needed to transcribe a variety of documents and to strengthen grammar, punctuation, spelling, vocabulary and proofreading skills. Emphasis is placed on creating professional and mailable documents. Prerequisite(s): AOM 120

AOM 206 DESKTOP PUBLISHING (4 Credits)

This course introduces the basic features and functions used in desktop publishing. Effective communication techniques are integrated with design elements such as font faces, font styles, graphics, and page layout to create professional newsletters, brochures, and other business documents. Prerequisite(s): CSC 118

AOM 214 ADMINISTRATIVE SYSTEMS AND PROCEDURES (4 Credits)

This course provides an overview and practical application of the various duties and responsibilities of an office administrative professional. Emphasis is placed on the fundamental skills and workplace competencies necessary in a professional business office. Prerequisite(s): CSC 118

AOM 220 WORD PROCESSING II (4 Credits)

This advanced course builds upon skills learned in Word Processing I. Advanced topics include customizing the document environment, themes, footnotes/endnotes, macros, master documents, fill-in forms, protecting documents, specialized tables, inserting references and indexes, and creating outlines. Prerequisite(s): AOM 120

AOM 250 ADMINISTRATIVE OFFICE PRACTICUM (4 Credits)

This course provides the student with an opportunity to gain practical work experience under the supervision of an office professional. The practicum is designed to match academically qualified student with local business professionals. The student will complete assigned tasks and maintain a journal documenting the progress of the work being performed. The supervisor will periodically evaluate the student's performance during the practicum period. Prerequisite(s): Advisor Approval

ARH 140 CONSTRUCTION ESTIMATING (3 Credits)

This course will provide you with a solid understanding of quantification necessary in creating estimates of both residential and commercial structures. You will create spreadsheets using available software to collect data from architectural drawings and create estimate reports. Prerequisite(s): DRF 105

ARH 160 RESIDENTIAL DESIGN I (3 Credits)

This course may be taken concurrently with ARH 165 and is an introduction to terminology and standard drafting practices used in the residential construction. Topics include building code requirements, room design, floor plan layout, dimensioning and use of manufacturer's technical reports. Prerequisite(s): DRF 135 and ARH 140

ARH 165 RESIDENTIAL DESIGN II (3 Credits)

This course may be taken concurrently with ARH 160 and is an introduction to the types of foundation systems and framing systems used in residential construction. Topics include foundation design and layout, cross section detailing and structural analysis. Prerequisite(s): DRF 135 and ARH 140

ARH 170 COMMERCIAL CONSTRUCTION I (3 Credits)

This course may be taken concurrently with ARH 173 and will introduce you to various codes that affect commercial construction. Drawings completed in lab exercises will illustrate codes used as well as CADD techniques. Prerequisite(s): DRF 135, ARH 140

ARH 173 COMMERCIAL CONSTRUCTION II (3 Credits)

This course may be taken concurrently with ARH 170 and will introduce you to various materials and practices used in construction of commercial buildings. Materials discussed include wood, masonry, concrete and steel. Using these materials, you will detail various drawings from typical structures. Prerequisite(s): DRF 135, ARH 140

BFS 104 BASIC CULINARY THEORY (4 Credits)

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(s): None

BFS 106 BASIC CULINARY SKILLS LABORATORY (6 Credits)

Students spend lab time in hands-on orientation to tools, equipment, recipe production, measurements, knife drills, and cooking procedures. All hands-on activities emphasize safety and skill development. Students break-down and operate kitchen equipment. Students spend time learning and using the following: cookery methods, product identity, soups, stocks and sauce, and functions of the production kitchen. Prerequisite(s): None

BFS 214 GARDE MANGER THEORY (4 Credits)

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 foodstuffs. Prerequisite(s): BFS 104, BFS 106

BFS 216 GARDE MANGER LABORATORY (6 Credits)

In this course the student learns the methods and theories related to cold food preparation, hors d'oeuvres, display platters, charcuterie, smoking meats, butchery and seafood and preparing buffet centerpieces from edible foodstuffs. This course allows the students the opportunity to practice the fundamentals of cold food preparation, presentation, and service. Students develop Garde Manger skills and learn various functions as they rotate daily through work assignments and prepare products. Production methods and safe food handling techniques are emphasized. Prerequisite(s): BFS 104, BFS 106

BFS 264 ADVANCED CULINARY TECHNIQUES LABORATORY (4 Credits)

Students learn how to operate efficiently and effectively in a variety of restaurant kitchen stations such as broiler, sauté, roundsman, etc. Special emphasis is placed on presentations and plating of quality food served to the public. In addition, the student learns the essentials of service in a front-of-the-house restaurant operation. Prerequisite(s): BFS 214, BFS 216

BFS 276 RESTAURANT PRACTICUM (6 Credits)

As assigned by the University, the student works in a pre-approved restaurant where the student learns in and experiences a real world environment in the preparation and service of quality foods to paying customers. This capstone experience lasts from 12-14 weeks versus the normal 11-week quarter. Prerequisite(s): BFS 264

BIO 100 FUNDAMENTALS OF SCIENCE (4 credits) – Not Designed to Transfer

This course is intended to provide the student with a basic introduction to principles in biology, chemistry, and physics. Students will explore fundamental elements of each of these basic areas of science and learn the practical applications for these sciences in this course. The course contains no laboratory component. Prerequisite(s): None

BIO 101 BIOLOGY (6 credits)

This course highlights key concepts, current understandings, and research trends for major fields of biology. Structure and function of several organisms are discussed in this course. The laboratory component of this course is used to enhance the students' comprehension of biological processes through hands on instruction. Prerequisite(s): None

BIO 103 HUMAN ANATOMY AND PHYSIOLOGY (4 Credits)

An introduction to the major concepts of human anatomy and physiology. This course provides an overall account of the interrelationships of structure and function in the human body. Prerequisite(s): None

BIO 103L HUMAN ANATOMY AND PHYSIOLOGY LAB (2 Credits)

The virtual labs are designed to enhance the learning and engage the learner by using the internet based interactive multi-media labs. The labs are divided by organ systems and support the information being studied. Students have the option and are encouraged to take the review quizzes that follow each lab. The labs are also a great study resource. Prerequisite(s): None, Co-requisite: BIO 103

BIO 200 ESSENTIALS OF CLINICAL MICROBIOLOGY (4 credits)

This course is designed to introduce the common organisms and infectious diseases found in the hospital and clinical setting. Topics include medically important microorganisms, including bacteria, fungi, parasites, and viruses and their disease pathology. Prerequisite(s): None

BIO 201 MEDICAL MICROBIOLOGY (4 Credits)

Designed for nursing and other allied health students. This course will provide an introduction to the basic concepts and practices of microbiology, with a focus on the effect of microorganisms on health and human disease. Lecture portions of the course will address basic biology and chemistry of microorganisms, pathogenesis, host defense and immunity and human diseases. The laboratory component of this course will be used reiterate the aforementioned concepts. Prerequisite(s): None, Co-requisite: BIO 201L

BIO 201L MEDICAL MICROBIOLOGY LAB (2 Credits)

Designed for nursing and other allied health students. This course will provide an introduction to the basic concepts and practices of microbiology, with a focus on the effect of microorganisms on health and human disease. The Labs will address basic biology and chemistry of microorganisms, pathogenesis, host defense and immunity and human diseases. Prerequisite(s): None, Co-requisite: BIO 201

BIO 202 DIAGNOSTIC MICROBIOLOGY (6 credits)

This course is intended to introduce the student to the basic concepts and practices of microbiology. Lecture portions of the course will address basic biology of microorganisms, pathogenic mechanisms, host defense and immunity, and human diseases. This course is taken with a laboratory component. Prerequisite(s): MED 172, MED 176

BIO 203 ANATOMY AND PHYSIOLOGY I (4 Credits)

This is the first of two introductory courses that will examine the principles and applications of the structure and function of the human body. The systematic approach will cover the microscopic anatomy of the systems, and aspects of physiological function and its mechanism for maintaining homeostasis. Focus will be on the Integumentary, skeletal, muscular, and nervous systems. Prerequisite(s): None

BIO 203L ANATOMY AND PHYSIOLOGY I LAB (2 Credits)

This is the first of two introductory courses that will examine the principles and applications of the structure and function of the human body. The systematic approach will cover the microscopic anatomy of the systems, and aspects of physiological function and its mechanism for maintaining homeostasis. Focus will be on the Integumentary, skeletal, muscular, and nervous systems. Laboratory experiences include virtual dissection and hands -on study of models and organ systems. Prerequisite(s): None, Co-Requirement: BIO 202

BIO 204 ANATOMY AND PHYSIOLOGY II (4 Credits)

This is the second introductory course that will examine the principles and applications of the structure and function of the human body. The systematic approach covers the microscopic anatomy of the systems, and aspects of physiological function and its mechanism for maintaining homeostasis. Focuses will be on the cardio-vascular, respiratory, lymphatic and immune, digestive, urinary, and reproductive systems; water, electrolyte, acid-base balance; and human development and aging. Prerequisite(s): BIO 202

BIO 204L ANATOMY AND PHYSIOLOGY II LAB (2 Credits)

This is the second introductory course that will examine the principles and applications of the structure and function of the human body. The systematic approach covers the microscopic anatomy of the systems, and aspects of physiological function and its mechanism for maintaining homeostasis. Focuses will be on the cardio-vascular, respiratory, lymphatic and immune, digestive, urinary, and reproductive systems; water, electrolyte, acid-base balance; and human development and aging. Prerequisite(s): BIO 202, Co-Requirement: BIO 204

BUS 204 INTRODUCTION TO BUSINESS**LAW AND ETHICS (4 Credits)**

This course is a survey of the nature and functions of law with emphasis on its application in the field of contracts, including a scan of the legal framework of agency, torts, partnership and corporate relationships. Prerequisite(s): None

BUS 224 PROFESSIONAL DEVELOPMENT (4 Credits)

This course is designed to assist students in obtaining employment and how to become an effective employee. The student gains skills in interviewing techniques, resume writing, networking and communication. Emphasis is placed on values, goals and business ethics. This course is designed to enable the student to develop essential skills and knowledge necessary to reach their full career potential. It is the instructor's intention that this class be as practical and applicable to real life as is possible. The student will gain skills to evaluate his/her capabilities relevant to their profession, prepare a summary of those skills, write a resume, develop a job search plan, interview effectively, adjust to a new job and resign professionally. The student will also obtain skills in effective communication with employers and coworkers. Prerequisite(s): Taken in last or next to last quarter

BUS 405 BUSINESS LAW II (4 Credits)

A study of the law of sales, and consumer protection; personal property and bailments; real property; wills, intestacy, and trusts; negotiable instruments, insurance, secured transactions, and bankruptcy; employment; partnerships, and corporations. Prerequisite(s): BUS 204

BUS 424 INTERNATIONAL BUSINESS (4 Credits)

This class covers such topics as foreign environment for overseas operations; U.S. Government policies and programs for international business; international economic policies; and management decisions and their implementation in international marketing, management and finance. Prerequisite(s): MGT 304

CAM 134 FOOD SERVICE SANITATION (4 Credits)

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(s): None

CAM 174 BASIC NUTRITION (4 Credits)

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(s): None

CAM 256 INTERNATIONAL CUISINE (6 Credits)

This course reinforces knowledge of tools, equipment, vocabulary and theories learned in other courses along with providing the student with the exposure to cooking methods, procedures and ingredients used in international cuisines. The menus discussed and demonstrated by the instructor have been selected to give the student an introduction to the fundamentals of modern continental cuisine. The menu items are prepared by the students not merely as isolated dishes, but also as examples of the application of methods necessary to the production of the dishes. Prerequisite(s): BSF 214, BSF 216

CAM 284 FOOD AND BEVERAGE CONTROL (4 Credits)

This course places emphasis on learning how to control, purchase and manage the various aspects of a very high volume business. Prerequisite(s): None

CAT 244 SPECIAL EVENTS PLANNING AND STAFF MANAGEMENT (4 Credits)

The purpose of this course is to provide the student with an overview and working knowledge of the event industry. The course is designed to acquaint the student with the new and emerging career opportunities within the event industry and to become familiar with the roles and responsibilities of the position of an event planner. Students are exposed to proposal development, professional presentations, strategic and tactical event planning, subcontractors within the industry, staff development and fiscal responsibility. Prerequisite(s): None

CCS 100 ACCOUNTING FOR THE BUSINESS OFFICE (3 credits) – Not Designed to Transfer

This course acquaints the student with accounting principles and practices. Students demonstrate knowledge of the bookkeeping cycle, general journal, general ledger, financial statements, and cash control. Prerequisite(s): None

CCS 110 COLLEGE SUCCESS STRATEGIES (2 credits)

This course is designed to assist new students in developing strategies for a successful college experience, as well as strategies for achieving career goals. Students will develop oral communication skills, learn time management strategies, and improve study skills necessary to be successful in the college environment and the work place. Prerequisite(s): None

CCS 115 COMPUTER SPREADSHEET APPLICATIONS I (3 credits) – Not Designed to Transfer

This course is designed to familiarize the student with spreadsheet concepts and file management. It will give the students hands-on experience with applications necessary for business. Prerequisite(s): CCS 130

CCS 130 KEYBOARDING (5 credits) – Not Designed to Transfer

This course is designed for students with little or no previous keyboarding experience. Correct keyboarding techniques and special drill assignments are practiced to develop speed and accuracy. Basic word processing techniques and document formatting are introduced. Prerequisite(s): None

CCS 215 COMPUTER DATABASE APPLICATION (3 credits) – Not Designed to Transfer

Students are introduced to database concepts by creating electronic databases, indexing its records, and preparing useful reports. Students also learn the common database command in SQL (Structured Query Language), which is common to all database applications. Prerequisite(s): CCS 130

CCS 245 CAREER DEVELOPMENT (2 credits)

This course is designed to instruct the student in job search skills and how to be an effective employee. The student will gain the skills to evaluate their capabilities, prepare a summary of those capabilities, write a resume, develop a job search plan, interview effectively, adjust to a new job and the work environment, and learn acceptable professional behavior. The student will learn to communicate with the employer and coworkers. Workplace values, goals and ethics will be emphasized. Prerequisite(s): None

CCS 280 WORD PROCESSING I (3 credits) – Not Designed to Transfer

This is an introduction to basic word processing applications. The student will learn various commands and operations and then will produce numerous documents. Prerequisite(s): CCS 130

CCS 281 WORD PROCESSING II (3 credits) – Not Designed to Transfer

This is an upper-level word processing course where students prepare documents and reports using advanced word processing functions. Prerequisite(s): CCS 280

CCS 299 MANAGEMENT PRINCIPLES (4 credits) – Not Designed to Transfer

In this introductory course, the student learns the interrelationship of office functions, services, facilities, office communications, problem-solving, and successful human relationships, with emphasis on first-line supervision duties. Prerequisite(s): None

CCS 499 HUMAN RESOURCE MANAGEMENT (4 credits) – Not Designed to Transfer

Topics of study in this course include job analysis, administration, testing and selection of employees, motivation, supervision, promotion and employee relations. Prerequisite(s): CCS 299

CET 244 COMMUNICATIONS IN ELECTRONICS (4 Credits) – Not Designed to Transfer

This course is designed to give you a basic understanding of the various parts of communications: AM/FM receivers, mixers, RF, IF, telecommunications and transmission devices. Prerequisite(s): and/or concurrently with ELC 212 and ELC 219

CGD 110 DRAWING (3 Credits)

This is an introductory level course that will focus on development of basic drawing techniques using various traditional media. You will be acquainted with basic techniques of sketching, shading and rendering primary shapes. You will further be exposed to the more advanced concepts of line, line value, texture, form and linear perspective. You will also be exposed to the advanced concept of drawing the human figure. Drawing and illustration, as applied to the graphic design field, will be explored as a final phase of the course, as well as the basic tools and techniques associated with this type of drawing. Prerequisite(s): None

CGD 115 INTRODUCTION TO DIGITAL IMAGING (3 Credits)

This course will concentrate on the use of a computer as a tool for pixel-based image creation and manipulation. The course will focus on the use of Photoshop, the scanner and printers. Emphasis will also be placed on understanding resolution, use of Photoshop as a design tool, understanding image acquisition and manipulation. The student will be exposed to a variety of opportunities to create, edit and manipulate pixel-based images. You will also be introduced to ethical, legal and copyright issues surrounding manipulation and acquisition of images. Prerequisite(s): None

CGD 131 COLOR THEORY (3 Credits)

This is an introductory level course designed to expose you to color as a design element. You will initially be introduced to how the human eye sees and the brain perceives color. The two-color modes (additive and subtractive) will be introduced along with the concepts of primary colors, secondary colors and the color wheels of both color models respectively. You will complete visual exercises designed to acquaint you with associated lecture. Both the psychological and physiological effects of color will be introduced. Finally, color as an element in computer graphic design will be introduced, various computer models discussed. Prerequisite(s): None

CGD 135 TYPOGRAPHY (3 Credits)

This course will concentrate on the use of type as a tool for the creation of clear communication. The course will also focus on the history of type, classification of type, and type as it is used within the context of words, sentences and paragraphs. You will be exposed to a variety of projects to understand the beauty of letter forms as well as the power of type in communication. Prerequisite(s): CGD 151, CGD 164

CGD 142 PRINT I (3 Credits)

This is an introductory level course designed to acquaint you with the basic elements of a modern graphic design studio. The course will begin with a brief history of graphic design and print history as well as lithography and photo. You will also be introduced to type and text as design elements, semantics of typography, choosing and recognizing typefaces and various printing processes used to reproduce type and images. You will be introduced to color separations and how they are used in the printing process. You will then be introduced to pre-press processes, proofing, mechanical-prep film makeup and digital prepress (computer graphics). Prerequisite(s): CGD 151

CGD 151 DIGITAL ILLUSTRATION I (3 Credits)

This course will focus on the use of the computer as an illustration tool. You will first be exposed to computer illustration basics, use of primitive drawing tools in an illustration program and line as a design element. You will then be instructed in the alteration of primitives to create irregular shapes and color fills. You will additionally be instructed in the use of typography as an illustration element. Additionally, you will be exposed to the concept of clip art and legal and ethical issues involved in their use. Prerequisite(s): None

CGD 157 DIGITAL IMAGERY & IMAGE MAKING I (3 Credits)

The components of digital imagery and image making will be discussed, including the various types of computers, monitors, scanners and printers. Basic two-dimensional graphics will be developed. You will be exposed to intermediate and advanced stages of digital design that have not been covered in previous classes. Prerequisite(s): CGD 115

CGD 164 LAYOUT I (3 Credits)

This introductory level course is designed to acquaint you with computer layout and desktop publishing as well as expand the concepts of design and the computer as a tool for image creation taught in beginning level courses. You will be exposed to the basic concepts of desktop publishing software. Concepts of computer typography will be explored in detail as well as fundamental ad and page layout. Prerequisite(s): CGD 142

CGD 169 3-D MODELING (3 Credits)

You will be introduced to the basics of generating three dimensional models on a computer system. These models will be developed utilizing wire-frame, surface and solid representational model techniques. You will also learn the basics of material application and camera and lighting uses. Prerequisite(s): CGD 157

CGD 215 LAYOUT II (3 Credits)

This is an advanced level course. This course is designed to allow you to bring together the many skills and knowledge acquired in the lower level courses to design projects that are ready to go to press. You will create a corporate identity package, from logo concept to a printed brochure. Students will be exposed to logo design, Graphic Standards, business cards, package design, manipulating images for print, designing sales materials and press specifications. You will learn to follow a job from design stage to final printed production and how the computer functions as an essential tool. Prerequisite(s): CGD 164

CGD 229 BASIC 3D ANIMATION (3 Credits)

This course is designed to introduce you to the concept of basic 3D animation. You will be provided with the opportunity to create basic computer animation from the initial concept phase to a finished product. You will be exposed to the concepts of storyboards, object movement and interaction, keyframing techniques, and set and lighting design. Prerequisite(s): CGD 169

CGD 234 MULTI-MEDIA I (3 Credits)

The multi-media I course is designed to pull together many various aspects of computer graphics, animation, digital video, and digital imaging and design to create a multi-media portfolio. You will plan for the creation of a multi-media project and use appropriate computer hardware and software to create design and edit the project. You will use programming to navigate and animate to present portfolio materials. Prerequisite(s): CGD 115, CGD 243

CGD 242 PRINT II (3 Credits)

This course looks deeper into the printing industry with advanced color separation techniques and pressroom methods, plus paper and ink differences. Also, this class will develop the relationship between digital press and conventional pressroom methods. Print II will look at four-color separation methods as well as spot color for different types of media and paper. Prerequisite(s): CGD 142

CGD 243 WEB I (3 Credits)

This is an introductory course in web design. You will learn the elements and technology that comprise a website. Additionally, you will learn how to utilize html and various computer programs to build basic websites. Prerequisite(s): CGD 115

CGD 244 GRAPHIC DESIGN (3 Credits)

Communication is the vital element in Graphic Design. Design education is a lifetime activity, and as such, constant change requires constant renewal. To be competitive, you must approach the basic principles and practices with a flexible and curious mind. You will examine art design principles and techniques that apply. You will be introduced to proper procedures for preparing design materials and services for today's marketplace. You will be presented with the opportunity to discover how applying basic design principles can enhance visual messages. Prerequisite(s): CGD 110

CGD 250 VIDEO PRODUCTION (3 Credits)

This is an introductory course covering a broad range of topics. You will learn about usage of digital video as a communications medium. Emphasis will be on learning the processes involved in taking footage from source tapes to a final edited work. Prerequisite(s): None

CGD 256 MULTI-MEDIA II (3 Credits)

This is an advanced course in Internet multi-media covering a broad range of topics. You will learn about the Internet and how to obtain information and skillfully navigate the structure of the World-Wide-Web. Additionally, you will learn how to create and edit content for the Web. Prerequisite(s): CGD 234

CGD 263 WEB II (3 Credits)

This is an upper level course in web design. You will learn technologies utilized in sophisticated commercial sites. Additionally, you will learn how to utilize web animation and interaction to enhance the viewers' experience. Prerequisite(s): CGD 243

CGD 267 PORTFOLIO (3 Credits)

This class is designed to allow you the opportunity to compile a cross-section of your work, with the assistance of a faculty advisor, for presentation to potential employers. You will receive instruction in interview techniques as well as job hunting strategies and career advice. You will also be allowed to use the lab facilities to develop any partially completed work or ideas from past classes. Prerequisite(s): Must be taken within final quarter or Department Chair approval.

CGD 269 EXTERNSHIP (3 Credits)

A combination work/study program with you receiving exposure to the daily operations and procedures of a graphic design firm or in a related area. You are required to work a minimum of 90 hours of practical, on-the-job training. You will work with professional graphic designers to attain training and exposure in the field. Prerequisite(s): Must be taken within final quarter or Department Chair approval.

CGD 325 GRAPHIC DESIGN HISTORY (3 Credits)

This course surveys the pivotal events and achievements that led to the current state of visual communication. The unceasing quest to give form to ideas is traced from the pictographs painted on cave walls to the latest imaginative designs. Through lectures, presentations, discussions and research, you are introduced to the creative thinkers, important innovations and breakthrough technologies that have shaped the evolution of visual communication. Prerequisite(s): None

CGD 326 DESIGN METHODOLOGY (3 Credits)

The objective of this course is to assist you in the development of methodologies for exploration, investigation, and construction of a well-designed proposal of work. This class provides you with a variety of exploratory means to identify, locate, reflect on and develop areas of pursuit of design solutions. Prerequisite(s): None

CGD 327 WRITING COPY FOR DESIGN (3 Credits)

This course is an introduction to the basic elements of writing for print advertising. You will be introduced to the function and methodologies of copy writing. You will also learn the structure of writing and how it lures the viewer deeper into the advertising message. Prerequisite(s): None.

CGD 342 BRANDING (3 Credits)

In this course, you will research, develop and design a corporate logo that is then used in marketing, packaging, identity package, advertising and other projects. You will understand the collaborating between the sales, marketing and design teams, which is needed to complete branding for a client. Prerequisite(s): None

CGD 351 DIGITAL ILLUSTRATION II (3 Credits)

This advanced class takes the you beyond the basics of the Digital Illustration I class to widen your horizons and use the program to its fullest potential. You will examine and utilize more advanced features of vector-based software to create finely tuned images for multiple purposes. Prerequisite(s): CGD151

CGD 357 DIGITAL IMAGERY & IMAGE MAKING II (3 Credits)

This advanced class is designed to hone the your skills on and with various digital methods of image creation. You will be instructed on the interactions between some traditional forms of image creation as well as their digital counterparts. Instruction will also include usage of the camera for image creation, digitizing tablets and scanner usage. The class will also help you learn to merge and manipulate several different media, ranging from still images to moving imagery. Prerequisite(s): CGD 157 and CGD 244

CGD 430 ADVERTISING DESIGN (3 Credits)

This course introduces you to advertising design. You will learn the art of advertising and the structure of advertising agencies. You will also learn the concepts and approaches used to develop an advertising campaign. The goal in this class is to have you develop, design and produce materials for client presentation. Prerequisite(s): CGD 342

CGD 431 PRODUCT DESIGN (3 Credits)

Product Design is a class that will explore the facets of commercial and industrial packaging from actual box/package creation to its outer design and advertising. You will learn to create not only prototype product designs but the packages they are housed in, as well as subsequent sales and dispersal methods. Prerequisite(s): CGD 244

CGD 445 ENVIRONMENTAL DESIGN (3 Credits)

From Olympic events to museum directories, you will learn how concepts of direction and space (navigating through the human scale environment) present challenges for the designer. This class focuses on type and image as elements to orient a person within a specific environment. You will explore each stage of developing a way-finding system, from sketches to 3D information graphics. You will learn how to guide an audience through new and/or unfamiliar environments and the exciting typographic and symbol system opportunities such work presents. Prerequisite(s): CCS 229

CGD 446 COLLECTIVE DESIGN (3 Credits)

Collective Design is a class that will explore the uses of combining models, vector art and photos from different software into one project. You will use various programs and multi-media software to create one campaign, which may include products from a variety of software sources. Prerequisite(s): CGD 431

CGD 461 DESIGN STUDIO/COMMUNITY PROJECTS (3 Credits)

This class is designed to allow you to work on projects for a variety of non-profit agencies. You will have an opportunity to strengthen your portfolio with these projects. Non-profit agencies will provide the real opportunities for you to produce artwork that will be displayed and utilized. You will be able to create in a non-obstructive environment. Prerequisite(s): Must be taken within final quarter or Department Chair approval.

CGD 467 PORTFOLIO (3 Credits)

This is an advanced course that will prepare the student for exiting the bachelor's degree program. The course requires you to apply different concepts of portfolios and explore options of communicating using various portfolio types. You will have the opportunity to create a resume, business card, mailer portfolio, hard portfolio (book) and digital portfolio. You will be exposed to various techniques to help your portfolio stand out when seen by potential employers. Prerequisite(s): Must be taken within final quarter or Department Chair approval.

CHE 101 CHEMISTRY I (INORGANIC) (6 credits)

In this course, students are introduced to the basic principles of inorganic chemistry. Students will gain a working knowledge of the Periodic Table, matter, energy, basic chemical reactions, reaction rates, and acid/base theory and application. This course will be taken with a laboratory component. Prerequisite(s): None

CHE 201 CHEMISTRY II (ORGANIC) (6 credits)

Students in this course will apply the basic chemistry knowledge established in previous course work to understanding organic chemistry. This course concentrates on the classes of organic compounds and the reactions which have physiological activity of one sort or another and have biological importance. Prerequisite(s): CHE 101

CHE 301 BIOCHEMISTRY (4 credits)

This course focuses on the structure, function, and metabolism of biomolecules. Function of proteins, carbohydrates, lipids, nucleic acids, an understanding of acid/base pH, molecular buffers, enzyme kinetics, thermodynamics, and metabolism will be covered in this course. Prerequisite(s): CHE 101, CHE 201, MLT 200

CHM 201 GENERAL CHEMISTRY I WITH LAB (6 Credits)

This course is designed for pre-professional program students. This course will study the nature of atoms and molecules, stoichiometry, states of matter, solutions, reactions, kinetics, and equilibrium. Topics covered will include the composition of matter, thermodynamics, ideal gas laws, balancing equations, solubility, and concentration. Prerequisite(s): None

CHM 202 GENERAL CHEMISTRY II WITH LAB (6 Credits)

This course is designed for pre-professional program students. This course will study thermodynamics, nuclear chemistry, chemical kinetics, descriptive inorganic chemistry, and acid-base chemistry. Prerequisite(s): CHM 201

CHM 211 INTRODUCTION TO GENERAL, ORGANIC, AND BIOLOGICAL CHEMISTRY (6 Credits)

This course is designed to introduce chemistry to students who plan science-related careers and to help these students develop an understanding of the physical and chemical properties of molecules. The course will introduce the student to the world of chemistry, with emphasis on the structure of matter. Problem solving, data evaluation, and analysis are stressed. Applications of chemistry to daily life are included. Prerequisite(s): None

CHM 301 ORGANIC CHEMISTRY I (4 +2 Credits)

This course is designed for pre-professional program students. This course will focus on the theory of organic chemistry, i.e., the chemistry of carbon-carbon compounds from the perspective of structure/reactivity relationships. Topics covered will include carbon-carbon bonding, nomenclature, functionality, reactivity, synthesis, and spectroscopy. Prerequisite(s): CHM 201, CHM202

CHM 302 ORGANIC CHEMISTRY II (4 +2 Credits)

This course is designed for pre-professional program students. This course will focus on the theory of organic chemistry, i.e., the chemistry of carbon-carbon compounds from the perspective of structure/reactivity relationships. Topics covered will include reactivity, piece-wise synthesis, molecular modeling, retro-synthesis, advanced spectroscopy, and drug design. Prerequisite(s): CHM 301

CLS 302 GENETICS (4 credits)

This course includes basic genetic principles, with emphasis on biochemical and molecular technologies that are used to study human health and disease. Prerequisite(s): CHE 301

CLS 401 MOLECULAR DIAGNOSTICS (4 credits)

The course explains the principles of molecular technology that is used for diagnostic procedures in healthcare. Students in the course will focus on purpose, principle, and interpretation of molecular diagnostic tests utilized in today's laboratory and healthcare settings. Prerequisite(s): CHE 301

CLS 402 PARASITOLOGY & MYCOLOGY (4 credits)

The course is designed to provide the student with extensive coverage of parasitic and fungal organisms and the disease processes associated with these organisms. Parasitic life cycles, transmission, and the correlation of clinical signs and symptoms of infection are discussed. The course presents the biology and physiology of fungi including epidemiology, disease states, and laboratory identification. Prerequisite(s): BIO 202

CLS 403 LABORATORY MANAGEMENT & FINANCE (4 credits)

The course provides the students with a problems-based approach to the application of laboratory management principles. The course contains an emphasis on laboratory finance, compliance issues, workflow and staffing, and computerized laboratory information systems. Prerequisite(s): HCA 301

CMM 401 PRINCIPLES OF CONFLICT MANAGEMENT (4 Credits)

The purpose of this course is to present communication theories relevant to conflict management and to help managers understand, analyze, and manage conflict. In addition to increasing communication skills, the course will focus on the human and emotional aspects of conflict including the influence of anger, gender, culture, forgiveness, and linguistics. Prerequisite(s): None

CMM 402 MANAGING DIVERSITY (4 Credits)

By applying the principles and techniques learned, students should be able to better understand and work with an increasingly diverse workforce. Students will learn to appreciate diversity among individuals, understand advantages of a well-managed diverse workforce, recognize and manage stereotyping, reduce EEO occurrences, and develop creative solutions for managing diversity issues. (Same as HRL 303) Prerequisite(s): None

CMM 403 THE MANAGER AS NEGOTIATOR (4 Credits)

By applying the principles and techniques learned, students should be able to better understand the dynamics of effective negotiation. Students will learn to improve their negotiation skills, develop general strategies for successful negotiation, identify factors in the global economy that make negotiation a core competency, understand myths of negotiation, and produce win-win resolutions for all parties. Prerequisite(s): None

CMM 405 RESTORATIVE JUSTICE PHILOSOPHY AND PROCESS (4 Credits)

This course offers a critical review of Restorative Justice (RJ) including a consideration of its definitions, historical roots, theoretical origins, key principles and substantive practices. Students will examine restorative justice from a historical, sociological, criminological, and psychological perspective. Assumptions about justice will be examined by comparing and contrasting retributive and restorative paradigms. This course also provides a critical assessment of the benefits and limitations of restorative justice. Prerequisite(s): None

CNP 330 INTRODUCTION TO CISCO NETWORKS (4 Credits)

This 5-week, instructor-led, hands-on course includes concepts and configuration of both Local Area Networks (LAN) Switching and Wide Area Networking (WAN) Routing technologies. This course is intended for students new to Cisco products but familiar with networking concepts. This course prepares the student for the Cisco CCNA certification. Prerequisite(s): MNE 108

CNP 332 DESIGNING CISCO NETWORKS (4 Credits)

This 5-week, instructor-led, hands-on course enables students to gather customers' internetworking requirements, identify solutions, and design the network infrastructure and elements to ensure the basic functionality of the proposed solution. This course is intended for students seeking the Cisco Certified Design Associate (CCDA) certification. The course is also targeted at pre-and post-sales network engineers involved in network design, planning, and implementation. Prerequisite(s): CNP 330

CNP 340 CISCO SECURITY I (4 Credits)

This course teaches through lectures, discussions, scenarios, demonstrations, and hands-on labs the advanced security skills and technologies of building trusted networks. The skills and knowledge learned during this intensive course includes: Law and Legislation issues, Forensics, Wireless Security, Securing Email, Biometrics, Strong Authentication, Digital Certificates and Digital Signatures, PKI Policy and Architecture, and Cryptography. Upon course completion, students will be prepared to take the SCNA certification exam. Prerequisite(s): CNP 332

CNP 342 CISCO SECURITY II (4 Credits)

The CCNA Security curriculum provides an introduction to the core security concepts and skills needed for the installation, troubleshooting, and monitoring of network devices to maintain integrity, confidentiality, and availability of data and devices. Students will gain associate-level knowledge and skills required to secure Cisco networks. Topics include: AAA Authentication and security, Securing routers and switches, Security on the LAN, Implementing IOS firewalls and intrusion prevention systems (IPS), Implementing virtual private networks (VPN) and Cryptography and encryption. Prerequisite(s): CNP 332

CNP 350 BUILDING SCALABLE CISCO INTERNETWORKS (4 Credits)

This 5-week, instructor-led, hands-on course enables students to design, build, configure, and troubleshoot resilient LAN networks using Cisco products. This course is intended for network administrators, support, or design staff who requires a greater understanding of the advanced features and functions of Cisco switching and routing products. This course prepares the student for the Cisco BCMSN certification exam. Prerequisite(s): CNP 332

CNP 352 BUILDING CISCO MULTI-LAYER SWITCHED NETWORKS (4 Credits)

This 5-week, instructor-led, hands-on course enables students to design, build, select and configure IP routing protocols to enable corporate and Enterprise routing. The course is intended for network administrators, support or design staff who requires a greater understanding of IP routing protocols—the issues, limitations, and implementation of them on Cisco products. This course prepares the student for the Cisco BSCI certification exam. Prerequisite(s): CNP 350

CNP 450 and CNP 452 IMPLEMENTING SECURE CONVERGED WANS/OPTIMIZING CONVERGED CISCO NETWORKS (8 Credits)

This 11-week, instructor-led, hands-on course enables students to design, build, select, and configure and troubleshoot Cisco Remote Access solutions. The course also covers Network Troubleshooting methodologies and how practical implementation resolves real network faults. This course is intended for network administrators, support, or design staff who requires a greater understanding of remote access technology, its implementation and troubleshooting on Cisco products. This course prepares the student for Cisco BCRA and CIT certification exams. Prerequisite(s): CNP 352

CNS 135 FUNDAMENTALS OF INFORMATION SECURITY (4 Credits)

This course introduces you to the basic principles of information security as it applies to computer networks. Upon successful completion of the course, you will understand the theory behind securing computer resources for protection against internal and external threats such as: malicious code, web vulnerabilities, email exploits and various denial-of-service attacks. This course is designed to offer a broad overview of the security field, familiarize you with common terms and definitions, and act as entry point into the more sophisticated concentrations of the security specialties available. Prerequisite(s): NET 152

CNS 148 RISK MANAGEMENT FOR COMPUTER NETWORKS (4 Credits)

This course will examine industry best practices and the various measures needed to implement an economically sound security management policy. The lectures are geared toward providing upper management and security officers with the knowledge and tools they need to balance risk levels with legal and ethical compliance and to prevent business interruption. Techniques for effective policy writing and awareness training will also be covered. The primary topics included in this course will be structuring, performing and reporting a security assessment. Prerequisite(s): CNS 135

CNS 157 NETWORK DEFENSE TACTICS (7 Credits)

This course introduces you to the principles behind network defense techniques and how they fit into the information security architecture. It prepares you in strengthening the corporate infrastructure through the use of firewalls, VPNs, and Intrusion Detection/Prevention Systems and other defense tools. Upon completion of this course, you will be able to identify network security threats, assess the risk plane and implement an effective preventive or defensive tactic. Common attack profiles and secure remote access will be reviewed from a protocol perspective. Prerequisite(s): NET 181, NET 231 or NET 261

CNS 164 COMPUTER FORENSICS (6 Credits)

This class will focus on the proper way to maintain a legitimate chain-of-custody, how to secure an electronic crime scene and the various methods used to provide a means for event reconstruction. You will learn basic profiling techniques as well as the proper procedures for examining system logs and audit trails. Discovery, containment and preservation of electronic evidence and writing comprehensive reports will be the focus of this course. The lesson plan will emphasize analytical thinking through various case studies and real life examples and give you an in-depth understanding of the criminal justice process. Prerequisite(s): CNS 135, and (NET 181 or NET 231)

CNS 174 ENCRYPTION & AUTHENTICATION METHODS (4 Credits)

This course is concerned with the assorted strong authentication procedures available in today's modern, complex computer networks. These methods include: biometric applications, digital signatures, smart-cards and token-based confirmation. Router and transport protocol security will also be addressed, along with the different types of validation methods such as role-based, discretionary, and mandatory access controls. Prerequisite(s): CNS 135

CNS 180 FUNDAMENTALS OF DIGITAL ENCRYPTION (4 Credits)

This course introduces you to Public Key Infrastructure (PKI) and how it helps to provide authentication, privacy, integrity and non-repudiation. You will learn key distribution and management, symmetric and asymmetric key models and hashing functions. You will learn how PKI helps to provide trust in the digital world. Prerequisite(s): CNS 135 and/or concurrent with CNS 196

CNS 196 ADVANCED TOPICS IN INFORMATION SECURITY (4 Credits)

This course will focus on various industry standard technologies and practices as they apply to computer networking and data security. You will be exposed to the latest products, theories and applications that comprise the current defense and countermeasure arsenal in use by modern information systems and the security professionals that implement and maintain them. Prerequisite(s): CNS 135 and/or concurrent with CNS 180

CNS 310 APPLICATION SECURITY (3 Credits)

Many security vulnerabilities are a result of ineffective programming or inherent weaknesses in application designs. This course is designed to enhance your knowledge by focusing on key programming/database coding to mitigate these risks in today's popular applications using these structures. Prerequisite(s): DWD 145

CNS 320 TACTICAL DIGITAL OFFENSE TECHNIQUES (6 Credits)

This course prepares you in ethical ways to test and challenge the defense strategies you have previously learned. In a business environment, blind defense can lead to illegal and damaging penetration activity, leaving critical data unprotected and vulnerable. Through the techniques learned in this class using various tool of the trade, you can more effectively protect the valuable data assets. Increased knowledge of Trojans, back doors, database attacks and network attacks are gained, along with a substantial appreciation for the ethics and legality in the use of these techniques. Prerequisite(s): CNS 157

CNS 364 ADVANCED DIGITAL FORENSICS (6 Credits)

This is an advanced study in cyber-crime investigation that builds upon the knowledge and principles gained in previous courses. You will explore the methods, techniques and advanced forensics tools implemented to identify and track activity of cyber-criminals. The course will prepare you in proper collection and containment of evidence and will provide an in-depth understanding of the legal process surrounding the forensic investigation. Focus will be placed on live attacks and their system footprints and incident handling from a forensic perspective. Prerequisite(s): CNS 164, CNS 320

CNS 435 SECURE NETWORK ANALYSIS (8 Credits)

This course is an advanced study in computer offense techniques to effectively secure digital resources. It is designed to expose you to internal auditing processes and methodologies, known as penetration tests, to evaluate, analyze and report on the corporate digital security risk plane. Ethics in the use of these tools is a key concept embedded in this course. Prerequisite(s): CNS 364

COM 204 INTERPERSONAL COMMUNICATION AND CONFLICT MANAGEMENT (4 Credits)

Communicating successfully depends on the effective use of communication practices and strategies. Our ability to clearly communicate impacts every area of our lives. This course examines the social, psychological and physiological bases of communication: voice, diction, and phonetics in interpersonal communication and group decision-making. In addition, this course evaluates the role of communication in conflict management. Dealing with conflict is a normal part of interpersonal relationships. Conflict is processed, expressed, and managed through communication. Developing strong communication skills will increase our ability to manage unavoidable conflicts and participate in constructive conflict in order to reach a common goal. Prerequisite(s): None

COM 214 PUBLIC SPEAKING (4 Credits)

The major emphasis of this course is on developing the art of public speaking through demonstration and practice. Prerequisite(s): None

CSC 105 INTRODUCTION TO PROGRAMMING (4 Credits)

This course introduces the student to critical thinking and problem solving, and to the design and use of programming techniques, including variables, data types, modules and logic structures. Students apply these concepts using problem solving tools, including algorithms, flowcharts, pseudocode, structure charts, and IPO charts. Prerequisite(s): MTH 100 or Placement

CSC 108 INTRODUCTION TO COMPUTERS (4 Credits)

This course provides the student with hands-on experience in computer hardware and software, and Windows operating systems management. Topics include installation, troubleshooting, and configuration of computer hardware, as well as configuration, installation, upgrading and diagnostics of computer software. By course end, the student will have the knowledge and tools necessary to sit for the CompTIA A+ certification. (Equivalent to MNE 108) Prerequisite(s): None

CSC 109 INTRODUCTION TO NETWORKING (4 Credits)

This course provides the student with hands-on with networking and troubleshooting network connectivity. The student will gain a fundamental understanding of networking concepts, topologies, and be able to demonstrate creation of various networks as they pertain to the OSI Reference Model. Topics include installation, troubleshooting, and configuration of networking hardware, as well as configuration, installation, upgrading and diagnostics of networking software. By course end, the student will have the knowledge and tools necessary to sit for the CompTIA Network+ certification. (Equivalent to MNE 109) Prerequisite(s): None

CSC 111 INTRODUCTION OF CYBERSECURITY AND INFORMATION ASSURANCE (4 Credits)

This course provides an overview of the importance of the interdisciplinary field of cybersecurity and information. Topics to be covered include the evolution of information security into cybersecurity, cybersecurity theory, and the relationship of cybersecurity to nations, businesses, society, and people. In addition, this course prepares students for the CSX Cybersecurity Fundamentals Certificate by providing an overview of the importance of the field of cybersecurity and the concept of information assurance in context and the rules and guidelines that control them. Topics to be covered include 1) cybersecurity concepts, 2) security architecture principles, 3) security of networks, systems, applications and data, 4) incident response, and 5) the security implications of the adoption of emerging technologies, and 6) information assurance.

In addition, the course covers the governance, compliance, the legal environment, and emerging laws and regulations related to the field and the challenges of governance, ethics, legal, and regulatory compliance through the eyes of information security professionals. Compliance requirements in response to key mandates and laws, including Sarbanes-Oxley, HIPAA, Privacy, Gramm-Leach-Bliley, the Foreign Corrupt Practices Act (FCA), and the Payment Card Industry Data Security Standards (PCI DSS). Lastly, we will examine some of the challenges of compliance and ethics in the practice of Information Security. Prerequisite(s): None

CSC 118 COMPUTER APPLICATIONS I (4 Credits)

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(s): None

CSC 146 LEGAL ISSUES IN FORENSICS (4 Credits)

This course provides an overview of cybercrime by exploring what it is, how it is investigated, and the regulations and laws around the collection and use of electronic evidence. Students are introduced to the technology involved in computer forensic investigations and the technical and legal difficulties encountered in searching, extracting, maintaining and storing electronic evidence. The legal implications of such investigations and the rules of legal procedure relevant to electronic evidence are reviewed and applied to various types of digital examinations. Prerequisite(s): PSA 102

CSC 147 FORENSICS I (4 Credits)

The growth of the Internet and the worldwide proliferation of computers have increased the need for digital investigations. This course introduces the student to the profession of computer forensics investigation. It provides an overview of the certifications, procedures, tools, and hardware required to acquire and analyze digital evidence for various operating system platforms. Prerequisite(s): None

CSC 200 PRINCIPLES OF TECHNOLOGY (4 Credits)

This course provides the student with a deeper understanding of computing systems. Topics include number systems, data formats, computer architecture, CPU and memory management, networking and data communications, operating systems, and digital logic. Prerequisite(s): CSC 105, CSC 109 or MNE 109

CSC 207 CYBERSECURITY THREATS, ATTACKS, AND DEFENSE (4 Credits)

This course examines cybersecurity threats and attacks which pose significant risk to governments and businesses. This course will provide knowledge, skills, and techniques to identify and address the many cybersecurity threats facing our world today. The course will continue coverage of key knowledge areas of the CISSP (Certified Information Systems Security Professional) common body of knowledge (CBOK) and provide students with basic information about the threats that may be present in the cyber realm. Students will gain a basic awareness of the options available to mitigate threats within a system. The course will also provide a framework for past, current, and future cybersecurity threats and apply lessons learned in the past to current cybersecurity risks and defenses. Lastly, the course will attempt to predict future cybersecurity fears and defense strategies, how IT security threats are constantly evolving, and provide insight into cybersecurity defenses from business and government perspectives. Prerequisite(s): CSC 111

CSC 209 NETWORK AND SECURITY DESIGN (4 Credits)

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include controlling security, access, and the network infrastructure. By course end, the student will have the knowledge and tools necessary to sit for the CompTIA Security+ certification. (Equivalent to MNE 213) Prerequisite(s): CSC 200

CSC 210 DATABASE DESIGN (4 Credits)

This course provides the student with a complete introduction to database concepts and the relational database model. Topics include QBE, SQL, normalization, design methodology, DBMS functions, database administration, and other database management approaches. Prerequisite(s): CSC 105

CSC 218 COMPUTER APPLICATIONS II (4 Credits)

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(s): CSC 118

CSC 225 PRINCIPLES OF INFORMATION SECURITY (4 Credits)

This course examines the world of cybersecurity threats, attacks, and defense strategies. The threat of a cyber-attack and worse, the attack itself poses significant risks to governments and businesses. This course will provide the knowledge, skills, and techniques to identify and address the many cybersecurity threats facing our world today. The course will cover the key knowledge areas of the CISSP (Certified Information Systems Security Professional) common body of knowledge (CBOK). Providing students with basic information about the threats that may be present in the cyber realm as well as a basic awareness of the options available to mitigate threats within a system. The course provides a framework for past, current, and future cybersecurity threats and applies lessons learned in the past to current cybersecurity risks and defenses. Lastly, the course will attempt to predict future cybersecurity fears and threats that are constantly evolving and appropriate defense strategies for both the public and private sectors. Prerequisite(s): CSC 111

CSC 230 WEBSITE DESIGN (4 Credits)

This course provides an introduction to the basic concepts, issues and techniques related to designing, developing and deploying websites. Topics include Internet and Intranet web page design principles using HTML, and the design and implementation of Intranets for use within a corporation. Prerequisite(s): CSC 200

CSC 232 USER SUPPORT SYSTEMS (4 Credits)

This course provides an overview of the many aspects of computer user support, from end user computing to help desk operations. Topics include computer product evaluation, user needs analysis, end user training, troubleshooting strategies, documentation, customer service skills, and information resources. Prerequisite(s): CSC 200

CSC 240 VISUAL PROGRAMMING (4 Credits)

This course introduces computer programming concepts using a visual programming language. Emphasis will be placed on Graphical User Interface design and implementation in an event-driven programming language. Concepts include issues of user interface design, event processing, exception handling, simple screen graphics, input/output operations, control structures, arithmetic operations, arrays, and sequential files. Prerequisite(s): CSC 105

CSC 242 OBJECT ORIENTED PROGRAMMING (4 Credits)

This second course in computer programming builds on previously learned programming concepts and introduces more advanced topics such as implementing abstract data types, creating objects and understanding the relationships among classes of objects. Prerequisite(s): CSC 240

CSC 247 FORENSICS II (4 Credits)

This course continues exploring computer forensics investigation by refining data analysis and reporting. Students learn methods to process email and social media communications, uncover data hiding techniques, and examine other digital resources such as mobile devices, virtual machines, and cloud technologies. Professional skill sets of effective report writing and becoming an expert witness are taught in combination with the strong ethics demanded by this critical task. Prerequisite(s): None

CSC 248 DIGITAL FORENSICS ANALYSIS (4 Credits)

This course focuses on the volatile nature of computer memory and the application of forensic processes to extract meaningful data from this ephemeral resource. Critical data often exist exclusively in memory, such as disk encryption keys, memory-resident injected code fragments, off-the-record chat messages, unencrypted email messages, and non-cacheable Internet history records. Successful capture and analysis of this data, which is virtually untouchable by the computer user, can yield compelling evidence. Prerequisite(s): CSC 147

CSC 260 LINUX OPERATING SYSTEM (4 Credits)

This course introduces the Linux operating system. The course focuses on running GNU and Unix commands from the command line, installing and configuring Linux, and maintaining and securing the Linux system. By course end, the student will have the knowledge and tools necessary to sit for the CompTIA Linux+ certification. Prerequisite(s): CSC 200

CSC 272 PRINCIPLES OF SYSTEM DESIGN (4 Credits)

This capstone course provides an overview to the systems development life cycle, from the analysis of information requirements to the development of an effective business system. Emphasis is placed on applying the tools of systems analysis and design in a project encompassing programming and application principles studied in prior courses. Prerequisite(s): Last Quarter and Advisor Approval

CSC 280 JAVA PROGRAMMING (4 Credits)

This course introduces experienced programmers to the Java programming language. The course is designed to leverage the students' existing programming skills and to transfer those skills to the Java programming framework as compared to other common programming languages. Topics include fundamental data types, flow control, and standard function libraries, the design of classes and objects, inheritance and polymorphism. The course emphasizes object oriented programming and modular design as well as GUI implementation. Prerequisite(s): CSC 200

CSC 284 COMPUTER WORK EXPERIENCE (4 Credits)

This course provides the student with an opportunity to gain practical work experience under the supervision of an Information Technology (IT) Professional. The externship is designed to match academically qualified students with local business professionals. A major component of the course is a journal documenting the progress of the work being performed. The supervisor will periodically evaluate the student's performance during the practicum period. Prerequisite(s): Approval of Externship Program Coordinator

CSC 302 SOCIAL, LEGAL AND ETHICAL ISSUES IN COMPUTING (4 Credits)

This course addresses current legal and ethical aspects of Information Technology as they relate to business and society. Topics include ethical and professional responsibility, privacy, freedom of speech, intellectual property, crime, and evaluating and controlling technology. Prerequisite(s): BUS 204

CSC 303 COMPUTER OPERATING SYSTEMS (4 Credits)

This course examines the hardware and software requirements for a modern operating system. Topics include operating system services, file systems, CPU scheduling, deadlock handling, memory management, virtual memory, and disk scheduling. Prerequisite(s): CSC 240, MTH 305

CSC 306 SYSTEMS ARCHITECTURE (4 Credits)

This course examines digital logic design and introduces the basic operation of a von Neumann machine and the MIPS instruction set architecture. Topics include basic AND/OR/NOT gates, combinational circuits built from the basic gates, and sequential logic and implementation of sequential circuits as well as systems administration task, networking and other issues relating to hardware. Prerequisite(s): CSC 240, MTH 305

CSC 311 FUNDAMENTALS OF E-BUSINESS (4 Credits)

This course is a survey of management issues as they relate to the electronic marketplace. Emphasis is placed on the application of user centered web site engineering methodology and the strategic, design, and technical issues in business to consumer (B2C) and business to business (B2B) Internet commerce. Prerequisite(s): MGT 304

CSC 320 DATA STRUCTURES (4 Credits)

This course examines fundamental data structures such as linked lists, stacks, queues, and trees. Emphasis is placed on implementing these structures to develop advanced programs to handle a variety of common programming tasks. Prerequisite(s): CSC 242

CSC 322 WEB PROGRAMMING (4 Credits)

This course provides an in-depth look at web programming concepts and techniques. Topics include using SQL queries and database middle layers to make Web pages dynamic, and planning and developing prototype web applications using both client-side and server-side technologies. Prerequisite(s): CSC 210, CSC 230

CSC 326 INCIDENT RESPONSE AND DISASTER RECOVERY (4 Credits)

The course is designed to provide the skills to handle and respond to the computer security incidents in an information system. The course addresses various underlying principles and techniques for detecting and responding to current and emerging computer security threats. The course covers incident response teams, incident management training methods, and incident recovery techniques in detail. Students will learn how to handle various types of incidents, risk assessment methodologies, and various laws and policies related to incident handling. After attending this course, they will be able to create incident handling and response policies as well as deal with various types of computer security incidents. The course will provide an examination of the tools and methods for incident response. Topics include preparation data collection, incident analysis preserving data, and recovery. The legal and ethical aspects of incident response will also be covered.

In addition, students will learn about computer forensics and its role in handling and responding to incidents. The course is also intended to provide students with a strong understanding of incident response and disaster recovery principles, including conducting business impact analysis, assessing of risks, developing policies and procedures, and implementing a plan. It also teaches students how to secure data by putting policies and procedures in place, and how to recover and restore their organization's critical data in the aftermath of a disaster. The end product of this course is to prepare students for a career in the field of disaster recovery and advanced certification as an EC-Council Certified Incident Handler (ECIH) and EC-Council Disaster Recovery Professional (EDRP). Prerequisite(s): CSC 207, CSC 225

CSC 347 FILE FORENSICS (4 Credits)

The availability of cloud storage services is becoming a popular option for consumers to store data that is accessible via a range of devices, such as personal computers, tablets, and mobile phones. Use of cloud computing by criminals (or their victims) means that data files of interest may be virtualized, geographically distributed, and ephemeral, presenting technical and jurisdictional challenges for identification and seizure by law enforcement and national security agencies. This course is designed to examine the crossroads of file storage and network forensics, so this data can be retrieved and brought to court as evidence. Prerequisite(s): MNE 109 or CSC 109

CSC 348 MOBILE FORENSICS (4 Credits)

Mobile technologies, such as smartphones and tablets, have become integral parts of today's society. Because of their ubiquitous presence, they store valuable contact, communication, activity, photographic, and even emotional data about the device carrier. This course focuses on collection and examination of this very personal data as evidence. Prerequisite(s): MNE 109

CSC 364 SYSTEMS ANALYSIS AND DESIGN (4 Credits)

This course provides an examination of systems theory and various models of analysis and design. Topics include planning and scheduling techniques, charting, interviewing and report writing. Individual and group projects provide the opportunity for practical application of Systems Developmental Life Cycle. Prerequisite(s): MGT 304

CSC 370 MOBILE PROGRAMMING (4 Credits)

This hands-on course begins by explaining how to acquire and install the Android platform, environment and architecture. The course covers GUI development as well as more advanced topics like creating and using Android Services which allow students to quickly become productive in working with the Android platform. Course topics include architecture, application fundamentals, the User Interface and Views. Additional topics include a discussion of how to package and publish an Android Application in the Android Market or on a Web site. Prerequisite(s): CSC 242

CSC 371 ADVANCED MOBILE PROGRAMMING (4 Credits)

This course introduces experienced programmers to mobile programming for multiple platforms. Students will leverage their prior knowledge of various programming languages to create applications that will work on Android, iOS, and Windows Phone platforms. Topics include platform architecture essentials, cross-platform programming and platform conversion, application packaging and publishing, and HTML5/CSS3. Prerequisite(s): CSC 370

CSC 405 ADVANCED TELECOMMUNICATIONS AND NETWORKING (4 Credits)

This course provides in-depth coverage of current industry and regulatory environments surrounding telecommunications. Topics include transmission technology, topology, protocols, communication system components and software, packet switching, network control, common carrier issues, and performance considerations. Prerequisite(s): CSC 209 or MNE 213

CSC 410 ADVANCED DATABASE DESIGN (4 Credits)

This course expands database design concepts with hands-on practice in SQL using a SQL-based DBMS. Emphasis is placed on using relational and object relational databases, and the SQL programming language. Topics include creating and maintaining database objects, and storing, retrieving, and manipulating data. Prerequisite(s): CSC 210

CSC 414 SENIOR SEMINAR IN INFORMATION TECHNOLOGY (4 Credits)

This course provides a broad overview of current and emerging technologies and their influence on local enterprises. Topics include networking, operating systems, security techniques, programming languages, and advanced database systems. Emphasis is placed on determining feasibility of implementing new technologies. Prerequisite(s): Last Quarter or Advisor Approval

CSC 420 IT PROJECT MANAGEMENT (4 Credits)

This course examines the roles, responsibilities, methods, and leadership practices of project managers in an applications development and/or technical support environment. Discussion topics and applied technologies include the IT project management principles and life cycle methodology, with special emphasis on organizing, planning, leading, controlling, and facilitating individual and team efforts. Prerequisite(s): CSC 240, MTH 301

CSC 425 SECURITY AUDITS AND RISK ASSESSMENT (4 Credits)

A detailed look and examination of the IT security audit and control process as well as risk assessment various tools and frameworks to conduct a system security audit and risk assessment. Various IT audit frameworks, government and non-government, will be covered. Legal and ethical aspects of IT auditing and risk assessment will be covered. The purpose of this course is to establish the exact status of an IT operation. Students will create an audit based control structure, establish systematic accounting and control procedures and build complete and coherent information assurance capability into the IT function. This will revolve around defining a control framework, the associated control objectives and the reporting system for an organization. Guidance for carrying this out will be provided in the form of expert models; including ISACA's COBIT open standard, NIST 800-53A Assessing Security and Privacy Controls in Federal Information Systems and Organizations, and GAO Federal Information Systems Control Audit Methodology as well as the NIST Risk Management Framework. The end product of this course is to prepare students for careers in Audit and Risk Assessment and advanced certifications such as ISACA's Certified Information Systems Auditor (CISA) and Certified in Risk and Information Systems Controls (CRISC) and the Institute of Internal Auditors (IIA) Certified Internal Auditor (CIA). Prerequisite(s): MNE 430

CSC 441 DATABASE ADMINISTRATION (4 Credits)

This course provides in-depth coverage of configuring and administering database management systems. Topics include installing a database management system, configuring database storage, implementing database security, recovering databases, and database performance tuning. Prerequisite(s): CSC 410

CSC 448 FORENSICS ACCOUNTING (4 Credits)

Fraud happens in business, and the ease of manipulating numbers in the digital age has added another layer of concern in the business world. This course introduces the concepts, tools, and methods needed to properly audit simple to complex systems that rely extensively on information technology. Topics include examination techniques ranging from data collection to reporting, misrepresentation of financial statements and assets, money laundering and embezzlement, and auditing methodologies applied to accounting information systems. Prerequisite(s): CSC 146

CSC 450 SOFTWARE ENGINEERING (4 Credits)

This course examines the lifecycle of designing software in a team environment. Topics include problem identification, problem analysis, software testing, and software quality assurance. Prerequisite(s): CSC 320, CSC 364

CSC 484 COMPUTER SCIENCE EXTERNSHIP (4 Credits)

This course provides the student with an opportunity to gain practical work experience under the supervision of an Information Technology Professional. The externship is designed to match academically qualified students with local business professionals. A major component of the course is a journal documenting the progress of the work being performed. The supervisor will periodically evaluate the student's performance during the practicum period. Prerequisite(s): Approval of Externship Program Coordinator

DCA 101 DALE CARNEGIE HIGH IMPACT PRESENTATIONS (1 Credit)

The course focuses upon the planning, organization of professional presentations, creating and maintaining a positive impression, communicating ideas with clarity and force, and how to deliver presentations that can persuade and inspire others. Prerequisite(s): None

DCA 103 DALE CARNEGIE LEADERSHIP TRAINING FOR MANAGERS (3 Credits)

This course focuses upon the principles of management and team building that will allow students to enhance their performance as managers. Topics covered in this course include developing personal leadership, understanding the innovation process, problem analysis and decision making, delegation, communication, and turning ideas into action. a pass/fail course (S and U grades). Prerequisite(s): None

DRF 105 BASIC BOARD DRAFTING (6 Credits)

This course introduces you to drafting as the universal "language of industry" and provides the basic instruction for proper use of drafting tools and instruments. The course will cover the use of orthographic projection, sketching, lettering, dimensioning, line quality, and other principles needed for understanding while producing engineering drawings. Prerequisite(s): None

DRF 135 COMPUTER AIDED DESIGN DRAFTING I (3 Credits)

You will be introduced to Computer Aided Drafting equipment, fundamental commands, terminology, and theory of operation. The hands-on use of a CADD system will be an integral part in reinforcing these topics. Prerequisite(s): None

DRF 145 ADVANCED DRAFTING TECHNIQUES (3 Credits)

You will learn to visualize complex sections from standard orthographic views. The development of complex views using primary and secondary auxiliary views and the development of complex flat patterns for sheet metal work are taught. Welded fabrication and American Welding Society symbols (which are now the adopted world standard) will be taught to prepare you for American Design Drafting Association certification. The rules of two-point perspective will be reviewed, and the perspective of a small house will be drawn to prepare you for a more thorough treatment in AutoCAD, which is more suited to this technique. Prerequisite(s): DRF 105

DRF 165 COMPUTER AIDED DESIGN DRAFTING II (3 Credits)

This course is designed to refine your skills learned in Computer Aided Design Drafting I. You will learn new advanced skills enabling them to create complete working drawings with dimensioning. You will work with architectural and mechanical drawings, overlaying these drawings to form a finished product that can be plotted and used for reference. Prerequisite(s): DRF 135

DRF 231 STATICS (4 Credits)

This course is an introduction to the analysis of the basic forces that act on rigid structural members. You will study forces applied to beams, the principles of equilibrium for rigid bodies, and the analysis of structures. Prerequisite(s): MTH 253, PHY 162, CCS 165

DRF 251 ELECTRICAL POWER DISTRIBUTION (4 Credits)

This course will teach you the concepts of how to design and balance electrical power systems in residential, commercial and industrial environments. Prerequisite(s): None.

DRF 255 COMPUTER AIDED DESIGN DRAFTING III (3 Credits)

You are introduced to problem solving techniques, programming language and concepts, and customization using AutoCAD. This class will help you develop an understanding of how the software works, how to customize the user interface and how to write various types of routines to perform complex tasks. Prerequisite(s): DRF 165

DRF 258 STRENGTHS (4 Credits)

This course is designed as a study in stress and strain analysis, shear and moments in design of structural members. Prerequisite(s): DRF 231

DRF 265 COMPUTER AIDED DESIGN DRAFTING IV (3 Credits)

This class is designed to teach you how to utilize three dimensional commands to construct architectural, civil or mechanical data bases. You will understand the xyz axis system and develop advanced drawings utilizing this system. Prerequisite(s): None

DRF 271 CIVIL DRAFTING (3 Credits)

This course introduces the student to Civil Drafting and a variety of different drawings that can be created using Computer Aided Drafting. Topics include Mapping, Site Plan and Legal Descriptions, Highway/Roadway Design, Profiles, Earthwork and Geographic Information Systems. Prerequisite(s): DRF 165

DRF 285 BUILDING INFORMATION MODELING (BIM) APPLICATIONS (3 Credits)

This course introduces you to Building Information Modeling (BIM) and sustainability, two revolutionary movements. You will learn how to create environmentally friendly design through a streamlined process. Prerequisite(s): DRF 165

DRF 295 PARAMETRIC MODELING (3 Credits)

This course will introduce how to create and sketch, parts, assembly and drawing using the variety of essential tools in SolidWorks, a solid modeling computer-aided design and computer-aided engineering computer program. You will use feature-based, solid and surface modelling design tools to manipulate the system attributes. Prerequisite(s): DRF 165

DRF 331 DYNAMICS (4 Credits)

This course is a student-focused approach to dynamics. The course strongly emphasizes drawing free body diagrams and the associated inertial response diagrams, an integrated use of structured problem-solving methodology, and the inclusion of real-world case studies. Prerequisite(s): MTH 343

DWD 145 PROGRAMMING LOGIC (3 Credits)

This course introduces you to critical thinking and problem solving, and to the design and use of programming techniques, including variables, data types, modules, logic structures, arrays, data structures and object-oriented design. You will apply these concepts using problem solving tools, including algorithms, flowcharts, pseudocode, structure charts and IPO charts. Prerequisite(s): None

DWD 150 INTRODUCTION TO PROGRAMMING (3 Credits)

This introduction to programming teaches you how to create an object-oriented program. Instruction will cover the use of variables, data types, I/O, loops, exemption handling and creating GUI. This course provides a developed structure for program design. You will learn to develop systems and classes. Prerequisite(s): DWD 145

DWD 255 INTERMEDIATE PROGRAMMING (3 Credits) – Not Designed to Transfer

Continuing on the foundation built in DWD 150, you will learn how to use VB.NET to work with structures, classes, objects and arrays. Prerequisite(s): DWD 145

DWD 257 CLIENT SIDE PROGRAMMING (3 Credits)

This course introduces you to client side web programming. Using current technologies, you will learn how to make existing web pages interactive. Techniques to be taught include event handling, modifying the content of the web page, using web services to add new functionality to the web site and adding visual effects/animations to a web site. Prerequisite(s): DWD 145, DWD 150

DWD 265 WEB III (3 Credits)

Web III covers advanced web techniques and how dynamic content integrates with static pages. You will learn CSS, Server Side Includes, DreamWeaver behaviors and JavaScript. Prerequisite(s): CGD 263

DWD 266 MULTI-MEDIA III (3 Credits)

Multi-Media III concentrates on Edge software and JavaScript. This course focuses on scripting of Flash games. Other topics include how Flash integrates with various web technologies. Prerequisite(s): CGD256

DWD 268 PORTFOLIO (3 Credits) – Not Designed to Transfer

This class is designed to allow you the opportunity to compile a cross-section of your work, with the assistance of a faculty advisor, for presentation to potential employers. You will receive instruction in interview techniques as well as job hunting strategies and career advice. You will also be allowed to use the lab facilities to develop any partially completed work or ideas from past classes. Prerequisite(s): Must be taken within final quarter or Department Chair approval.

DWD 269 EXTERNSHIP (3 Credits) – Not Designed to Transfer

A combination work/study program with you receiving exposure to the daily operations and procedures of a graphic design firm or in a related area. You are required to work a minimum of 90 hours of practical, on-the-job training. You will work with professional graphic designers to attain training and exposure in the field. Prerequisite(s): Must be taken within final quarter or Department Chair approval.

DWD 271 DYNAMIC WEB LANGUAGE I (3 Credits) – Not Designed to Transfer

This course provides a complete introduction to database concepts and the relational database model. Topics include QBE, SQL, normalization, design methodology, DBMS functions, database administration and other database management approaches, such as client/server databases, object-oriented databases and data warehouses.

Prerequisite(s): DWD 145, DWD 150

DWD 272 DYNAMIC WEB LANGUAGE II (3 Credits) – Not Designed to Transfer

You will learn PHP which allows you to mix conventional web pages with programmable dynamic content. This course steps through connecting to a database to manipulating data for a wide range of functionalities. Prerequisite(s): DWD 145, DWD 150, DWD 271

DWD 273 DYNAMIC WEB LANGUAGE III (3 Credits) – Not Designed to Transfer

This course introduces you to creating active server pages. Creating and maintaining interactive and dynamic web applications will be covered, in addition to object-oriented programming techniques and advanced form server controls. Prerequisite(s): DWD 145, DWD 150, DWD 271

DWD 275 WEB IV (3 Credits)

Web IV builds on the previous web design courses to cover more advanced web techniques and integration of dynamic content with static pages. You will learn advanced CSS, how to integrate information stored in a database into a web site, and how to incorporate scripts into a web site. Prerequisite(s): DWD 265

DWD 276 MOBILE APPLICATION DEVELOPMENT (3 Credits) – Not Designed to Transfer

In this course, you will utilize modern mobile application development principles to create applications targeted for cell phones. The course will cover the limitations of mobile devices and privacy/ethical considerations of mobile application development. Prerequisite(s): DWD 145, DWD 150

DWD 277 DYNAMIC WEB LANGUAGE IV (3 Credits) – Not Designed to Transfer

This course continues to explore PHP as a web development language. The topics covered include advanced database interaction, object-oriented programming and an introduction to various design patterns as they relate to PHP. Prerequisite(s): DWD 150, DWD 272

DWD 278 DYNAMIC WEB LANGUAGE V (3 Credits) – Not Designed to Transfer

This course continues to explore ASP.NET as a web development language. The topics covered include advanced database interaction, object-oriented programming and an introduction to various design patterns as they relate to ASP.NET. Prerequisite(s): DWD 150, DWD 271 and DWD 273

ECO 201 MICROECONOMICS (4 Credits)

This course is a descriptive and analytical study of the allocation of resources from the perspective of individual economic units, primarily households and firms. Topics include scarcity, opportunity cost, comparative advantage, competitive pricing, market structures, and how price and output decisions are made. Prerequisite(s): None

ECO 202 MACROECONOMICS (4 Credits)

This course is a descriptive and analytical study of economic principles related to the economy as a whole. Topics include business cycles, inflation, unemployment, components of gross domestic product, fiscal and monetary policy, and some elements of international trade. Prerequisite(s): ECO 201

ELC 114 DIRECT CURRENT THEORY AND APPLICATIONS (7 Credits)

This is an introductory course in electricity. Topics include resistance, voltage, voltage divider circuits, current, bridges, Ohm's Law, series and parallel circuits, meter circuits and power. Prerequisite(s): None

ELC 134 ALTERNATING CURRENT THEORY & APPLICATIONS (7 Credits)

This course presents the fundamental principles of alternating current. Topics include impedance, reactance, power factor phase, relationships, and metering techniques. Prerequisite(s): ELC 114

ELC 152 SEMICONDUCTORS I (3 Credits)

Introduction to semiconductor properties and devices. The utilization of diodes and transistors in rectifying, switching, amplifying and other solid state circuits are discussed in a lab setting. Prerequisite(s): MTH 243 and ELC 134

ELC 163 DIGITAL ELECTRONICS I (3 Credits)

This is an introduction to digital integrated circuits. Topics will include numbering systems, logic gates, logic probes, Multiplexers, encoders, and decoders are covered in a lab setting. Prerequisite(s): MTH 243 and ELC 134

ELC 212 SEMICONDUCTORS II (3 Credits)

A comprehensive study of semiconductor devices used in power control, power supply, sensing and control circuits with hands-on labs that reinforce the lecture studies. The lab exercises will further educate the student on the use of and the importance of the oscilloscope, digital meters, and regulated power supplies. Green content includes the manufacture of lead-free products. Prerequisite(s): ELC 152

ELC 219 DIGITAL ELECTRONICS II (3 Credits)

This is a continuation of ELC 163. This course deals with more advanced digital electronic topics such as serial/parallel/universal shift registers and counters, flip-flops, digital addition, subtraction, multiplication and division, and a look into random-access, read-only, programmable, and magnetic core memories. Integration of digital systems with analog systems is also introduced. Green content includes study of solid state devices that use energy as efficiently as our current technology allows. Prerequisite(s): ELC 163

ELC 226 ELECTRO-MECHANICAL DEVICES I (4 Credits)

This course introduces basic electro-mechanical devices found in typical industrial systems. Industrial electrical symbols, ladder diagrams, contactors, motor starters, solenoids, transformers, relays and motors: DC, single-phase and three-phase will be covered. Prerequisite(s): ELC 134 or HVA 205

ELC 240 OPTO-ELECTRONICS (4 Credits)

This course is designed to give students a basic foundation in the use of optoelectronic devices and their numerous applications. Students will develop an understanding of how these devices can be used to replace mechanical and electrical switches in various kinds of equipment. Students will understand how communications can take place by means of light, and how fiber optic cable can replace metallic cables. Green component includes a solar panel project. Prerequisite(s) or taken concurrently: and/or concurrent with ELC 212 and ELC 219

ELC 253 ELECTRO-MECHANICAL DEVICES II (4 Credits)

This course includes a review of the basic electrical and solid state principles. Reversing motor circuits, frequency drives, solid-state relays/starters, sensing devices, reduce voltage starters, accelerating and decelerating methods along with preventive maintenance will be covered. Prerequisite(s): ELC 226, ELC 212, ELC 219

ENG 100 INTRODUCTION TO WRITING (4 Credits)

This is a remedial course designed for students seeking a foundation in the reading/writing process. Focus is placed on helping students to recognize, develop, and master the basic tools of academic reading and writing, namely word usage, grammar, spelling, punctuation, comprehension, and organization. Emphasis is also placed on critical reading. Prerequisite(s): None

ENG 101 COMPOSITION I (4 Credits)

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(s): ENG 100 or Placement

ENG 102 COMPOSITION II (4 Credits)

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(s): ENG 101

ENG 204 ADVANCED WRITING (4 Credits)

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(s): ENG 102

ENG 244 INTRODUCTION TO LITERATURE (4 Credits)

This elective humanities course is designed to develop the student's reading and critical thinking skills. Selected novels, short stories, poems, and drama are highlighted. Prerequisite(s): ENG 101

FIN 324 FINANCIAL MANAGEMENT (4 Credits)

A study of the techniques which enable firms to efficiently manage their financial resources and maximize the value of their owner's investment. Topics include: financial analysis and planning, markets and institutions, time value of money and bond and stock valuation. Prerequisite(s): ACT 103

FIN 334 INVESTMENTS (4 Credits)

This course is an introductory course in investments. It is intended to develop the student's knowledge and understanding of domestic and foreign financial markets, investment vehicles and investment strategies. Topics will include investment goals and objectives, market efficiency, market operations, technical and fundamental analysis, sources of information, and valuation techniques. We will also consider social, ethical and political factors where appropriate. Prerequisite(s): MGT 114, FIN 324

FIN 344 ANALYSIS OF FINANCIAL STATEMENTS (4 Credits)

The construction of financial statements for planning and reporting purposes and the analysis and interpretation of financial statements for management and investment purposes is undertaken. Applications include the evaluation of statements of actual businesses. Legal and theoretical concepts as well as financial are considered. Use of the statements in areas such as credit analysis, acquisition, and investment are considered. Prerequisite(s): FIN 324

FIN 354 SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT (4 Credits)

This course is intended to provide an in-depth understanding of security analysis and portfolio management. The course will emphasize both theoretical and applied aspects of portfolio analysis, financial planning and security analysis. Topics include: risk analysis, equity portfolio construction, bond portfolio construction, equity analysis, bond analysis, portfolio performance evaluation, and international diversification. Prerequisite(s): FIN 324, FIN 334

FIN 364 INTERNATIONAL FINANCE (4 Credits)

This course is a study of corporate finance within an international context. Discusses exchange rates, parity conditions, capital flows, country risk analysis, foreign investment, and international banking. Examines the financing strategies and capital budgeting techniques of multinational corporations. Prerequisite(s): FIN 324

FYE 101 INFORMATION LITERACY (4 Credits)

This course is designed to help the students develop skills in critical thinking, study and testing techniques, time and stress management, and library research. Prerequisite(s): None

GEN 215 HUMAN DYNAMICS (4 Credits)

This course focuses on the development of successful human relationships in both personal and work environments. Students engage in experiential learning in order to gain an understanding and mastery of the communication skills required for maximum effectiveness. Prerequisite(s): None

GEO 234 WORLD REGIONAL GEOGRAPHY (4 Credits)

This course surveys the geography of the world and focuses on the physiography, culture and economies of each region. Prerequisite(s): None

GEO 244 NORTH AMERICAN GEOGRAPHY (4 Credits)

This course surveys the geography of the United States and Canada and includes the physiography, culture and economies of the regions. Prerequisite(s): None

GEO 274 GLOBAL ENVIRONMENT (4 Credits)

This course observes the world today from an environmental perspective. Students will learn the foundations of environmental science so that environmental issues across the globe can be discussed. Prerequisite(s): None

HCA 301 PRINCIPLES OF HEALTHCARE MANAGEMENT (4 Credits)

This course is intended to be an introduction to healthcare management in the United States. Healthcare is a complex field with significant state and federal regulations. This course presents an overview of healthcare management organization, supervisory and management roles and responsibilities, and the managerial skills necessary to become an effective manager in today's healthcare industry. The course will prepare students for managerial opportunities in today's healthcare environment. Prerequisite(s): MGT 304

HCA 302 THE LEGAL ASPECTS AND COMPLIANCE OF HEALTHCARE (4 Credits)

This class is intended to be an introduction to the healthcare legal system in the United States. The legal system in this country is a privilege and so it is the intent to present how we can defend our rights as citizens yet preserve the sanctity of the legal system by abiding by the rules and regulations as required. These include Stark II, Health Insurance Portability and Accountability Act of 1996 (HIPAA), compliance issues, fraud and abuse, and anti-kickback issues. Prerequisite(s): MGT 304

HCA 401 PRINCIPLES OF HEALTHCARE FINANCE (4 Credits)

This class is intended to give students an introduction to the managed care landscape and the third-party payment system of today's healthcare industry. Topics will include managed care, Medicare and Medicaid issues, reimbursement mechanisms, universal healthcare, capitation, per-case or per-diagnosis payment, how these are packaged by third-party payers, and the effects reimbursement types have on health care provider organizations. Prerequisite(s): MGT 304

HCA 402 SENIOR SEMINAR IN HEALTHCARE TOPICS (4 Credits)

This course is designed to allow the student to explore current trends in healthcare and examine how these trends affect the future of healthcare in the United States and in other nations of the world. These topics may include government legislation, genetics, computers in healthcare, human resource needs, and developments in managed care. Prerequisite(s): Senior Status, HCA 301, HCA 302, HCA 401

HFA 201/202 MOCK TRIAL I AND MOCK TRIAL II (2 Credits Each)

These courses teach civil/criminal trial procedures by using American Mock Trial Association materials. Students enhance their communication, listening, and analytical skills as they portray attorneys and witnesses and compete in AMTA trial competitions. Prerequisite(s): None

HIM 001 MEDICAL CODING PRACTICUM AND CCA REVIEW (0 Credits)

The Practicum/CCA Review course provides students with an opportunity to practice coding skills linking those skills to the Medical Coding Diploma Learning Outcomes. Students will submit coded case studies as well as practice examination results in the seven domains in preparation for the CCA exam upon graduation. Prerequisite: To be taken in final quarter

HIM 002 HEALTH INFORMATION TECHNOLOGY REVIEW (0 Credits)

This course reviews the practical aspects of health information technology, health data structure, content, standards, data monitoring and compliance reporting, National Healthcare Information Infrastructure and documentation requirements are reviewed as well as the types and content of the health record. Prerequisite(s): To be taken in final quarter of study

HIM 101 MEDICAL TERMINOLOGY (4 Credits)

This course is designed to teach the skills necessary for helping students to understand and properly use medical terminology by presenting a foundation of roots, prefixes, and suffixes. It integrates word building and definitions to body systems, anatomy and physiology, examination, procedures, treatment, and abbreviations used in oral communications, written correspondence, and medical records. Prerequisite(s): None

HIM 110 PATHOPHYSIOLOGY WITH PHARMACOLOGY (4 Credits)

Introduction to the study of the functions of the body systems, diseases of the body systems and the medications used in treatment of the diseases. The course includes analysis of case studies and application of the knowledge for diagnosis and procedure coding. Prerequisite(s): None

HIM 121 HEALTH INFORMATION TECHNOLOGY (4 Credits)

This course will introduce students to the practical aspects of health information management technology, healthcare reimbursement leadership and management. This includes the key concepts of health information and medical records. Students will be introduced to the types and content of the health record. Students will also learn concepts in health data structure, content and standards, data monitoring and compliance reporting. Prerequisite: None

HIM 131 CPT CODING I (4 Credits)

The focus of this class is learning the coding rules for the CPT coding system and then applying the rules to code patient services. In addition, students become proficient in the use of the Current Procedural Terminology manual. Students assign the correct CPT codes to any surgical and/or diagnostic procedure with the application of the correct CPT and/or HCPCS modifier. Prerequisite(s): HIM 101

HIM 142 ICD-10-CM CODING I (4 Credits)

This course provides instruction in the use of the International Classification of Diseases, 10th Revision, Clinical Modification, ICD-10-CM. The students learn how to code diagnoses using an encoder. They also learn to use the ICD-10-CM Official Guidelines for Coding and Reporting. Accurate ICD-10-CM code selection is the focus of the course. Prerequisite(s): HIM 101

HIM 151 HEALTHCARE REIMBURSEMENT (4 Credits)

This course provides the students with information about various healthcare reimbursement programs, health insurance plans and the role of health information technologists in reimbursement methodologies. Students apply their knowledge of ICD-10-CM, ICD-10-PCS and CPT coding for billing processes and procedures, healthcare reimbursement programs. The course includes charge master maintenance as well as reimbursement monitoring and reporting. The course uses patient health records and case studies in this practice. Prerequisite(s): None

HIM 161 LEGAL ASPECTS OF HEALTH INFORMATION (4 Credits)

This course begins with an introduction to legislative and regulatory processes, legal terminology, health information laws and regulations. It continues with the examination of the HIPAA Security Rule, the evaluation of patients' rights regarding the authorized and non-authorized release of personal health information (PHI) and legal terminology. It also reviews risk management, organization compliance and the release of PHI. The course continues with an evaluation of security threats and security protection of a Health Information Management organization. Last, the course evaluates professional and ethical workplace behavior and workplace laws of medical staff and medical facilities. Prerequisite: None

HIM 170 PERFORMANCE IMPROVEMENT (4 Credits)

This course provides education on quality assessment and performance improvement in regard to health care information. Topics include utilization management, risk management, case management, regulatory quality monitoring requirements and outcomes measures and monitoring. Prerequisite(s): None

HIM 231 CPT CODING II (4 Credits)

The focus of this class is to continue learning the coding rules for the CPT coding system and then applying the rules to code patient services. In addition, students become proficient in the use of the Current Procedural Terminology manual. Students assign the correct CPT codes to any surgical and/or diagnostic procedure with the application of the correct CPT and/or HCPCS modifier. Prerequisite(s): HIM 131

HIM 242 ICD-10-CM CODING II (4 Credits)

This course provides instruction in clinical classification systems including the use of the International Classification of Diseases, 10th Revision, Clinical Modification, ICD-10-CM. The students learn how to code diagnoses using an encoder. They also learn to use the ICD-10-CM Official Guidelines for Coding and Reporting. Accurate code selection is the focus of the course. Case studies provide practical experience coding for various medical specialties. Prerequisite(s): HIM 142

HIM 250 HEALTHCARE STATISTICS (4 Credits)

This course instructs students on using statistical software to analyze data for quality, utilization and risk management. Other topics include study of the institutional review board process, national guidelines regarding research, techniques for data reporting and analyzing descriptive and vital statistics. Prerequisite(s): MTH 101

HIM 261 HEALTHCARE MANAGEMENT (4 Credits)

This course will engage in the functions of a manager, planning, organizing, decision making, staffing, leading or directing, communication and motivating. Further study will include principles of authority/ responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline and performance evaluation. Prerequisites: HIM161, HIM171, ENG102

HIM 271 ICD-10-PCS CODING (4 Credits)

This course provides instruction in the use of the International Classification of Diseases, 10th Revision, Procedure Coding System, ICD-10-PCS. The students learn how to code procedures using the ICD-10-CM PCS coding system. They also learn to use the ICD-10-PCS Official Guidelines and practice assigning codes for general and multi-specialty procedures. Prerequisite(s): HIM 101

HIM 290 HEALTH INFORMATION PRACTICUM (4 Credits)

This course provides the students with the opportunity to practice their health information technology skills as they complete an on-site professional practice experience (PPE) in local health care facilities. This experience allows the students to relate the functional and theoretical components of the curriculum to realistic practice situations. Prerequisite(s): To be taken in final quarter of study

HMS 301 HUMAN RESOURCES DEVELOPMENT IN THE HOSPITALITY INDUSTRY (4 Credits)

This course provides a study of management and human resources systems common to the hospitality industry. Case studies, role-plays, and simulations are used to examine management and human resources problems unique to the hospitality industry. Prerequisite(s): HMS 304

HMS 304 PRINCIPLES OF HOSPITALITY MANAGEMENT (4 Credits)

The course provides an analysis of fundamental management principles specific to the hospitality industry along with the concepts of behavioral sciences. Hospitality management processes, resources, and organizational structures are introduced. Prerequisite(s): None

HMS 321 QUALITY SERVICE MANAGEMENT IN THE HOSPITALITY INDUSTRY (4 Credits)

This course provides a study and analysis of service delivery systems for the hospitality industry with emphasis on implementing consumer-driven, top-down, policy-oriented quality service programs. Prerequisite(s): HMS 304

HMS 333 INTERNATIONAL TRAVEL AND TOURISM (4 Credits)

This course provides a study and evaluation of international travel and tourism and the economic and cultural impact on society. It examines the forces which influence international tourism. Component parts of tourism management and interrelationship of meeting planning, travel systems, food and lodging systems, and tourist attractions are reviewed. Prerequisite(s): HMS 304

HMS 401 SENIOR SEMINAR IN HOSPITALITY ADMINISTRATION (4 Credits)

This is an in-depth study of current topics in hospitality administration. Prerequisite(s): HMS 304

HMS 404 MARKETING HOSPITALITY SERVICES (4 Credits)

This course provides an application of strategic market research and product/service positioning in the hospitality industry. Emphasis is placed on competitive marketing strategies including sales, advertising, and promotion. There is discussion of unique features of hospitality industry marketing, market research/analysis, ethics, and quality service delivery. Prerequisite(s): HMS 304

HMS 405 HOSPITALITY INDUSTRY ENTREPRENEURSHIP (4 Credits)

This course provides a study of the activities associated with the creation, assessment, development, and operation of new and emerging ventures. Students will have the opportunity to develop their new venture management skills through a combination of classroom exercises, case analysis, and the development of a business plan to support the initiation of a new venture. Prerequisite(s): HMS 304

HRL 303 DIVERSITY PERSPECTIVES IN THE WORKPLACE (4 Credits)

This course is a study of human diversity and the changing workplace. It addresses the demands and opportunities placed upon the human resource practitioners and how they may become a more effective people managers. It assists the human resource managers in the understanding of diversity issues and helps them deal with the myriad of challenges related to diversity in the workplace. (Same as CMM 402) Prerequisite(s): None

HRL 310 HUMAN RESOURCE PERSPECTIVES IN GUIDANCE AND COUNSELING (4 Credits)

This course is a comprehensive review of the various theories, concepts and approaches of counseling needed in the human resource setting. It enhances the ability of the human resource manager to relate to personal issues relevant to work and familial issues that stifle effectiveness and productivity. It allows the manager to recognize areas where he/she can assist and where referral is more appropriate. It additionally strengthens the competencies of the manager in the area of career counseling. Prerequisite(s): None

HRL 320 ORGANIZATIONAL DEVELOPMENT (4 Credits)

This course addresses the role the human resource manager plays in the examination, implementation and development of organization change. Factors reviewed include individual and organizational resistance, the organizational climate, team-building techniques, feedback initiatives, conflict resolution and how the implementation of quality enhances and improves overall effectiveness. Prerequisite(s): None

HRL 330 INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY FOR HUMAN RESOURCE PROFESSIONALS (4 Credits)

This course explores the tools and applications of industrial/organizational psychology as it relates to the human resource professional. Areas of emphasis include the improvement of selection, development, management and retention of organizational personnel by applying various psychological techniques including tests and measurements, evaluations, analyses, human/organizational behavior concepts, etc. Such topics as pre-employment and personality testing, job analysis, performance appraisals, training and career development, diversity concepts, leadership, job satisfaction, motivation, organizational styles, and working conditions are explored. Prerequisite(s): None

HRL 340 ETHICAL ISSUES IN HUMAN RESOURCE MANAGEMENT (4 Credits)

This course explores and reviews ethical issues in organizations and the role the human resource manager assumes in the overall organizational ethics perspective. Concepts include corporate responsibility, the need for responsible corporate philosophies and leadership. Emphasis is placed upon the application of theoretical perspectives of ethics and how they relate to individuals and corporate behavior. Prerequisite(s): None

HRL 360 EMPLOYEE BENEFIT FUNDAMENTALS (4 Credits)

This course will provide comprehensive knowledge and understanding of the dynamics involved in providing competitive employee benefits in the modern organization. The course provides an overview of the most common types of discretionary benefits, with a focus on how they are selected and administered. Legal requirements, administrative problems, and available options, as well as government-mandated plans such as workers' compensation and Social Security, will also be examined. Policy-related benefits such as sick leave, vacation, jury duty and leave of absence and learn how they are related to organizational culture and policy. Prerequisite(s): None

HRL 404 EMPLOYMENT LAW (4 Credits)

A comprehensive study and review of the applicable laws and legislation that impact the employment environment of today. This course provides the human resource manager a sound understanding and appreciation of concepts of personnel law. Among these are the fundamentals of employment discrimination law, negligent hiring, supervision, retention and training, federal compensation law, parental and family rights and accommodation in the workplace, employee privacy issues, health and safety issues, sexual harassment, wrongful discharge, and other relevant theories. Prerequisite(s): None

HRL 410 CONCEPTS OF RECRUITING (4 Credits)

This course is a review of the relevant techniques, tools and concepts available to the human resource manager. The course addresses both traditional and non-traditional (Internet) recruiting approaches and techniques. It dwells upon marketing and salesmanship methods that enhance the overall organizational recruiting program. Prerequisite(s): None

HRL 411 INDUSTRIAL RELATIONS (4 Credits)

This course deals with the development, legal environment, and current issues related to the labor relations system found in the United States. Emphasis is placed on the historical evolution of both the union movement and the laws that helped shape the system. The industrial relations system is further compared with those systems found abroad to give the student a global perspective, as well as the review of collective bargaining found in the commercial and governmental arenas. Prerequisite(s): None

HRL 431 CORPORATE TRAINING (4 Credits)

This course is a study of the techniques, systems, approaches and issues related to the development, administration, and management of the corporate/organizational training program. Emphasis is placed on determining training needs, the training analysis system, testing and the development of effective training programs for all employees. Prerequisite(s): None

HRL 441 COMPENSATION MANAGEMENT (4 Credits)

This course is a study of compensation theories, policies, systems and practices with emphasis on the design of effective compensation programs. This course reviews the administration, development, and management of effective pay structures, benefit programs and other related issues. Prerequisite(s): None

HRL 451 HUMAN RESOURCE INFORMATION MANAGEMENT (4 Credits)

This course will center on how technology and its applications will help the human resources practitioner and department become more efficient and responsive to the employees' and organization's needs. In addition, various information management techniques such as basic guidelines and laws pertaining to the collection and retention of HR information will also be discussed. Specific technologies and applications available to manage such HR data include Human Resources Information Systems (HRIS), Enterprise Resource Planning (ERP) packages (i.e. Oracle, PeopleSoft, SAP, etc.) Employee and Manager Self Service (ESS and MSS, respectively), distance learning modules, e-selection systems, etc. Prerequisite(s): CSC 118

HRL 465 HEALTH AND SAFETY IN THE WORKPLACE (4 Credits)

This course presents an examination of the principles of health and safety as they apply to the modern workplace. Specific topics discussed include OSHA legislation and standards, worker's compensation, stress related problems, workplace violence, and terrorism threats in the workplace. Prerequisite(s): None

HRL 471 PROJECT IN HUMAN RESOURCE MANAGEMENT (4 Credits)

This course is a culmination of all previous course work and a seminar designed to allow the student to utilize his/her total human resource knowledge. Based on the instructor's guidance, the student develops a project related to the overall human resource environment. Major competencies include training, industrial relations, alternate dispute resolution techniques, human diversity issues, human resource information systems, safety, job analysis, equal opportunity, staffing, recruitment and hiring, as well as the development and utilization of general employment practices. Prerequisite(s): Completion of all HRL courses or approval from the HRL Dean

HRL 475 INTEGRATIVE BSHRL CAPSTONE (4 Credits)

In partnership with SHRM, this course prepares the student to sit for the PHR (or SPHR) exam administered by the Human Resource Certification Institute (HRCI). Six modules covering the HR body of knowledge will be discussed which include Strategic Management, Workforce Planning & Employment, Human Resource Development, Total Rewards, Employee and Labor Relations, and Risk Management. Prerequisite(s): Senior standing or approval of the HRL Dean

HRL 498/499 HRL EXTERNSHIP (4 Credits)

The Human Resource Leadership (HRL) Externship Program provides the student with an opportunity to gain practical work experience under the supervision of a Human Resources Professional. The student must periodically submit written reports to the HRL program coordinator describing the student's experiences during the externship. The student's supervisor must also submit an evaluation of the student's performance in the externship to the HRL program coordinator and verify completion of the required 120 working hours. A maximum of two externships may be completed, each worth 4 credit hours. Prerequisite(s): 3.0 overall GPA and senior standing or approval of HRL Dean

HRM 104 INTRODUCTION TO HOSPITALITY MANAGEMENT (4 Credits)

The purpose of this course is to help the student understand the different segments of the hospitality industry and the career options that each offers. Hospitality industry history is studied to understand the factors which have contributed to the industry's growth and to identify future trends. An overview of each segment also looks at typical organizations, structures, and operational methods. Prerequisite(s): None

HRM 108 LODGING MANAGEMENT (4 Credits)

This course provides an overview of the fundamentals of the rooms division, with specific focus on housekeeping and front office operations. It describes management functions, tools, and practices (machine-assisted and fully-automated) required in today's lodging establishments. Prerequisite(s): HRM 104

HRM 110 CONVERSATIONAL SPANISH FOR HOSPITALITY STUDIES (4 Credits)

This course provides future hospitality managers and supervisors with basic Spanish language skills that can be applied to their daily operations. It is designed to offer material for conversation that can be put into practice immediately, helping managers and supervisors who do not speak Spanish to communicate with their Spanish-speaking employees in hotels, restaurants, and catering operations. Prerequisite(s): None

HRM 115 FOODSERVICE MANAGEMENT BY MENU (4 Credits)

In today's complex makeup of foodservice management, the menu is the controlling document that affects every area of operation in the facility. Proper menu planning and writing is vital in today's society with consumer advocate groups demanding fresh and healthful offerings, corporate boardrooms demanding more sales and profits, and government bureaucracy demanding accurate menu terminology. Foodservice Management by Menu will present the menu as a central theme that controls and influences all foodservice functions, and it will tie the menu in with overall management principles that are essential to operating a profitable foodservice establishment. Prerequisite(s): HRM 104

HRM 164 HOSPITALITY MANAGEMENT AND SUPERVISION (4 Credits)

This course introduces the student to techniques of management. The techniques provided are general rather than specific, but they are fundamental to the understanding of management. These techniques help students solve problems they will encounter in the field. Students are tested through observation and practice. Prerequisite(s): None

HRM 194 CONVENTION DESTINATION MANAGEMENT (1 Credit)

This course will give students firsthand understanding of the activities directly impacting and surrounding Convention Destination Management. This course is designed to maximize student experiential learning through tours & activities at a convention destination. Prerequisite(s): 24-hours toward degree completion with 12-hours of Hotel-Restaurant Management classes, including successful completion of HRM 104.

HRM 198 GLOBAL TOURISM (2 Credits)

This course will give students an understanding of the activities directly impacting and surrounding Leisure and Convention Destination Management. This course is designed to maximize student learning through collaborative and problem based learning related to leisure and convention destinations. Prerequisite(s): None

HRM 204 MANAGING CONVENTION SALES AND SERVICES (4 Credits)

The course will offer practical insight into the different kinds of meetings and conventions, the types of organizations that stage such events, and the people who hold the key to site selection. The course also includes material on how to analyze a hotel property or a free-standing restaurant operation to determine which segments of the market may be sold and serviced successfully and how to organize a sales staff as well as an operations staff to target the desired business. Prerequisite(s): HRM 104

HRM 208 DESTINATION MANAGEMENT AND MARKETING (4 Credits)

This course will give students a basic understanding of the roles destination management organizations and convention and visitors bureaus play in the hospitality and tourism industries. All aspects of organization operations are covered, including service, research, product development, human resources, and financial management. Prerequisite(s): HRM 104

HRM 244 WINES AND SPIRITS (4 Credits)

This course provides the student with a hands-on approach to the complete cycle of wine and spirits from manufacturing and production through purchasing, sales, service and accounting. Prerequisite(s): None

HRM 284 HOTEL/RESTAURANT PRACTICUM (4 Credits)

The capstone class places the student in a real world experience in an appropriate hotel or conference center where the student has opportunities to participate in service and/or management level activities to provide actual situation to their educational experience. This class lasts from 12-14 weeks versus the normal 11-week quarter. Prerequisite(s): Approval of the Hotel/Restaurant Department Head

HRM 292 LEGAL ASPECTS OF HOTEL, MOTEL AND RESTAURANT OPERATION (4 Credits)

An introduction to a multitude of laws, regulations, and codes which govern the daily operation of hotels, motels, and restaurants. A basic understanding of these laws alerts students to a number of potential legal problems and shows how they may be prevented. In addition, other general business legal documents (i.e. contracts) and relations are examined. Prerequisite(s): HRM 104

HST 124 ART HISTORY I (4 Credits)

This course is a study of significant works of art throughout history up to the Modern era, intended to heighten perception and enjoyment of the visual arts. You will become acquainted with an historic panorama of the visual arts, the trends and the creative spirit of the masters. Prerequisite(s): None

HST 225 ART HISTORY II (4 Credits)

This course is a continuation of Art History I with a focus on Modern art, history and culture. You gain an understanding of Modern movements in the visual arts and their impact on current design trends. This course will also explore the impact of changing worldviews and a movement toward a global society on the issues and ideas that drive Modern art. Prerequisite(s): None

HST 254 INTRODUCTION TO FILM (4 Credits)

Introduction to Film is an analysis of the impact of historical and societal events on American cinema from the Silent era to Post-Modernism. Prerequisite(s): None

HST 274 AMERICAN GOVERNMENT (4 Credits)

A study of the Constitutional structure and dynamics of the American federal system. Included is an examination of the current structure, organization, powers, and procedures of the American national government. Prerequisite(s): None

HVA 100 BLUEPRINT READING (3 Credits)

This course provides an introduction to reading and interpreting blueprint drawings used in the trades and crafts, including basic techniques for reading and interpreting construction plans and specifications, both residential and commercial. The blueprint lab experiences focus on location of HVAC-R components in a building as well as, dimensions, shape, fabrication and assembly of those components. Students will apply basic mathematics to the solution of print and performance problems. OSHA safety training and assessment is incorporated into this class. Prerequisite(s): and/or concurrently CSC 123

HVA 101 INTRODUCTION TO HVAC-R SYSTEMS– (4 Credits)

This course covers basic concepts and theories of heating, ventilation, air conditioning and refrigeration systems and the physical and chemical laws governing these systems. Students will learn basic instrumentation utilized to measure temperature, humidity, airflow, and pressure of refrigerants. Safety training and EPA certification preparation for HVAC-R technicians complete the course. Prerequisite(s): and/or concurrent HVA 100

HVA 115 PRINCIPLES OF REFRIGERATION (4 Credits)

This course covers the proper use of tools, test equipment, and materials. Environmental issues such as the proper handling of refrigerants make up a significant component of the course. Students will also work on the design and application of refrigeration systems, including the refrigeration cycle, cycle analysis, and equipment sizing. Students will determine refrigerant flow through equipment, know applications of equipment to the refrigeration cycle, study heat transfer fundamentals, and prepare for and take the EPA refrigerant handler's certification exam. Prerequisite(s): HVA 101

HVA 125 HEATING SYSTEMS (3 Credits)

This course includes the study of combustion in conventional and high-efficiency heating units. Students will experience a comprehensive overview of heating systems, including electric, gas, oil, hot water, and steam. Students will learn to troubleshoot these various systems. Prerequisite(s): HVA 115

HVA 135 AIR CONDITIONING (3 Credits)

This course covers the applications of cooling principles with residential and commercial equipment. Students apply the physical and chemical laws governing the principles of HVAC. Topics include refrigeration applied to air cooling, comfort, air distribution and balance, installation, controls, operating conditions and troubleshooting. Prerequisite(s): HVA 115, HVA 205

HVA 205 HVAC-R ELECTRICAL APPLICATIONS (3 Credits)

In this course, students will learn the fundamentals of Alternating Current electricity and how it is used in HVAC-R equipment. Students will become familiar with test instruments used in measuring electrical current and troubleshooting HVAC-R equipment. They will learn to apply safe practices while installing and troubleshooting HVAC-R circuits. Prerequisite(s): and/or concurrent with HVA 101

HVA 215 COMMERCIAL REFRIGERATION (3 Credits)

In this course, students will define and utilize various metering devices. They will learn the different principles involved in commercial refrigeration and apply those principles to equipment such as evaporators, condensers, and compressors. The course will focus on troubleshooting motors used in commercial systems and teach students when and how to evacuate and charge a system. Prerequisite(s): HVA 115

HVA 220 BUILDING AUTOMATION I (4 Credits)

This course focuses on how computers and microprocessor controls are used to manage HVAC systems in both residential and commercial buildings. Prerequisite(s): HVA 115

HVA 225 COMMERCIAL HVAC SYSTEMS (3 Credits)

In this course, students will study large HVAC systems used in commercial, institutional and industrial applications. Students will apply theory and content covered in HVA 125 and HVA 135 to commercial equipment such as boilers, chillers, steam traps, and more. Energy efficiency and safety will be class themes. Prerequisite(s): and/or concurrent HVA 125, HVA 135

HVA 255 AIR & WATER DISTRIBUTION SYSTEMS (4 Credits)

This course covers the theory and practice of fluid and air flow in HVAC distribution systems, including water system design and analysis, duct design and analysis, fan and pump selection, valve and damper selection, and evaluation of overall air and water system performance. Students will develop their skills with hand calculations as well as the use of computer-based design and analysis software. Prerequisite(s): HVA 125, HVA 135

HVA 260 HVAC-R LOADS & HUMIDITY (4 Credits)

This course includes the theory and practice of analyzing HVAC systems. Students will learn how to perform detailed heating and cooling load calculations for residential and commercial facilities. Students will also learn more about the use of psychrometric graphs and how to calculate loads both by hand and with computer-based tools. Prerequisite(s): HVA 125, HVA 135

HVA 265 TROUBLESHOOTING/SYSTEMS REPAIR (3 Credits)

In this course, students will synthesize material learned in all HVAC-R and related classes to determine problems with relays, switches, electrical controls, digital controls, motors, and all other components of HVAC-R systems. Learning from areas such as electromechanical devices and from specific HVAC-R courses will provide troubleshooting scenarios for students to practice identifying and repairing system problems as well as to design and implement preventive maintenance that corrects potential problems that curtail optimal system functions. Prerequisite(s): HVA 225

HVA 272 BUILDING AUTOMATION II (4 Credits)

This course covers the factors that affect heating, cooling and refrigeration systems. Students will learn how load information is used to select heating and cooling equipment. They will cover installation procedures and learn the appropriate procedures for the start-up of a variety of automated systems after installation or following an extended period of shut-down. Students will understand in more depth how microprocessors control and integrate such automated systems. Prerequisite(s): HVA 215, HVA 220, HVA 225

HVA 275 HVAC-R APPLICATIONS (3 Credits)

This course provides laboratory experiences for students that allow them to apply the learning from other courses. Students will install, maintain, troubleshoot and plan repair of HVAC-R equipment. Prerequisite(s): HVA 225

HVA 280 ENERGY AUDIT PROCEDURES & PRACTICES (3 Credits)

This course includes a survey of utility rate structures, billing energy consumption, and energy profiling of commercial, institutional and industrial buildings and projects. Learners will recommend improvements in HVAC systems, control systems, and building structures. Students will use established formats for putting findings in writing. They will also practice presenting findings orally. Prerequisite(s): HVA 225 or industry experience

HVA 290 EXTERNSHIP (3 Credits)

The externship requires the student to work a minimum of 90 hours in an HVAC-R position under the supervision of a journeyman HVAC-R technician. Externships can be paid or non-paid. The externship allows students to practice skills they have learned in the HVAC-R program with assistance and guidance. Hours worked count toward state licensure requirements. Prerequisite(s): Must be taken within final quarter or department chair approval

HVA 295 CAPSTONE - JOURNEYMAN PREP (4 Credits)

In this course, students will demonstrate their knowledge of HVAC-R principles and systems. The students will learn the skills needed to navigate through mechanical code books and prepare for the Kentucky State HVAC-R Journeyman Exam. They will learn how to apply basic thermodynamic principles to green technologies. Students will exercise their soft skills in and out of the classroom. Prerequisite(s): taken in the student's final quarter.

IDB 101 FUNDAMENTALS OF INTERIOR DESIGN (4 Credits)

Initial exploration of interior design contributions to contemporary society and interaction of human beings within built space. Emphasis is placed on knowledge and application of the design principles and elements allowing identification and exploration of the creative problem-solving process. Prerequisite(s): None

IDB 111 ARCHITECTURAL DRAFTING (3 Credits)

A foundation studio course providing basic manual skills of architectural drawing and interpretation of construction documents. Focus is placed on industry specific graphic communication across a range of appropriate media. Prerequisite(s): None

IDB 121 VISUAL COMMUNICATIONS I (3 Credits)

A foundation studio course exploring sketching, perspective drawing and rendering to acquire understanding of 3-dimensional space. Presentation concepts through a variety of media are introduced. Prerequisite(s): None

IDB 131 DESIGN HISTORY AND THEORY I (4 Credits)

A chronological study of the architecture, furniture styles, design theory, and artistic contributions from antiquity through the Industrial Revolution. Comprehension of design characteristics and motifs, the socio-economic, political, and environmental influences affecting the design of the built environment as they relate to each period or style, providing a base for critical analysis. Prerequisite(s): None

IDB 141 HUMAN FACTORS (4 Credits)

A study of how proxemics, ergonomics, anthropometrics, universal design, and needs of special populations establish the criteria for the design of safe and productive interior space. Environmental conditions such as lighting, air quality, and acoustics are addressed. Appropriate design decisions influenced by human diversity, culture, behavioral patterns and gender are applied through course exercises. Prerequisite(s): IDB 111

IDB 151 MATERIALS AND PRODUCTS (4 Credits)

A study of a broad range of finish materials and textiles. Emphasis is placed on health and safety factors. Benefits to the client and built environment are analyzed in regard to performance attributes, code compliance, fabrication processes, installation, and maintenance criteria. Prerequisite(s): IDB 101

IDB 161 COLOR THEORY AND APPLICATION (3 Credits)

This course will emphasize the theory and application of color in interior space along with exploration of the psychological, physiological, and functional elements of color. Emphasis will be placed on how color, light, and texture interact to produce legibility within the built environment. Prerequisite(s): IDB 101, IDB 121

IDB 171 SPACE AND FORM (3 Credits)

This course is intended to initiate awareness of the impact of two-dimensional design concepts and their translation to three-dimensional execution within the built environment. Conceptual sketching evolving into model building will be explored with emphasis on developing understanding the concepts of spatial organization. Prerequisite(s): IDB 101, IDB 121

IDB 181 RESIDENTIAL DESIGN STUDIO (3 Credits)

This course will incorporate the concepts and methods of evidence-based design for an understanding of how designers shape interior environments through identifying and defining relevant aspects of a design problem, establishing goals, objectives, and performance criteria, interpreting information, associating initial ideations with requirements, and exploring spatial relationships and functionality. Emphasis will be placed on generating multiple design concepts, diagramming, initial space planning through sketching, and written communication methods. Prerequisite(s): IDB 101

IDB 200 DESIGN HISTORY AND THEORY II (4 Credits)

A chronological study of the architecture, furniture styles, design theory, and artistic contributions from the Industrial Revolution to the 21st century. Comprehension of design characteristics and motifs, the socio-economic, political, and environmental influences affecting the design of the built environment as they relate to each period or style, provide the student with a knowledge base for critical analysis and awareness of the global impact design has and has had throughout history. Prerequisite(s): IDB 131

IDB 201 STUDIO I (3 Credits)

This introductory studio explores the factors involved in information gathering, the programming process and the concepts of spatial organization through creative problem solving. Students will learn how to manipulate the Principles and Elements of Design in developing concepts, ideation, diagramming, and design analysis in both two-and-three-dimensional representations to create interior spaces which adhere to programmatic requirements. Both written and verbal communication techniques as well as presentation development will be stressed. Prerequisite(s): IDB 101, IDB 111, IDB 121, DRF 135

IDB 211 VISUAL COMMUNICATIONS II (3 Credits)

This course will introduce the student to a variety of technologies to execute design solutions and graphic presentation imagery related to the visual communication of interior concepts. Prerequisite(s): IDB 101, IDB 121, IDB 161

IDB 221 DIGITAL MODELING (3 Credits)

This course focuses on the demonstration of three-dimensional space using various software programs that cover three-dimensional modeling, rendering, and presentation techniques in the communication of interior space. Students will explore ways to manipulate and integrate text and images into a presentation that meets programmatic needs and requirements. Focus will be placed on ability to convey comprehension of the final solution using appropriate visual media. Prerequisite(s): IDB 101, IDB 111

IDB 231 RESIDENTIAL DESIGN STUDIO (3 Credits)

Studio course incorporating the design process into a residential project solution considering applications to people of various age groups, familial structures, economic levels, and/or physical and emotional conditions. Students are required to develop a comprehensive design solution based on research of current literature concerning product information and specification of FF&E based on appropriate programmatic criteria. Prerequisite(s): IDB 101, IDB 111, IDB 121

IDB 241 LIGHTING DESIGN (4 Credits)

A study of the specification of light sources, light measurement and lighting systems exploring the functional and aesthetic impact of illumination as a design element in interior environments through application. Reflected ceiling plans, wiring plans, and lighting documentation, and energy efficiency will be studied, along with issues relating to public health, safety, and welfare. Prerequisite(s): IDB 201

IDB 251 INTERIOR SYSTEMS AND CONSTRUCTION (4 Credits)

A study of architectural building systems and construction methods including wall systems, mechanical and electrical systems, acoustics, and building materials and their impact on the design of interior spaces. Issues enhancing public health, safety, and welfare will be emphasized as these systems are integrated into the built environment. Indoor air quality, structural systems, plumbing, energy efficiency, security, building controls, thermal systems, data/voice, and telecommunication will be studied. Prerequisite: IDB 201

IDB 261 CODES, STANDARDS AND COMPLIANCE (4 Credits)

A study of codes as they relate to the built environment is provided as a foundation in understanding of zoning restrictions and the application of federal, state, and local building codes. This course addresses issues such as egress, materials, planning, accessibility, and other factors related to public health, safety, and welfare. Sustainability guidelines, industry specific life safety codes, egress plans, detection and suppression, standards and accessibility guidelines as a part of regulatory process included in an interdisciplinary design process will also be studied. Prerequisite(s): IDB 201, IDB 251

IDB 271 CONTRACT DOCUMENTATION AND DETAILING (3 Credits)

A survey of interior construction and building systems with emphasis on production of integrated contract documents including drawings, schedules and specifications appropriate to project size and scope. Communication, management and delivery, vertical circulation systems, reading and preparation of construction documents as they relate to plans, elevations, details, specifications, furniture layouts, custom cabinetry for non-structural partition layouts. Students will analyze the influence of other disciplines on the built environment. Prerequisite(s): IDB 201, IDB 261

IDB 281 KITCHEN AND BATH STUDIO I (3 Credits)

This is a specialized study involving the understanding and application of the principles of design and renovation of the kitchen and bath. Efficient and functional layout in accordance with NKBA (National Kitchen and Bath Association) standards, plumbing, lighting, storage, specifications, product knowledge and cabinet construction are emphasized. Practice of the design process as it relates to finding design solutions in kitchens and baths are covered in class projects. Prerequisite(s): IDB 201

IDB 291 STUDIO II (3 Credits)

This course involves the application of the design process in the development of working environments. It emphasizes barrier free and universal design, adaptation of a design to varying programmatic requirements. Students will investigate complex issues and offer creative design solutions in two and-three-dimensional representations. Student work will include allocation and utilization of space, building and fire codes, lighting, contract furnishings and specification writing. Prerequisite(s): IDB 201

IDB 301 SPECIAL TOPICS (3 Credits)

This course covers selected topics in areas of contemporary issues in architecture and interior design, allowing specialized or in-depth study of a subject supplementing the interior design curriculum. Student interest and instructor expertise help determine the topics. The introduction of special projects emphasizing emerging technology or a newly emerging area of the interior design field will allow students, either singly or in teams, to explore certain topics in greater depth. Prerequisite(s): IDB 201

IDB 311 KITCHEN AND BATH STUDIO II (3 Credits)

This is an upper level studio/lecture elective course focusing on the design of kitchens and baths and the completion of a comprehensive set of drawings and specifications. An in depth understanding of NKBA (National Kitchen and Bath Association) standards will be included as preparation for NKBA certification. Prerequisite(s): IDB 281, IDB 291

IDB 321 STUDIO III (3 Credits)

An exploration of the relationship between the built environment and people, with special emphasis on understanding how varying social and cultural norms are relevant to design decision-making. Concepts and principals of this interaction as it pertains to building methods, materials systems and occupants, properties of performance criteria, and environmental attributes with emphasis placed on student application of how design decisions made today affect future generations. Studio work is developed through design competitions or service learning studio projects. Prerequisite(s): IDB 291

IDB 331 ENVIRONMENTALLY RESPONSIBLE DESIGN (4 Credits)

This course focuses on the role of the interior designer in the future of the built environment considering responsible urban development and incorporates the green design movement, energy efficiency, life-cycle cost analysis, population density, and governmental entities which promote sustainable design practice. Prerequisite(s): IDB 291

IDB 341 STUDIO IV (3 Credits)

This intermediate studio builds upon work completed in pervious studios. Emphasis will be placed on the application of the design process as related to creating environments for a specific population segment. Students will have the opportunity to investigate current interior design issues and then create a solution for a project which is large scale and comprehensive. Students will explore alternative methods of verbal and visual presentation and will create appropriate project documentation. Prerequisite(s): IDB 321

IDB 351 BUSINESS PRACTICES AND ETHICAL DESIGN (4 Credits)

This course covers the study of the practice of interior design as a profession and business with an emphasis on organizational structures, elements of business practice, project management, project communication and project delivery methods. Legal and ethical issues, including the use of intellectual property will be addressed. Prerequisite(s): IDB 201

IDB 361 FURNITURE DESIGN STUDIO (3 Credits)

An upper level studio applying materials and processes used in the building of custom millwork and furniture. An appreciation of the Principles and Elements of Design and craftsmanship techniques are explored. Design ideation and detailed construction drawings along with physical and digital model production will reinforce student understanding. Non-traditional material research and application will be required. Prerequisite(s): IDB 321

IDB 371 GLOBAL DESIGN STUDIO (3 Credits)

An advanced studio course applying the principles of design practice within the global environment. Culture and responsibility of humankind will be explored. Students considering how variables such as religion, ethnicity, economical means, group norms and dynamics influence design outcomes. Multicultural research and study will be required for project completion. Prerequisite(s): None

IDB 401 STUDIO V (3 Credits)

An advanced studio course which integrates all previous studio courses and extends knowledge of materials, spatial organization, design methods, construction documentation, environmental factors, and specification in the development of large scale projects. Prerequisite(s): IDB 341

IDB 421 GRADUATE STUDIO I (3 Credits)

The first of two studios designed as a capstone project. Students will determine an individual project of interest, focusing on contract, healthcare, hospitality or retail design and prepare a comprehensive written and visual programming package in preparation for the second studio. The student will present to a panel of the faculty project intent and scope for determination if sufficient complexity of research and information synthesis for project development has been completed. Prerequisite(s): IDB 341

IDB 431 PORTFOLIO AND CRITIQUE (4 Credits)

In this course, students must compile a working, professional portfolio in an adaptable format based on industry needs and specialization. Faculty will offer guidance in selecting and preparing of work in a variety of formats and in further developing previous course work. At the end of the course students must have a resume, working web site, marketing materials, and a digital portfolio. Students must participate in required professional critiques and submit revisions as requested by the department. Prerequisite(s): IDB 401

IDB 441 CERTIFICATION PREPARATION (3 Credits)

This course develops student awareness of the importance of sitting for the National Council for the Interior Design Qualification exam, the CKD (Certified Kitchen Designer exam), the CBD (Certified Bath Designer exam), the LEED (Leadership in Energy and Environmental Design exam). Various certification tracks will be discussed. Legal recognition, professional organizations, life-long learning, and contemporary issues affecting interior design. Students will have the opportunity to take practice examinations and will explore additional areas of interest such as lighting specialization, aging in place, and evidence-based design certification. Prerequisite(s): IDB 401

IDB 451 GRADUATE STUDIO II (3 Credits)

The second of a two-studio capstone project designed to be a comprehensive studio integrating research and analysis of existing or proposed structure prepared in IDB421. Information gained throughout the entire curriculum will be employed to prepare a complete set of contract documents that fully incorporates the programming scope of the project. Final project presentation will be presented to a panel of professionals for critique and creative analysis. Prerequisite(s): IDB 421

IDB 461 INTERNSHIP/CO-OP (4 Credits)

This course provides students the opportunity to work in a professional business setting to gain professional experience in the field of interior design. The student is responsible for searching an appropriate internship location and the site of the internship must be approved by the department chair. Students are required to work a minimum of 120 hours of practical, on-the-job training. (For students wishing to obtain KBA certification, the minimum number of externship hours is 160, per NKBA standards.) Employers with industry-specific credentials are desired. Course work involves journaling, weekly assignments, and performance appraisals from employers. Prerequisite(s): Department Chair Approval

LDR 401 ESSENTIALS OF LEADERSHIP (4 Credits)

This course will require the student to investigate and analyze leadership and the role of the leader from three major areas: (1) traditional leadership traits and theories and how they relate to the power of influence; (2) the essentials of how to develop the individual leader (priorities, integrity, change, problem-solving, attitude, people, vision, and self discipline); and (3) staff development—providing a proper learning environment for potential leaders, creating a climate for progress and growth, developing a system for identification of future leaders, nurturing potential leaders, establishing proper team formation, and leaving a legacy of strong leaders. Prerequisite(s): MGT 304

LMR 201 RADIOGRAPHIC IMAGING (4 credits) – Not Designed to Transfer

This course provides the student with the principles of radiographic quality, distortion, and exposure factors to include specific equipment needed to produce the radiographic images. The student will acquire general knowledge of scattered radiation, radiographic film, inverse-square law, and the relationship between MAS and KvP. This course involves the use of radiographic mathematical principles used to produce radiographs. Prerequisite(s): RAD 100 Co-requisite: RAD 102 (may be taken previously)

LMR 300 LMR CLINICAL I (5 credits) – Not Designed to Transfer

This course is designed to provide the student with the opportunity to perform radiographic examinations in a clinical setting. Competency evaluations will be performed on specific examinations to determine the student's ability to produce quality radiographs according to the standards of the program and state law. Clinical rotation will be determined for each student based on examination availability and student needs. Prerequisite(s): RAD 121, MED 173, LMR 201 Co-requisites: MED 171 MED 211, RAD 131 (may be taken previously)

LMR 301 LMR CLINICAL II (7 credits) – Not Designed to Transfer

This course is a continuation of LMR 300. This course utilizes supervised experience with clinical affiliates that enable the student to become familiar with departmental policies, office in-procedures, body mechanics, and radiographic procedures. The student develops and refines skills in patient management, equipment manipulation and film evaluation. Prerequisite(s): LMR 300 Co-requisite: LMR 400

LMR 400 LIMITED MEDICAL RADIOGRAPHY**CERTIFICATION REVIEW (3 credits) – Not Designed to Transfer**

This course provides the student with a review of basic radiographic topics. Topics will include principles of radiographic positioning and procedures, physics and equipment of radiographic imaging, radiographic anatomy and physiology, radiation protection, and the theories and principles of test preparation and testing. This course will assess the student's understanding of the major subject areas in radiologic technology, recognize deficient areas of knowledge and prepare for Kentucky's Limited Scope of Practice examination in Radiography. Co-requisite: LMR 301

LNG 144 CONVERSATIONAL SPANISH I (4 Credits)

Basic grammatical and conversational Spanish is explored through written and spoken communication. Prerequisite(s): None

LOM 120 LAW, ETHICS, AND LEGAL**PRACTICES (4 Credits)**

This course provides an orientation to the law and courts systems, ethical practices, and various legal practices. The course emphasizes the function and responsibility of the administrative professional in the legal office environment. Prerequisite(s): None

LOM 134 LEGAL TERMINOLOGY (4 Credits)

This course introduces terminology used in practice and procedure along with various law practices; i.e. criminal, torts, contracts, personal and real property, estates, family, negotiable instruments, and business organization. The pronunciation of legal terms, their spelling, definitions, and correct usage are emphasized. Prerequisite(s): None

LOM 200 LEGAL OFFICE TRANSCRIPTION (4 Credits)

This course provides the student with skills needed to transcribe a variety of legal documents and to strengthen grammar, punctuation, spelling, vocabulary, and proofreading skills. Emphasis is placed on creating professional and mailable documents. Prerequisite(s): LOM 134, AOM 120

LOM 210 LEGAL OFFICE PROCEDURES (4 Credits)

The course provides an in-depth overview of administrative duties that are particular to the legal office. Emphasis is placed on the application of business skills necessary for client relations, legal practices, litigation and trial processes, docketing, filing procedures, scheduling, prioritizing, multitasking, telephone usage, and professional appearance and behaviors. Prerequisite(s): LOM 200, AOM 214

LOM 250 LEGAL OFFICE PRACTICUM (4 Credits)

This course provides the student with an opportunity to gain practical work experience under the supervision of a law office professional. A major component of the course is a journal documenting the progress of the work being performed. The supervisor will periodically evaluate the student's performance during the practicum period. Prerequisite(s): Advisor Approval

MDB 103 ADVANCED DATABASE ACCESS IN WEB APPLICATIONS (4 Credits)

This course will build upon the foundation concepts that you've learned with .NET 3.5. You will learn advanced techniques and controls for reading, inserting, updating, and deleting data from many data sources—including SQL Server. You will learn the differences and purposes for connected and disconnected data, and how to work with both. In addition you will be introduced to Language Integrated Query (LINQ) and the Entity Framework, both of which are designed to simplify the accessing and use of data in your applications. Prerequisite(s): None

MEC 140 INTRODUCTION TO MECHANICAL DRAFTING (3 Credits)

This course introduces students to the terminology and language of the mechanical drafting field. Students will learn practices and techniques for reading drawings and creating estimates. Prerequisite(s): DRF 105

MEC 160 MECHANICAL DESIGN I (3 Credits)

This course is designed to refine the student's skills with Inventor software. The students will learn new advanced skills enabling them to create complete 3D models and working drawings with dimensioning from those models. They will also be introduced to the design content center and other packages such as piping and hardware. Prerequisite(s): DRF 135, MEC 140

MEC 165 MECHANICAL DESIGN II (3 Credits)

This course is designed to introduce drafting students to the technology and standard drafting practices as utilized by the mechanical design industry. The students will use both AutoCAD and Inventor 3D modeling software. Specific topics covered will include: screw threads, fasteners, wiring diagrams, schematics, isometrics and different control systems. The class is project orientated and assignments given will follow that process. Prerequisite(s): DRF 135, MEC 140

MEC 170 ADVANCED MECHANICAL DRAFTING (3 Credits)

In this course the student will learn how to create detail drawings and working drawings that are standard use in the mechanical drafting field Prerequisite(s): DRF 165, MEC 160, MEC 165

MED 165 ELECTRONIC RECORDS MANAGEMENT (3 credits) – Not Designed to Transfer

The course will provide students with a comprehensive overview of electronic health records management. The course will provide the student with the basic knowledge required to utilize health information system software to maintain patient health records. Prerequisite(s): MED 176, CCS 130, MED 172, MED 173 Course offered in the day and online divisions only.

MED 171 MEDICAL ETHICS (4 credits) – Not Designed to Transfer

This course explores the definition and importance of medical ethics, as well as the differentiation of ethics and law as applied to the practice of medicine and the medical office personnel. (Equivalent to MSS 204) Prerequisite(s): None

MED 172 ANATOMY & PHYSIOLOGY I (4 credits)

Students are introduced to the general plan of the human body, cells, tissues, organs, the musculoskeletal, neuro-sensory, and endocrine systems. Furthermore, concepts of the disease processes and disease-producing organisms are introduced. (Equivalent to MSS 123) Prerequisite(s): None

MED 173 ANATOMY & PHYSIOLOGY II (4 credits)

This is a continuation of course MED 172 with emphasis on the circulatory system, body defenses and immunity, urinary, respiratory, digestive, and reproductive systems. Further discussion of disease processes will be included. (Equivalent to MSS 133) Prerequisite(s): MED 172

MED 176 MEDICAL TERMINOLOGY (4 credits)

Students learn the prefixes, roots, and suffixes used in medical terminology. Medical specialties, operative terms, and medical records terms complete the instruction. (Equivalent to MSS 104) Prerequisite(s): None

MED 177 PHARMACOLOGY/LABORATORY TERMINOLOGY (4 credits) – Not Designed to Transfer

This course introduces the principles of pharmacology, drug action, and therapy based on body systems and disease. A review of clinical laboratory procedures, indications for testing, and interpretation of results gives the student an understanding of pharmacology and laboratory terminology. Prerequisite(s): MED 172, MED 176

MED 178 MEDICAL INSURANCE (3 credits) – Not Designed to Transfer

This course familiarizes the student with health insurance and managed care, medical professional fees, and reimbursement through claim processing, billing, and collections. Prerequisite(s): MED 270 Course offered in the day and online divisions only.

MED 179 COMPLIANCE ISSUES (4 credits) – Not Designed to Transfer

This course will introduce the coding/healthcare reimbursement student to issues of medical billing compliance. Topics such as fraud and abuse, compliance plan elements, penalties, and OIG (Office of Inspector General) will be addressed. In addition, the student will learn comprehensive chart auditing techniques, which include documentation standards, third party requirements, and risk management. Prerequisite(s): MED 290 Co-requisite: MED 178 (may be taken previously) Course offered in the day and online divisions only.

MED 209 ADVANCED TERMINOLOGY FOR MEDICAL CODING (4 credits) – Not Designed to Transfer

In this course the coding student will gain additional knowledge of advanced medical terms pertaining to diagnoses, diseases, anatomy & physiology, and treatment modalities, and procedures to enhance the process of abstracting data from medical records to facilitate coding. Prerequisite(s): MED 176 Co-requisite: MED 277 (may be taken previously) Course offered in the day and online divisions only.

MED 211 HEALTH & SAFETY TECHNIQUES (3 credits) – Not Designed to Transfer

Students become certified CPR basic rescuers (American Heart Association Healthcare Provider with AED). Medical asepsis and infection control are discussed. Training in vital signs and first aid procedures complete this course. (MSS 154 may be substituted for MED 211) Prerequisite(s): None

MED 212 MEDICAL LABORATORY PROCEDURES (6 credits) – Not Designed to Transfer

Students are trained in patient instruction, quality control, blood collection, and laboratory procedures. These procedures include hematology, immunology, microbiology, chemistry, urinalysis, venipuncture, capillary sticks, and the care and use of the microscope. Prerequisite(s): MED 173, MED 176

MED 213 ADVANCED CLINICAL SKILLS (3 credits) – Not Designed to Transfer

The main focus of this course is pharmacology and the preparation and administration of medications. Also covered are radiation preparation and safety issues. Prerequisite(s): MED 173, MED 176

MED 214 PHLEBOTOMY TECHNIQUES (6 credits) – Not Designed to Transfer

In this course, students gain theoretical and practical skills necessary for preparation, collection, and processing biological specimens for laboratory testing. Prerequisite(s): MED 172

MED 216 PHLEBOTOMY EXAMINATION REVIEW (3 credits) – Not Designed to Transfer

In this course, students will review all of the theory elements required for successful completion of a national registry examination for Phlebotomists. Prerequisite(s): MED 214 Course offered in online division only.

MED 223 BUSINESS CORRESPONDENCE (4 credits) – Not Designed to Transfer

This course concentrates on effective word usage in composing various types of business correspondence. Emphasis is placed on letters and memos that are effective, grammatically correct, and properly punctuated. Prerequisite(s): ENG 102, CCS 280

MED 270 MEDICAL ADMINISTRATIVE TECHNIQUES (3 credits) – Not Designed to Transfer

This course covers the various administrative front office duties in a medical setting including patient communications, record keeping/health information management, appointment scheduling, patient reception, financial management of patient accounts, and general facility environment issues. Prerequisite(s): None Course offered in the day and online divisions only.

MED 274 MEDICAL ASSISTING TECHNIQUES (3 credits) – Not Designed to Transfer

The theory and principles of the clinical side of medical assisting are introduced, while providing the student with hands on practice to perfect the technique. Procedures covered include charting, height and weight, the physical exam, and minor office surgery. Proper electrocardiogram techniques complete this course. (Equivalent to MSS 144) Prerequisite(s): MED 173, MED 176

MED 277 INTRODUCTION TO MEDICAL CODING (3 credits) – Not Designed to Transfer

This course is an introduction to the history and basic concepts of medical coding. Students learn how to use CPT and ICD-10-CM coding manuals. They will perform CPT coding in areas of Evaluation and Management, Anesthesia, Surgery, Radiology, Pathology, Laboratory, and Medicine as well as basic ICD-10 coding. Prerequisite(s): MED 172, MED 176

MED 278 CLINICAL PRACTICUM (3 credits) – Not Designed to Transfer

In cooperation with physicians, hospitals, and allied health agencies, the advanced student is assigned to a specific location and serves 96 hours practicing clinical procedures. No payment for services is received. Prerequisite(s): All other courses in the curriculum

MED 279 PHLEBOTOMY EXTERNSHIP (4 credits) – Not Designed to Transfer

In cooperation with physicians, hospitals, and allied health agencies, the advanced student is assigned to a specific location and serves 120 hours practicing Phlebotomy procedures including all types of specimen collection and processing. The student must complete 100 successful venipunctures by a combination of vacutainer, syringe, and butterfly technique as well as, 25 successful capillary punctures. No payment for service is received. Prerequisite(s): All other courses in the curriculum Co-requisite: MED 216X

MED 289 MEDICAL CODING II (3 credits) – Not Designed to Transfer

This course will expand the student's coding knowledge into more advanced coding training in CPT and ICD-10. The student will also be introduced to Level II HCPCS codes, Documentation Guidelines, and Third-Party Reimbursement Issues. Students will learn and perform coding of various medical services from source documents (chart notes, written summaries, operative notes) and research employment opportunities in coding. Prerequisite(s): MED 173, MED 277

MED 290 MEDICAL CODING III (3 credits) – Not Designed to Transfer

This course will further expand the student's coding skills in abstracting full data from medical records and combining the coding systems (CPT, IC, and HCPCS) to insure accurate linkage of procedure to diagnosis. The student will also be introduced to ICD-CM, ICD-PCS, and DRG's for hospital inpatient and outpatient coding. The student will also gain knowledge of certification avenues through research and mock examinations. Prerequisite(s): MED 209, MED 289

MED 291 ADVANCED CPT CODING (3 credits) – Not Designed to Transfer

This course will further expand the advanced coder's knowledge of coding (inpatient and outpatient) and provide more challenging coding scenarios and case studies. The student will gain knowledge of how to troubleshoot coding problems in the medical setting as well as more advanced issues of coding for maximum reimbursement and compliance. Prerequisite(s): MED 209, MED 289 Co-requisite: MED 290 (may be taken previously) Course offered in the day and online divisions only.

MED 292 MEDICAL BILLING & HEALTH CLAIMS REVIEW (4 credits) – Not Designed to Transfer

This course provides training and application in medical claims follow-up, troubleshooting, problem claims, reimbursement issues, and claims appeal. Prerequisite(s): MED 178, CCS 115, MED 291 Course offered in the day and online divisions only.

MED 296 MEDICAL ADMINISTRATIVE EXTERNSHIP (2 credits) – Not Designed to Transfer

In cooperation with physicians, hospitals, and allied health agencies, the advanced student is assigned to a specific location and serves 64 hours practicing medical administrative procedures. No payment for services is received. Prerequisite(s): All other courses in the curriculum and completion of programmatic timed writings for applicable programs

MED 298 MEDICAL CODING EXTERNSHIP (5 credits) – Not Designed to Transfer

In cooperation with physicians, hospitals, and allied health agencies, the advanced student is assigned to a specific location for 160 hours, practicing medical coding. No payment for services is received. Prerequisite(s): All other courses in the curriculum and keyboarding speed verification for speed requirement of each program

MED 300 EFFECTIVE MANAGEMENT OF CODING SERVICES (4 credits) – Not Designed to Transfer

This course will be a continuation of management principles with special emphasis on management issues specific to coding/healthcare reimbursement services, or other related health information areas. The student will be introduced to various topics, including scope of service, structure, and organization of coding services, management of coding/HIM personnel, HIM statistics, physician credentialing, contract negotiations, establishment of fee schedules, and quality control. Prerequisite(s): CCS 299, MTH 101, MED 291, MED 178 Course offered in the day and online divisions only.

MED 312 CLINICAL LABORATORY MANAGEMENT PROCEDURES (4 credits) – Not Designed to Transfer

Students gain advanced training in laboratory techniques, documentation, and laboratory management procedures. Procedures covered include review of automated technologies, quality control, record keeping, and CLIA and COLA applications and regulations. Offered in blended format only. Prerequisite(s): MED 212

MED 313 MEDICAL OFFICE MANAGER TECHNIQUES (2 credits) – Not Designed to Transfer

This course explores the role of the medical office manager and their vast diverse duties. Medical personnel, business, and financial management are discussed. Prerequisite(s): MED 178, MED 212, MED 213, MED 274, CCS 499 Co-requisite: MED 312 (may be taken previously)

MGT 114 BUSINESS ORGANIZATION AND MANAGEMENT (4 Credits)

This course is a practical treatment of many fields of business activities which include retailing, wholesaling, manufacturing and service. Management functions, accounting, marketing and finance are carefully developed. This course includes practical application of stock and bond investments. Prerequisite(s): None

MGT 274 BASIC SUPERVISION (4 Credits)

This course teaches the interrelationship of office functions, service, facilities, office communications, problem-solving, and successful human relations in office administration, with emphasis on first-line supervisory duties. Prerequisite(s): MGT 114

MGT 284 HUMAN RESOURCE FUNDAMENTALS (4 Credits)

This course presents an examination of the principles of personnel management as they apply to a modern industrial society. Specific topics discussed include the selection, placement, training, and promotion of personnel. A study of major legislation as it applies to various types of discrimination is included. Prerequisite(s): None

MGT 295 SMALL BUSINESS MANAGEMENT (4 Credits)

This course is a study of the challenges involved in starting and operating a successful small business such as location, determining how to borrow money, budgeting, credit, controlling inventory, turnover and purchasing. Capstone class to be taken in the last quarter of the Associate degree. Prerequisite(s): Last Quarter Only with advisor approval

MGT 304 PRINCIPLES OF MANAGEMENT (4 Credits)

This course provides an analysis of fundamental management principles integrated with the concepts of behavioral sciences. Management processes, resources and organizational structure are introduced. Prerequisite(s): None

MGT 324 HUMAN RESOURCE LEADERSHIP (4 Credits)

This course emphasizes the development of the human resource including special topics such as performance appraisal, training, compensation and benefits, workplace quality, and contemporary issues. Case studies are used to illustrate the analytical and ethical framework of human resource development. Prerequisite(s): MGT 304 or HMS 304

MGT 330 INFORMATION SYSTEMS FOR MANAGERS (4 Credits)

This course is designed to prepare managers to make IT investment decisions, take leadership roles in IT implementation projects, and better understand IT service delivery trade-offs. Prerequisite(s): MGT 304 or HMS 304

MGT 340 BUDGET ANALYSIS (4 Credits)

This course is offered as a primer for beginning human resource managers and other beginning and middle managers to provide the basic competencies needed in the development, implementation, and management of their portion of corporate budgets. It provides an introduction to the basic theories and management techniques needed for everyday budgeting situations. A varied and all-inclusive introductory approach is taken to familiarize the student with such budgeting systems as zero-based budgeting, PBS budgeting, and line item budgeting. Prerequisite(s): None

MGT 344 ORGANIZATIONAL BEHAVIOR (4 Credits)

Focuses on the behavior of the organization as a function of individual and interpersonal behavior and group processes within organizations with emphasis on motivation and leadership. The student participates in group processes to develop personal awareness of opportunities and problems of group behavior and decision-making and their implications for management. Prerequisite(s): MGT 304

MGT 364 ANALYSIS OF MANAGEMENT SYSTEMS (4 Credits)

A study of the functions of management and how they can be organized into a system for effective use. An analysis of similarities of organizations, jobs, management styles and techniques is used in solving management problems. Prerequisite(s): MGT 304 or HMS 304

MGT 404 MANAGEMENT DECISION-MAKING (4 Credits)

An understanding of decision-making theories and techniques based on the decision-making process. The factors which influence decisions and the conditions under which they are made are presented. Prerequisite(s): MGT 304

MGT 424 SENIOR SEMINAR IN MANAGEMENT TOPICS (4 Credits)

A special seminar in advanced study consisting of current business topics in the area of the student's concentration. Prerequisite(s): MGT 304

MGT 434 OPERATIONS MANAGEMENT (4 Credits)

Operations management is part of the strategy an organization utilized to produce the goods or products it creates. Applications of mathematics and critical analysis are utilized to help students gain an awareness of the significance of the operations management process by which an organization converts inputs (e.g. labor, materials, knowledge and equipment) into outputs (finished goods and/or services). The course will cover in many aspects concepts relating to or involving Logistics, Total Quality Management (TQM), and other quantitative tools, that help make the conversion process more efficient and profitable. We want to impress upon the student the significance of producing goods and products at a high quality to help increase the opportunities for high profitability. Prerequisite(s): MGT 304, MTH 202

MGT 464 BUSINESS POLICY (4 Credits)

Specific problems involved in the forming of consistent business policies and maintaining an efficient organization are discussed. Actual cases are used for discussions and preparation of reports for executive decision making. Prerequisite(s): Last Quarter or advisor approval

MGT 474 MANAGEMENT EXTERNSHIP (4 Credits)

This course provides real work experience by placing the student with a management professional for 110 hours throughout the quarter. The student is actively involved in various management activities. Only juniors and seniors with a 3.0 GPA in a bachelor's program will be granted this externship. Prerequisite(s): MGT 304

MKT 114 INTRODUCTION TO MARKETING (4 Credits)

This course introduces students to basic concepts in the field of marketing. Beyond definitions, functions and the purpose of marketing, students will be exposed to how marketing interacts with the economy, how the Internet and globalization impact marketing, and career opportunities for those interested in marketing. Prerequisite(s): None

MKT 115 CONSUMER BEHAVIOR (4 Credits)

This course provides marketing students with an understanding of consumer behavior in the marketplace. The course will address the consumer behavior from the individual and group dynamics perspective, consumer's impact on marketing strategies, market ethics and public policy, behavioral learning theories, perceptual positioning, the interrelationship between the individual and their social realities, how the products, services, and consumption activities contribute to the broader social world, and the role the consumer plays in the marketing mix. The course will also address the role that consumer behavior plays toward an organization's marketing strategy. Prerequisite(s): FYE 101, MKT 114

MKT 215 PRINCIPLES OF SALES PRESENTATIONS (4 Credits)

An analysis of the sales functions in modern business including techniques necessary for the successful selling of both tangibles and intangibles. Emphasis is also given to communication skills necessary for the successful salesperson and the sales presentation. Prerequisite(s): None

MKT 244 PRINCIPLES OF ADVERTISING (4 Credits)

This is an introductory course covering advertising theory and practice in relation to principles of marketing. Includes such matters as preparation of copy, selection of media, advertising effectiveness, psychographics, along with current advertisements and campaigns. Prerequisite(s): None

MKT 265 PRINCIPLES OF E-MARKETING (4 Credits)

This course will give marketing students practical hands-on applications skills in how the Internet can create value for the customer and profits for the company. The student will learn how to select between the different Web business models, e-marketing and e-branding, product distribution and delivery systems, Internet retailing, and online tracking and research systems. Prerequisite(s): None

MKT 295 MARKETING ESSENTIALS (4 Credits)

This course will have marketing students demonstrate how well they have mastered the material of the classes that comprise the core of the ASMSM program. Students will create a Marketing Plan that includes: an Executive Summary, Current Market Situation Analysis, Marketing Objectives/Issues, Target Market customer analysis and product/business positioning, a Marketing Strategy and Marketing Programs, Financial Plans, and Implementation controls. The student will also be required to create a dynamic multimedia presentation to "sell" the marketing plan to the client. Prerequisite(s): Last Quarter Only with advisor approval

MKT 304 PRINCIPLES OF MARKETING (4 Credits)

This course includes the components of an organization's strategic marketing program which concentrates on the product, price, promotion, and distribution of goods, services, and ideas. Additional topics include market segmentation, pricing strategies, advertising, environmental forces, and portfolio development. A team project is required in this course. Prerequisite(s): None

MKT 324 MARKETING RESEARCH (4 Credits)

A study of research in marketing, the research process, marketing decision-making with emphasis on collection, analysis, and evaluation of data to assist in solving marketing problems. A research project is required. Prerequisite(s): MKT 304

MKT 334 SALES MANAGEMENT (4 Credits)

This course concentrates on hiring, training, assimilating, compensating, and supervising an outside sales force. Ethical behavior is also analyzed. Prerequisite(s): MKT 304

MKT 444 BUILDING A BRAND (4 Credits)

This course addresses the growing need to expose marketing students to the important issues associated with brand management. Specifically, the course will address a variety of theories, models, and other tools related to the brand management and branding decisions. The course also engages students interactively in brand management principles and applications. Finally, the course also focuses on consumer buying behaviors that are important to branding decision making. Prerequisite(s): MKT 304

MKT 465 SENIOR SEMINAR IN MARKETING TOPICS (4 Credits)

This course is designed to provide the students with exposure to various topics pertinent to today's marketing environment. Relevant topics include global marketing, service marketing, physical distribution, non-profit marketing, and ethics in marketing. Prerequisite(s): MKT 304

MKT 474 MARKETING EXTERNSHIP (4 Credits)

This course provides real work experience by placing the student with a marketing professional for 110 hours throughout the quarter. The student is actively involved in various marketing activities. Only juniors and seniors with a 3.0 GPA in a bachelor's program will be granted this externship. Prerequisite(s): MKT 304

MLT 101 INTRODUCTION TO MEDICAL LABORATORY (6 credits)

This introductory course discusses the principles of microscopy, laboratory math, reagent preparation, laboratory safety, quality control, and common laboratory equipment usage. Information is presented to increase the students' general knowledge of the medical laboratory. This course includes a laboratory portion so that students may perform various laboratory techniques. Prerequisite(s): None

MLT 200 CLINICAL CHEMISTRY (6 credits)

This course covers general laboratory chemistry principles. Specimen collection and transport requirements, quality control procedures, and routine chemical analysis of blood and body fluids are discussed. Interpretation and application of laboratory data is used in defining diagnoses and detecting unknown diseases. This course contains a laboratory component. Prerequisite(s): MLT 101, CHE 201

MLT 201 HEMATOLOGY (6 credits)

This course focuses on the origins, morphology, biochemistry and function of blood cells. The laboratory evaluation and importance is discussed in relation to diagnosis and treatment of hematological disorders. This course contains a laboratory component to help students develop the skills necessary for the performance of diagnostic tests. Prerequisite(s): MLT 101

MLT 202 COAGULATION (6 credits)

This course discusses the clinical symptoms and appropriate laboratory evaluation necessary for diagnosis and treatment of hemostatic disorders. The laboratory component of this course is used for students to develop the skills necessary for performance of diagnostic tests in this area of the medical laboratory. Prerequisite(s): MLT 201

MLT 203 IMMUNOLOGY/IMMUNOHEMATOLOGY (6 credits)

In this course, the immune system as it relates to the human body's defense against foreign substances is covered. It includes an overview of antigen-antibody test procedures including those clinical applications in blood group serology. Students are provided with a simulated laboratory setting in which to complete both basic immunology testing, as well as to develop skills necessary to function in a modern clinical immunohematology laboratory. Prerequisite(s): MLT 201

MLT 204 BODY FLUIDS (6 credits)

Body fluid analysis in relationship to diagnosis and treatment of various diseases is emphasized in this course. Spinal fluid, pleural fluid, synovial fluid, effusions, and urine are all discussed in the lecture portion of this course. Renal function and urinalysis are discussed in detail. The laboratory component of this course is designed to allow the student to demonstrate proficiency of analysis of all body fluids. Co-requisite: MLT 201

MLT 300 MEDICAL LABORATORY CLINICAL I (11 credits)

The student will perform a clinical rotation at an accredited medical laboratory. The 11-week rotation will include practical performance of all skills in the Clinical Chemistry, Hematology, and Coagulation departments of laboratory. Prerequisite(s): All courses in MLT curriculum

MLT 301 MEDICAL LABORATORY CLINICAL II (11 credits)

The student will complete the clinical portion of the program in an accredited medical laboratory. This 11-week rotation will include performance of all skills in the microbiology, immunology, immunohematology, and urinalysis departments of the laboratory. Prerequisite(s): MLT 300

MNE 103 IT SKILLS ESSENTIALS (JUMPSTART) (NOT LISTED)

This course is designed to provide an in-depth look at the business skills, soft skills and self-management skills people need to provide effective customer service and support in a technical environment. Designed to be "how to" oriented, the course uses lectures and exercises to provide students specific techniques they can use to acquire and demonstrate business skills, soft skills, and self-management skills. The course also describes the "bigger picture" benefits of acquiring and demonstrating those skills. The course prepares the student for the Help Desk Institute Service Center Analysis certification. Prerequisite(s): None

MNE 108 COMPUTER HARDWARE FUNDAMENTALS (4 Credits)

This course teaches the latest skills needed by today's computer support professionals. The student learns to perform tasks such as installation, configuration, diagnosing, preventive maintenance, basic networking, security, safety, environmental issues, communication and professionalism. This course prepares the student for CompTIA A+ certification. (Equivalent to CSC 108) Prerequisite(s): None

MNE 109 COMPUTER NETWORK FUNDAMENTALS (4 Credits)

This course teaches the knowledge and skills of networking professionals. The student learns to describe the features and functions of networking components and to install, and configure and troubleshoot basic networking hardware, protocols and services. This course prepares the student for CompTIA Network+ certification. (Equivalent to CSC 109) Prerequisite(s): MNE 108 or CSC 108

MNE 111 ADMINISTRATING WINDOWS (4 Credits)

This course teaches the knowledge and skills necessary to implement, administer, troubleshoot, and support Microsoft desktop operating systems in medium to very large business computing environments. The course prepares the student for the Microsoft Certified Technology Specialist (MCTS) and Microsoft Certified IT Professional (MCITP) certifications. Prerequisite(s): MNE 109 or CSC 109

MNE 112 ADMINISTRATING WINDOWS SERVER (4 Credits)

This course teaches the knowledge and skills necessary to implement, administer, troubleshoot, and support Microsoft directory services in medium to very large business computing environments. Students learn to implement and manage IP addressing and services, name resolution, file and print services, network and remote access, and the associated maintenance and support activities. The course prepares the student for the Microsoft Certified Technology Specialist (MCTS) and Microsoft Certified IT Professional (MCITP) certifications. Prerequisite(s): MNE 109 or CSC 109

MNE 203 INTRODUCTION TO LINUX (4 Credits)

Upon completion of this course the student will have an understanding of the Linux command tools and software management. The student will be able to configure the BIOS and the hardware basics of Linux; they will learn to troubleshoot, create partitions and file systems, maintain their integrity, install a boot manager and learn how to boot the system. Prerequisite(s): MNE 109 or CSC 109

MNE 204 LINUX SERVER - CONFIGURING THE X WINDOW SYSTEM (4 Credits)

In Linux, the main graphical environment is the X Window System. In this section the student will learn to be able to configure the X Window System, synchronize data with other systems, troubleshoot the server and manage Structured Query Language (SQL) data. Prerequisite(s): MNE 109 or CSC 109

MNE 210 ACTIVE DIRECTORY (4 Credits)

This course teaches the knowledge and skills necessary to implement, administer, troubleshoot, and support Microsoft directory services in medium to very large business computing environments. Students learn to implement and manage multiple domains, domain controllers, and network services, and providing directory services to branch offices and individual users in remote locations to the corporate network. The course prepares the student for the Microsoft Certified Technology Specialist (MCTS) and Microsoft Certified IT Professional (MCITP) certifications. Prerequisite(s): MNE 112

MNE 211 NETWORK INFRASTRUCTURE (4 Credits)

This course teaches the knowledge and skills necessary to implement, administer, troubleshoot, and support Microsoft directory services in medium to very large business computing environments. Students learn to manage file systems, directory services, monitoring, maintenance, and day-to-day management of an infrastructure of servers for an enterprise organization. The course prepares the student for the Microsoft Certified Technology Specialist (MCTS) and Microsoft Certified IT Professional (MCITP) certifications. Prerequisite(s): MNE 210

MNE 212 SECURITY CERTIFIED SPECIALIST (4 Credits)

The Tactical Perimeter Defense focuses on the critical defensive technologies that are the foundations of securing network perimeters such as firewalls, intrusion detection and router security. This course prepares the student to work and implement real world security technology. The student will become familiar with network defense fundamentals, intrusion detection systems, configuring firewalls and security wireless networks. Prerequisite(s): MNE 109 or CSC 109

MNE 213 COMPUTER SECURITY FUNDAMENTALS (4 Credits)

This course prepares students for securing network services, network devices and network traffic. It also prepares students to take the CompTIA Security+ examination. In this course students build on their knowledge and professional experience with computer hardware, operating systems and networks as they acquire the specific skills required to implement basic security services on any type of computer network. (Equivalent to CSC 209) Prerequisite(s): MNE 109 or CSC 109

MNE 241 WINDOWS SERVER 2008 APPLICATION INFRASTRUCTURE (4 Credits)

This course covers Windows Server 2008 Application Infrastructure Configuration for network administration using Windows Server 2008 and mapping to the Microsoft Certified Technology Specialist (MCTS) 70-643 certification exam. Prerequisite(s): MNE 211

MNE 308 VMWARE INFRASTRUCTURE: DESIGNING VSPHERE 5.0 (4 Credits)

This course teaches the knowledge and skills necessary to implement, administer, troubleshoot and support VMware's Virtual vSphere 5.0 in medium to very large business computing environments. The course prepares the student for the VMware Certified Professional Version 4 exam. Prerequisite(s): None

MNE 309 INSTALL, CONFIGURE, MANAGE VSPHERE 5.0 (4 Credits)

This course teaches the knowledge and skills necessary to implement, administer, troubleshoot and support VMware's Virtual vSphere 5.0 in medium to very large business computing environments. Students learn to manage ESX servers, network configuration, and SAN storage options. The course prepares the student for the VMware Certified Professional Version 4 exam. Prerequisite(s): MNE 308

MNE 310 SECURITY CERTIFIED NETWORK PROFESSIONAL (SCNP) (4 Credits)

The Security Certified Network Professional certification gives network administrators the additional hands-on skills needed to protect their network from the inside out. This course teaches prevention techniques and gives an understanding of risk analysis and security policy creation in a blended technology environment. The student will also learn cryptography, ethical hacking techniques and analyzing packets. Prerequisite(s): MNE 213 & (MNE 112 or MNE 204)

MNE 314 DESIGNING SECURITY FOR MICROSOFT NETWORKS (4 Credits)

This course provides the student with the knowledge and skills to design a secure network infrastructure. Topics include assembling the design team, modeling threats analyzing security risks in order to meet business requirements for securing computers in a networked environment. The course encourages decision-making skills through an interactive tool that simulates real-life scenarios that the target audience may encounter. Students are given the task of collecting the information and sorting through the details to resolve the given security requirement. Prerequisite(s): MNE 213

MNE 315 COMPTIA PROJECT+ I (4 CREDITS)

CompTIA Project+ will lead the student to competency and professionalism including necessary business knowledge, interpersonal skills required to successfully manage IT projects. Project+ will provide validation of fundamental management skills. The Project+ certification confirms the knowledge acquired of a project life cycle from initiation through execution, acceptance and closure. This highly sought certification would demonstrate to potential employers that the student have a baseline project management knowledge which is invaluable to their organization. Prerequisite(s): None

MNE 320 CERTIFIED ETHICAL HACKING (4 Credits)

This course immerses the student in an interactive environment where they will learn how to scan, test, hack and secure their own systems. The lab intensive environment gives each student in-depth knowledge and practical experience with the current essential security systems. Students will begin by understanding how perimeter defenses work and then practice scanning and attacking their own networks. Students learn how intruders escalate privileges and what steps can be taken to secure a system. Students will also learn about Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation. Upon course completion, students will be prepared to take the EC-Council Certified Ethical Hacker exam. Prerequisite(s): MNE 213 or CSC 209

MNE 325 COMPTIA PROJECT+ II (4 CREDITS)

Phase II is the project planning of any project management process and consists of developing the core planning elements. This phase deals directly with the project plan and provides the student with the project overview, project organization, managerial process, technical process and supporting process to close the loop and allow the manager control of the entire project. Prerequisite(s): MNE315 or concurrent

MNE 340 NETWORK SECURITY ARCHITECTURE (4 Credits)

This course teaches through lectures, discussions, scenarios, demonstrations, and hands-on labs the advanced security skills and technologies of building trusted networks. The skills and knowledge learned during this intensive course includes: Law and Legislation issues, Forensics, Wireless Security, Securing Email, Biometrics, Strong Authentication, Digital Certificates and Digital Signatures, PKI Policy and Architecture, and Cryptography. Upon course completion, students will be prepared to take the SCNA certification exam. Prerequisite(s): MNE 320

MNE 347 WINDOWS SERVER 2008 ENTERPRISE ADMINISTRATION (4 Credits)

This course cover Windows Server 2008 Enterprise Administration mapping to the Microsoft Certified Information Technology Professional (MCITP) 70 - 647 certification exam. Prerequisite(s): MNE 241

MNE 360 NETWORK PENETRATION

TESTING (4 Credits)

This course teaches, through lectures, discussions, scenarios, demonstrations, and hands-on labs the advanced uses of the Penetration Testing methodologies, tools and techniques required to perform comprehensive information security tests. Students will learn how to design, secure and test networks to protect organizations from the threats hackers and crackers pose. Using current tools and techniques for security and penetration testing, students learn to perform the intensive assessments required to effectively identify and mitigate risks to the security of network infrastructures. Upon course completion, students will be prepared to take the EC-Council Licensed Penetration Tester (LPT) exam. Prerequisite(s): MNE 320

MNE 365 COMPUTER HACKING FORENSIC INVESTIGATOR (4 Credits)

This comprehensive course provides students with the training needed to protect against phishing, bank fraud, unlawful hacking, and other computer crimes. Instruction includes material from recognizing high-tech criminal activity and collecting evidence to presenting it in a way that judges and juries can understand. A range of skills, standards, and step-by-step procedures are discussed to enable one to conduct a criminal investigation in a Windows environment and produce evidence that will stand up in court. Prerequisite(s): MNE 320

MNE 408 INSTALLING HYPER-V ON MICROSOFT (4 Credits)

Students will learn the best practices for selecting and configuring hardware to meet Hyper-V prerequisites for both new and existing environments. Students will learn to spec disk/logical unit number (LUN), memory requirements, correct CPU/BIOS, networking/Network Interface Card (NIC) and overall configuration options for preparing a Windows Server 2008 for Hyper-V installation. Additionally, students will learn Configuring and Optimizing techniques for optimizing VHD (virtual hard disk) location, snapshot location, Systems Center Virtual Machine Manager (SCVMM), Authorization Manager, release key, performance monitoring of Windows Server 2008. It follows the MOAC for course 6422A; Implementing and Managing Windows Server 2008 Hyper-V and prepares students for Exam 70-652. Prerequisite(s): MNE 109 or CSC 109

MNE 409 IMPLEMENTING AND MANAGING MICROSOFT SERVER VIRTUALIZATION (4 Credits)

Provides students with the knowledge and skills to deploy and manage a server virtualization environment using Microsoft technologies. The course provides details on how to deploy and manage Hyper-V and Remote Desktop Services on Windows 2008 R2. The course also provides details on how to manage a server virtualization environment by using System Center products such as System Center Virtual Machine Manager (VMM) 2008, SCVMM 2008 R2, System Center Operations Manager 2007 R2, System Center Data Protection Manager 2007 R2, and System Center Configuration Manager 2007 R2. Prerequisite(s): MNE 408

MNE 410 VMWARE VSPHERE: MANAGE FOR PERFORMANCE (4 Credits)

This hands-on training course explores the management of performance in a VMWare vSphere™ environment. It provides the knowledge and skills necessary to make fundamental design decisions that enhance performance and to meet performance goals in an already-deployed vSphere installation. The course is based on VMWare® ESX™ 5.0, ESXi 5.0, and vCenter™ Server 5.0. At the end of the course, you should be able to: Explain the performance impact of using different monitor modes; Use vSphere tools to monitor the performance of ESX/ESXi hosts; Diagnose performance problems relating to CPU, memory, network, and storage on an ESX/ESXi host; Discuss how to achieve an optimal virtual machine configuration; and Discuss guidelines for monitoring application performance. Prerequisite(s): MNE 409

MNE 411 VMWARE CERTIFIED DESIGN EXPERT WORKSHOP (4 Credits)

This hands-on training course provides the knowledge and skills necessary to make design decisions that enhance performance and to meet performance goals in a vSphere installation. The course is based on VMWare® ESX™ 5.0, ESXi 5.0, and vCenter™ Server 5.0. At the end of the course, you should understand the functionality in vSphere and be able to strengthen your vSphere implementation by: Saving disk space by thin-provisioning virtual machines; Using Host Profiles to keep ESX/ESXi hosts uniformly configured and manage configuration compliance; Configuring VMWare DRS clusters with non-default options; Configuring VMWare Distributed Power Management; Managing more than one vCenter Server from the same vSphere Client with VMWare vCenter Linked Mode; List the components of business continuity; Describe Microsoft Windows 2003 and 2008 cluster configurations; Configure a VMWare High Availability (HA) cluster using nondefault options; Deploy fault-tolerant virtual machines using VMWare Fault Tolerance (FT); Deploy VMWare vCenter™ Server Heartbeat; Create, deploy, and manage virtual machines; Use vCenter Server to monitor virtual machine resource usage; Use VMWare vCenter Update Manager to apply patches to virtual machines; Use VMWare vMotion™ and Storage vMotion to migrate virtual machines; and Troubleshoot problems with virtual machine configuration. Prerequisite(s): MNE 410

MNE 430 SECURITY DESIGN AND COMPLIANCE I (SSCP/CISSP) (4 Credits)

This course teaches, through lectures, discussions, scenarios, demonstrations, and hands-on labs security management practices through the study of access controls; administration, audit, and monitoring; risk, response, and recovery; cryptography; data communications; and malicious code. The focus of the course is built around the SSCP seven domains. Upon course completion, a student will be prepared to take the System Security Certified Practitioner (SSCP) certification exam. Prerequisite(s): MNE 320

MNE 450 SECURITY DESIGN AND COMPLIANCE II (SSCP/CISSP) (4 Credits)

This course is designed for the student who has already completed a bachelor's degree, or is working towards a bachelor's degree. This intensive program of study prepares the student for the (ISC)2 management level CISSP certification exam. The CISSP certification recognizes a mastery of an international standard in Information Security management. Students can become a CISSP upon passing the certificate exam and completing the requirements in industry experience. Prior to accumulating the necessary work experience, an Associate of (ISC)2 designation may be earned. Prerequisite(s): MNE 320

MSD 105 CIW FOUNDATION COURSE (4 Credits)

This course will introduce you to IT business roles, website development and design, and basic networking concepts. You will learn website development and design fundamentals using technologies such as Hypertext Markup Language (HTML) and Extensible HTML (XHTML), Cascading Style Sheets (CSS), graphical user interface (GUI) authoring tools in order to master Web Site Development Essentials, Web Design Elements, Basic Web Technologies, and Internet Security. The course material for this half of the quarter prepares you for the CIW Foundations Exam. Prerequisite(s): None

MSD 106 CIW V5 SITE DESIGNER COURSE (4 Credits)

The second half of this quarter will build on all of the site design concepts that you were introduced to in the first half. This course will include a more in-depth look into Web Site Design concepts with even more hands-on practice with the tools needed to be a successful web site designer. The course material for this half of the quarter prepares you for the CIW Site Designer Exam. Prerequisite(s): None

MSD 107 INTRODUCTION TO C# AND .NET DEVELOPMENT (4 Credits)

This course will give you the knowledge and skills you need to develop C# applications for Microsoft .NET Platform. The course focuses on C# program structure, language syntax, and implementation details. Prerequisite(s): None

MSD 201 INTRODUCTION TO WEB APPLICATION DEVELOPMENT (4 Credits)

During the remainder of the quarter you'll use your new web design and C# language skills to learn how to create robust ASP.NET applications using the Visual Studio integrated development environment and the .NET Framework. You will also learn the key features of the ASP.NET development platform, and be introduced to AJAX, Silverlight, and many more advanced web controls. Prerequisite(s): None

MSD 203 ADVANCED WEB APPLICATION DEVELOPMENT (4 Credits)

This course will prepare you to create dynamic web pages using the ASP.NET Framework. Building on all of the material that you've learned so far, this course will help you develop your skills by using advance techniques and controls for gathering and displaying data and for presenting a dynamic user interface. You will also be introduced to data access with ADO.NET 3.5. You will learn more about the implementation of AJAX for application responsiveness and user experience, and be introduced to Windows Communication Foundation services. Prerequisite(s): MSD 107

MSD 205 CORE FOUNDATIONS OF MICROSOFT .NET FRAMEWORK (4 Credits)

This course will lay the foundation for you to become an expert developer by diving deeper into the core of all Microsoft Internet Development-the >NET Framework. In this course you will learn and implement concepts including system types, managing data using collections, deploying and configuring assemblies, monitoring and debugging applications, reading and writing files, and serializing data. Prerequisite(s): MSD 203

MSD 206 ADVANCED FOUNDATIONS OF MICROSOFT .NET FRAMEWORK (4 Credits)

This course will build on what you learned in the first half of the quarter and introduce more advanced topics of the .NET Framework such as enhancing user interfaces, working with cultures in programing, using regular expressions, encoding, encrypting and hashing data, securing code execution and resources, implementing application interoperability, and more. Prerequisite(s): None

MSS 104 MEDICAL TERMINOLOGY (4 Credits)

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. (Equivalent to MED 176) Prerequisite(s): None

MSS 123 ANATOMY AND PHYSIOLOGY I (4 Credits)

Students are introduced to the general plan of the human body, cells, tissues, organs, the musculoskeletal, neuro-sensory, and endocrine systems. Furthermore, concepts of the disease processes and disease-producing organisms are introduced. (Equivalent to MED 172) Prerequisite(s): None

MSS 133 ANATOMY AND PHYSIOLOGY II (4 Credits)

This is a continuation of Course MSS 123 with emphasis on the circulatory system, body defenses and immunity, urinary, respiratory, digestive, and reproductive systems. Further discussion of disease processes will be included. (Equivalent to MED 173) Prerequisite(s): MSS 123

MSS 134 ANATOMY AND PHYSIOLOGY III (4 Credits)

This course begins with the presentation of the body's defense systems and continues with the respiratory, gastrointestinal and urogenital systems. Special emphasis is given to reproductive concepts, pathologies and treatments. Prerequisite(s): MSS 124

MSS 144 MEDICAL LABORATORY PROCEDURES I (4 Credits) – Not Designed to Transfer

This is a lecture and laboratory class designed to introduce the student to the clinical aspects of their profession. Some areas covered include electrocardiograms, pulmonary function testing, asepsis, sterile procedures. Students will address nutrition and special dietary needs of patients in this course. (Equivalent to MED 274) Prerequisite(s): MSS 133

MSS 154 HEALTH AND SAFETY TECHNIQUES (4 Credits)

Students become certified CPR basic rescuers (American Heart Association Healthcare Provider with AED). Medical asepsis and infection control are discussed. Training in vital signs and first aid procedures complete this course. Prerequisite(s): MSS 104, MSS 133

MSS 200 MEDICAL OFFICE TRANSCRIPTION (4 Credits)

This course provides the student with skills needed to transcribe a variety of medical documents and to strengthen grammar, punctuation, spelling, vocabulary, and proofreading skills. Emphasis is placed on creating professional and mailable documents. Prerequisite(s): MSS 104, AOM 120

MSS 204 MEDICAL ETHICS (4 Credits)

– Not Designed to Transfer

Since the allied health profession is an important member of the medical team and their awareness of multiple legal and ethical issues are critical in today's health care environment, this course explores information relating to medical law and ethics. This course is designed to assist the healthcare professional in better understanding the legal and ethical obligations to patients, healthcare providers and healthcare employers. Topics in medical law, medical ethics, and bioethics are discussed. Scope of practice, state and federal legislation, and state and federal licensing and certification requirements are covered in this course. (Equivalent to MED 171) Prerequisite(s): None

MSS 214 MEDICAL SOFTWARE APPLICATIONS

(4 Credits) – Not Designed to Transfer

This course introduces the student to medical informatics by providing a step-by-step approach of using medical office management software through a simulated EHR (electronic health record). Prerequisite(s): CSC 118, MSS 104

MSS 234 MEDICAL LABORATORY PROCEDURES II

(4 Credits) – Not Designed to Transfer

The primary focus of this course is for the student to learn and practice procedures used in the clinical setting to include those concerning the care and use of the microscope, methods of specimen collection, blood counts and differential smears, and blood chemistries. Prerequisite(s): MSS 133, MSS 144, MSS 154 This course should be taken in the same quarter as MSS 244.

MSS 244 MEDICAL LABORATORY PROCEDURES III

(4 Credits) – Not Designed to Transfer

This course continues instruction in basic clinical procedures. Covered areas include: specimen collections other than blood (e.g. urine, stool, and throat cultures), Serology and Microbiology. Prerequisite(s): MSS 133, MSS 144, MSS 154 This course should be taken in the same quarter as MSS 234.

MSS 250 MEDICAL OFFICE PRACTICUM (4 Credits)

This course provides the student with an opportunity to gain practical work experience under the supervision of a medical office professional. A major component of this course is a journal documenting the progress of the work being performed. The supervisor will periodically evaluate the student's performance during the practicum period. Prerequisite(s): Advisor Approval

MSS 254 PHARMACOLOGY (4 Credits)

– Not Designed to Transfer

This course discusses the principles of pharmacy, drug action, and therapy based on body systems and disease. Also included are the classification of drugs and routes of administration, as well as regulatory standards, calculations and practice of drug administration. Prerequisite(s): MSS 134, MSS 144, MSS 154

MSS 274 MEDICAL OFFICE PROCEDURES

(4 Credits) – Not Designed to Transfer

The emphasis in this course is effective telephone practices, mail processing, medical records, accident and health insurance, claim processing, filing, preparing correspondence, and ordering supplies. Prerequisite(s): CSC 118

MSS 275 CLINICAL ASSISTING EXTERNSHIP

(4 Credits) – Not Designed to Transfer

The student is assigned to a specific location to serve a minimum of 100 hours practicing clinical procedures. The location may be an ambulatory health care setting such as a physician's office, clinic, or allied health agency. Valuable work experience is gained, but the student is not permitted to receive remuneration for these efforts. The student will complete a certification examination review of clinical practices during this time as well. Prerequisite(s): MSS 133, MSS 204, MSS 244, MSS 254

MSS 276 MEDICAL ASSISTING EXTERNSHIP

(4 Credits) – Not Designed to Transfer

The student is assigned to a specific location to serve a minimum of 100 hours practicing administrative duties of a medical assistant. The location may be an ambulatory health care setting such as a physician's office, clinic, or allied health agency. Valuable work experience is gained, but the student is not permitted to receive remuneration for these efforts. The student will complete a certification examination review of administrative medical practices during this time as well. Prerequisite(s): MSS 133, MSS 204, MSS 214, MSS 234, MSS 244, MSS 254, MSS 274

MST 100 INTRODUCTION TO MASSAGE THERAPY (2

credits) – Not Designed to Transfer

This course is designed to allow students to explore the profession of Massage Therapy. Topics include massage therapy's history, laws, practice settings, range of modalities, professional affiliations, professional boundaries, career benefits and pitfalls, and the benefits of massage therapy as a wellness modality. Prerequisite(s): None

MST 101 CORE MASSAGE I (5 credits) – Not Designed to Transfer

Basic massage techniques, routines, and body mechanics will be established by the student in this course. Basic draping techniques, client interviews and simple documentation will be explained and practiced. Students will be exposed to various types of equipment and supplies. Prerequisite(s): None

MST 102 CORE MASSAGE II (6 credits) – Not Designed to Transfer

Adapting massage therapy to client needs will be emphasized in this course. The student will learn principles and practice techniques in advanced massage modalities and hydrotherapy. Prerequisite(s): MST 100, MST 101

MST 103 MASSAGE PRACTICE LAB (1 credit) – Not Designed to Transfer

This lab provides supervised practice in clinical massage therapy. The student will be assigned massage therapy sessions in the student clinic, and demonstrate client management from greeting and intakes to re-booking and treatment plan design. Students will manage clinic tasks between sessions. The student will receive consultation from the instructor on all aspects of clinic performance. Emphasis will be on customizing treatments for the client while integrating techniques learned in Core 1 and 2 into a Swedish massage. Teamwork and professionalism will also be developed. Prerequisite(s): MST 101 Co-requisite: MST 102

MST 104 CORE MASSAGE III (6 credits) – Not Designed to Transfer

Students will study and practice additional massage and bodywork modalities. The student will be given greater responsibility in the development of treatment plans and documentation. They will focus on integrating all techniques to develop cohesiveness and fluency in massage therapy sessions. A research survey and case studies will be presented. Prerequisite(s): MST 102

MST 110 HOLISTIC THERAPIES (2 credits) – Not Designed to Transfer

This course is designed for the students to explore holistic wellness modalities for both personal use and client referral. Prerequisite(s): None

MST 113 MYOLOGY (4 credits) – Not Designed to Transfer

This is an in-depth study of the anatomy of the musculoskeletal system and the physiology of muscles. Students will learn mechanisms and types of muscle contraction, skeletal system anatomy and function, as well as upper extremity, neck and face muscle attachments, actions, selected innervations, myototic units, and upper body accommodations and injuries due to poor use patterns. Prerequisite(s): MED 172

MST 114 KINESIOLOGY (3 credits) – Not Designed to Transfer

This course introduces the massage therapist to the principles of body movement based with emphasis on basic human anatomy as it relates to proper form in daily movements, common injury and correction of form. The relationship between the structure and function of the skeletal and muscular systems and their support structures is also covered. Students will learn lower extremity and spine muscle attachments, actions, innervations, myototic groups, and accommodations to poor use patterns. Prerequisite(s): MED 172, MST 113

MST 116 MASSAGE PATHOLOGY (4 credits) – Not Designed to Transfer

This course will address specific human illnesses such as fibromyalgia, sciatica, and chronic fatigue as they relate to massage therapy. Medical indications and contraindications of massage therapy will be presented. Precautions for commonly prescribed medications will be discussed. Prerequisite(s): MED 172, MST 101

MST 118 LICENSURE EXAM REVIEW (2 credits) – Not Designed to Transfer

This course provides the student with a review of basic massage therapy topics and assesses students' understanding in major subject areas of anatomy and physiology, massage therapy techniques and skills, business practices and legal and ethical requirements. Co-requisite: MST 104

MST 121 BUSINESS FOR SOMATIC PRACTICES (4 credits) – Not Designed to Transfer

Management principles and techniques relevant to the business of somatic practitioners will be presented. Students will develop a business plan, develop marketing strategies and public speaking skills, discuss site selection, develop a budget, learn how to use software designed for the massage or personal training practice, compare advertising strategies and discuss how to hire and work with an accountant. Business structures and employee issues will be discussed. Client screening, safety and perception issues will be reviewed. Prerequisite(s): MST 100 or PT 100

MST 130 MASSAGE THERAPY EXTERNSHIP (3 credits) – Not Designed to Transfer

Students will use information from all previous courses in the practice of massage therapy in business and promotional settings. The student serves 100 hours practicing massage therapy procedures, techniques, documentation, and client retention. No payment for services is received. Prerequisite(s): current CPR certification (AHAHP) Co-requisite: MST 104 (may be taken previously)

MST 214 NEUROLOGY (4 credits) – Not Designed to Transfer

This course will expand the massage therapist's knowledge of the human nerve system. Classroom instruction will give the student a greater ability to understand the role of the nerve system in tissue dysfunction, wellness and therapeutic interventions. Prerequisite(s): MED 172, MST 114

MST 216 NEUROMUSCULAR SKELETAL ASSESSMENT (3 credits) – Not Designed to Transfer

This course will instruct the massage therapist in the knowledge, skills and abilities of how to assess dysfunction of the neuromuscular and skeletal systems. Classroom and hands-on instruction is used to help students understand and perform orthopedic and other types of testing for common physical conditions related to injury and overuse. Prerequisite(s): MED 172, MST 114

MST 230 MEDICAL MASSAGE (6 credits) – Not Designed to Transfer

This course covers elements of working safely and effectively on clients as part of a medical team versus independent orthopedic or wellness applications of massage therapy. Prerequisite(s): MST 104, MST 113

MTH 100 BASIC MATHEMATICS (4 Credits)

This course is designed to give students further basic mathematics and pre-algebra knowledge. It reviews ratios, percents, decimals, fractions and applications with each of those. This course also covers geometry and linear equations. Prerequisite(s): None

MTH 101 COLLEGE MATHEMATICS (4 Credits)

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(s): MTH 100 or placement

MTH 113 MATHEMATICAL CONCEPTS (4 Credits)

This class reviews the basic operations of addition, subtraction, multiplication and division of whole numbers, fractions and decimals. Skills in the application of fractions, decimals, percentages and units of measure are emphasized. Prerequisite(s): None

MTH 115 PRINCIPLES OF MATHEMATICS (4 Credits)

Studies of operations on fractions, decimals, 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(s): MTH 100 or placement

MTH 123 ADVANCED MATHEMATICS (4 Credits)

This class emphasizes problem-solving skills as they relate to ratios and proportions, formula re-arranging and evaluation, and an introduction to geometry and trigonometry. Prerequisite(s): MTH 113

MTH 150 GENERAL MATHEMATICS (4 credits) – Not Designed to Transfer

This course is a review of mathematic concepts, including whole numbers, primes and multiples, fractions and mixed numbers, decimals, ratio and proportion, percents, measurement and geometry. It also provides an algebraic preview. Prerequisite(s): None

MTH 201 COLLEGE ALGEBRA (4 Credits)

This algebra course includes the following concepts: Simplifying rational expressions and equations. Solving systems of equations, and solving quadratic equations. Working with exponential and radical expressions, as well as learning properties and applications of exponential and logarithmic functions. Prerequisite(s): MTH 101

MTH 202 INTRODUCTION TO STATISTICS (4 Credits)

This course is designed to introduce the student to issues including data collection, analysis, hypothesis testing, correlation and regression. Prerequisite(s): MTH 201

MTH 243 APPLIED ALGEBRA (4 Credits)

This course is designed to serve as a beginning course for students with no prior algebra training and as a refresher course for students with an algebra background. The course begins with a review of basic algebra concepts, including teaching you to use the order of operations and the laws of exponents. Other basic concepts taught include scientific notation, roots and radicals, and operations on algebraic expressions. The course teaches you the fundamentals of solving linear equations, literal equations and verbal application problems. Prerequisite(s): MTH 123.

MTH 253 ANALYTICAL GEOMETRY & TRIGONOMETRY (4 Credits)

This course emphasizes concepts including analytic geometry and trigonometric: function theory, analytics, function application, Cartesian and polar coordinate systems, and vectors. More specifically, students are taught: angle measurement and function, how to graph and use trigonometric and Pythagorean identities, inverse and reciprocal functions, the sum and difference, double angle and half angle formulas, the laws of sine and cosine, harmonic motion, the Cartesian and polar coordinate systems, dot product, the ellipse, hyperbole, and parabola, as well as vector applications. Radian measure, properties of circles, and properties of plane and solid geometric figures are also explored. Prerequisite(s): MTH 243

MTH 263 ADVANCED ALGEBRA (4 Credits)

Emphasis is placed on skills in graphing linear equations and inequalities; determining the length, midpoint, and slope of linear equations; factoring; simplifying algebraic fractions; use of factoring and the quadratic formula to determine the solutions of quadratic equations; solving systems of equations containing two and three unknowns using algebraic elimination and substitution; and an introduction to logarithms. Prerequisite(s): MTH 243

MTH 300 CALCULUS I (4 Credits)

This course is intended to give a broad overview of calculus for business students as well as those of other majors. It includes differentiation of algebraic, exponential, and logarithmic functions and applications in business and economics. Prerequisite(s): MTH 201

MTH 301 QUANTITATIVE METHODS (4 Credits)

This course is a study of the application of deterministic and stochastic methods such as Linear Programming and probability to model and solve problems from business and industry. Prerequisite(s): MTH 202

MTH 305 DISCRETE MATHEMATICS (4 Credits)

This course examines topics involving discrete sets of objects, including number systems, sets, Boolean algebra, algorithms, proof techniques, propositional logic, and relations and functions. Prerequisite(s): MTH 201

MTH 343 TECHNICAL CALCULUS (4 Credits)

This course is designed to cover calculus skills needed in engineering technology programs. You will receive instruction in both differential and integral calculus. Prerequisite(s): MTH 153, MTH 163

MTH 400 CALCULUS II (4 Credits)

This course includes graphs and the derivative, relative and absolute extrema, integration, and multivariable calculus. It also includes differentiation and integration applications in business and economics. Prerequisite(s): MTH 300

NET 130 COMPUTER ESSENTIALS & TROUBLESHOOTING (12 Credits)

This course is a user-level, entry-level introductory course to computer software and hardware. Students in this course will learn the theory and basic operations of computers. Students will be introduced to MS-DOS and the Windows operating system software. Loading and maintaining computer applications is also covered. Hardware will be covered, including keyboards, monitors, various drives, diskettes, CPUs, RAM, ROM/CMOS, busses, video cards, modems, printers, cables, and connectors. The students will gain practical experience in hardware and software. Students are exposed to the materials covered in the A+ certification examination. Prerequisite(s): None

NET 147 OPERATING SYSTEMS (4 Credits)

This is a course in computer science focusing on the microcomputer's operating system. This course looks at what an operating system is and why everyone using Windows or compatible system needs to have a comprehensive understanding of what the operating system does and the correct way to use it. This course will expose you to problem solving and give a comprehensive understanding of the operating system commands and how to use them. Prerequisite(s): None

NET 152 INTRODUCTION TO COMPUTER NETWORKING (12 Credits)

Networking fundamentals are introduced in this course as students prepare for the Network+ certification. Topics such as transmission media, hardware, topologies, and various other components are studied. Upon completion of this course, students will be able to implement and manage a computer network in a variety of platforms from different vendors. In addition, a thorough study of the Open Systems Interconnect model will be addressed, as well as available protocols, topologies, standards, and troubleshooting techniques as they pertain to modern computer networking technology. Prerequisite(s): NET 130

NET 181 NOVELL NETWORK ADMINISTRATION (12 Credits)

Upon completion of this course the student will be able to design, configure, manage, and administer a complex network. The student will be able to install and upgrade a network operating system environment, execute Java-based utilities, perform network backups, and configure a network for remote access. Students will create an e-Directory design strategy using implementation schedules and best practices. Students will use these strategies to complete a network implementation in a hands-on environment. Prerequisite(s): NET 152

NET 231 MICROSOFT NETWORKING I (12 Credits)

This course focuses on the installation, configuration, and administration of a client and server operating system. Students will learn the tasks needed to successfully support such an environment. Topics covered will teach the students how to manage user and group access, work with disk management utilities, perform unattended installs, configure network services, and provide fault tolerance for the network. The student will also derive the necessary skills to administer the underlying network infrastructure, such as protocol selection and load balancing. Prerequisite(s): NET 152

NET 241 MICROSOFT NETWORKING II (12 Credits)

In the second installment of the three-part Microsoft series, components of the security database infrastructure are studied to better understand the importance of effective and efficient placement of users in conjunction with the network resources. Also covered will be principles of effective network design, to include supporting electronic mail (e-mail) which will encompass the installation, configuration, traffic analysis, troubleshooting, and advanced configuration of networking communication media and methods. Prerequisite(s): NET 231

NET 251 MICROSOFT NETWORKING III (12 Credits)

This course is for support professionals who will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Network Operating System (NOS). Included in this course are system security requirements (including various aspects of design and implementation) name resolution, identification and setup of the various types, functionality, and implementation of both network services and servers needed to support a network infrastructure, fundamentals of IP addressing and distribution, infrastructure server placement and network load planning and routing are among the subjects covered in this course. Prerequisite(s): NET 241

NET 261 BUILDING A NETWORK INFRASTRUCTURE (12 Credits)

This course focuses on Cisco technologies for WAN environments. Students will learn fundamentals of transport protocol selection and implementation, sub-netting and super netting as they pertain to enterprise-level TCP/IP designs, access lists, and routing protocols. Prerequisite(s): NET 181 or NET 231

NET 400 IT PROJECT MANAGEMENT (4 Credits)

In today's work force, an IT professional is challenged with providing the business community with computer-related solutions for productivity and security. This course is designed to provide a structured approach to the implementation of IT designs and to guide the project management to mitigate the effect of these systems on the production environment. It will present the student with critical strategies for executing a project on time and within budget. Prerequisite(s): None

NET 450 CURRENT TRENDS IN NETWORK SECURITY (4 Credits)

This course looks at current technology trends and how they affect the security of a corporation, good and bad, and how risks may be mitigated. Because productivity demands to be advanced, more technology solutions to provide ease of use and connectivity are constantly being introduced as fast as the market will allow. Typically, this need to speed product to the impatient consumer bypasses a thorough security assessment, and only after the technologies have been indelibly integrated into the home and office do security concerns emerge where they can be addressed. Prerequisite(s): CNS 320

NTA 154 TRAVEL REFERENCE SKILLS (4 Credits)

This course gives the student an in-depth look at principles of the travel industry other than airlines. Emphasis is on cruises, lodging, rail (domestic and foreign), and car rentals, as the student develops skills in industry research/resources. Prerequisite(s): None

NTA 215 TOURISM/EVENT PLANNING PRACTICUM (2 Credits)

The capstone class places the student in a real world experiential environment. This course provides the student with the knowledge and hands-on experience of actual industry operation to include event planning, hospitality, or tourism procedures. The student will be placed in an appropriate hotel, event or tourism related facility where the student has opportunities to participate in service and/or management level activities to provide actual situation to their educational experience. Prerequisite(s): Approval of the Event Management/Tourism Department Head

NTA 244 TOURISM (4 Credits)

This course gives the student a comprehensive look at the dynamics of worldwide tourism. It is designed to acquaint the student with the relationship of tourism to the many businesses that offer services either directly or indirectly to the tourist. Prerequisite(s): HRM 104

NUR 210 FUNDAMENTALS OF NURSING (10 credits)

This course introduces the knowledge, skills, and attitude needed for safe effective practice of a professional nurse. Content includes comfort measures, assistance with daily living activities, environmental concerns, positioning and transporting, asepsis and sterile technique, and communication techniques. Introduction to nursing and the nursing process as related to promoting healthy lifestyle patterns across the life span; promotion, maintenance, and illness prevention. Concepts related to nursing fundamentals and nursing care is integrated throughout the course. Prerequisite(s): ENG 101, BIO 103, MTH 101 Co-requisite: PSY 214

NUR 220 CONCEPTS OF BASIC NURSING PRACTICE (6 credits)

This course will assist the PN to transition into the role of the RN. Learners will be introduced to critical thinking skills and the responsibilities expected of the RN that they will continue to build on throughout the nursing program. The areas of study will include: building on the nursing process, teaching and learning processes, knowledge and skill acquisition, ethical and legal considerations in patient care, diversity in healthcare, communication techniques, managing patient care, stress management, health promotion and disease prevention, documentation, health assessment, and an introduction to evidence based practice. Prerequisite(s): BIO 103 Co-requisites: ENG 102, BIO 201, MTH 201, PSY 214

NUR 230 ADULT NURSING CARE I (8 credits)

This course is designed to assist practitioners in building on previously learned skills, to develop more complex physical assessment techniques, and therapeutic interventions. Written communication and the medical record will be explored. Evidence based practice guidelines will form the reference point for health assessment, restorative care, and health deviations. Life span development and cultural aspects of care will be integrated. Health deviations will focus on musculoskeletal, gastrointestinal, sensory, neurological, and integumentary systems. Aspects of specialized nursing care will be discussed in regard to surgical, oncological, and community healthcare. Non-pharmacological pain management and end of life issues will also be included. Lab assignments will reflect concepts related to theory sessions. Prerequisite(s): NUR 220 Co-requisites: CHM 211, NUR 231

NUR 231 PHARMACOLOGY (4 credits)

This course is an overview of the principles of pharmacology, drug action, and therapy based on body systems and disease. The emphasis is on drug dosage calculation for adults and children, nursing process, client teaching, and principles of drug administration. Lifespan issues and transcultural considerations will be included. Prerequisite(s): NUR 201 Corequisite: NUR 230

NUR 240 ADULT NURSING CARE II (8 credits)

This course includes utilization of previously learned skills, in order to develop more in-depth application of the core components of the nursing process for adult clients experiencing complex health deviations. Emphasis is on the care of clients experiencing health deviations in the endocrine, cardiovascular, respiratory, renal, hematological, and immunological body systems, as well in regard fluid and acid-base balance. The nursing process and evidence-based practice will be utilized as the foundation for the discussion on the care of the patient. Prerequisite(s): NUR 220, NUR 230, NUR 231 Co-requisite: NUR 241

NUR 241 NUTRITION (2 credits)

This course is designed to introduce basic principles of scientific nutrition and present the applications in client-centered care. Nursing process, life span development, and cultural aspect of nutrition will be integrated. Community nutrition is coordinated with an emphasis on weight management and physical fitness. Current medical treatment and approaches to nutrition management will be discussed. Special areas include developments in gastrointestinal disease, heart disease, diabetes mellitus, renal disease, surgery, cancer, and AIDS. Prerequisite(s): NUR 220, NUR 230, NUR 231 Co-requisite: NUR 240

NUR 250 MENTAL HEALTH NURSING (4 credits)

This course focuses on cultural aspects and therapeutic communication related to mental health issues. Mental health concepts, behavioral interventions, crisis interventions, coping interventions substance abuse, techniques of physical/psychosocial assessment, health screening, psychopharmacology, complementary/psychosocial therapies will be addressed. Special emphasis will be placed on therapeutic communication techniques in all healthcare settings. Prerequisite(s): NUR 220, NUR 230, NUR 231, NUR 240, NUR 241 Co-requisite: SOC 214

NUR 251 MATERNAL NURSING (5 credits)

Application and direction of nursing care of the client that incorporates the knowledge of lifespan development of women of childbearing ages with expected growth and development principles, cultural aspects of care, prevention and early detection of health problems, and strategies to achieve optimal health. Current health practices will serve as reference points for basis of care of individual and families with changes/deviations related to common health concerns. Reproductive health and pregnancy health problems are explored. Clinical assignments reflect concepts related to the theory sessions. Prerequisite(s): NUR 220, NUR 230, NUR 231, NUR 240, NUR 241 Co-requisites: NUR 250, NUR 252

NUR 252 PEDIATRIC NURSING (6 credits)

Application and direction of nursing care of the client that incorporates the knowledge of lifespan development with expected growth and development principles, cultural aspects of care, prevention and early detection of health problems, and strategies to achieve optimal health. Infant and child health including common childhood and adolescent health problems are explored. Clinical assignments reflect concepts related to the theory sessions. Prerequisite(s): NUR 220, NUR 230, NUR 231, NUR 240, NUR 241 Co-requisites: NUR 250, NUR 251

NUR 260 ADULT NURSING CARE III (5 credits)

This course provides a didactic opportunity for the student to focus on individuals and families with complex and emergent care needs. Perceptions of being a critically ill patient will be examined. Cultural aspects, psychosocial needs, evidence-based practice of the patient in the critical care unit will be covered. In addition, but not limited to areas of discussion are hemodynamic monitoring, interpreting EKG rhythm strips, mechanical ventilation, artificial airways, circulatory assist devices, pressure monitoring systems, CVP monitoring, shock, systemic inflammatory response syndrome and multiple organ dysfunctions. Emergency and trauma nursing will be incorporated into the material. The nursing process will be utilized throughout this course. Acute/critical care concepts will be reinforced through observation in acute/emergent care setting in NUR 262. Prerequisite(s): NUR 220, NUR 230, NUR 231, NUR 240, NUR 241, NUR 250, NUR 251, NUR 252 Co-requisites: NUR 261, NUR 262

NUR 261 SEMINAR IN PROFESSIONAL DEVELOPMENT (3 credits)

This course provides a didactic opportunity for the student to apply theories of leadership and management. Methods of managing human, physical, financial, and technological resources in providing customer service will be discussed. Regulatory and accrediting standards/agencies will be reviewed. Theories of unit management, patient assignments, staff scheduling, and delegations to unlicensed personnel will be explored. Kentucky nursing law will be referenced. Transition from student to practicing professional nurse and member of the multidisciplinary healthcare team will be achieved. Prerequisite(s): NUR 220, NUR 230, NUR 231, NUR 240, NUR 241, NUR 250, NUR 251, NUR 252 Co-requisites: NUR 260, NUR 262

NUR 262 INTEGRATED PRACTICUM (4 credits)

Provides students opportunities to apply knowledge in the care of individuals and families in a dynamic healthcare setting. Emphasis is on developing the role of the professional nurse advocate. Acute/critical care concepts presented in NUR 260 will be reinforced through observation in a critical care setting, denoted as dual objectives. Prerequisite(s): NUR 220, NUR 230, NUR 231, NUR 240, NUR 241, NUR 250, NUR 251, NUR 252 Co-requisites: NUR 260, NUR 261

NUR 303 TRANSITION TO BACCALAUREATE NURSING ROLES AND ISSUES IN NURSING (3 Credits)

This course is designed to facilitate the RN to BSN student to transition to the role of baccalaureate nursing. Focus will be on philosophy, values, and roles of professional nursing in contemporary and future nursing practice and issues in nursing. Personal and professional expectations and goals are explored to foster educational and professional growth, Nursing conceptual models and theories, roles, concepts, and issues are explored in the context of the healthcare system. Prerequisite(s): None Corequisite NUR 300

NUR 306 PATHOPHYSIOLOGY (6 Credits)

This course is designed to enhance the knowledge of basic principles and mechanisms of the disease process to provide and understanding of the pathogenesis and clinical manifestations of diseases. Emphasis is placed in the contrast between normal and abnormal states of cells, tissues and organ-systems and how they relate to the disease state. Emphasis is on gaining an understanding of the development of pathophysiological signs and symptoms. Students shall apply their knowledge through the use of scenarios for identification, analysis, and treatment of diseases. Prerequisite(s): NUR 305 or Permission of the RN to BSN Program

NUR 307 HEALTH AND PHYSICAL ASSESSMENT ACROSS THE LIFE SPAN (6 Credits)

This course is designed to enhance the baccalaureate nurse's knowledge and skills necessary for communication, interviewing, data collection, and documentation for the health history and physical assessment required throughout the lifespan and the health-illness continuum. The foundation to enhance assessment is grounded in the social and physical sciences. Prerequisite(s): NUR 306 or Permission of the RN to BSN Program

NUR 309 DIVERSITY IN HEALTHCARE (3 Credits)

Diversity in this course is an all-inclusive concept, including, but not limited to, differences in race, color, ethnicity, national origin or immigration status, religion, age, gender, sexual orientation, and vulnerability. Key elements essential to provide culturally competent care in partnership with interprofessional and intraprofessional teams are: social and cultural factors, relevant data sources and best evidence, safe and quality outcomes of care, advocacy for social justice and participation in culture competence development. Various theories and models of care will be reviewed to enhance the quality of nursing and healthcare. Care is Whole Patient Assessment: disease history, physical symptoms, psychological symptoms, decision-making capacity, information sharing, social circumstances, spiritual need, practical needs, and anticipatory planning for death. Prerequisite(s): None

NUR 318 EVIDENCE BASED NURSING PRACTICE AND STATISTICS (9 Credits)

This is an introductory nursing theory and nursing research course that focuses on preparing the baccalaureate registered nurse to become a knowledgeable consumer of nursing, medical, and healthcare research. The course is designed to enhance the registered nurse skill in evaluating existing research findings as the basis for providing evidence based professional nursing practice. To assist in understanding and interpreting research basic concepts of statistics are explored to facilitate interpretation of science research. Prerequisite(s): None

NUR 401 COMMUNITY THEORY AND FAMILY THEORY (3 Credits)

This introductory course explores community theory and family theory to provide a foundation for the practice of community and public health nursing. Community theory is on the idea and theory of association, social capital, and the notion of community in relation to contemporary concerns i.e. globalization, and community development. Family theory explores the family as a unit. Three family theories (Family Developmental Theory, System Theory, and Family Stress and Coping Theory) are utilized in the process of assessment, identifying strengths and needs, and developing a plan of care. Prerequisite(s): None

NUR 402 END OF LIFE ISSUES ACROSS THE LIFE SPAN (3 Credits)

The focus of this course is to promote understanding of the complexities associated with care of patients and families at end-of-life, across the lifespan, and for the care provider. Emphasis is on exploring nursing care and management of individuals and families. Exploration of the whole patient assessment is an overriding concept in nursing care of individuals and families facing end-of-life care and decisions. The Palliative Care Model of Care is explored to improve the quality of life across the spectrum of illness. The influences of using a team approach in care are also explored. Evidence-based practice is utilized as the professional decision-making framework which conforms to the AACN/ELNEC Model of Care and is the bases of study. Prerequisite(s): None

NUR 403 HEALTHCARE INFORMATICS AND TECHNOLOGY (3 Credits)

This course is designed to enhance knowledge and understanding of computer applications, technology, and Internet tools necessary for utilization in the healthcare. Focus is the history and current status of cyber technology and selected computer applications including healthcare informatics in context for data management including information systems and telecommunications in nursing administration, education, practice, security, and benefits. In addition, exploration of telemedicine and the delivery of nursing care in the future are explored. Prerequisite(s): None

NUR 405 QUALITY CARE AND PATIENT SAFETY (3 Credits)

This course will focus on Quality Improvement (QI) concepts, processes, outcome measure to enable the baccalaureate nurse to assist and initiate basic quality and safety investigations, assist in development of quality improve action plans, assist in monitoring the result within the clinical Microsystems. The student will explore principle of patient safety, QI, Continuous Quality Improvement (CQI) models, Quality Assurance (QA) vs. QI; and QI process techniques including benchmarks, basic statistic, root cause analyses, and Failure Mode Effects Analysis (FEA). Prerequisite(s): None

NUR 406 COMMUNITY AND PUBLIC HEALTH NURSING (6 Credits)

This course combines theory and experiential practice based community theory and family theory utilizing the research process and nursing process to establish evidence-based practice to meet the healthcare needs of the individual, family, community, and/or population. The student is introduced to concepts of epidemiology, environment, diversity, and social-economic conditions. The student focuses on health promotion, health maintenance, education, disease prevention, and coordination of care. The student learns the application of community and family health principles through experiential learning activities. A variety of community healthcare settings will be explored to assess the role of the baccalaureate nurse including the role of the community health nurse as a healthcare provider, and advocate for public policy, and a promoter and protector of public health. Links between health policy and clinical practice will be explored. Prerequisite(s): NUR 401 and NUR 405 or permission of the RN to BSN Program.

NUR 407 MANAGEMENT AND LEADERSHIP IN PROFESSIONAL NURSING (6 Credits)

This course focuses on the baccalaureate prepared professional nurse's role in applying the concepts, theories, principles, and strategies of management and leadership within the structure of the healthcare system and organizations across the continuum of care. Emphasis is placed on the roles and responsibilities of a professional nurse leader. Critical thinking, problem solving, legal, ethical, and moral principles are incorporated into the roles. Emerging roles for nurse entrepreneurs and professional practitioners are explored including emphasizes on efficient patient care management in complex healthcare settings. Utilizing experiential clinical situations enables the application of knowledge and analytical thinking in management and leadership roles. Prerequisite(s): NUR 406, Corequisite NUR 414 or permission of the RN to BSN Program.

NUR 408 SENIOR EXPERIENTIAL

PRACTICUM AND SEMINAR (6 Credits)

This synthesis course is designed to integrate the baccalaureate nursing program of study concepts in experiential learning experiences in a variety of health settings and environments. The student in collaboration with the faculty develops an individualized experiential practicum experience with objectives, critique of the literature, plan for implementation and outcomes based on career goals. Prerequisite(s): Completion of all other Core Nursing Courses besides NUR 414.

NUR 414 HEALTHCARE MANAGEMENT, ECONOMICS, AND SEMINAR (4 Credits)

This course focuses on leadership and management theories and models in healthcare, basic economic and financial theories, as it relates and impacts nursing; including resource allocation and management, understanding the strategic market dynamics, healthcare systems, and driving and restraining forces in healthcare change, and contemporary issues in the workplace. Prerequisite(s): Completion of all other Core Nursing Courses besides NUR 408.

PBA 124 BAKING SCIENCE (4 Credits)

This course incorporates the foundation of knowledge to be successful in a baking and pastry career. Topics include the identification, use and functions of vital baking ingredients and equipment, mixing methods applicable to those ingredients and the interaction of ingredients to produce products in the baking and pastry profession. Prerequisite(s): None

PBA 126 BAKING FUNDAMENTALS (6 Credits)

The understanding and application of skills learned in Baking Science. Students will produce foundation items that will be built on in later lab and lecture classes. This course covers the makeup of various baked goods how different ingredients relate to and effect each other and why baking is considered to be such a science. Prerequisite(s): None

PBA 134 ARTISAN THEORY (4 Credits)

In this course, students are instructed in methods and theory related to advanced techniques in bread including the principles of artisan production, lamination and enriched dough's and the intricacies of design utilizing lightly yeasted and non-yeasted dough's. Prerequisite(s): BSF 104

PBA 136 ADVANCED TECHNIQUES IN BREAD (6 Credits)

In this course, students are given the opportunity to practice the methods, skills and theories related to artisan theory. This student acquires and practices skills involved in the production of lean and hearth artisan breads, laminated and enriched breads and bread design. Prerequisite(s): PBA 124

PBA 216 MODERN PASTRY TECHNIQUES (6 Credits)

The Chocolatier – The chocolatier encompasses foundational principles in chocolate utilizing an array of chocolate varieties. Students will learn the fundamentals of chocolate and apply them through the preparation of various chocolate candies, bonbons, garnishes, decorations and other preparations including a chocolate showpiece. Torte and Petit Four – A blend of classical and contemporary techniques will be integrated in the preparation of various tortes and petit fours including the use of various glazes, mousses, textures and garnishing techniques. Dessert Presentation – Plating and presentation of dessert varieties including a blend of both classical and contemporary methods will be demonstrated within the class offering students the opportunity to apply real world skills in a learning environment. Prerequisite(s): None

PBA 244 BAKING & PASTRY

ENTREPRENEURSHIP (4 Credits)

This course provides the students with knowledge and hands-on experience of an actual Bakery operation to include front of the house /retail bakery merchandising procedures. Over the period of the quarter, students will prepare a business plan. Prerequisite(s): None

PBA 246 GLOBAL PASTRY ARTS & DESIGN (6 Credits)

The student develops the skills required to produce goods and pastries from the global market. Each students will gain knowledge in preparing and designing various showpieces, made from sugar, marzipan, tallow/fat and chocolate. Prerequisite(s): None

PBA 266 BAKING PRACTICUM (6 Credits)

This course provides the student with the knowledge and hands on experience of an actual restaurant/retail bakery operation to include front of the house and retail bakery merchandising procedures. Students train in all areas of bakeshop production. Prerequisite(s): PBA 124, PBA 126

PHL 224 INTRODUCTION TO PHILOSOPHY (4 Credits)

This course takes the straightforward approach of studying and discussing the thought and influence of major western philosophers as they cross the stage of history. Prerequisite(s): None

PHL 244 INTRODUCTION TO RELIGION (4 Credits)

This course offers the students the opportunity to survey and discuss the major religions of the world with the aim of learning their roots, their major characteristics and their present day significance. Prerequisite(s): None

PHL 344 BIOETHICS (4 Credits)

This course will examine the applied ethical subspecialty of bioethics, particularly as related to healthcare and human services. By learning about the birth of bioethics and from exposure to primary sources from which bioethical principles and guidelines have originated, students will gain an appreciation of the role of bioethical deliberation in contemporary issues from genetics to public health to end-of-life. Students will become proficient as spokespersons on opposing sides of bioethical issues including the protection of human subjects in research, genetic engineering, abortion, euthanasia, stem cell research, and allocation and distribution of healthcare resources. Review of landmark bioethics cases and legal judgments will enhance students' understanding of the complexity of society's response to bioethical dilemmas such as late term abortion and physician assisted suicide. Prerequisite(s): None

PHL 464 ETHICS (4 Credits)

This course discusses concrete and objective principles available to individuals interested in doing the "right thing" with a focus on the critical theory and value systems that underlie the process. Prerequisite(s): None

PHT 101 INTRODUCTION TO PHARMACY TECHNICIAN (4 Credits)

This course will cover the history of pharmacy, pharmacy organizations, and the healthcare system. The issues of ethics and professionalism will be presented and discussed. Students will be introduced to the basic skills required of a pharmacy technician, including medical terminology, prescription interpretation, basic calculations, and compounding. Students will learn the brand/generic names of the Top 200 drugs and will explore Over-the-Counter medications and supplements. Students will explore both the traditional and non-traditional roles pharmacy technicians can play in various practice settings. Prerequisite(s): Pharmacy Technician Students Only

PHT 105 PHARMACEUTICAL CALCULATIONS (4 Credits)

This course explores common pharmacy calculations, to include converting between measurement systems, interpreting medication orders, routes of administration, and dosage calculations, including special populations. Prerequisite(s): None

PHT 110 INTRODUCTION TO DISEASE & PATIENT CARE (4 Credits)

This course focuses on the fundamental principles relating to etiology, nature, prevention, and control of both communicable and non-communicable diseases in human populations. The course will be organized by body system and will provide the basic fundamentals needed to understand the organization and function of the human body. Prerequisite(s): PHT 101

PHT 150 PHARMACOTHERAPEUTICS I (4 Credits)

This course will explain the use and side effects of prescription and non-prescription medications, and alternative therapies used to treat common disease states. After this course, students will be able to list therapeutic effects, adverse effects, brand/generic names, dosage forms, route(s) of administration, drug interactions, contraindications, proper storage, and doses of various medications. Prerequisite(s): PHT 101, MSS 104

PHT 151 PHARMACOTHERAPEUTICS II (4 Credits)

This course will continue the concepts introduced in PHT 150. This course will explain the use and side effects of prescription and non-prescription medications, and alternative therapies used to treat common disease states. After this course, students will be able to list therapeutic effects, adverse effects, brand/generic names, dosage forms, route(s) of administration, drug interactions, contraindications, proper storage, and doses of various medications. Prerequisite(s): PHT 150

PHT 201 PHARMACY LAW AND ETHICS (4 Credits)

This course focuses on the laws, regulations, and ethical issues related to the practice of pharmacy. Both Federal and Kentucky state laws relating to the practice of pharmacy and control of drugs and medical devices will be included. Prerequisite(s): PHT 101

PHT 203 COMMUNITY PHARMACY OPERATIONS (4 Credits)

This course is a hands-on guide through the day to day practice of community pharmacy. The course reviews the skills sets required to work in a community pharmacy, including interpreting, entering, filling, and billing prescription orders. Students will receive instruction on communications and interactions with community pharmacy customers. Students will learn about various types of automated dispensing systems employed by community pharmacies in the drug distribution process. Students will perform exercises simulating medication dispensing, including controlled substance dispensing, brand-generic dispensing, and OTC dispensing. Lab applications will also focus on the use of references, performing pharmaceutical calculations, and writing clear instructions for patients. Finally, students will learn pharmacy office operations such as inventory control, basic office management and the creation and application of pharmacy reports. Prerequisite(s): PHT 101, PHT 105

PHT 204 INSTITUTIONAL PHARMACY OPERATIONS (4 Credits)

This course is a hands-on guide through the day to day practice of institutional pharmacy. The course reviews the skills sets required to work in an institutional pharmacy, including entering and filling medication orders, stocking automated dispensing cabinets, making hospital runs, and problem solving in an institutional environment. Students will learn about various types of automated dispensing systems. Students will familiarize themselves with inventory control and formulary procedures. Students will perform tasks simulating controlled substance dispensing, repackaging of medications, STAT deliveries, and responding to Codes. Lab applications will also focus on the use of references, extemporaneous compounding and performing pharmaceutical calculations. Students will learn best practices related to punching capsules, compounding suspensions, creams and suppositories. Finally, students will learn basic pharmacy operations such as scheduling staff, performing quality checks on timesheets, record keeping, and the creation and application of pharmacy reports. Prerequisite(s): PHT 101, PHT 105

PHT 205 PRINCIPLES OF CUSTOMER SERVICE FOR PHARMACY TECHNICIANS (2 Credits)

This course is designed to integrate all aspects of providing quality customer service for pharmacy technicians. Telephone skills, problem solving, teamwork, handling difficult customers and cash handling are some of the topics covered. Prerequisite(s): PHT 101

PHT 206 STERILE COMPOUNDING (4 Credits)

Course content will include organization and administration of an admixture program, requirements for clean room setup, equipment used in preparing sterile preparations, preparation of compounded sterile preparations, regulations governing preparation, distribution and storage of compounded sterile products, reviewing physician orders, calculating dosages, and administration of different types of parenteral products. Students will have the opportunity to practice in the laboratory the techniques related to the compounding of sterile dosage forms, and will be required to demonstrate competency in safe preparation of sterile dosage forms. Prerequisite(s): PHT 105, PHT 150, Advisor Approval

PHT 208 NUTRITION FOR PHARMACY TECHNICIANS (4 Credits)

This course is an introductory study to the principles of human nutrition and its effect on health. Course topics will include prescription and over-the-counter nutritional products, supplements, enteral nutrition, parenteral nutrition, drug-food interactions, and special populations. Prerequisite(s): PHT 110, PHT 151

PHT 209 MEDICATION SAFETY (2 Credits)

Students will learn about the mechanism and roots of medication errors and their consequences for patients and health care in general. This course is an introduction to the availability of various technologies applicable to the delivery of pharmacy care, their impact on pharmacy practice, and their applications to patient care. Coursework will focus on health literacy, cultural competency, and promoting medication safety and error prevention. Prerequisite(s): PHT 101

PHT 297 ADVANCED PHARMACY EXTERNSHIP (2 Credits)

The advanced pharmacy technician externship is designed to enable students to obtain hands-on experience in the pharmacy setting. The student will gain practical experience, knowledge, skills, and insight into the various aspects of the pharmacy technician role. The externship will include experience at an institutional, community, or other pharmacy setting. Prerequisite(s): Advisor Approval

PHT 299 PHARMACY EXTERNSHIP (4 Credits)

The pharmacy technician externship is designed to enable students to obtain hands-on experience in the pharmacy setting. The student will gain practical experience, knowledge, skills, and insight into the various aspects of the pharmacy technician role. The externship may include experience at an institutional, community, or other pharmacy setting. Students will prepare to take the Pharmacy Technician Certification Exam (PTCE) at the end of their externship experience. Prerequisite(s): Advisor Approval

PHY 162 PHYSICS I (4 Credits)

This course introduces mechanics through the examination of force-motion relationships. The concepts of velocity, energy, power and torque are emphasized. Prerequisite(s): MTH 253

PHY 212 PHYSICS II (4 Credits)

Structure and properties of matter are examined with emphasis on the strength of materials, fluid mechanics and gas laws. An introduction is given to thermal physics with temperature and effects of heat, change of state, heat transfer, and the laws of thermodynamics. The fundamentals of heating, ventilation and air-conditioning are introduced. Prerequisite(s): PHY 162

PHY 232 PHYSICS III (4 Credits)

This course focuses on electromagnetic phenomena. Topics include electrostatics, potential, current, resistance, capacitance, inductance, and magnetism. The characteristics of electric motors and transformers are studied. Prerequisite(s): None

PLA 301 PRIOR LEARNING ASSESSMENT (4 Credits)

This course is designed to allow students to engage in self-reflection and to learn techniques to identify and document college-level prior learning experiences. Students will define learning and career goals and provide evidence of both applied and theoretical knowledge of college-level content which may be assessed for possible award of credit. Prerequisite(s): None

PLS 114 INTRODUCTION TO LAW AND THE LEGAL SYSTEM (4 Credits)

This course provides a general overview of the legal system and exposes the student to the operating structures and terminology of law. The student is introduced to the various functions and roles the paralegal may perform in the legal system. Consideration is given to the ethical issues which may be encountered by the paralegal professional. It is a required course for all students in all paralegal studies programs. Prerequisite(s): Enrollment in Paralegal Studies program.

PLS 134 LEGAL RESEARCH (4 Credits)

In this course, the student gains a working familiarity with the major resource books found in a law library, as well as being introduced to electronic resources, including access passwords to WESTLAW® one of the premier legal research databases. The student is taught a practical approach to finding and interpreting constitutional provisions, administrative regulations and statutes, as well as researching, citing 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(s): PLS 114 or concurrent

PLS 144 LEGAL WRITING (4 Credits)

This course focuses on the enhancement of legal writing skills and advanced legal research. Emphasis is given to preparation of appellate briefs, pleadings, interoffice memoranda and other formal documents. Prerequisite(s): PLS 114, PLS 134

PLS 154 TORT LAW (4 Credits)

This course is designed to give the student general knowledge and theoretical understanding of the legal principles of tort law such as negligence, strict liability, intentional torts and the various forms of damages. Prerequisite(s): Corequisite: PLS 114

PLS 184 BUSINESS ORGANIZATIONS AND COMMERCIAL PRACTICE (4 Credits)

This course provides a descriptive overview of business organizations and entities such as corporations, limited liability companies, partnerships and sole proprietorships. Laws and concepts relating to these entities are explained and students are exposed to and required to prepare documents and forms utilized used by these entities. This course further provides an overview of commercial practice including an introduction to contracts, sales, commercial paper, and secured transactions. Prerequisite(s): PLS 114

PLS 204 CRIMINAL LAW (4 Credits)

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. Prerequisite(s): PLS 114

PLS 214 ESTATE PLANNING AND ADMINISTRATION (4 Credits)

This course is designed to make the student aware of the most 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(s): PLS 114

PLS 224 LITIGATION (4 Credits)

This course offers an introduction to litigation and trial processes. The student learns the basic principles of pleading, discovery, motions, interrogatories and court orders. Additionally students are instructed in the investigatory process, settlement of lawsuits, judgments and post-trial considerations. Drafting of documents in these areas is emphasized. Prerequisite(s): PLS 114

PLS 234 REAL ESTATE LAW (4 Credits)

This course provides the basic concepts of real property enabling the student 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(s): PLS 114

PLS 244 DOMESTIC RELATIONS/ FAMILY LAW (4 Credits)

This course is designed to teach the student to conduct client interviews, to draft and file 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(s): PLS 114

PLS 262 BASIC LEGAL ETHICS (2 Credits)

This course introduces the student to basic legal ethical standards and requirements of professional responsibility. These precepts include (1) the ABA Code and Rules of Professional Conduct, which provide the framework for most ethical codes applying to attorneys, and (2) various paralegal ethical standards, including the NALA Model Standards and the NFPA Affirmation of Professional Responsibility. Kentucky Supreme Court Rule 3.700 is also covered in the course. Prerequisite(s): PLS 114

PLS 272 PARALEGAL EXTERNSHIP/ RESEARCH PROJECT (2 Credits)

This course provides the student with an opportunity to gain practical work experience under the supervision of an attorney, paralegal or other legal personnel. The student must periodically submit written reports to the Dean or Director of Legal Studies describing the student's experiences during the externship. In limited circumstances, a student may substitute a research project for externship experience. The project must receive prior approval of the Dean or Director of Legal Studies. The student will also be required to compile and maintain a notebook of legal documents prepared and drafted by the student throughout the student's course of study. The notebook must be formally submitted to the Dean or Director of Legal Studies for review and evaluation. Prerequisite(s): PLS 114 and approval by the Dean/Director of Legal Studies

PLS 284 COMPUTERS IN THE LAW OFFICE (4 Credits)

This course provides a practical approach to: 1) the use of computers in the legal environment, with concentration on various computer applications for the legal professional and 2) computerized legal research utilizing the Internet and the WESTLAW computer research systems. This course emphasizes the development of basic skills and knowledge needed by the paralegal to utilize computer hardware and software in the law office. Prerequisite(s): PLS 114, CSC 118 Co-requisite: AOM 120

PLS 302 APPLIED LEGAL ETHICS (2 Credits)

This course gives the student the opportunity to apply ethical standards and other requirements of professional responsibility in scenarios based on real life situations that can occur in the legal environment. (Must be enrolled in the BSPS Program). Prerequisite(s): None

PLS 304 ADMINISTRATIVE LAW (4 Credits)

This course covers Administrative Law with a focus on public benefits and those areas of practice in which non-lawyer direct representation of clients is possible - such as Social Security Disability. (Must be enrolled in the BSPS Program). Prerequisite(s): None

PLS 314 ADVANCED LEGAL WRITING WITH COMPUTER APPLICATIONS (4 Credits)

In this course, the student's legal writing skills are refined through intensive writing assignments requiring accurate identification, analysis, and communication of legal theories and concepts. The preparation and completion of these assignments, utilizing computer applications, provides an added dimension to this course. (Must be enrolled in the BSPS Program). Prerequisite(s): None

PLS 404 ADVANCED LITIGATION AND APPELLATE PRACTICE (4 Credits)

An advanced study of civil trial and appellate practice, this course enhances the student's ability, through document production exercises, to assist in the litigation process from trial preparation through appellate proceedings. (Must be enrolled in the BSPS Program). Prerequisite(s): None

PLS 414 ADVANCED REAL ESTATE LAW (4 Credits)

The student in this course is exposed to some of the more complex dimensions of Real Estate Law and learns through practical document drafting assignments and projects the detailed approach to handling such matters as commercial property transactions and the impact of environmental issues in the real estate field. (Must be enrolled in the BSPS Program). Prerequisite(s): None

PLS 434 COMTEMPORARY LEGAL TOPICS (4 Credits)

This course is designed to introduce the student to various areas of law not covered by the other legal specialty courses. Topics may include but are not limited to the following; Alternative Dispute Resolution/ Mediation, Bankruptcy, Workers' Compensation, Income Tax, Employee Benefits, Constitutional Law, and Law Office Management. The topic selected is based on the perceived need in the local legal community and interest expressed by students. (Must be enrolled in the BSPS Program). Prerequisite(s): None

PND 100 ANATOMY & PHYSIOLOGY (7 credits) – Not Designed to Transfer

An overview of the systems of the body, its basic structure and function. Prerequisite(s): None

PND 101 PERSONAL & VOCATIONAL RELATIONSHIPS (2 credits) – Not Designed to Transfer

Study skills, fundamentals of self-understanding, beginning communications skills, human relations (civic, ethical, social, vocational, and legal) as related to practical nursing. Prerequisite(s): None

PND 102 MATH CONCEPTS FOR PHARMACOLOGY (2 credits) – Not Designed to Transfer

This course provides a systematic review of the principles of mathematics. The student is introduced to metric equivalences in drug measurements. The student is introduced to drug dosage calculation and basic general principles of medication administration. Prerequisite(s): None

PND 103 INTRODUCTION TO NURSING & HEALTHCARE (6 credits) – Not Designed to Transfer

Historical overview of current healthcare including medical economics, ethical and legal parameters, roles and responsibilities of healthcare team members with an emphasis on nursing and the role of the practical nurse. Medical terminology, concepts of health, health assessment, self-care, and functional health patterns across the life span are explored. Prerequisite(s): None

PND 104 DEVELOPMENT OF CAREGIVER ROLE (10 credits) – Not Designed to Transfer

Introduction to nursing and the nursing process as related to promoting healthy functional health patterns across the life span; opportunity to develop and practice psychomotor skills related to health assessment, promotion, maintenance, and illness prevention. Prerequisite(s): None

PND 200 INTRODUCTION TO HEALTH DEVIATIONS (7 credits) – Not Designed to Transfer

Application of the nursing process for selected adult clients experiencing common functional health deviations interfering with activities of daily living. Emphasis is on nurse as provider of care. Prerequisite(s): PND 100, PND 101, PND 102, PND 103, PND 104

PND 201 PHARMACOLOGY (3 credits) – Not Designed to Transfer

Study of common drugs by classification and their effects with emphasis on legal responsibility, accountability, and application of the nursing process to drug therapy. Prerequisite(s): None

PND 202 MENTAL HEALTH CONCEPTS (7 credits) – Not Designed to Transfer

Applies nursing process to clients experiencing common mental health problems. Explores chemical dependency, violence, and other stress and developmental problems related to mental health. Prerequisite(s): PND 100, PND 101, PND 102, PND 103, PND 104

PND 203 NURSING & CHILDBEARING FAMILY (7 credits) – Not Designed to Transfer

Application of the nursing process with healthy childbearing families focusing on common growth and development processes associated with parenting. Reproductive health and pregnancy, child health, and common childhood health problems are explored. Prerequisite(s): PND 100, PND 101, PND 102, PND 103, PND 104

PND 300 HEALTH DEVIATIONS I (14 credits: broken into Parts I and II in evening division, Part I is 10 credits and Part II is 4 credits) – Not Designed to Transfer

Application of the nursing process for selected child/adult clients experiencing common health deviations that impose limitations on functional health patterns. Emphasis is on the nurse as provider of care. Prerequisite(s): PND 200

PND 301 NURSING TRENDS & ISSUES (2 credits) – Not Designed to Transfer

Builds on PND101 with emphasis on current events in healthcare systems and nursing practice in preparation of the role transition from student to competent employee. Prerequisite(s): None

PND 302 MANAGEMENT OF GERIATRIC CLIENT (4 credits) – Not Designed to Transfer

Exploration and application of geriatric client management principles in long-term care settings. Prerequisite(s): PND 100, PND 101, PND 102, PND 103, PND 104

PND 400 HEALTH DEVIATIONS II (16 credits: broken into Parts I and II in evening division, Part I is 10 credits and Part II is 6 credits) – Not Designed to Transfer

Application of the nursing process for selected child/adult clients experiencing selected health deviations that impose limitations on multiple functional health patterns. Emphasis is on the nurse as provider of care. Prerequisite(s): PND 300

PSA 101 CRIME IN THE UNITED STATES (4 Credits)

A survey course to provide an understanding of the nature and extent of crime in the United States. The course covers types of crime from conventional crime to white collar and occupational crime as well as terrorism and other criminal events. The course also provides a brief overview of the components of the criminal and juvenile justice systems as well as other public safety agencies. This course must be taken during the first quarter of the program. Prerequisite(s): None

PSA 102 INTRODUCTION TO LEGAL SYSTEMS (4 Credits)

A general overview of the legal and criminal justice system is reviewed. Students are introduced to the operating structures and terminology of the legal system and courts in America. Prerequisite(s): None

PSA 154 THEORY OF CRIME CAUSATION (4 Credits)

An overview of theory from the classical, biological, psychological and sociological perspectives; and from the behavior of the criminal law perspective including conflict and related theories. This course also includes a consideration of the relevance of each theoretical perspective and how theory helps in understanding criminal behavior. Prerequisite(s): None

PSA 160 INTRODUCTION TO LAW ENFORCEMENT (4 Credits)

A survey of law enforcement history as well as practices and issues facing the field in the 21st century. Emphasis is placed on current “Best Practices” such as community policing and the use of mapping techniques as well as current practices in administration and leadership. Prerequisite(s): None

PSA 164 CORRECTIONS, PROBATION AND PAROLE (4 Credits)

A survey of corrections, probation and parole history, practices and issues facing the field in the 21st century. Emphasis is placed on “Best Practices” in the field with a particular focus on community corrections, new approaches to inmate management and recent developments in probation and parole. Prerequisite(s): None

PSA 165 JUVENILE DELINQUENCY AND JUVENILE JUSTICE (4 Credits)

A review of theories which focus on improved understanding of the nature and extent of juvenile delinquency and systems of social control which relate to responding to juvenile delinquency. The course focuses on the roles of police, juvenile and family court as well as correctional practices and issues in working with juveniles. Prerequisite(s): None

PSA 248 CRIME PREVENTION (4 Credits)

A study of the criminological and environmental theories and methods of crime reduction, with a focus on policing and community best practices in the 21st century. Topics include the history of crime prevention efforts followed by a consideration of pertinent case studies and applied research in crime prevention. Prerequisite(s): None

PSA 255 ETHICS FOR PUBLIC SAFETY PROFESSIONALS (4 Credits)

This is a study of the need for ethics in public safety occupations. The focus of the course is to assist the student in understanding ethical perspectives and theories as they relate to professional conduct and organizational expectations. A particular emphasis is placed on the role of leadership in developing a culture of ethical behavior in the public safety organization. Prerequisite(s): None

PSA 270 MENTAL ILLNESS, SUBSTANCE ABUSE AND CRIME (4 Credits)

This course will provide an overview of the interface between mental illness and the criminal justice system as well as the relationship between substance abuse and criminal offending. The student will be exposed to the historical and contemporary criminal justice system responses to illegal substances and how the issue of mental illness influences behavior. The course will also provide the student with the ability to determine whether someone is suffering from mental illness or are under the influence of substances. Particular emphasis will be placed on dispelling the many myths and misconceptions that surround this topic in contemporary culture and replacing them with sound empirical information. Prerequisite(s): None

PSA 271 SEX CRIMES AND SEX OFFENDERS (4 Credits)

This course will provide the student with an introductory look at the various aspects of crimes involving sexual conduct and the offenders who commit them. The student will be introduced to the topic from a legal, psychological and sociological perspective. Particular emphasis will be placed on dispelling the many myths and misconceptions that surround this topic in contemporary culture and replacing them with sound empirical information. Prerequisite(s): None

PSA 280 CRIMINAL LAW FOR PUBLIC SAFETY PROFESSIONALS (4 Credits)

This course is designed to give the student content knowledge of state and federal laws. The student will also learn how to apply these state and federal laws in real-world settings. Prerequisite(s): None

PSA 301 INTRODUCTION TO SYSTEMS OF SOCIAL CONTROL (4 Credits)

This course provides an overview of the various systems of social control, including law enforcement, the courts, corrections, probation and parole, schools, churches, families, government and related participants. The interrelated and interdependence as well as the particular role each plays in the overall system of social control is the focus of this course. Prerequisite(s): PSA 101, PSA 160, PSA 164, PSA 165

PSA 303 OCCUPATIONAL AND WHITE COLLAR CRIME (4 Credits)

A study of white collar and occupational crime. This course focuses on theories to improve understanding of the reasons for this crime type and “best practices” in efforts to respond by the public safety professionals. The emphasis is also placed on understanding various types of white collar and occupational crime in the public and private sectors. Prerequisite(s): PSA 301

PSA 304 CURRENT ISSUES IN TERRORISM (4 Credits)

An investigation of domestic and international terrorism and terrorist organizations, with a focus on causes, organization, funding, threats and the future of terrorism. Topics include a consideration of chemical, biological, nuclear and cyberspace dimensions. The impact of the media and the use of technology in counter terrorism are considered. The role and responsibility of various public safety functions responding to this issue are considered. Prerequisite(s): PSA 301

PSA 310 CRIMINOLOGY (4 Credits)

An advanced examination of the theory, research and findings of the classical school, positivist school, and behavior of the criminal law. Various topics include: the history of criminal theories; social reactions to crime; deviant subcultures; and criminal organizations and institutions in society. Particular attention will be given to how the various criminological theories are practiced in the field of justice and public safety. Prerequisite(s): PSA 301

PSA 398 RESEARCH METHODS FOR PUBLIC SAFETY PROFESSIONAL (4 Credits)

A study of the principals, data sources, and methods appropriate for careers in justice and public safety. Course topics will include quantitative and qualitative research methods. Attention will be given to research design, sampling, scaling, questionnaire construction, survey research, interviewing, and participant observation. Prerequisite(s): PSA 301

PSA 401 CRIMINALISTICS (4 Credits)

This course is designed to give the student a broad understanding of how science is used to aid criminal investigations. The student will learn principles of crime scene evidence collection and rudimentary evidence analysis. Prerequisite(s): PSA 301

PSA 402 CURRENT ISSUES IN PUBLIC SAFETY ADMINISTRATION (4 Credits)

This course will develop the student’s administration abilities by applying them directly to public safety administration issues. Administration content knowledge will be applied to current issues in public safety administration. Prerequisite(s): PSA 301

PSA 404 SENIOR SEMINAR IN JUSTICE AND PUBLIC SAFETY ADMINISTRATION (4 Credits)

This is a capstone course designed to complete the student’s understanding of administration in public safety. The course will be both content-driven and student project-driven. These will culminate in a final project that will present the student’s entire body of work in the degree program. Prerequisite(s): PSA 301

PSA 498 EXTERNSHIP IN JUSTICE AND PUBLIC SAFETY ADMINISTRATION (4 Credits)

This class will place students in the agency of their choice. They should choose an agency in which they have an interest of possible employment in the future. The student will also spend some direct time with the faculty member supervising the internship to ensure the student is maintaining satisfactory process as well as guide the student in applying his/her education in their internship. Prerequisite(s): PSA 301

PSA 499 PRACTICAL AND TACTICAL (4 Credits)

This course will place students in real-life situations that they may encounter in their careers. This includes physical fitness, defensive tactics, firearms training, felony traffic stops, and building searches. The class has a limited size of 10 at a time due to the high level of supervision required during the applied portions of the course. Prerequisite(s): None

PSY 214 INTRODUCTION TO PSYCHOLOGY (4 Credits)

A broad overview of the major individuals and their particular contributions to the field of psychology are presented. Basic physiological information and its relevance to the study of psychology are presented. Major divisions of psychology and their unique contributions to the understanding of human mental and behavioral processes constitute the major portion of this course. Prerequisite(s): None

PSY 229 ENVIRONMENTAL PSYCHOLOGY (4 Credits)

This course is designed to familiarize you with the profound effect design can have on a person’s psychological behavior and attitude toward the environment. You will become aware of the importance design will have on people’s functioning within a given space. The class studies color theory, intimate environments, work and play, and therapeutic and community environments. Prerequisite(s): None

PSY 264 PSYCHOLOGY OF MODERN LIFESTYLES (4 Credits)

This course applies psychological knowledge to understanding of self, and communication and relationships with others in one’s personal life and in the workplace. Prerequisite(s): None

PSY 274 DEVELOPMENTAL PSYCHOLOGY (4 Credits)

A study of the principles of growth and development covering the life span from infancy to late adulthood. The course focuses on the physical, social, and intellectual development of the individual. Prerequisite(s): None

PSY 284 PSYCHOLOGY OF ADJUSTMENT (4 Credits)

This course explores how an individual adapts to social pressures through the different stages of his/her life. Prerequisite(s): None

PSY 299 ABNORMAL PSYCHOLOGY (4 Credits)

This course focuses on psychological disorders as identified in the Diagnostic & Statistical Manual of Mental Disorders – Fifth Edition (DSM-5), published by the American Psychiatric Association. Prevalence and incidence, symptoms, diagnostic criteria are presented, as well as methods of treatment. Prerequisite(s): None

RAD 100 INTRODUCTION TO RADIOGRAPHY (4 credits) – Not Designed to Transfer

This course introduces the student to his/her role as part of the healthcare team as well as the standards of the profession. Students will learn the basic concepts associated with radiographic equipment, imaging and radiation protection. Prerequisite(s): Limited to students in the LMR and/or RT programs

RAD 102 INTRODUCTION TO RADIOGRAPHIC CLINICAL TOPICS (3 credits) – Not Designed to Transfer

This course orients the student to basic positioning terminology, basic image analysis, body landmarks and radiographic positioning principles. Students will be introduced to the basic concepts of patient care, radiation protection, and radiographic procedures. Students will develop their knowledge of bony anatomy as it relates to radiographic images. Prerequisite(s): Limited to students in the LMR and/or RT programs

RAD 121 RADIOGRAPHIC POSITIONING I (6 credits) – Not Designed to Transfer

This course provides the student with the basic knowledge and skills necessary to accurately prepare and position the patient for introductory level procedures. Image evaluation criteria will be utilized for each position to determine the anatomy demonstrated, the accuracy of the position, and exposure quality. Lab practicum will be used to complement the lecture portion of this course. Prerequisite(s): MED 172, RAD 100, RAD 102 Co-requisite: LMR 201(may be taken previously)

RAD 131 RADIOGRAPHIC POSITIONING II (3 credits) – Not Designed to Transfer

This course provides the student with the knowledge of the anatomical structures as they relate to the radiographic positioning for intermediate level procedures. Students are also afforded opportunities to apply critical thinking skills while identifying and correcting positioning and technical errors. Lab practicum will be used to complement the lecture portion of this course. Prerequisite(s): MED 173, RAD 121 (RTA 122 for RT students)

RAD 401 QUALITY MANAGEMENT (3 credits) – Not Designed to Transfer

Quality management is important to ensure the proper functioning of equipment and compliance with government and accreditation standards. Thus, technologists should have an understanding of the activities and their role in the quality management (QM) process. This content is designed to expand the QM skills of the technologist to include digital imaging systems and the application of QM principles in an imaging department. Prerequisite(s): None

RAD 403 MANAGEMENT & LEADERSHIP IN IMAGING (3 credits) – Not Designed to Transfer

This course provides the students with a comprehensive reference for medical imaging managers. It provides an in-depth overview of every major facet pertaining to the knowledge and skills necessary to become a department or imaging center supervisor or manager. This course will cover all aspects of the profession-operations, leadership, and finance. Prerequisite(s): None

RAD 406 CAPSTONE PROJECT (3 credits) – Not Designed to Transfer

The Capstone Project is the culminating academic endeavor which provides students with the opportunity to explore a problem or issue of particular personal or professional interest that is somehow related to one of the following areas of the imaging department: patient/employee centered workplace safety, teamwork/collaboration, quality management and assurance, or legal aspects of healthcare. The project must demonstrate the student's ability to synthesize and apply the knowledge and skills acquired in this academic program to real-world issues and problems. This final project will affirm the student's ability to think critically and creatively and to solve practical problems related to radiology practice. Prerequisite(s): All courses in the curriculum

RCT 507 IMAGE PRODUCTION IN COMPUTED TOMOGRAPHY (5 credits)

Through readings and assignments, this course deals with the physics and the technologic aspects of conventional and spiral/helical CT, including digital image processing radiation attenuation, data acquisition, and image reconstruction. In addition, this course will describe the major components of a CT scanner and discuss the factors affecting image quality and radiation dose to the patient. Prerequisite(s): Acceptance into the CT program

RCT 509 ADVANCED PATIENT CARE AND SAFETY (3 credits)

This course focuses on the ethical and professional standards in diagnostic imaging specifically in computed tomography. This will include information of patient interaction and management, patient assessment and education within the CT department. Students will learn how to manage accessory medical devices, lab values critical to the procedure and typical medications and dosages. An overview of contrast administration, venipuncture, injection techniques, and adverse reactions are also covered. Prerequisite(s): Acceptance into the CT program

RCT 605 RADIATION PROTECTION IN COMPUTED TOMOGRAPHY (2 credits)

This is a course in radiation protection in computed tomography for certified technologists. Included are the principles of radiation protection for the patient, computed scanning technologist and medical team. Production and control of the computed x-ray beam for scanning procedures and equipment techniques are studied. Prerequisite(s): Acceptance into the CT program

RCT 606 COMPUTED TOMOGRAPHY PROCEDURES (5 credits)

This course introduces the student to cross-sectional anatomy in all three fundamental body planes. Major anatomic features of the head, neck, spine, pelvis, abdomen and thorax are recognized and explained. Functions, anatomic and pathologic relationships among organs are also explored. Prerequisite(s): RCT 507, RCT 509

RCT 608 CT REGISTRY REVIEW (1 credit)

This course provides the students with a review of computed tomography topics. Fundamentals, sectional anatomy, physics and instrumentation, patient care, radiation protection and procedures, theories and principles of test preparation and testing. This course will assess the students' understanding of the major subject areas in computed tomography, recognize deficient areas of knowledge, and prepare for the American Registry of Radiologic Technologists (ARRT) Computed Tomography certification examination. Prerequisite(s): All radiology courses in curriculum

RCT 609 CLINICAL PRACTICUM (3 credits)

This course provides the opportunity to apply knowledge gained from didactic instruction to the computed tomography clinical setting. The clinical component is conducted at an approved clinical education center and requires supervised performance of computed tomography of the head, neck, spine, chest, abdomen, pelvis and musculoskeletal system. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment. Prerequisite(s): All courses in the curriculum

RES 100 INTRODUCTION TO CLINICAL ASSESSMENT (3 credits) – Not Designed to Transfer

This course will prepare the respiratory therapy student to develop a professional bedside manner. As a respiratory therapist students must understand their role regarding patient assessment and the different stages of patient-clinician interaction. Students will learn some of the basic techniques and skills used by clinicians to approach, communicate with, and evaluate patients professionally and with concern. These skills will include, but are not limited to, obtaining the medical history and vital signs, physical examination, sampling arterial blood gases, ECG tracing, patient monitoring, and assessing common symptoms associated with cardiopulmonary disease. Prerequisite(s): None Co-requisite: MED 176

RES 200 RESPIRATORY FUNDAMENTALS I (5 credits) – Not Designed to Transfer

Respiratory Care is a healthcare discipline specializing in the promotion of cardiopulmonary (heart and lung) function and health. The respiratory therapist is involved in the assessment, treatment, management, and care of patients diagnosed with cardiopulmonary system deficiencies and abnormalities. This course is designed to help the student understand the clinical applications and therapeutic applications of respiratory care and the pathologic conditions treated by the respiratory therapist. This course has a lab component. Prerequisite(s): MED 172, MED 176, BIO 100 Co-requisite: RES 100

RES 300 RESPIRATORY FUNDAMENTALS II (3 credits) – Not Designed to Transfer

This course will expand on Respiratory Care Fundamentals I and broaden the student's knowledge and skill base in the assessment, management, care, and treatment of patients with respiratory deficiencies and abnormalities. Students will be instructed in airway management, bronchial hygiene therapies, invasive and non-invasive ventilation, management of mechanical ventilation, and assessment of arterial blood gases. This course has a lab component. Prerequisite(s): RES 200, MED 173

RES 305 RESPIRATORY CLINICAL I (4 credits) – Not Designed to Transfer

This course is the first in a series that provides the student with exposure to the practice of respiratory therapy. This clinical education course takes place in various respiratory departments (clinical affiliates). The student develops and refines skills in communication, patient management, equipment use, and clinical assessment. Rotating shifts and assignments. Prerequisite(s): RES 100, RES 200

RES 400 RESPIRATORY FUNDAMENTALS III (3 credits) – Not Designed to Transfer

This is the last course of respiratory fundamentals which emphasizes advanced critical thinking skills in regards to the intensive care unit patient. This course discusses the ventilator management of life threatening diseases and conditions related to the cardiopulmonary system. Cardiopulmonary diagnostic testing procedures will also be reviewed. This course has a lab component. Prerequisite(s): RES 300 Co-requisite: RES 402

RES 402 CARDIOPULMONARY PATHOPHYSIOLOGY (4 credits) – Not Designed to Transfer

Pathophysiology studies changes or disturbances in the functioning of an organ that can be attributed to disease. In this course, students will study what changes and disturbances affect the lungs, thoracic wall, and respiratory airways and muscles. These form a highly effective defense system that protects them from pathogenic (disease causing) organisms which can lead to respiratory distress and respiratory failure. Caring for the patient who has respiratory disease requires the respiratory therapist to identify specific problems to assist in the diagnosis of the underlying disorder. Prerequisite(s): RES 300 Co-requisite: RES 400

RES 405 RESPIRATORY CLINICAL II (4 credits) – Not Designed to Transfer

This course is the second in a series that provides the student with exposure to the practice of respiratory therapy. This clinical education course takes place in various respiratory departments (clinical affiliates). The student develops and refines skills in communication, patient management, equipment use, and clinical assessment. This rotation introduces the student to the intensive care unit environment. Rotating shifts and assignments. Prerequisite(s): RES 305, RES 300

RES 500 RESPIRATORY PHARMACOLOGY (4 credits) – Not Designed to Transfer

Respiratory Care Pharmacology studies the application of pharmacology (the study of drugs and chemicals) to the treatment of pulmonary disorders and critical care. This course will focus on the principles of drug action from dose administration to effect and clearance from the body as well as drug therapies that affect the respiratory system. Prerequisite(s): RES 400, RES 402

RES 505 RESPIRATORY CLINICAL III (4 credits) – Not Designed to Transfer

This course is the third in a series that provides the student with exposure to the practice of respiratory therapy. This clinical education course takes place in various respiratory departments (clinical affiliates). The student develops and refines skills in communication, patient management, equipment use, and clinical assessment. This course will introduce high tech respiratory equipment including ventilators. Rotating shifts and assignments. Prerequisite(s): RES 405, RES 400

RES 600 NEONATAL & PEDIATRIC RESPIRATORY THERAPY (3 credits) – Not Designed to Transfer

This course will instruct the student in the evaluation and management of the newborn and child with respiratory disease or with some other disorder that compromises the respiratory system, focusing on conditions most often seen by the pediatric respiratory care practitioner. Respiratory care of the newborn and child begins with a discussion of the development of the fetus and of the transition from fetal to neonatal life, which forms the basis for understanding the problems that may arise in the newborn period. Evaluation of the newborn is addressed from several aspects such as those that occur prenatally, assessment techniques vital to the care of the newborn, and non-invasive monitoring techniques. Students will learn about changes that have taken place in the practice of respiratory care for newborns, including new research findings, treatment approaches, and specialized equipment for assessment and care. This course has a lab component. Prerequisite(s): RES 400, RES 402, RES 505

RES 605 RESPIRATORY CLINICAL IV (4 credits) – Not Designed to Transfer

This course is the fourth in a series that provides the student with exposure to the practice of respiratory therapy. This clinical education course takes place in various respiratory departments (clinical affiliates). The student develops and refines skills in communication, patient management, equipment use, and clinical assessment. Students will be introduced to rotations in the NICU (Neonatal Intensive Care Unit) and PICU (Pediatric Intensive Care Unit). Rotating shifts and assignments. Prerequisite(s): RES 505 Co-requisite: RES 600

RES 701 RESPIRATORY THERAPY SEMINAR (2 credits) – Not Designed to Transfer

This course will expand the knowledge base of Respiratory Therapy to the non-hospitalized patient. This course will also cover professionalism, cultural diversity, insurance claims, medical reimbursement, diagnosis related groups (DRG's), and healthcare management. The student will also write a professional paper on a respiratory pathology of their choice. Prerequisite(s): ENG 102, RES 400, RES 402, RES 500, RES 600

RES 705 RESPIRATORY CLINICAL V (4 credits) – Not Designed to Transfer

This course is fifth in a series that provides the student with exposure to the practice of respiratory therapy. This clinical education course takes place in various respiratory departments (clinical affiliates). The student develops and refines skills in communication, patient management, equipment use, and clinical assessment. Students will rotate mainly through intensive care units with emphasis on ventilator management skills. Students will be introduced to alternate site care. Rotating shifts and assignments. Prerequisite(s): RES 605

RES 801 RESPIRATORY THERAPY REGISTRY REVIEW (3 credits) – Not Designed to Transfer

This course will prepare the respiratory therapy student to sit for the National Board for Respiratory Care (NBRC) Registry and Clinical Simulation Examination. Prerequisite(s): Completion of all RES classes through 700

RES 805 RESPIRATORY CLINICAL VI (6 credits) – Not Designed to Transfer

This course is last in a series that provides the student with exposure to the practice of respiratory therapy. This clinical education course takes place in various respiratory departments (clinical affiliates). The student develops and refines skills in communication, patient management, equipment use, and clinical assessment. Students will rotate mainly through intensive care units with emphasis on ventilator management skills. Rotating shifts and assignments. Prerequisite(s): RES 705

RTA 122 RADIOGRAPHIC CLINICAL I (3 credits) – Not Designed to Transfer

This course provides the student with exposure to the practice of radiography. This clinical education course takes place in various imaging departments (clinical affiliates). The student develops and refines skills in patient management, equipment manipulation, positioning, technique manipulation, and image evaluation. There may be rotating shifts and assignments. Prerequisite(s): MED 211 Co-Requisites MED 171 & MED 176 (may be taken previously)

RTA 132 RADIOGRAPHIC CLINICAL II (3 credits) – Not Designed to Transfer

This course continues to provide the student with exposure to the practice of radiography. This clinical education course takes place in various imaging departments (clinical affiliates). The student develops and refines skills in patient management, equipment manipulation, positioning, technique manipulation, and image evaluation. There may be rotating shifts and assignments. Prerequisite(s): MED 171, RAD 121, RTA 122

RTA 133 ADVANCED RADIOGRAPHIC POSITIONING (3 credits) – Not Designed to Transfer

This course provides the student with the knowledge and skill of fluoroscopic equipment. Students will gain knowledge of the anatomical relationships necessary to perform general radiographic fluoroscopic procedures. This course will also include information regarding contrast types and administration. Lab practicum will be used to complement the lecture portion of this course. Prerequisite(s): MED 173, RAD 121, RTA 122 or LMR program completion

RTA 141 RADIOGRAPHIC IMAGING I (4 credits) – Not Designed to Transfer

This course introduces the student to basic imaging concepts including an overview of radiographic imaging equipment and associated technical factors. The student will learn how radiographic images are formed and processed utilizing both conventional and digital imaging systems. Factors which negatively impact image quality will also be discussed. Changes in equipment, technical factors and patient size/condition will also be explored with regard to how such changes affect image quality. Prerequisite(s): RAD 131, RTA 122 or LMR program completion

RTA 142 RADIOGRAPHIC CLINICAL III (3 credits) – Not Designed to Transfer

This course continues to provide the student with exposure to the practice of radiography. This clinical education course takes place in various imaging departments (clinical affiliates). The student develops and refines skills in patient management, equipment manipulation, positioning, technique manipulation, and image evaluation. There may be rotating shifts and assignments. Prerequisite(s): RTA 132 or LMR program completion

RTA 144 PATIENT CARE & EDUCATION (4 credits) – Not Designed to Transfer

This course focuses on the field of radiologic technology's ethical and professional standards. This will include basic knowledge of communication, patient assessment, and patient education within the imaging department. Students will learn the cycle of infection and prevention of disease transmission. An overview of patient care techniques such as cardiac monitoring, and venipuncture will also be discussed. Prerequisite(s) or Co-requisite: RTA 132 or LMR program completion

RTA 251 RADIOGRAPHIC IMAGING II (4 credits) – Not Designed to Transfer

This course builds upon basic topics covered in Imaging I. It will provide the student with a more in-depth knowledge of the concepts of image acquisition, image processing, image display, and dynamic imaging. Effective utilization of equipment will be introduced and a critical-thinking approach will be utilized to effectively reinforce the concepts of image evaluation, dose limitation and exposure technique selection. Image archiving and medical imaging informatics will also be discussed. Prerequisite(s): RTA 141, RTA 142, RTA 144

RTA 252 ADVANCED RADIOGRAPHIC CLINICAL I (8 credits) – Not Designed to Transfer

This course provides the student with advanced competencies and clinical experience in radiography. This clinical education course takes place in various imaging departments (clinical affiliates). The student develops and refines skills in patient management, equipment manipulation, positioning, technique manipulation, and image evaluation. There are rotating shifts and assignments. Prerequisite(s): RTA 141, RTA 142, RTA 144

RTA 253 RADIATION PHYSICS (4 credits) – Not Designed to Transfer

This course provides the student with the fundamentals of physics as it relates to radiation physics. This will include explanations of matter and energy, electricity and magnetism, x-ray production and interaction, x-ray emission and units of measurement. Prerequisite(s): RTA 141, RTA 142

RTA 254 RADIATION PROTECTION & BIOLOGY (4 credits) – Not Designed to Transfer

This course provides the student with an overview of radiobiology and radiation protection with an emphasis on the safe use of ionizing radiation. This course will also discuss the regulations and recommendations regarding permissible dose and monitoring. Prerequisite(s): RTA 141, RTA 142, RTA 144

RTA 261 RADIOGRAPHIC PATHOLOGY (3 credits) – Not Designed to Transfer

This course provides an introduction to concepts and terminology related to pathological processes. An emphasis is placed on the radiographic appearance of disease and the impact on exposure factor selection. Case studies and critical thinking exercises are designed to enhance the student's knowledge of radiographic procedures with regards to technical and patient considerations. Basic oral presentation skills are practiced and critiqued during course completion. Prerequisite(s): RTA 251, RTA 252

RTA 262 ADVANCED RADIOGRAPHIC CLINICAL II (8 credits) – Not Designed to Transfer

This course continues to provide the student with advanced competencies and clinical experience in radiography. This clinical education course takes place in various imaging departments (clinical affiliates). The student develops and refines skills in patient management, equipment manipulation, positioning, technique manipulation, and image evaluation. There may be rotating shifts and assignments. Prerequisite(s): RTA 251, RTA 252

RTA 263 ADVANCED TOPICS & CURRENT TRENDS IN IMAGING (4 credits) – Not Designed to Transfer

This course will provide the student with a basic overview of quality control, cross-sectional anatomy, and advanced imaging modalities. It will also provide the student an in depth discussion of trauma and pediatric positioning. Current trends within the industry will also be discussed. Prerequisite(s) or Co-requisites: RTA 251, RTA 252

RTA 271 RADIOGRAPHIC IMAGE CRITIQUE (4 credits) – Not Designed to Transfer

This course provides the student with the skills and methodologies needed to critically analyze radiographic images. Emphasis is placed on proper positioning, exposure factors, equipment selection/utilization and patient instructions. Review of relevant anatomy and positioning are also provided. Students are afforded opportunities to critique a variety of images both individually and in group settings. Prerequisite(s) or Co-requisites: RTA 261, RTA 262, RTA 263

RTA 272 ADVANCED RADIOGRAPHIC CLINICAL III (8 credits) – Not Designed to Transfer

This course continues to provide the student with advanced competencies and clinical experience in radiography. This clinical education course takes place in various imaging departments (clinical affiliates). The student develops and refines skills in patient management, equipment manipulation, positioning, technique manipulation, and image evaluation. There may be rotating shifts and assignments. Prerequisite(s): RTA 262.

RTA 282 ADVANCED RADIOGRAPHIC CLINICAL IV (7 credits) – Not Designed to Transfer

This course concludes the students' clinical experience in radiography. This clinical education course takes place in various imaging departments (clinical affiliates). The student develops and refines skills in patient management, equipment manipulation, positioning, technique manipulation, and image evaluation. There may be rotating shifts and assignments. Prerequisite(s): All radiology core courses in the curriculum. Co-requisite: RTA 283

RTA 283 RADIOGRAPHIC REGISTRY REVIEW (4 credits) – Not Designed to Transfer

This course provides the student with a review of the content specifications in preparation for the American Registry of Radiologic Technologists (ARRT) certification exam. This course will assess the student's understanding of the major content areas, reinforce the student's knowledge, identify deficient areas of knowledge, and prepare the student for ARRT Registry Exam. Prerequisite(s): All radiology core courses in the curriculum. Co-requisite: RTA 282

SCM 101 THE HISTORY AND EVOLUTION OF LOGISTICS AND SUPPLY CHAIN (4 Credits)

This course will familiarize students with the problems and time frames of firms addressing logistics problems over the years. The problems of transportation, warehousing, inventory and manufacturing over the years have challenged the minds of industry to adjust and develop means to deal with them. Reorganization and dealing with mindsets to overcome these issues over time is a great insight to the current environment and will provide the student with ideas for the future of the logistics and distribution processes. Prerequisite(s): None

SCM 102 THE LOGISTICS/SUPPLY CHAIN PROCESSES (4 Credits)

This course will examine the day-to-day operating details of a Logistics Department. It will describe specific positions with their responsibilities. The flow of decisions through the department will be described. Students will become familiar with the functions as they interface with each other. The course will describe problems and opportunities in each channel and the potential options to solve these problems. Prerequisite(s): None

SCM 105 FOUNDATIONS OF LOGISTICS AND SUPPLY CHAIN MANAGEMENT (4 Credits)

This course familiarizes the student with issues related to supply chain management, purchasing, logistics and transportation. Students will learn how firms' emphasis has changed over time and how they addressed these changes through reorganization of structures and adoption of technology. The course also examines the fundamental history of supply chain management and how it affects domestic and international commerce as well as well normal department functions and interfaces within the company. Students also examine problems and opportunities associated with various logistics channels and the decisions required to solve these problems. Prerequisite(s): None

SCM 201 CUSTOMER SERVICE STRATEGIES IN LOGISTICS MANAGEMENT (4 Credits)

This course is to provide students with the sensitivity to, and familiarity with, customer needs and requirements and means of dealing with them. This means planning and anticipating these needs and establishing internal resources to meet these needs. Phone work and survey means will be introduced to identify customers' needs as well as the best practices of the better firms in the industry. Prerequisite(s): None

SCM 203 LOGISTICS ORDER PROCESSING AND INFORMATION SYSTEMS (4 Credits)

To examine the elements of Logistics Customer Service from order acquisition through delivery to the customer and to use various information processing techniques and systems to maximize operational efficiency of the logistics function. Included in the course will be a software package to be used for forecasting; facilities location; and inventory, warehouse, and routing activities. Projects on EDI and RFID will be prepared. Prerequisite(s): None

SCM 295 ADMINISTRATION OF TRANSPORTATION (4 Credits)

The objective of the course is to integrate knowledge from all previous courses in the Associate of Science Degree in Logistics and Transportation Management program into a real-world business deliverable. The course will serve to further broaden the student's knowledge of Transportation Logistics as well as Transportation Management, Rate Negotiation, and essential Contract elements. The overall goal of the course is for the student to develop and articulate a real-world transportation management plan that will be useful to a private company or to a government entity. Prerequisite(s): Last Quarter Only with advisor approval

SCM 301 INTRODUCTION TO LOGISTICS AND SYSTEMS SUPPORT (4 Credits)

The first part of this course prepares students to understand the elements of Logistics and to assist them in the entrepreneurial activity of understanding and designing a Logistics Operation that meets both company and customer objectives. Several systems are introduced to assist students in supporting decisions in Warehousing, Transportation, and Inventory Control, all important elements of the Logistics concept. Prerequisite(s): MGT 304

SCM 302 OVERVIEW OF PROCUREMENT PRACTICES (4 Credits)

The objective of the course is to introduce the student to ethics, best practices, and legal regulations as they apply in today's purchasing/procurement environment. The course is intended to give the student a manager's perspective of the procurement process in order to make more effective decisions and to help avoid making costly mistakes. The course is not intended to make the student a qualified contracting or purchasing agent, but rather to give an overall understanding so that the future manager can have a more rounded knowledge, including how purchasing and/or procurement fits into a well-devised Enterprise Resource Planning model for a company. Prerequisite(s): SCM 301

SCM 401 MANAGING WAREHOUSE OPERATIONS (4 Credits)

This course exposes students to all aspects of distribution center receiving, storage selection, and shipping. In addition, there are exercises in distribution center locating, sizing, and construction. Prerequisite(s): SCM 301

SCM 402 SUPPLY CHAIN INVENTORY PLANNING (4 Credits)

This course addresses the significance of material requirements, planning and distribution requirements, planning process in inventory. Planning is addressed and the consequences of decisions in each of these environments is explained. Exercises in various aspects of planning and replenishment are reviewed and discussed. Prerequisite(s): SCM 301

SCM 403 LOGISTICS AND DISTRIBUTION MANAGEMENT EXTERNSHIP (4 Credits)

This course is a practical experience of these concepts in actual operations of a logistics and distribution company. The client company evaluates and grades the performance of each candidate and reports it to Sullivan University. This is included in the final grade. Prerequisite(s): SCM 302, SCM 401, SCM 402

SOC 214 INTRODUCTION TO SOCIOLOGY (4 Credits)

This course provides a broad overview of sociology and how it applies to everyday life. The overall goal of the course is to introduce perspective in order to ask and answer questions about our social world. Major theoretical perspectives and basic concepts are presented including the sociological imagination, culture, deviance, inequality, social change and social structure. Students will also explore the influence of social class and social institutions, such as the economy and work, religion, and the family as well as the impact of race, ethnicity, gender, and age. Prerequisite(s): None

SOC 303 CULTURAL DIVERSITY (4 credits)

This course explores the multi-dimensional relationship of diversity with investigation of the nature and sources of cultural differences and the impact on our changing society. Students will examine the characteristics of different cultural systems and how they influence a medical setting and the challenges and benefits of communicating in culturally sensitive and ethical ways. Prerequisite(s): None

SUR 100 INTRODUCTION TO SURGICAL TECHNOLOGY (6 credits) – Not Designed to Transfer

This course is designed to build on the fundamental theories and concepts of aseptic technique necessary to function as an entry-level surgical technologist. The contents of this course address all-hazards preparation, disinfection and sterilization, and a novice level of knowledge in aseptic technique, technological sciences, patient care concepts, professional practice, legal, ethical, and moral issues, the pre-, intra- and post-operative roles of a surgical technologist, and perioperative case management. The lab skill assessments include scrubbing, gowning, closed gloving, draping furniture, sterilization and disinfection, sterile set-up for basic surgical procedures, and novice instrumentation, supplies, sharps, patient draping and sterile dressing application. Prerequisite(s): SUR 101 Co-requisite: MED 173

SUR 101 ORIENTATION TO SURGICAL TECHNOLOGY (3 credits) – Not Designed to Transfer

This course is designed to introduce the student to the fundamental theories necessary to function as an entry-level surgical technologist. The contents of this course address healthcare facility information and the physical environment, communication skills and teamwork, and the basic knowledge of aseptic technique, patient care concepts, professional responsibilities, duties, legal, ethical, and moral issues, the pre-, intra- and post-operative roles of a surgical technologist, and perioperative case management. The lab skill assessments include equipment identification and use, sterile packaging and opening, draping furniture, medical hand wash, open gloving, basic instrumentation, and patient transfers. Prerequisite(s): None Co-requisite: MED 172

SUR 174 SURGICAL ANATOMY & PHYSIOLOGY (4 credits) – Not Designed to Transfer

This course is designed to build on the fundamental anatomy and physiology by applying the knowledge and concepts to enable the student to relate pathophysiology to perioperative case management. The contents of this course address surgically treatable diseases and disorders found in each body system and identifies various surgical procedures and the relative instrumentation, supplies, equipment and techniques utilized in surgery. Prerequisite(s): MED 173

SUR 178 SURGICAL PHARMACOLOGY (4 credits) – Not Designed to Transfer

This course is designed to provide the surgical technology student with an in-depth study of the concepts and principles of pharmacology with emphasis on anesthesia, medications used in surgery, and their measurement, care, handling, and administration during perioperative case management. The contents of this course address preoperative medications, general, local, and alternative anesthesia and their complications, protocol related to medication in the operating room, medications and their specific uses in surgery, realities of drug abuse, and the potential dangers presented in the healthcare field. Prerequisite(s): SUR 100 Co-requisite: SUR 200

SUR 199 MICROBIOLOGY FOR SURGICAL TECHNOLOGISTS (6 credits) – Not Designed to Transfer

This course is designed to introduce the theories, concepts and practices of microbiology to enable the student to relate the infectious process to surgical practice, correlate the impact of microbiology in relationship to the practice of sterile technique and infection control in perioperative case management. The content of this course provides an introduction to microbiology and nomenclature, cells, types of microorganisms, staining methods, culture media, host microbe relationships, common causative agents, immunology and the process of infection. The lab skill assessments include microscope identification, culture, gram-staining, and identifying microorganisms and their characteristics. Prerequisite(s): MED 172

SUR 200 SURGICAL TECHNIQUES (6 credits) – Not Designed to Transfer

This course is designed to build on the novice theories and concepts of aseptic technique necessary to function as an entry-level surgical technologist. The contents of this course address pathophysiology, surgical procedures, and an intermediate level of knowledge in aseptic technique, technological sciences, patient care concepts, professional practice, legal, ethical, and moral issues, pre-, intra- and post-operative roles of a surgical technologist, and perioperative case management. The lab skill assessments include sterile set-up for open and minimally invasive surgical procedures, counting, and intermediate instrumentation, supplies, sharps, patient draping and sterile dressing application. Prerequisite(s): SUR 100 Co-requisite: SUR 178

SUR 201 SURGICAL PROCEDURES I (14 credits) – Not Designed to Transfer

This course is designed to build on the intermediate theories and concepts of aseptic technique necessary to function as an entry-level surgical technologist. The contents of this course address the surgical rotation requirements and an advanced-intermediate level of knowledge in patient care concepts, professional practice, the pre-, intra- and post-operative roles of a surgical technologist, perioperative case management, pathophysiology and surgical procedures in the General & Gastrointestinal, Gynecological & obstetrical, Genitourinary, Otorhinolaryngologic (ENT) Ear, Nose & Throat, Oral & Maxillofacial, and Orthopedic surgical specialties. This course requires a clinical component in addition. Prerequisite(s): SUR 200, SUR 174, SUR 178, MED 211

SUR 202 SURGICAL PROCEDURES II (14 credits) – Not Designed to Transfer

This course is designed to further build on the intermediate theories and concepts of aseptic technique necessary to function as an entry-level surgical technologist. The contents of this course address the advanced intermediate level of knowledge in patient care concepts, professional practice, pre-, intra- and post-operative roles of a surgical technologist, perioperative case management, surgical rotation requirements, pathophysiology and surgical procedures in the Plastic & Reconstructive, Ophthalmic, Cardiothoracic, Peripheral Vascular, Neurosurgery, Pediatric and Organ Transplant surgical specialties. This course requires a clinical component in addition. Prerequisite(s): SUR 201 Co-requisite: SUR 301

SUR 301 PROFESSIONAL ISSUES (2 credits) – Not Designed to Transfer

This course reinforces academic knowledge, professional accountability, independent decision-making, and the critical nature of self-assessment. Students will explore alternate career options for the surgical technologist. An in-depth view of the surgical technology professional organization is given and emphasis is placed on professional development. The course provides surgical technology students with the needed preparation to complete the certification exam process. A mock Certified Surgical Technologist (CST) exam is a required and vital element of this course. Prerequisite(s): SUR 201 Co-requisite: SUR 202

TGE 214 TOURISM GEOGRAPHY (4 Credits)

This course involves a study of the geography of the top international tourism markets, including gateway cities, resorts and tourist attractions. Differences of cultures and lifestyles are discussed, as well as points of interest to world travelers. Prerequisite(s): NTA 154

TRV 194 LEISURE DESTINATION MANAGEMENT (1 Credit)

This course will give students firsthand understanding of the activities directly impacting and surrounding Leisure Destination Management. This course is designed to maximize student experiential learning through tours & activities at a leisure destination. Prerequisite(s): None

TRV 205 MEETING AND EVENT PLANNING (4 Credits)

This course gives the student an in-depth look at the logistics of meeting planning. It acquaints the student with the myriad tasks required to plan a successful meeting. It emphasizes the various types of groups who require the services of a meeting planner. Prerequisite(s): HRM 104

TRV 244 TRAVEL MANAGEMENT (4 Credits)

This course covers many hospitality industry specific sales and marketing strategies and tools that can be used to effectively plan and implement them. Prerequisite(s): NTA 154

TRV 250 BEST PRACTICES IN EVENT MANAGEMENT (4 Credits)

This course covers a variety of case studies from event management organizations which expand and develop the knowledge of the student in this area. Prerequisite(s): TRV 252

TRV 252 EVENT COORDINATION AND MARKETING (4 Credits)

The students are involved in planning several detailed functions and plan a marketing strategy for each of these event situations. Prerequisite(s): CAT 244

Graduate Course Descriptions

For students participating in the International CPT Program, please refer to the section “International Studies CPT Program” for more information on additional requirements.

ACT 510 ACCOUNTING THEORY FOR MANAGEMENT DECISIONS (4 Credits)

This course addresses managerial accounting and highlights accounting information for planning, organizing, directing and controlling organizational decision making processes. Managerial accounting topics include, but are not necessarily limited to: (1) cost behavior, (2) cost-volume profit (3) budgeting set-up and analysis, and (4) computer applications in managerial accounting. This course uses various computer applications and requires students to critically analyze various managerial accounting issues. Prerequisite(s): MGT 510, QNT 550

ACT 511 ACCOUNTING THEORY FOR BUSINESS ENVIRONMENTS (4 Credits)

This course addresses managerial accounting and highlights accounting information for planning, organizing, directing and controlling organizational decision making processes for student concentrating in accounting. Managerial accounting topics include, but are not necessarily limited to: (1) cost behavior, (2) cost-volume profit (3) budgeting set-up and analysis, and (4) computer applications in managerial accounting. This course uses various computer applications and requires students to critically analyze various managerial accounting issues. Prerequisite(s): MGT 510, QNT 550; For MBA - Accounting students only

ACT 560 INTERNATIONAL ACCOUNTING AND REPORTING (4 Credits)

An in-depth review and analysis of various global accounting standards and current implementation processes multi-national enterprises faces. This course compares and contrasts historical development of various geographic regional accounting standards development, current accounting standards and explores multi-national enterprises' accounting and reporting strategies for operating on a global scale. Prerequisite(s): MGT 510, QNT 550; For MBA - Accounting students only

ACT 610 CONTEMPORARY FINANCIAL AUDITING AND ATTESTATION (4 Credits)

This course focuses on various interpretations of areas of generally accepted accounting procedures and their application to multi-national enterprises. Prerequisite(s): MGT 510, QNT 550; For MBA - Accounting students only

ACT 640 CORPORATE GOVERNANCE AND REGULATION (4 Credits)

An in-depth review and analysis of theories of corporate governance, their theoretical foundations, and current best practices for public, private and not-for-profit organizations. This course explores the development of agency theory and its reliance on corporate governance for stewardship and stakeholder communication and development. The course also explores reporting standards and compliance with Sarbanes-Oxley as well as other convergence issues and initiatives. Prerequisite(s): MGT 510, QNT 550; For MBA - Accounting students only

CMM 510 INTERPERSONAL AND INTERGROUP CONFLICT ANALYSIS (4 Credits)

This course is designed to introduce students to the basic concepts of conflict and conflict management. It begins with a paradigmatic shift from conflict is negative to conflict happens; it is the way it is managed that determines if it is positive or negative. All conflicts have elements of interpersonal conflict because they involve people and human interactions. This course will describe factors, such as avoidance and escalation, which lead to destructive conflict. It will explain how communication and perceptions may inhibit positive management, and present concepts and models that help students uncover underlying interests, analyze conflict situations, and know when to bring in a neutral third party to resolve the conflict. (This is the first course students in the Graduate Certificate in CM program will take) Prerequisite(s): MGT 510 or concurrent

CMM 515 CONFLICT THEORIES (4 Credits)

This course provides students with an interdisciplinary perspective on conflict. It presents micro theories about the nature of conflict and approaches to conflict management. This course allows students to step outside their normal employment applications to broaden their contextual thinking abilities. Theories presented include cooperation, competition, justice, power, trust, communication, gender, emotions, personality, change, aggression, culture, group, and organizational. Prerequisite(s): MGT 510

CMM 530 CONFLICT AND MEDIATION (4 Credits)

This elective course introduces the theory and practice of mediation by surveying a broad spectrum of conflicts that affect organizations. Topics include mediator objectivity, neutrality, bias, confidentiality, the role of interest-based applications, ethical considerations, communication with legal representatives, and cooperation with the courts. Students will develop and practice mediation skills by engaging in role-plays where they will act as both the mediator and the party in conflict. Prerequisite(s): MGT 510

CMM 542 CONFLICT COACHING FOR LEADERS (4 Credits)

This elective course presents theories associated with conflict coaching, discusses appropriate uses and models of coaching strategies, employs a needs assessment for conflict coaching, and applies a conflict model of coaching. Conflict coaching is one tool leaders and managers can use to help the parties understand that engaging in the management process will help them, as well as the organization. Conflict coaching helps the parties analyze conflict situations, determine a conflict management strategy, and develop skills to employ the strategy. Prerequisite(s): MGT 510

CMM 550 NEGOTIATION IN CONFLICT MANAGEMENT (4 Credits)

This course will explore techniques employed in negotiation, studying processes and skills associated with successful negotiation, ethical issues, the use of power, and the role of persuasion in negotiation. Students will be able to describe the role of effective negotiation in conflict management skills as they apply to the workplace and to conflict management processes. Prerequisite(s): MGT 510

CSC 520 FUNDAMENTALS OF CYBER SECURITY (4 Credits)

This course provides an essential understanding of the need to protect information and the basic concepts, models, controls, and designs for secure systems that protect that data. Prerequisite(s): MGT 510 or concurrent

CSC 540 FUNDAMENTALS OF INFORMATION SECURITY (4 Credits)

This course exposes various facets of the process for implanting and maintaining practical cyber information security program designed to protect key information assets of an organization. Topics covered include using logical and physical controls to integrate information confidentiality, integrity, and availability (CIA) into an organization's information security program, assessing and planning for business needs using various survey and risk assessment methodologies, and creating recommendations based upon analyses. The alignment of information security systems and organizational strategy will also be discussed. Prerequisite(s): MGT 510 or concurrent

CSC 550 DATA MINING (4 Credits)

This course provides students with the key concepts and tools to turn raw data into useful intelligence. A broad spectrum of business situations will be considered for which the tools of classical statistics and modern data mining have proven their usefulness. The course covers data mining techniques, their application and their usage. Data mining software is used extensively in this course. (same as MPA671) Prerequisite(s): MGT 510 or concurrent

CSC 560 ELECTRONIC COMMERCE AND INTRANET DEVELOPMENT (4 Credits)

A problem-set case study and journal driven course that examines the modern aspects of conducting commercial activities through electronic means. Topics include traditional means of conducting commerce using electronic technology, Internet, intranets, public databases, semi-private networks, and other telecommunications vehicles. Commercial Web page design and implementation are featured. Prerequisite(s): MGT 510 or concurrent

CSC 565 E-COMMERCE WEB APPLICATION DEVELOPMENT (4 Credits)

This course introduces concepts in programming web application servers. Students study the fundamental architectural elements of programming and executing high performance, high reliability, shared applications with hands-on experience in developing these applications. Lectures are accompanied by programming assignments using Java and an advanced application development/execution environment. Students explore core technologies such as : Request/Response Protocols (HTTP/HTML), Partitioning, Data and Functional, Caching, Replication, Load Balancing, Failure Detection; Timeout and Sequence Number, Specification of Applications, Transactions (Synchronization, Recovery, Communication, Distributed), Threads, and Performance Evaluation. Specific programming technologies used include: HTML/HTTP Perl/cgi-bin, IDE (Integrated Development Environments), JavaBeans, Servlets, JSP, EJB, JDBC, and JMS. Prerequisite(s): MGT 510 or concurrent

CSC 570 B2B AND B2C ELECTRONIC COMMERCE (4 Credits)

This course concentrates on content and solutions necessary to design, develop, and conduct business-to-business (B2B) and business-to-consumer (B2C) transactions in information, goods, services and/or funds. The course provides the foundation of theoretical and practical skill sets used in understanding and developing electronic strategies and concepts for managing and delivering business solutions over the web, specifically Internets, intranets, and extranets. Presentations and case studies are used to develop critical-thinking skills. Prerequisite(s): MGT 510

CSC 610 INFORMATION SYSTEMS DEVELOPMENT (4 Credits)

Today computers are creating major impacts on how managers make decisions on how companies compete successfully in the market place. In this course, students learn about the IS development process in a step-by-step manner. First students learn to identify areas of problems or opportunities for IS development. Based on the life cycle concept of IS development, students learn to evaluate the feasibility of proposed IS projects, and then proceed to determine the information required to make more effective decisions. Using a set of tools, students learn to model an existing system and then create an improved system and also study the use and development of decision support systems for chief executive officers. A mixture of lectures and case discussions are used to discuss project-management concepts in the context of IS development. Oral and written communication skills are emphasized in course assignments. Prerequisite(s): MGT 510

CSC 621 BUSINESS DATA COMMUNICATIONS AND NETWORKING (4 Credits)

This course introduces data communications and networking. Topics include transmission media, analog and digital signals, communication standards, LANs, contention strategies for shared transmission media, error detection and correction, multiplexing, flow control, network topologies and security, among other topics. Applications of data communications and networking to business strategy and operations are also stressed through the course. Prerequisite(s): MGT 510

CSC 622 EVALUATING EMERGING INFORMATION SECURITY TECHNOLOGIES (4 Credits)

The course surveys leading and emerging technologies in the cyber security field. The objective for students is to research, evaluate and recommend emerging cyber/information security technologies. Students will also determine security system implementation strategies for best-fit solutions for the organization. Topics covered in this course include evolutionary technology development and adoption in organizations. Prerequisite(s): MGT 510 or concurrent, CSC 550

CSC 623 BUSINESS CONTINUITY & DISASTER RESPONSE PROCESSES AND STRATEGIES (4 Credits)

This course involves a hands-on technical examination of cyber security mechanisms used to provide cost-effective solutions to mitigate threats and vulnerabilities, and reduce organizational risk relevant to information assets. The objective is to identify and analyze security threats and vulnerabilities, identify appropriate security mechanisms for mitigation of these threats, and perform a cost/benefit analysis to identify appropriate mitigation options (technology, policies, and procedures). Prerequisite(s): MGT 510 or concurrent, CSC 550

CSC 624 CYBER AND INFORMATION SECURITY POLICY ANALYSIS (4 Credits)

This course examines various aspects of information assurance and cyber security policy planning in an organizational context. The aim is to examine key analysis procedures, such as security requirements analysis and risk assessments, to determine their roles in policy formation. Topics studied in this course include the impact of current legislation, judicial decisions, and government regulations directing the focus of policy formulation. Prerequisite(s): MGT 510 or concurrent

CSC 625 APPLIED DIGITAL FORENSICS (4 Credits)

This course focuses on forensic practices of federal, state, and local law enforcement. Publicly-available forensic tools are used in conjunction with hands-on experience using these tools. Prerequisite(s): MGT 510 or concurrent, CSC 550

CSC 626 CYBER WARFARE AND ESPIONAGE (4 Credits)

Tools and Techniques for the Cyber Security Professional: This course addresses key issues in corporate and global cyber warfare and espionage. Tools and techniques used in digital conflict, whether in the nation-state or corporate arenas, are explored in detail. Prerequisite(s): MGT 510 or concurrent, CSC 550

CSC 630 DECISION SUPPORT AND EXPERT SYSTEMS (4 Credits)

This course introduces the planning, design, and implementation of decision support systems (DSS) and expert systems (ES). Problem sets, case studies, and journal articles are used to examine topics such as end-user computing, the evaluation and selection of DSS generators and ES shells, group support systems, and neural network. Students gain hands-on experience using DSS generators, prototyping languages and ES shells. Prerequisite(s): MGT 510

CSC 635 COMPUTER SECURITY AND LEGAL ISSUES (4 Credits)

The basis of electronic commerce is an infrastructure for providing reliable transactions in which payments and products are directed properly without risk of interception or tampering. This course is an overview of methods that management must utilize to assure genuine, secure and confidential transmissions of information across networks. It includes principles of digital cryptography and public-key cryptosystems, cryptographic standards, DES government security policy, digital signatures, digital escrow certification, secure communications, secure hardware, intrusion detection and countermeasures, pass-word attacks, virus detection and removal, copy and counterfeit detection, digital watermarks, electronic notaries, privacy, and anonymity. These security devices have no value standing alone. There are elements of a larger security system that delivers reliable, authentic, and confidential transactions. This course focuses on the appreciation of how a secure system needs to be set up and maintained both within the host computer and across the Internet. Prerequisite(s): MGT 510 or concurrent

CSC 680 INTEGRATIVE MSMIT CAPSTONE (4 Credits)

The goal of this course is to develop the student's management skills by giving an integrated perspective of the entire business operation. In terms of specifics, topics will include: develop strategic planning and execution skills within a rapidly changing environment; crystallize the linkages between business decisions and financial performance; instill a bottom line focus and the simultaneous need to deliver customer value; internalize how important it is to line focus and the simultaneous need to deliver customer value; internalize how important it is to use market data and competitive signals to adjust the strategic plan and more tightly focus business tactics; and experience the challenges and rewards of the entrepreneur by starting up and running a new business venture. (Same as MGT 680) Prerequisite(s): Last quarter course

CSC 681 IT CAPSTONE PROJECT (4 Credits)

The course provides an opportunity to conduct a project or complete research on a specific topic in information technology. The project or research should make an original contribution to the body of knowledge in the student's area of study and/or be completed in conjunction with a public sector, private sector, or non-profit organization. Prerequisite(s): Last quarter of M.S.C. or M.S.M.I.T. programs (Note: Does not fulfill MSMIT capstone requirement.)

ECO 510 MANAGERIAL ECONOMICS (4 Credits)

In this course we will apply economic theory to managerial decision-making. We will employ many of the traditional tools of microeconomics and see how they can be used to analyze practical business problems. We will pay particular attention to the strategy of firms in the marketplace. Prerequisite(s): MGT 510, QNT 550

FIN 540 STRATEGIC FINANCIAL MANAGEMENT (4 Credits)

This course focuses on the basis for financial decision making in terms of the underlying principles of economics. The emphasis is placed on capital budgeting decisions, financial structure, dividend policy, analysis of financial statements, cost of capital, and capital budgeting. In-class activities include financial case studies of business firms, problem solving, and group interaction. Prerequisite(s): MGT 510, QNT 550 or CSC 550

FIN 545 PUBLIC SECTOR FINANCIAL MANAGEMENT (4 Credits)

This course gives students a solid grounding in the concepts, terminology and techniques in the art and science of public sector budgeting and financial administration. Students use real world examples to analyze various approaches to public budgeting and revenue planning, evaluate and problem solve fiscal activities in governmental units, and gain “hands-on” budget preparation and presentation experience. Prerequisite(s): MGT 510, QNT 550

HCA 510 HEALTHCARE SYSTEMS MANAGEMENT (4 Credits)

Examines status and changes in the healthcare industry, including the forces and policies shaping it's performance. Students will examine the complex organizational dynamics and structures of healthcare systems, the role of public policy in healthcare, and the changing relationship among payers, providers, and suppliers. Prerequisite(s): MGT 510

HCA 535 HEALTHCARE INFORMATION SYSTEMS (4 Credits)

Examines health care information systems with specific focus on electronic medical records and the role of health information technology in supporting business decisions. Focus is placed on planning, designing and implementing decision support systems (DSS) and expert systems (ES) in a healthcare environment as well as with systems designed to secure health-related information. Prerequisite(s): MGT 510

HCA 545 HEALTHCARE FINANCE (4 Credits)

Provides students with both a macro overview of the principle financial mechanisms in place across the U.S. and specific insights into the critical financial issues the industry currently faces. Emphasizes the practical financial analysis skills to use for immediate application in the healthcare industry. Prerequisite(s): MGT 510, QNT 550; FIN 540 recommended

HMS 510 EVENT AND TOURISM MANAGEMENT (4 Credits)

This course identifies and analyzes the fundamental issues that arise in managing meetings, conferences, and conventions. Emphasis is placed on developing skills needed for planning and developing programs and events, identifying criteria and requirements for site selection, managing exhibits, volunteers and budgets, and planning event and tourism projects from the inception to the execution stages. Prerequisite(s): MGT 510

HMS 545 REVENUE MANAGEMENT IN HOSPITALITY (4 Credits)

This course deals revenue and cost management issues and problems in the hospitality industry. Topics covered include yield management, revenue maximization, and cost drivers in the context of hospitality industry. Emphasis is placed upon current issues/trends in revenue management systems and on identifying, analyzing, and minimizing cost drivers specific to the hospitality industries. Prerequisite(s): MGT 510

HMS 575 RESTAURANT BRAND DEVELOPMENT AND MANAGEMENT (4 Credits)

This course examines how leading restaurants and restaurant chains apply marketing principles to develop branding strategies, create and retain customers, and manage strong brands. Special attention is given to the packaging, pricing, channels of distribution, advertising, and selling functions of high-end restaurants and restaurant chains. Prerequisite(s): MGT 510

HRL 520 WORKFORCE PLANNING AND STAFFING (4 Credits)

This course will explore the strategic staffing needs of the organization. Key topics include talent assessment, developing staffing forecasts, sourcing tactics, selection issues, succession planning, retention, metrics, and integrating staffing activities with diversity and equal employment opportunity. Prerequisite(s): MGT 510 or concurrent

HRL 530 HUMAN RESOURCE DEVELOPMENT (4 Credits)

This course is designed to examine the practical strategies for developing human resources and improving performance at the individual and organizational levels. The emphasis in this course is on learning theory and techniques, employee development and performance improvement strategies and systems. Prerequisite(s): MGT 510 or concurrent

HRL 540 COMPENSATION, BENEFITS AND SECURITY (4 Credits)

The primary focus of this course is on the total reward system to retain a company's human capital and successfully compete with other employers in the ongoing war for talent. In addition, health, safety, and security will be discussed. Students completing this course will have a practical, comprehensive understanding of compensation, benefits and safety/security programs, as well as the knowledge to successfully execute such programs in the workplace. Prerequisite(s): MGT 510 or concurrent

HRL 580 STRATEGIC HUMAN RESOURCE MANAGEMENT (4 Credits)

The focus of Strategic Human Resource Management is organizational capacity, i.e. the company's infrastructural and extra structural resources, which is fundamental to developing and sustaining the company's competitive advantage. Students examine, model, and play with the central elements of 21st century SHRM: organizational design (e.g. flexible organizations, boundary less organizations) inter-organizational cooperation (e.g. networks, strategic alliances, outsourcing), and organizational development (e.g. knowledge organizations, organizational change). Prerequisite(s): MGT 510 or concurrent

HRL 611 ESSENTIAL FINANCIAL SKILLS FOR HR PROFESSIONALS (4 Credits)

This course is designed to build basic business skills (e.g. understanding income statements and balance sheets, why cash matters, calculation of ratios and ROI, the basics of Sarbanes-Oxley, etc.) Business literacy terms and concepts will be examined via numerous examples applicable to the HR role. Students will be exposed to the multiple financial ramifications of what they do within the organization. Specifically, HR departmental decisions and day-to-day operations will be related to the financial statements and other financial decisions made by management. Prerequisite(s): MGT 510, MGT/HRL 580, LAW 545 or concurrent

HRL 621 HR ANALYTICS AND TECHNOLOGY (4 Credits)

Using an evidence-based approach to managing the human capital function, this course will explore HR management systems and databases, e-recruiting and other e-HR processes, and related topics such as metrics, workforce analytics and strategic HR measurement. In addition, specific topics will be explored in depth using information technology as a managerial decision-making tool in areas such as strategy, employment discrimination, training, and compensation. Prerequisite(s): MGT 510, MGT/HRL 580

HRL 630 DIVERSITY AND INCLUSION (4 Credits)

This course explores dimensions of diversity as it pertains to the workplace. It focuses upon the role the human resources professional plays in leading diversity initiatives, managing diversity-related programs, applying inclusive approaches, and ensuring best practices with regard to selection, development, teamwork and leadership for a healthy and collaborative workplace. Prerequisite(s): MGT 510, MGT/HRL 580

HRL 660 ORGANIZATIONAL EFFECTIVENESS (4 Credits)

This course examines the various tools, interventions and techniques to improve an organization's ability to achieve results. Topics include, but are not limited to, organizational design and development, technology innovations, human resource metrics, change management, knowledge management, employee involvement, leadership development and process improvement techniques. Prerequisite(s): MGT 510, MGT/HRL 580

HRL 680 GLOBAL HUMAN RESOURCE MANAGEMENT (4 Credits)

This course links the global marketplace with human capital strategies. Major topics include: outsourcing/off-shoring, staff planning, preparing and training employees that will be working overseas, expatriate issues for employees and their families, international implications of compensation and benefits strategies, differences in labor laws, cultures and governance. Prerequisite(s): MGT 510, MGT/HRL 580

HRL 690 INTEGRATIVE MSHRL CAPSTONE (4 Credits)

The capstone is the culmination of all the knowledge and skills acquired throughout the MSHRL program. In partnership with SHRM, this course will incorporate the SHRM Learning System's HR body of knowledge for human resource professionals and will integrate case studies and real-world HR applications. Prerequisite(s): Last quarter course

LAW 545 EMPLOYMENT LAW (4 Credits)

Examines the implications that analysis of seminal statutory and case law hold for present and future human resource practices, policies, liabilities, and procedures. Analysis of leading-edge developments in employment laws and their applications are discussed. Prerequisite(s): MGT 510 or concurrent

MGT 510 LEADERSHIP COMMUNICATION (4 Credits)

This course enhances the student's professional business writing skills within managerial contexts. The course is designed to help students analyze business communication problems and formulate strategies for presenting the solution clearly, concisely, and persuasively. The specific objective is to guide students through the research writing process for a formal business report. Prerequisite(s): None

MGT 511 ETHICAL LEADERSHIP (4 Credits)

This course helps students recognize and respond to ethical issues which occur in managerial settings. Case studies will be used to simulate reflection on individual and societal moral values and to help students identify recurring problems of values arising in their managerial settings. The course focuses also on how ethical issues arise in the practice of management and how the use of ethical theory can be employed to clarify these issues. Prerequisite(s): MGT 510

MGT 521 MANAGING ORGANIZATIONAL CONFLICT (4 Credits)

This course is designed to help students understand how unmanaged conflict can divert a manager's attention and prevent the organization from accomplishing its stated vision and mission. Strong emphasis is placed on 1) how unmanaged conflict can sabotage the organizational vision, 2) why effective managers need to develop strong conflict management skills, and 3) what managers can do to develop not only their own conflict management skills, but also help others in the organization develop effective skills. Prerequisite(s): MGT 510

MGT 541 CULTURE IN ORGANIZATIONS (4 Credits)

This course presents cultural theories relevant to the field of conflict management. It examines the nature and meaning of conflict and the assessment of conflict situations from a cross-cultural point of view. Culture plays an integral part in human interaction, and the role of culture presents unique challenges for conflict management specialists in today's ever-changing world. Often people in conflict situations assume everyone shares the same reality, and that expectation exacerbates their differences. Understanding and appreciating cultural differences, at individual, sociological, and organizational levels can facilitate enhanced communication and problem-solving. Prerequisite(s): MGT 510

MGT 545 LEADING ORGANIZATIONS (4 Credits)

This class will be a study of the many facets and aspects of leadership theory with application for individual skill, team dynamic and strategic organization development. The class covers such topics as the evolutions of leadership theory, why leadership is important, and the important differences between management and leadership. Information and materials will include sources of leader power, communication, conflict and networking methods, and transformational change processes. Prerequisite(s): MGT 510

MGT 561 ORGANIZATIONAL SYSTEMS ANALYSIS AND DESIGN (4 Credits)

This is a survey course covering the sources of conflict, philosophic frameworks for understanding conflict, its effects on individuals and groups, conflict assessment tools and approaches to the systems design and conflict management in organizations. Students will be able to describe the historical antecedents for organizational conflicts, evaluate conflict scenarios in groups, apply assessment tools for measuring and evaluating organizational management, and design an effective organizational strategy for managing conflict. Prerequisite(s): MGT 510

MGT 571 COMPETING IN DOMESTIC AND INTERNATIONAL MARKETS (4 Credits)

This course explores the role of capital markets and corporate financial policies in shaping a firm's future competitiveness in global markets, the identification of appropriate boundaries for a firm including strategic alliances and the degree of diversification. Prerequisite(s): MGT 510

MGT 580 STRATEGIC HUMAN RESOURCE MANAGEMENT (4 Credits)

The focus of Strategic Human Resource Management is organizational capacity building, i.e. the company's infrastructural and extra structural resources, which is fundamental to developing and sustaining the company's competitive advantage. Students examine, model, and play with the central elements of 21st century SHRM: organizational design (e.g. flexible organizations, boundary less organizations), inter-organizational cooperation (e.g. networks, strategic alliances, outsourcing), and organizational development (e.g. knowledge organizations, organizational change). Prerequisite(s): MGT 510 or concurrent

MGT 590 PROJECT MANAGEMENT (4 Credits)

This course is a multi-disciplinary examination of practices of planning and implementing major projects in work organizations. Concepts and practices are drawn from telecommunications, marketing, operations management, and MIS. Prerequisite(s): MGT 510

MGT 596/MGT 597/MGT 696/MGT 697 GRADUATE MANAGEMENT EXPERIENTIALS 1, 2, 3, and 4 (1 Credit Hour each)

The Graduate Management Experiential courses provide students with the opportunity to link Graduate School courses' Learning Outcomes to their work experiences. In this academic course students' link work performed in their related management field by submitting two written reports (APA Format) tying Graduate School Courses' Learning Outcomes to activities performed. Students must be enrolled in at least one other Graduate School course required of their degree and maintain a 3.0 GPA. Prerequisite(s): None

MGT 620 OPERATIONAL EFFICIENCY AND EFFECTIVENESS (4 Credits)

This course introduces students to the available techniques used to evaluate operating efficiency and effectiveness which emphasizes the service sector. The course covers key service business principles. Students gain an understanding of how to successfully manage operations through a series of case studies on various industries and covering applications in yield management, inventory control, waiting line management, project management, site selection, performance evaluation and scoring systems. Public sector and private sector contexts of service operations management are covered in the course. Prerequisite(s): MGT 510, QNT 550

MGT 680 INTEGRATIVE MBA CAPSTONE (4 Credits)

The goal of this course is to develop the student's management skills by giving an integrated perspective of the entire business operation. Topics will include: develop strategic planning and execution skills within a rapidly changing environment; crystallize the linkages between business decisions and financial performance; instill a bottom line focus and the simultaneous need to deliver customer value; internalize how important it is to use market data and competitive signals to adjust the strategic plan and more tightly focus business tactics; and experience the challenges and rewards of the entrepreneur by starting up and running a new business venture (equivalent to CSC 680). Prerequisite(s): Last quarter course

MGT 695 INTEGRATED MANAGEMENT CAPSTONE (4 Credits)

This capstone course is designed to give students an opportunity to integrate theoretical concepts and practical application to demonstrate mastery of the core M.S.M. courses. This course will review the myriad of areas of study, including interpersonal, organizational, and societal concepts. It takes a critical analysis and problem-solving approach as it incorporates self-awareness, communication, negotiation, group dynamics, and cultural aspects for MSCM students and organizational effectiveness, strategic human resource management, ethical considerations, and marketing for M.S.M. students. Prerequisite(s): Last quarter course

MKT 570 MARKETING STRATEGY AND IMPLEMENTATION (4 Credits)

This course is designed to develop a comprehensible integrated knowledge of a broad field of marketing. It synthesizes material presented in basic marketing classes; however, the major emphasis is on the systematic, analytical problem solving and the dynamics of decision making as faced by marketing managers. Using case analysis and group projects, students solve complex marketing problems. Prerequisite(s): MGT 510

MKT 580 GLOBAL MARKETING MANAGEMENT (4 Credits)

This course studies the recent phenomenon and theories of global markets and opportunities, globalization drivers, global brands and services, global consumer cultures, global marketing strategies and tactics, and global market shares. Case analysis of major global companies in the industrial and consumer goods sectors are undertaken. Specific global marketing strategies addressed include: global strategic alliances; globalization versus localization; standardization versus customization of products and services. Prerequisite(s): MGT 510

MKT 610 STRATEGIC MARKETING (4 Credits)

The course allows students to develop skills in dealing with strategic marketing problems found in both profit and nonprofit settings. The focus is on a developing a framework for strategic marketing plans with emphasis on consumer and environmental analysis. Market segmentation, product positioning, marketing responsiveness, and competitive reaction will be explored. Exercises and case studies of firms' activities involving various aspects of marketing such as pricing, outsourcing, and promotion will also be used throughout the course. Prerequisite(s): MGT 510

MKT 620 STRATEGIC BRAND MANAGEMENT (4 Credits)

This course examines the broad topic of brand equity and brand management, both critical to an effective marketing strategy and building relationships with stakeholders such as customers, suppliers, and partners. This course explores the importance of brands, what they mean to consumers, and, most importantly how they should be managed to the greatest benefit of the organization, whether that be a consumer business, B2B, or not-for-profit. Prerequisite(s): MGT 510

MPA 510 THE PUBLIC POLICY PROCESS (4 Credits)

This course examines the development of legislative and regulatory policies and the role of public administrators as active participants in the policymaking process by studying problem identification, agenda setting, policy proposal and adoption. Students develop the breadth, skill and knowledge, as well as the understanding of our diverse society, needed for comprehensive analyses of public programs. Prerequisite(s): MGT 510 or concurrent

MPA 550 PUBLIC POLICY ECONOMIC ANALYSIS (4 Credits)

This course examines concepts of microeconomic behavior of producers, consumers, and government agencies are applied to specific policy areas. The effects of policy alternatives are assessed by such criteria as efficiency and equity of resource allocation, impact on income distribution, and effectiveness in achieving public policy goals. Prerequisite(s): MGT 510, QNT 550

MPA 680 PROGRAM AND POLICY EVALUATION - MPA CAPSTONE (4 Credits)

This course focuses exclusively on strategies for successful implementation of policy solutions in a competitive policy environment and on mechanisms for evaluating program success. This course, taken near the conclusion of the MPA program, requires students to evaluate a public program or public policy to include managerial, economic, and social consequences of a public policy and/or program evaluation. Prerequisite(s): Last quarter course

PA 510, 520, 530, and 540 PRINCIPLES OF PA PRACTICE I, II, III, and IV (1.5 Credits each)

Principles of PA Practice I – IV is a four-quarter series of courses, which focuses on the physician assistant profession, provides instruction in necessary aspects of patient care, as well as covers many elements of professional practice which combine to make the physician assistant profession unique. Topics include, but are not limited to, the origins and history of the profession, PA licensure, credentialing, laws and regulations regarding professional practice, patient communication, cultural competency, medical ethics, the health care system, and an overview of public health.

PA 511, 521, 531, and 541 CLINICAL MEDICINE I, II, III, and IV (Credits vary depending on term)

This is a four-quarter series of courses which explore the intricacies of human disease. The courses divide into individual modules of the various medical disciplines, including, but not limited to: Dermatology, Otolaryngology, Infectious Disease, Hematology/Oncology, Cardiology, Pulmonology, Gastroenterology, Renal Medicine, Geriatrics and Rheumatology. In each quarter, Clinical Medicine's content is coordinated and integrated with the content in Physiology and Pathophysiology, and Pharmacology and Pharmacotherapeutics.

PA 512, 522, 532, and 542 PHARMACOLOGY AND PHARMACOTHERAPEUTICS I, II, III, and IV (Credits vary depending on term)

Pharmacology and Pharmacotherapeutics is a four-quarter series of courses intended to orient students to the basic concepts of pharmacology. The courses are tailored to the needs of the physician assistant profession while presenting information basic to clinical practice. Students will become familiar with the mechanisms of action of drugs, their adverse effects, and clinical indications, which will allow students to better understand the effects of drugs on living tissues. The course topics integrate with the units being taught in Physiology and Pathophysiology and Clinical Medicine. This integrated teaching method allows students to better understand and correlate the therapeutic actions of drugs with their clinical applications.

PA 514 MEDICAL MICROBIOLOGY (1.5 Credits)

Medical Microbiology is intended to orient students to the clinical applications of microbiology and is tailored to meet the needs of the physician assistant profession, presenting information basic to clinical practice. Students will become familiar with the role of microorganisms in human diseases. The interactions of microorganisms with humans will be highlighted, as well as the physical and chemical control of microorganisms.

PA 515 GENETICS AND DISEASE (1.5 Credits)

Genetics and Disease is designed to assist physician assistant students in understanding the genetic basis of disease. The course is tailored to the needs of the physician assistant profession, while presenting information basic to clinical practice. Students will become familiar with basic genetics and the basic principles of Mendelian genetics. The course will explore the etiology, inheritance pattern, and treatment of various genetic disorders, which are commonly encountered in clinical practice. Information on modern diagnostic tools and the techniques used in medical genetics will be presented. The course will also investigate teratogens and their underlying principles. Students will appreciate the basic principles of gene therapy, as well as the ethical, legal, and social issues associated with genetic testing.

PA 516 GROSS HUMAN ANATOMY (4 Credits)

Clinical Gross Anatomy is an online, directed-independent, and group study course, in which didactic modules and discussions provide the student with the knowledge necessary for successful sequential discovery of the human body. The knowledge gained from this experience will lead the student to develop a fine appreciation for not only the structure of the human body, but also the interrelation of its parts, and exposure to clinical medicine from the anatomical perspective. Clinical correlation workshops with cases are included within the modules and discussion sections of this course to provide a clinical context for the learning of gross anatomy. Computer software is used to facilitate learning of anatomic structures and relationships.

Students' independent and group study experience will be enhanced with fresh tissue dissection encounters at the University of Louisville Department of Anatomical Sciences and Neurobiology

Throughout this course, instructional emphasis is placed on structure/function relationships and the clinical applications of such knowledge. The course relies on many independent and group study activities adapted for the goal of helping each member of the class to become a life-long learner. An additional goal of this format is the physician assistant-patient relationship, as students begin to develop the behaviors and attitudes of a medical professional.

PA 517, 527, 537, and 547 PHYSIOLOGY AND PATHOPHYSIOLOGY I, II, III, IV (Credits vary depending on term)

Physiology and Pathophysiology I, II, III, and IV is a four-quarter course intended to orient students to the clinical applications of physiology and pathologic states of diseases. The course is tailored to the needs of the physician assistant profession, while presenting information basic to clinical practice. Students will become familiar with the pathophysiologic basis of signs and symptoms of various diseases. The course emphasis is mainly on pathophysiologic mechanisms related to several common disorders of various body systems, and will parallel lecture topics in Clinical Medicine and Pharmacology and Pharmacotherapeutics. Integration of lectures, visual aids, and case studies will aid students to learn the concepts of pathophysiology and their clinical application.

PA 523, 533 and 549 PATIENT HISTORY AND PHYSICAL EXAMINATION I, II, AND III (4 Credits each)

This is a two-quarter sequence of courses in which the student will learn how to do a complete (comprehensive) history and physical examination, a directed (focused) history and physical examination, as well as the history and physical examinations relating specifically to the pregnant patient, the pediatric patient, and the geriatric patient. Students will also be introduced to critical thinking and problem solving with a case-based learning lab exercise every week.

PA 524 PSYCHOSOCIAL MEDICINE (3 Credits)

Psychosocial Medicine is intended to orient students to the practical aspects of recognizing, evaluating, and comparing normal and abnormal behavior. The course is tailored to the needs of the physician assistant profession, while presenting information pertaining to both inpatient and outpatient settings. Students will be able to assess the various aspects of human behavior in health and illness. Students will also learn the importance of the interrelationships among biology, behavior, cognition, environment, society, and culture. The course content involves the essential aspects of growth and development across the life cycle. In Psychosocial Medicine, students will learn the mind-body interaction involving mood, sleep and anxiety disorders, psychoses, somatoform, and other psychiatric disorders. Students will strengthen their interpersonal and communication skills, flexibility, and equally important, develop cross-cultural tolerance in clinical medicine.

PA 525 CLINICAL LABORATORY MEDICINE AND APPLICATION (3 Credits)

The goal of this course is to provide students with a concise, practical guide on which laboratory tests are ordered, along with their clinical significance. The course will guide students through what tests to order, the significance of specific abnormalities, lab errors, how results might impact on differential diagnoses, and how the results impact the treatment plan.

PA 534, 544 CLINICAL PROBLEM SOLVING I and II (1 Credit each)

The focus of this two-quarter series is to help the student to synthesize and practice the theoretical and practical aspects of critical thinking involved in the process of clinical problem solving, and to prepare them for clinical rotations and clinical practice as a physician assistant. These courses use a small group format and problem-based learning theory to develop critical thinking and problem solving skills in the individual student. These groups will apply the knowledge, skills, and attitudes learned from the curriculum to work through individual patient cases, from chief complaint through therapeutic plan, including patient education and lifestyle changes. Through integration of clinical reasoning and utilizing all the knowledge and skills already obtained in the previous two quarters, students will continue to solve problems that are frequently encountered in the day-to-day practice of medicine.

PA 535 PEDIATRICS AND WOMEN'S HEALTH (4 Credits)

This course is intended to orient students to the practical aspects of diagnosis and patient management of the pediatric and female populations. Students will become familiar with disease prevention, health promotion, evidence-based medicine, diagnosis, and treatment in these two patient populations. The unit on pediatrics will introduce students to the routine health maintenance and common health problems affecting the pediatric patient from the newborn period through adolescence. The lectures focus on health promotion, disease prevention, screening, common illnesses that affect the major organ system, pathology identification, patient education, and counseling for the pediatric patient and his/her family. The unit on women's health focuses on the biological aspects, prevention, early recognition and amelioration of health issues unique to women.

PA 543 APPLIED CLINICAL SKILLS (3.5 Credits)

This course provides the student with lectures and practical experience in the performance of the clinical skills necessary to function as a physician assistant. The course consists of lecture, demonstration, and clinical practice labs, and builds the skills needed to negotiate the clinical year. Skills include, but are not limited to, BLS/ACLS, universal precautions, sterile technique, suturing and wound care, venipuncture, IV line placement, obtaining arterial blood gases, and casting and splinting.

PA 545 RESEARCH METHODS AND EVIDENCE BASED MEDICINE (1 Credit)

Research Methods and Evidence Based Medicine is intended to orient students to the basic concepts of the research process. The course is tailored to the needs of the Physician Assistant profession, presenting information vital to the improvements in public health practice. Students will become familiar with research design, formulating a problem statement and hypothesis, as well as searching, interpreting, and critically evaluating medical literature. Throughout this course, students will be asked to go to the medical literature to solve problems, and to apply their knowledge of new medical findings to individualized patient care. As a result, students will emerge with the tools needed to become effective health care providers through their use of evidence-based medicine.

PA 546 PRINCIPLES OF SURGERY (2.5 Credits)

This course is designed to prepare the PA student for both the General Surgery rotation, as well as practice as a surgical physician assistant. General surgical concepts needed for the PA to function in the general surgical environment, as well as surgical specialties, are presented. The course emphasizes the recognition of surgical problems in general practice. Pre-, intra-, and post-operative care are taught, as well as the various modalities of anesthesia. Evidence-based medicine practice is weaved through the above areas where available and appropriate.

PA 548 PRINCIPLES OF EMERGENCY MEDICINE (2 Credits)

The goal of Principles of Emergency Medicine is to provide the physician assistant student with the knowledge base to diagnosis and manage common emergency conditions. Topics include, but are not limited to, multiple trauma, chest trauma, abdominal pain, burns, shock, and cardiac emergencies.

PA 601, 602, 603, 604, 605, 606, 607, 608 CLINICAL ROTATIONS (8 Credits each)

The clinical phase of the program is 12 months in length and students must complete seven required and one elective six-week clinical rotation. The required clinical rotations are:

- 601 Behavioral and Mental Health
- 602 Emergency Medicine
- 603 Family Medicine
- 604 General Surgery
- 605 Internal Medicine
- 606 Obstetrics/Gynecology
- 607 Pediatrics

Students return to campus the last two days of each rotation cycle for End of Rotation Meetings. These meetings consist of end of rotation examinations and other professional activities. Note: Students are also required to complete appropriate logging and evaluation forms as delineated in each syllabus and complete written assignments as assigned. Finally, clinical phase students will take a program-administered PACKRAT examination approximately 3 months before graduation. This examination is an indicator of knowledge strengths and weaknesses, and better assists the student in preparation for the Physician Assistant National Certifying Examination (PANCE). Students are also required to successfully pass a comprehensive written examination of the program's design, as well as an Objective Standardized Clinical Experience (OSCE) or other practical examination, prior to graduation in order to successfully complete the program.

PA 614, 615 CAPSTONE PROJECTS**I and II (3 Credits each)**

Evidence-based practice has emerged as the standard by which established and future providers will be expected to execute the delivery of medical care. The "Capstone Project" is a scholarly integrative project that culminates in a Grand Rounds presentation and submission of a publishable review article and clinical case analysis. This two-quarter course builds on the concepts presented in PA 530's Introduction to Evidence Based Medicine module, PA 545 Research Methods and Evidence Based Medicine, as well as evidence-based practice presented throughout the curriculum. Students are required to develop a capstone research paper of publishable quality, based on an actual case with which the student has been involved. Students will work closely with their faculty advisors in developing the paper, from the initial proposal question to the final Grand Rounds Presentation. The final Grand Rounds Presentation is an in-depth presentation and demonstrates the evidence-based process that led to the final diagnosis, treatment plan, prognosis, and patient counseling of the selected patient case. The oral Grand Rounds Presentation to students and faculty of the Sullivan University College of Health Sciences is a summative evaluation tool that will be used to measure cognitive, motor, and effective domains at the completion of the program.

QNT 550 DATA DRIVEN DECISION MAKING (4 Credits)

Reintroduces statistical methods for improving decision making under uncertainty. Topics include introduction to probability, random variables, probability distributions, statistical inferences, correlation, regression, time series analysis, and forecasting techniques. Prerequisite(s): MGT 510 or concurrent

IPE 001/IPE 002 DIDACTIC STUDENT IMPROVEMENT PLAN (0 Credits)

Student improvement plans created for students who need to remediate didactic coursework in the PharmD and Physician Assistant Programs. Course will be pass/fail.

IPE 003/IPE 004 EXPERIENTIAL STUDENT IMPROVEMENT PLAN (0 Credits)

Student improvement plans created for students who need to improve experiential coursework in the PharmD and Physician Assistant Programs. Course will be pass/fail.

Ph.D. in Management Course Index

For students participating in the International CPT Program, please refer to the section "International Studies Ph.D. CPT Program" for more information on additional requirements.

MANAGEMENT CORE (20 CREDITS)

MGT 711 ORGANIZATIONS AND EXTERNAL ENVIRONMENTS (4 Credits)

This course analyzes the behavior of organizations and how they adapt to and make strategic choices in their external environments. The course draws upon cross-institutional theories and empirical studies and focuses on the ecology of organizations, how internal characteristics condition external relations, and how environments influence internal processes. Prerequisite(s): None

MGT 712 SEMINAR IN STRATEGIC MANAGEMENT (4 Credits)

This course explores the development of strategic management theory. Topics include the historical development of the foundational literature of strategy, theory development, and empirical research in strategy. Prerequisite(s): None

MGT 713 INDIVIDUAL AND GROUP BEHAVIOR IN ORGANIZATIONS (4 Credits)

This course focuses on individual and small group behavior in organizational settings. Topics include social influence, group composition and group performance, goals, structure, roles, power, authority, decision making, and leadership. Prerequisite(s): None

MGT 714 SEMINAR IN HUMAN CAPITAL MANAGEMENT (4 Credits)

This course provides a detailed examination of the theory and practice of strategically managing human capital within an organization. Topics covered will include strategic people management, workforce planning and employment, employee development and retention, total rewards, employee and labor relations, risk management, and the creation and use of HR metrics to drive results. Prerequisite(s): None

MGT 715 MANAGING INNOVATION AND CHANGE IN ORGANIZATIONS (4 Credits)

This course adopts a capabilities-based view of the firm, drawing from industrial organization economics, organizational theory, and strategy perspectives. The goal of the course is to identify the sources of innovative success and failure inside corporations, and how companies can develop and sustain a capability to innovate. Prerequisite(s): None

RESEARCH CORE (24 CREDITS)

GRAD 710 RESEARCH DESIGN AND ANALYSIS (4 Credits)

This course provides an introduction to systematic inquiry and the designs, methods, and statistics used to investigate various kinds of research problems and issues. Prerequisite(s): None

GRAD 712 QUANTITATIVE RESEARCH AND ANALYSIS (4 Credits)

This course provides an opportunity to develop skill in the methods and statistics used to conduct and evaluate quantitative research studies. Prerequisite(s): GRAD 710

GRAD 716 QUALITATIVE RESEARCH AND ANALYSIS (4 Credits)

This course provides an opportunity to develop skill in the methods and statistics used to conduct and evaluate qualitative research studies. Prerequisite(s): GRAD 710

GRAD 717 ADVANCED QUALITATIVE RESEARCH AND ANALYSIS (4 Credits)

This is an intensive and applied course designed to provide advanced doctoral students with the opportunity to design and complete a small-scale applied pilot study in order to prepare them to conduct their actual dissertation research. The emphasis of this course is on the collection, management, analysis, and interpretation of qualitative data. Readings and class discussion focus on ways to improve the design, rigor, and reporting of advanced qualitative research studies. Prerequisite(s): GRAD 710, GRAD 716

GRAD 718 ADVANCED QUANTITATIVE RESEARCH (4 Credits)

This course prepares students for dissertations and other research projects requiring the design, collection, analysis and reporting of quantitative data. Prerequisite(s): GRAD 710, GRAD 712

GRAD 719 MIXED METHODS RESEARCH AND DESIGN (4 Credits)

This course prepares students to conduct research which incorporates both quantitative and qualitative design elements. The course focuses on the design, collection, analysis, integration, and reporting of mixed methodology research. Prerequisite(s): GRAD 710, GRAD 712, GRAD 716

COMPREHENSIVE EXAM, DISSERTATION AND RESIDENCIES

MGT/CMM/CSC/HRL 797 PH.D. PROGRAM RESIDENCY (0 Credits)

The Ph.D. program requires students to attend the annual residence conference held annually at the Sullivan University, Louisville campus and scheduled in conjunction with the Sullivan University faculty retreat. All students who take Ph.D.-level courses at Sullivan University are required to attend residencies for the first two years of their enrollments. Prerequisite(s): None

MGT/CMM/CSC/HRL 798 COMPREHENSIVE DOCTORAL EXAM (2 Credits)

Students demonstrate mastery of the concepts learned in their course work. The comprehensive exam is taken at the conclusion of Ph.D. coursework and is graded on a pass/fail basis. Prerequisite(s): Last quarter

MGT/CMM/CSC/HRL 799 DISSERTATION RESEARCH (Minimum of 12 Credit Hours)

Students synthesize the knowledge that they have received in their doctoral studies into an original research-based project that advances the knowledge base of their area or discipline. Prerequisite(s): Passing of Comprehensive Exam

CONFLICT MANAGEMENT CONCENTRATION COURSES (12 CREDITS)

CMM 721 PHILOSOPHICAL AND SOCIAL ISSUES IN CONFLICT MANAGEMENT (4 Credits)

Students will study philosophical and social issues that will help them understand and practice conflict management. Topics include how paradigms of peace, collaboration, justice, objectivity, power, violence, and ethics influence conflict management. Prerequisite(s): None

CMM 724 ORGANIZATIONAL CONFLICT MANAGEMENT ANALYSIS AND INTERVENTION (4 Credits)

Students will study dynamic nature of conflict within organizations and their relevance for preventing, managing, and resolving conflicts in the workplace. Topics include theories of interpersonal and intergroup conflict, emotional intelligence theories, gender, cultural, and generational theories, and theories of emotional and physical violence. The course will also explore risk analysis and intervention settings. Prerequisite(s): Second year of full-time course work or equivalent

CMM 795 PROPOSAL DEVELOPMENT (4 Credits)

This course requires the student to identify a research problem, conduct a review of the relevant literature, select a research design and complete a proposal for an original research project. Prerequisite(s): Last term of doctoral classes

HUMAN RESOURCE LEADERSHIP CONCENTRATION COURSES (12 CREDITS)

HRL 721 HIGH-PERFORMANCE HUMAN RESOURCE LEADERSHIP (4 Credits)

This course will explore the skills and competencies required to lead individuals and teams, manage change, build consensus, align and motivate staff, and elicit support from key senior managers and leaders with the primary goal of creating and sustaining a high-performing organization. This course examines five key challenges for HR and other key leaders: (1) Choosing and producing results: How can HR leaders determine the results they will produce and develop effective strategies for delivering them? (2) Seizing and creating opportunities: How can HR leaders recognize or shape events and attitudes to foster the desire and capability to improve performance? (3) Measuring performance: How can HR leaders measure their company's results and use such measures to learn how to improve performance? (4) Motivating individuals and energizing teams: How can HR leaders inspire people in a variety of organizational arrangements to pursue organizational purposes creatively? (5) Capitalizing on success: How can HR leaders use initial results to create an environment for accomplishing more? Other topics which will be discussed include concepts of leadership, how leaders are different from managers, leadership style and why it is important, the tools required to influence people, when to be a sponsor versus an agent of change, the management of conflict, and strategies for leading and communicating with bosses, colleagues, and subordinates. Prerequisite(s): None

HRL 724 WORKFORCE ANALYTICS AND TECHNOLOGY (4 Credits)

This course focuses on the interface of an organization's human resource function with computer technology. Specifically, the course will examine the use of computers and software as tools to analyze and assist in decision-making with respect to the effective utilization of the human capital in an organization. Using an evidence-based approach to managing the function, this course will explore HR management systems and databases, e-recruiting and other e-HR processes, Web 2.0 applications, and related topics such as metrics, workforce analytics and strategic HR. In addition, specific human resource topics will be explored in depth using information technology as a managerial decision-making tool in areas such as strategy, selection, employment discrimination, training, and compensation. Prerequisite(s): None

HRL 795 PROPOSAL DEVELOPMENT (4 Credits)

This course requires the student to identify a research problem, conduct a review of the relevant literature, select a research design and complete a proposal for an original research project. Prerequisite(s): Last term of doctoral classes

INFORMATION TECHNOLOGY MANAGEMENT CONCENTRATION COURSES (12 CREDITS)

CSC 722 DATA MINING AND BUSINESS INTELLIGENCE (4 Credits)

Corporations today are said to be data rich but information poor. Data mining techniques can help companies discover knowledge and acquire business intelligence from these massive data sets. This course will cover data mining for business intelligence. Data mining refers to extracting or "mining" knowledge from large amounts of data. It consists of several techniques that aim at discovering rich and interesting patterns that can bring value or "business intelligence" to organizations. Examples of such patterns include fraud detection, consumer behavior, and credit approval. The course will cover the most important data mining techniques - classification, clustering, association rule mining, visualization, prediction - through a hands-on approach. Prerequisite(s): None

CSC 734/735/736/737 KNOWLEDGE MANAGEMENT PRACTICAL APPLICATION (1 Credit Each)

Knowledge Management Practical Application supports the Ph.D. in Management program's scholar/practitioner model by providing students with an opportunity to apply their practical experience from their current employment to a research project. These courses are taken in conjunction with Ph.D. research courses. The students' research proposals and data collection allow them to act as consultants for their organizations and to provide answers to research questions. The student learning outcomes for CSC 724 Knowledge Management will be covered in these four courses. Each course is 1-credit hour. Prerequisite(s): None

CSC 795 PROPOSAL DEVELOPMENT (4 Credits)

This course requires the student to identify a research problem, conduct a review of the relevant literature, select a research design and complete a proposal for an original research project. Prerequisite(s): Last term of doctoral classes

STRATEGIC MANAGEMENT CONCENTRATION COURSES (12 CREDITS)

MGT 721 INDUSTRY STRUCTURE AND COMPETITIVE STRATEGY (4 Credits)

This course approaches the topic of competitive strategy using an industrial organizational economics framework. Topics include strategy formulation and execution, market structure and competition, entry and exit strategies, strategic groups, buyer and supplier power, and methods for assessing the strength of competition. The course draws primarily on empirical studies drawn from the industrial organizational economics and strategy literatures. Prerequisite(s): None

MGT 726 SEMINAR IN STRATEGY AND PUBLIC POLICY (4 Credits)

This course explores the roles of business organizations as pertaining to the external political and social environments and the implications for business managers including market failures, political failures, equity and social issues, and the effects of public policy on business activities. Special emphasis will be given to the formulation of strategy with consideration of the political environment of business. Prerequisite(s): None

MGT 795 PROPOSAL DEVELOPMENT (4 Credits)

This course requires the student to identify a research problem, conduct a review of the relevant literature, select a research design and complete a proposal for an original research project. Prerequisite(s): Last term of doctoral classes

Doctor of Pharmacy Course Index

FIRST PROFESSIONAL YEAR

PHR 5001 INTRODUCTION TO HEALTH CARE SYSTEM (2 Credits)

Introduction to Health Care System (PHR 5001) presents a current and comprehensive overview of the U.S. healthcare delivery system. Healthcare is a complex system that is affected by various influences. This course focuses on the social, organizational, and economic aspects, as well as the impact of politics and legislation on the delivery of healthcare. Problems that have had an impact upon the system will be examined as well as approaches to solve these issues.

PHR 5002 HUMAN PHYSIOLOGY (4 Credits)

This course provides the student with the understanding of the physiological basis of body functions to maintain homeostasis. The essential concepts of physiology and the mechanisms involved in body functions are discussed in the cellular, molecular, tissue, and organ system levels. Emphasis is placed in understanding the integrated regulation of various body processes among the major systems to maintain homeostasis. A prior knowledge of anatomy, cell biology, molecular cell mechanisms, and basic concepts of physiological control mechanisms is required prior to taking this course.

PHR 5003 PHARMACEUTICS I (3 Credits)

The course underlines the basic physicochemical principles and technologies involved in the preparation of pharmaceutical dosage forms and drug delivery systems. The course will demonstrate the interrelationship between pharmaceutical and biopharmaceutical principles, product design, formulation, evaluation and the clinical applications of the various dosage forms in patient care.

PHR 5004 PHARMACEUTICAL CALCULATIONS WITH LAB (3 Credits)

The course provides an introduction to the metric, avoirdupois, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to perform correctly the calculations required to prepare a medication order properly.

PHR 5005 PHARMACY LAW AND ETHICS (3 Credits)

This course focuses on the laws, regulations, and related ethical issues relating to the practice of pharmacy. The regulation and control of drugs, cosmetics, medical devices, mail order, and "internet" pharmacy will also be presented.

PHR 5007 PATIENT CARE LAB (1 Credit)

This course focuses on the role of the pharmacist in providing safe and effective medication use to patients. It will integrate topics taught throughout the first professional year and concentrate on communication, quality assurance, drug distribution, and OTC product recommendation.

PHR 5008 INTRODUCTORY PHARMACY PRACTICE EXPERIENCE (IPPE) - COMMUNITY (1 Credit)

Community Introductory Pharmacy Practice Experiences are a four course sequence requiring a minimum of 160 contact hours, divided and completed by quarter; 40 hours during the summer quarter, 45 hours during the fall and winter quarters and 30 hours during the spring quarter. These courses introduce the student to the philosophy, socialization, and practice of the profession of pharmacy through a longitudinal experience in a community pharmacy practice environment. The student will practice the technical skills necessary to be a successful pharmacist while exploring the concepts of professionalism and shared accountabilities for health care outcomes.

PHR 5009 DEVELOPMENT OF STUDENT PHARMACIST (2 Credits)

This course will provide an introduction to the practice of pharmacy. The role of the profession in healthcare will be discussed inclusive of the history of the profession. The focus will be on the soft sciences in the context of the profession of pharmacy as well as the personal and professional development of each student pharmacist.

PHR 5200 IMMUNOLOGY (3 Credits)

This course provides the fundamental background of the human immune system. Topics include composition and function of immune system, anti-microbial immunity, disorders of the immune system, tumor immunology, transplantation rejection, and clinical application of immunology including therapeutic antibodies, vaccines, and diagnostic tools.

PHR 5201 MEDICATION SAFETY (3 Credits)

Students will learn about the mechanism and roots of medication errors and their consequences on patients and health care in general. Mechanisms to promote medication safety will also be examined. This course is an introduction to the availability of various technologies applicable to the delivery of pharmacy care, their impact on pharmacy practice, and their applications to patient care.

PHR 5202 BIOCHEMISTRY (4 Credits)

A review of the structure, physical/chemical properties, function, and interactions of amino acids, peptides and proteins, nucleotides, nucleic acids, carbohydrates, lipids, and hybrid molecules with an emphasis on application to medication and clinical uses.

PHR 5203 PHARMACEUTICS II WITH LAB (3 Credits)

This course is designed to introduce the PharmD students to the principles, practices and technics of pharmaceutical dosage from preparation. Students will learn and apply the methods and technics for compounding non-sterile preparations with accuracy of dose of active pharmaceutical ingredients, appropriate type and quantities of additives to prepare products which are free from contaminants, stable, safe and effective. In addition, students will gain the knowledge and understanding of the scientific principles and quality standards for evaluation of the compounded products.

PHR 5204 COMMUNICATION AND COLLABORATIVE SOLUTIONS (2 Credits)

Rudiments of communication skills will be practiced; the mechanism of conflicts will be explored and the techniques to establish a harmonious working relationship or to defuse/prevent conflicts at the workplace will be taught.

PHR 5205 INTRODUCTORY PHARMACY PRACTICE EXPERIENCE (IPPE) - COMMUNITY (1 Credit)

Community Introductory Pharmacy Practice Experiences are a four course sequence requiring a minimum of 160 contact hours, divided and completed by quarter; 40 hours during the summer quarter, 45 hours during the fall and winter quarters and 30 hours during the spring quarter. These courses introduce the student to the philosophy, socialization, and practice of the profession of pharmacy through a longitudinal experience in a community pharmacy practice environment. The student will practice the technical skills necessary to be a successful pharmacist while exploring the concepts of professionalism and shared accountabilities for health care outcomes. Students will practice as a pharmacy extern 5 hours each week during the summer quarter in a community setting. They will learn about the distribution of a drug from the prescription received to the safe administration of the drug to the correct patient. Students will also learn about related operational aspects of pharmacy during these experiences.

PHR 5206 PATIENT CARE LAB (1 Credit)

This course focuses on the role of the pharmacist in providing safe and effective medication use to patients. It will integrate topics taught throughout the first professional year and concentrate on communication, quality assurance, drug distribution, and OTC product recommendation.

PHR 5400 CLINICAL MICROBIOLOGY AND ANTIBIOTICS BASICS (3 Credits)

This course is designed for students who have had an introduction to basic microbiology. Emphasis will be placed on the aspects of clinical microbiology and anti-microbial treatment that pertain to pharmaceutical science, pharmacotherapeutics, and patient-centered care. The course will discuss the principles of infectious diseases and common infectious diseases of individual organ systems. A comprehensive overview of antibiotic basics will also be presented.

PHR 5402 RESEARCH DESIGN AND LITERATURE EVALUATION I (3 Credits)

Students will become familiarized with the skills required to handle different types of drug information questions and the techniques on how to fully evaluate biomedical literature and health care related issues. Students will also be introduced to the different phases of research and processes involved in the drug approval process. Application of the information taught in the course will be emphasized throughout.

PHR 5404 PUBLIC HEALTH ISSUES (2 Credits)

This course is designed to survey the basic principles of public health practice from a pharmacy perspective. Information discussed will include an introduction to the infrastructure of public health, analytical tools employed in public health, biopsychosocial perspectives of public health problems, health promotion and disease prevention, quality in public health, and legal/ethical concerns.

PHR 5405 BIOTECHNOLOGY (1 Credit)

This course provides an introduction to biotechnology and its impact on the drug development and practice of pharmacy. Topics include how biotechnology is used to produce biotech drugs, how those drugs work, and the predicted potential and current limitations of biotech drugs.

PHR 5406 INTRODUCTORY PHARMACY PRACTICE EXPERIENCE (IPPE) - COMMUNITY (1 Credit)

Community Introductory Pharmacy Practice Experiences are a four course sequence requiring a minimum of 160 contact hours, divided and completed by quarter; 40 hours during the summer quarter, 45 hours during the fall and winter quarters and 30 hours during the spring quarter. These courses introduce the student to the philosophy, socialization, and practice of the profession of pharmacy through a longitudinal experience in a community pharmacy practice environment. The student will practice the technical skills necessary to be a successful pharmacist while exploring the concepts of professionalism and shared accountabilities for health care outcomes. Students will practice as a pharmacy extern 5 hours each week during the summer quarter in a community setting. They will learn about the distribution of a drug from the prescription received to the safe administration of the drug to the correct patient. Students will also learn about related operational aspects of pharmacy during these experiences.

PHR 5407 PATIENT CARE LAB (1 Credit)

This course focuses on the role of the pharmacist in providing safe and effective medication use to patients. It will integrate topics taught throughout the first professional year and concentrate on communication, quality assurance, drug distribution, and OTC product recommendation.

PHR 5408 SELF CARE I (2 Credits)

This course will offer an overview of conditions and products that patients use in self-care treatment. The course will focus on the pharmacotherapy and the role of the pharmacist in disease state management related to self-care (using nonprescription and herbal therapy). Emphasis will be placed on the integration of pathophysiology, pharmacology, and therapeutics to devise appropriate pharmacy care plans. These plans will include rationale for drug use, selection and dosing regimens, expected outcomes of drug therapy, key monitoring parameters, clinically important drug-drug or drug-disease interactions, counseling, and compliance issues. This course will also help to introduce students to clinical scenarios likely to be encountered during their Introductory Pharmacy Practice Experiences.

PHR 5600 IPPE HOSPITAL (4 Credits)

Institutional Introductory Pharmacy Practice Experience is an experience requiring a minimum of 160 contact hours. This course re-enforces the student's awareness of the philosophy, socialization, and practice of the profession of pharmacy through an institutional pharmacy practice environment. The student will practice the technical skills necessary to be a successful pharmacist while exploring the concepts of professionalism and shared accountabilities for health care outcomes.

PHR 5601 INTRODUCTORY PHARMACY PRACTICE EXPERIENCE (IPPE) - COMMUNITY (1 Credit)

Community Introductory Pharmacy Practice Experiences are a four course sequence requiring a minimum of 160 contact hours, divided and completed by quarter; 40 hours during the summer quarter, 45 hours during the fall and winter quarters and 30 hours during the spring quarter. These courses introduce the student to the philosophy, socialization, and practice of the profession of pharmacy through a longitudinal experience in a community pharmacy practice environment. The student will practice the technical skills necessary to be a successful pharmacist while exploring the concepts of professionalism and shared accountabilities for health care outcomes. Students will practice as a pharmacy extern 5 hours each week during the summer quarter in a community setting. They will learn about the distribution of a drug from the prescription received to the safe administration of the drug to the correct patient. Students will also learn about related operational aspects of pharmacy during these experiences.

PHR 5603 STERILE DOSAGES LAB (2 Credits)

Students will be familiarized with the organization and administration of an admixture program, requirements for clean room setup, equipment and techniques used in safely and accurately preparing sterile preparations, preparation of compounded sterile preparations, regulations governing preparation, distribution and storage of compounded sterile products, reviewing and clarifying physician orders for parenteral products, calculation of dosages of parenteral medications, and administration of different types of parenteral products. Students will practice in the laboratory the techniques related to the compounding of sterile dosage forms, interpreting prescriber orders, and documenting communication with other health professionals as needed to safely provide and manage sterile dosage forms. Students will be required to demonstrate competency in safe preparation of sterile dosage forms including dosage calculation, correct aseptic technique, quality assurance methods, and adherence to all relevant state and national standards or regulations.

PHR 5604 PATIENT CARE LAB (1 Credit)

This course focuses on the role of the pharmacist in providing safe and effective medication use to patients. It will integrate topics taught throughout the first professional year and concentrate on communication, quality assurance, drug distribution, and OTC product recommendation.

PHR 5605 INTRODUCTION TO PHARMACY/MEDICINAL CHEMISTRY (2 Credit)

Introduction to Pharmacology/Medicinal Chemistry is designed to coordinate with the Pharmacotherapeutics sequence and provides the chemical and pharmacological basics for Pharmacotherapeutics course. This course furnishes the introduction to molecular, cellular, and physiological basis of drug action, the influence of chemical and physical properties in structure-activity relationships, drug chemistry, and mechanism of drug action, drug metabolism, drug interactions, toxicity profiles, and pharmacokinetics.

PHR 5606 SELF CARE II (2 Credits)

This course will offer an overview of conditions and products that patients use in self-care treatment. The course will focus on the pharmacotherapy and the role of the pharmacist in disease state management related to self-care (using nonprescription and herbal therapy). Emphasis will be placed on the integration of pathophysiology, pharmacology, and therapeutics to devise appropriate pharmacy care plans. These plans will include rationale for drug use, selection and dosing regimens, expected outcomes of drug therapy, key monitoring parameters, clinically important drug-drug or drug-disease interactions, counseling, and compliance issues. This course will also help to introduce students to clinical scenarios likely to be encountered during their Introductory Pharmacy Practice Experiences

SECOND PROFESSIONAL YEAR

PHR 6001 PHARMACOTHERAPEUTICS I (4 Credits)

This course focuses on the pathophysiology and pharmacotherapy of disease states. Emphasis will be placed on the integration of knowledge and skills gained from previous courses with pathophysiology and therapeutics to devise appropriate pharmacy care plans.

PHR 6002 PATIENT CARE LAB (1 Credit)

This course focuses on applying the didactic knowledge and skills learned throughout the pharmacy curriculum to simulated patient cases. Emphasis will be placed on the integration of pathophysiology, pharmacology, and therapeutics knowledge as well as physical assessment and point-of-care device skills via working through modules. In these modules, students will practice medication reconciliation, SOAP note/care plan development, patient presentation, drug information, and patient counseling skills. The importance of developing a rationale to support all recommendations will also be a focus of this course.

PHR 6003 BIOPHARMACEUTICS AND PHARMACOKINETICS I (2 Credits)

This is an integrated course between basic sciences and clinical sciences. It consists of principles of how drugs perform in the human body and how the physiological system affects the drugs as they relate to absorption, distribution, metabolism, and excretion. Clinical Pharmacokinetics will build on these concepts to describe how to design a safe and effective drug regimen to patients based on their physiological conditions and disease states and how to monitor therapy regimen for adjustment if needed

PHR 6004 PATHOPHYSIOLOGY (3 Credits)

This course is an introduction to the basic concepts of pathophysiology and requires a solid background of anatomy and physiology. The course focuses in understanding the pathophysiological mechanisms that lead to changes and alterations in human physiologic function and human responses. The students will learn how pathophysiological processes affect manifestation and progression of a disease state within the body, including the resulting primary and secondary effects. Both in-class lectures and examinations will introduce application of knowledge to novel clinical scenarios.

PHR 6005 PHARMACOLOGY/MEDICINAL CHEMISTRY I (3.5 Credits)

This course is designed to coordinate with the Pharmacotherapeutics sequence and provides the chemical and pharmacological basics for the Pharmacotherapeutics courses. This course furnishes the details of molecular, cellular, and physiologic basis of drug action, along with the influence of chemical and physical properties of drugs in structure-activity relationships, drug chemistry, mechanism of drug action, drug metabolism, drug interactions, toxicity profiles, and pharmacokinetics.

PHR 6006 LITERATURE EVALUATION AND APPLICATION (2 Credits)

This course will focus on landmark clinical trials that have influenced the way medications are used in clinical practice. Students will learn to critically evaluate these trials and to identify consistencies or inconsistencies with the currently established therapeutic guidelines.

PHR 6200 PHARMACY PRACTICE MANAGEMENT (2 Credits)

Pharmacy Practice Management is a required course in the curriculum leading to the degree of Doctor of Pharmacy. It is the goal of this course to develop the necessary foundation for the management of activities related to practice in any setting. These activities encompass but are not limited to human resource management (personnel relations, acquiring, supervision, development, and retention of staff), financial management and control, activities related to purchasing and inventory control, patient-pharmacist-prescriber relationships, ethical promotion of and reimbursement for medication therapy management activities as well as general business operational activities. It is beyond the scope of this course to make the student a management expert since expertise comes with experience. The course is designed to provide the student with a fundamental knowledge of concepts and principles that he/she can employ to effectively meet the challenges of a modern pharmacy practice.

PHR 6203 BIOPHARMACEUTICS AND PHARMACOKINETICS II (2 Credits)

This course will build on Biopharmaceutics and Pharmacokinetics I and will focus on the clinical concepts in the application of foundational pharmacokinetics to pharmacotherapeutic situation. The goal of this course is to use pharmacokinetic principles in the evaluation of dosing and monitoring of medications in specific situations. Clinical pharmacokinetics of selected drugs which are routinely monitored will be discussed to assist the student in understanding of how to design a safe and effective dose regimen for patients based on medication and patient specific factors.

PHR 6205 PHARMACOLOGY/MEDICINAL CHEMISTRY II (4.5 Credits)

This course is designed to coordinate with the Pharmacotherapeutics sequence and provides the chemical and pharmacological basics for the Pharmacotherapeutics courses. This course furnishes the details of molecular, cellular, and physiologic basis of drug action, along with the influence of chemical and physical properties of drugs in structure-activity relationships, drug chemistry, mechanism of drug action, drug metabolism, drug interactions, toxicity profiles, and pharmacokinetics.

PHR 6202 PATIENT CARE LAB (1 Credit)

This course focuses on applying the didactic knowledge and skills learned throughout the pharmacy curriculum to simulated patient cases. Emphasis will be placed on the integration of pathophysiology, pharmacology, and therapeutics knowledge, as well as physical assessment and point-of-care device skills via working through modules. In these modules, students will practice medication reconciliation, SOAP note/care plan development, patient presentation, drug information, and patient counseling skills. The importance of developing a rationale to support all recommendations will also be a focus of this course.

PHR 6203 BIOPHARMACEUTICS AND PHARMACOKINETICS II (2 Credits)

This course will build on Biopharmaceutics and Pharmacokinetics I and will focus on the clinical applications of the principles of pharmacokinetics. It will be an integrated course between the basic pharmacokinetics and clinical sciences incorporating clinical case studies. Clinical pharmacokinetics of selected drugs which are routinely monitored will be presented with the aim of designing a safe and effective dose regimen for patients based on physiological conditions and disease states.

PHR 6204 PHARMACOTHERAPEUTICS II (6 Credits)

This course focuses on the pathophysiology and pharmacotherapy of disease states. Emphasis will be placed on the integration of knowledge and skills gained from previous courses with pathophysiology and therapeutics to devise appropriate pharmacy care plans.

PHR 6400 CLINICAL NUTRITION (2 Credits)

Students will learn the basic principles of enteral and parenteral nutrition. Students will also learn how to write/adjust a parenteral/enteral nutrition formula adapted to patients' disease states. In addition, students will learn how to monitor the effects of nutrition on patients.

PHR 6401 PHARMACOLOGY/MEDICINAL CHEMISTRY III (5 Credits)

This course is designed to coordinate with the Pharmacotherapeutics sequence and provides the chemical and pharmacological basics for the Pharmacotherapeutics courses. This course furnishes the details of molecular, cellular, and physiological basis of drug action, along with the influence of chemical and physical properties of drugs in structure-activity relationships, drug chemistry, mechanism of drug action, drug metabolism, drug interactions, toxicity profiles, and pharmacokinetics.

PHR 6402 PHARMACOTHERAPEUTICS III (6 Credits)

This course focuses on the pathophysiology and pharmacotherapy of disease states. Emphasis will be placed on the integration of knowledge and skills gained from previous courses with pathophysiology and therapeutics to devise appropriate pharmacy care plans.

PHR 6403 PATIENT CARE LAB (1 Credit)

This course focuses on applying the didactic knowledge and skills learned throughout the pharmacy curriculum to simulated patient cases. Emphasis will be placed on the integration of pathophysiology, pharmacology, and therapeutics knowledge, as well as physical assessment and point-of-care device skills via working through modules. In these modules, students will practice medication reconciliation, SOAP note/care plan development, patient presentation, drug information, and patient counseling skills. The importance of developing a rationale to support all recommendations will also be a focus of this course.

PHR 6404 PHARMACOGENOMICS: PERSONALIZED MEDICINE (2 Credits)

In the near future, personalized medicine will revolutionize the field of pharmacy by offering effective drug therapies that are guided by the genetic variants of individual patients. In our pharmacogenomics course, you will learn to understand how human genetics and genomics can be used to provide optimized drug therapy and patient care. Learning about this emerging field will enable you to better understand and manage new genomics-based diagnostic tools and make best treatment choices. You will spend time discussing societal and ethical implications of genetic testing and the resultant individualization of drug therapy, explain basic principles of human genetics and heredity and more. While pharmacogenomics has a modest impact on daily practice at this time, principles covered in this course will likely soon become a regular part of clinical care.

PHR 6600 PHARMACOECONOMICS AND OUTCOMES (2 Credits)

Students are introduced to the principles and tools of pharmacoeconomics and outcome assessments that are commonly used to study the impact of pharmaceutical care services on the health and health care of a patient or community.

PHR 6601 PHARMACOTHERAPEUTICS IV (6 Credits)

This course focuses on the pathophysiology and pharmacotherapy of disease states. Emphasis will be placed on the integration of knowledge and skills gained from previous courses with pathophysiology and therapeutics to devise appropriate pharmacy care plans.

PHR 6602 PHARMACOLOGY/MEDICINAL CHEMISTRY IV (5 Credits)

This course is designed to coordinate with the Pharmacotherapeutics sequence and provides the chemical and pharmacological basics for the Pharmacotherapeutics courses. This course furnishes the details of molecular, cellular, and physiological basis of drug action, along with the influence of chemical and physical properties of drugs in structure-activity relationships, drug chemistry, mechanism of drug action, drug metabolism, drug interactions, toxicity profiles, and pharmacokinetics.

PHR 6603 PATIENT CARE LAB (1 Credit)

This course focuses on applying the didactic knowledge and skills learned throughout the pharmacy curriculum to simulated patient cases. Emphasis will be placed on the integration of pathophysiology, pharmacology, and therapeutics knowledge, as well as physical assessment and point-of-care device skills via working through modules. In these modules, students will practice medication reconciliation, SOAP note/care plan development, patient presentation, drug information, and patient counseling skills. The importance of developing a rationale to support all recommendations will also be a focus of this course.

PHR 6605 CLINICAL APPLICATION OF PHARMACOKINETICS LAB (1 Credit)

This course introduces hands-on experience in solving problems relevant to the clinical pharmacokinetic services in the hospital, expanding the concepts learned in Basic Biopharmaceutics and Pharmacokinetics I and II. Emphasis will be on individual or customized dosing and drug dosing intervals for specific drugs requiring serum concentration monitoring for guided therapy.

PHR 6606 PROFESSIONAL SEMINAR COURSE (2 Credits)

This course is intended to develop a student's ability to evaluate and synthesize pertinent literature and effectively communicate a pharmacotherapy-related topic in a professional manner. All students will learn about and demonstrate understanding of the research process regardless of track selected. During the Spring Quarter of the P2 year, this course will provide the opportunity to develop projects in detail. Students will receive confirmation of their project preceptor, student team (if pertinent) for presentation component, and tentative date for the presentation during the P3 year.

THIRD PROFESSIONAL YEAR**PHR 7000, 7001, 7200, 7201, 7400, 7401, 7600 ADVANCED PHARMACY PRACTICE EXPERIENCES (APPE) (Total 42 Credits)**

The students will go through seven experiential education experiences. The experiences are balanced between three areas; including community/ambulatory care, hospital/health system, and elective experiences. Required rotations will emphasize patient care, systems management, and medication distribution within an interprofessional team. This will be the time for students to integrate and apply their knowledge to real patients' situations. Elective APPE are structured to allow students to explore specific areas of practice, furthering the breadth and the depth of experiences needed to enhance professional growth.

PHR 7601 RESEARCH PROJECT AND NAPLEX/MPJE PREPARATION (1 Credit)

This course is intended to develop a student's ability to evaluate and synthesize pertinent literature and effectively communicate a pharmacotherapy-related topic in a professional manner. Course is pass/fail. Students must pass the course as a mandatory academic requirement for graduation.

PROFESSIONAL ELECTIVES**PHR 6800 ADDICTION AND SUBSTANCES OF ABUSE (2 Credits)**

This course is designed to provide students with an understanding of the pathophysiology associated with addiction, an overview of substances of abuse including their effects on the nervous system and other organ systems as well as management of acute intoxication and/or withdrawal from the substance. Additionally, students will be exposed to nonpharmacological approaches in addiction management and are expected to apply knowledge gained during the course to contribute to educational and outreach efforts in the community. This is an elective course conducted primarily in a team-based learning format. Learning and assessments may be conducted through video tutorials, panels, reading assignments, and team projects/discussions to review and apply information. The course requires active participation by all students enrolled in the course.

PHR 6801 ADVANCED DRUG DELIVERY (2 Credits)

This course provides an opportunity to explore the basic principles and technology of advanced drug delivery systems and devices for controlled, sustained, and targeted delivery of drugs. This will include a systematic study of solid oral modified-release dosage forms such as coated beads, granules, microencapsulated drug, osmotic pump, repeat action tablets, transdermal, iontophoretic, intranasal and brain-targeted, ophthalmic, and nanotechnology-based products.

PHR 6802 ADVANCED AMBULATORY CARE (2 Credits)

This will be a competency-based course that focuses on the role of the pharmacist in disease state management in the ambulatory care setting. Additionally, this course will reinforce concepts taught in Therapeutics. Learning and assessments may be conducted through video tutorials, reading assignments, and/or team projects/discussions to review and apply information. The course requires active participation by all students enrolled in the course.

PHR 6803 ADVANCED SELF CARE (2 Credits)

This course focuses on the role of durable medical equipment, medical supplies, and other self-care products in the medical management of patients in the outpatient community setting.

PHR 6804 AROMATHERAPY SCIENCE (2 Credits)

This elective course is designed to cover commonly used essential oils and their therapeutic uses, details of toxicity, bioactivity, contraindications, and clinical studies. Lecture topics include historical background, aromatherapy practice, chemistry of essential oils, bioactivity of essential oils, science of smell, safety issues, and clinical studies.

PHR 6805 CLINICAL ETHICS (2 Credits)

This course explores the background, history, and components of ethical decision-making in the professional medical environment. There is additional focus on the ethics involved in human subjects research (both pre-clinical and clinical) and a pharmacist's dispensing rights and responsibilities.

PHR 6806 DRUG INDUCED DISEASE (2 Credits)

This course will cover the mechanism of drug-induced diseases that affect a variety of organ systems. Students will examine offending drugs involved in these adverse drug reactions and examine the prevention, detection, and the most appropriate management of drug-induced diseases. Content in this elective class will integrate and build upon the clinical knowledge learned in pharmacotherapeutic courses and labs. This class offers the opportunity to practice assessment techniques and clinical reasoning skills to approach drug-induced disease.

PHR 6807 GERIATRICS (2 Credits)

Students will learn the principles of patient-centered care in the geriatric population as well as the role and responsibilities of the senior care pharmacist.

PHR 6808 HEART FAILURE (2 Credits)

This elective is an interactive and activity-based course. Using heart failure treatment as the patient care topic, students will learn the pharmacist's role as a member of the health care team. In class, students will learn how to read journal articles and provide patient education. Students will develop appropriate treatment recommendations using a team approach to care for patients with heart failure.

PHR 6809 INTEGRATIVE THERAPEUTICS (2 Credits)

This elective course examines the role of nutritional supplements pertaining to health and wellness. Emphasis will be placed on scientific evidence in the support of supplementations, and students will gain knowledge on what products are considered both safe and effective.

PHR 6810 INTRODUCTION TO RESIDENCY (2 Credits)

This elective course is designed for students that are interested in pursuing a residency. Students will be educated on all residency opportunities, the residency selection process, and things to consider when selecting residency programs. Also, the students will develop curriculum vitae and learn important interviewing techniques to use during a residency interview.

PHR 6811 LANDMARK TRIALS I (2 Credits)

This course will focus on landmark clinical trials that have influenced the way medications are used in clinical practice. Students will learn to critically evaluate these trials and to identify consistencies or inconsistencies with the currently established therapeutic guidelines.

PHR 6812 LANDMARK TRIALS II (2 Credits)

This course will focus on landmark clinical trials that have influenced the way medications are used in clinical practice. Students will learn to critically evaluate these trials and to identify consistencies or inconsistencies with the currently established therapeutic guidelines.

PHR 6813 LEADERSHIP (2 Credits)

This course is designed to help students think about what it means to be a leader. During the course, students will analyze their personality trait and leadership style and how to work with those who have different traits than their own. We will utilize popular leadership books as a starting point for discussion on leadership development and issues that students will face.

PHR 6814 LEARN TO TEACH (2 Credits)

This course is an elective offering that is intended to give pharmacy students a general overview of the organizational structure of academia, as well introduce possible career opportunities in academia. This course will also teach students how to utilize skills such as active learning, visual aids, and vocal variety in order to become effective communicators in the classroom setting. Students will be given opportunities during class to enhance assessment, verbal, and written skills through various in-class assignments.

PHR 6815 MANAGED CARE (2 Credits)

This managed care pharmacy elective course will provide an overview of managed care pharmacy and an understanding of how managed care pharmacy impacts the healthcare system.

PHR 6816 MEDICAL SPANISH (2 Credits)

This course is designed to develop the Spanish-speaking skills of the non-Spanish speaking healthcare professional. It will build on skills of basic Spanish vocabulary and pronunciation and will develop basic conversational skills as well as pharmacy-specific and medical terms, phrases, and counseling points. Emphasis will be placed on developing sufficient skills to provide adequate pharmaceutical care to Spanish-speaking patients that speak little or no English. The course will also provide key phrases and general questions to use when counseling or assessing the patient. The course will also provide insight into Hispanic/Latin culture and address how to handle and understand cultural differences in health beliefs and practices.

PHR 6817 MENTAL HEALTH (2 Credits)

This course provides the student with an introduction to the mental health system and various psychiatric disease states and treatments. This is a general introduction/review on the common psychiatric disorders, more in-depth pharmacologic/nonpharmacologic treatment options, and includes unique subject matter. The mental health elective will utilize the experiences of faculty and guest lecturers that practice in the field of psychiatry.

PHR 6818 NANOMEDICINE (2 Credits)

This course will focus on developing students' understanding of the unique properties of nanomaterials used in nanomedicines, their fabrication and characterization, and nanodrug delivery systems for the treatment of various diseases. Emphasis will be placed on FDA approved nanomedicines, their specific uses and advantages compared to conventional counterparts, nanotechnology-enabled diagnostic and contrast agents, and the simultaneous diagnostic/treatment modalities. An introduction to theranostics and personalized medicine will also be included.

PHR 6819 PALLIATIVE CARE (2 Credits)

In this course, students will see how the philosophy of palliative care extends through the initial diagnosis of an end stage illness to death. The course will address pharmacologic and non-pharmacologic treatments as well as other interdisciplinary interventions which can improve symptoms and quality of life. The Palliative Care Course will utilize the experiences of faculty and guest lecturers in the field of palliative and end of life care.

PHR 6820 PEDIATRICS (2 Credits)

This course is an elective offering that is intended to introduce students to pediatric topics encountered in a "general medicine" setting including ambulatory and inpatient hospital settings. The focus of the class will be practical implementation of general medicine principles directed at a pharmacist's point of view. Students will gain comfort with basic pediatric pharmacy principles and knowledge of pediatric pharmacy specific resources. The format of the class will mostly be an open forum discussion.

PHR 6821 VETERINARY MEDICINE (2 Credits)

To review the role of the pharmacist in dispensing medications and making treatment recommendations for animals.

PHR 6822 WILDERNESS MEDICINE (2 Credits)

This course introduces a quick and decisive approach in the management of common outdoor medical emergencies otherwise known as "Wilderness Medicine".

PHR 6823 WOMEN'S HEALTH (2 Credits)

This course will include discussions on several topics regarding health issues and conditions. Topics will complement those previously learned in therapeutics, set the learners up for success in future therapeutics lectures, and/or include guest speakers that are experts in Women's Health Topics. Class time may be lecture, discussion, or application through cases and a final project.

PHR 6824 XENOBIOTIC TOXICOLOGY (2 Credits)

This course emphasizes adverse health effects caused by environmental toxicants and xenobiotics (foreign agents). The contribution of environmental toxicants to the development and progression of diseases will be discussed. This course provides information on traditional topics of toxicology as well as modern research methods in toxicology.

PHR 6825 INDEPENDENT STUDY (2 Credits)

The individual topic will be determined by course faculty.

PHR 6835 ADVANCES IN AMBULATORY CARE (2 Credits)

This course provides students with advanced skills and knowledge in ambulatory care.

PHR 6836 ADVANCED COMPOUNDING (2 Credits)

This course provides students with advanced skills training in compounding. Emphasis will be on the compounding process and appropriate use of the USP for non-sterile compounded preparations.

PHR 6837 ADVOCACY (2 Credits)

The Advocacy elective will provide an introduction to political advocacy and the legislative process. Throughout the quarter guests will discuss their role in politics and provide strategies to implement advocacy initiatives. Students will engage in hands-on professional and patient advocacy activities. They will also utilize the skills developed within the elective to encourage fellow classmates to become politically engaged. Role playing scenarios will be included to demonstrate the multitude of participants within the legislative process and illuminate the crucial role that student pharmacists can play. Additionally, outside of class activities will be a key component to the course and may include, but not limited to; a tour of the State Capitol, attendance at professional organization board meetings, and attendance during invited guest speakers.

PHR 6838 CRITICAL CARE (2 Credits)

This course will focus on critical care disease states and provide an overview of pharmacy practice in the intensive care unit. Students will learn how to review and apply critical care evidence-based literature and guidelines to patient cases.

PHR 6839 DEATH AND DYING (2 Credits)

This course provides students with advanced skills and knowledge the area of death and dying.

PHR 6840 LANDMARK TRIALS III (2 Credits)

This course will focus on landmark clinical trials that have influenced the way medications are used in clinical practice. Students will learn to critically evaluate these trials and to identify consistencies or inconsistencies with the currently established therapeutic guidelines.

PHR 6841 SENSORY PHYSIOLOGY (2 Credits)

This elective course will allow students to learn in more detail the structure and function of the sensory systems and how specialized receptors allow the sensory systems to detect specific types of stimuli such as pressure, light, or airborne chemicals. In addition, laboratory exercises will be used when appropriate to reinforce the didactic information.

IPE 001/IPE 002 DIDACTIC STUDENT IMPROVEMENT PLAN (0 Credits)

Student improvement plans created for students who need to remediate didactic coursework in the PharmD and Physician Assistant Programs. Course will be pass/fail.

IPE 003/IPE 004 EXPERIENTIAL STUDENT IMPROVEMENT PLAN (0 Credits)

Student improvement plans created for students who need to improve experiential coursework in the PharmD and Physician Assistant Programs. Course will be pass/fail.

Faculty Listing

Wendy Achilles

Accounting
B.S.A. - East Carolina University
M.S.A. - East Carolina University
Ph.D. - Virginia Commonwealth University

Amusa Adebayo

Pharmacy
B.Pharm. – Obafemi Awolowo University
M.B.A. – Obafemi Awolowo University
M.S. – Obafemi Awolowo University
Ph.D. – University of Ibadan

William Addison

Advanced Manufacturing Technology
B.S. - U.S. Naval Academy
M.S. - U.S. Naval Postgraduate School

Muhammad Ahmadin

Economics
BBA - University of Brawijaya, Indonesia
M.B.A. - Saint Louis University
M.S. - University of Kentucky
Ph.D. - University of Kentucky

Allen Akmon

Director, Culinary Programs
Culinary Arts
A.S. - Johnson & Wales University
B.S.H.S. - Sullivan University
M.B.A. - Sullivan University
C.E.C. - Certified Executive Chef
C.H.E. - Certified Hospitality Educator

Jaafar Al-Azzawi

Medical Assisting
M.D. - University of Basrah (Iraq)

Abeer Al-Ghananeem*

Pharmacy
B.S. - University of Jordan College of Pharmacy
M.S. - University of Kentucky
Ph.D. - University of Kentucky
Postdoctoral Fellow - University of Kentucky

Elizabeth Allen

Culinary Arts
B.G.S. - University of Kentucky
C.H.E. - Certified Hospitality Educator
H.A.C.C.P. - Food Safety Certification

Emmanuel Amadi*

Information Technology
A.A.S. - Danville Area Community College
B.S. - University of Port Harcourt
M.S. - Eastern Illinois University
Ph.D. - Capella University

Geri Anderson*

Conflict Management
B.A. - University of Rhode Island
M.S. - Sullivan University
M.S. - University of Louisville
J.D. - University of Louisville
Certified Mediator

Wilma Anthony

Curriculum Specialist, Office Technology
Office Technology
B.S. - Western Kentucky University
M.Ed. - University of Louisville

Jaime Arango*

Management
B.S. - Nova Southeastern University
M.S. - Nova Southeastern University
Ed.D. - Nova Southeastern University

Melissa Armstrong

Culinary Arts
A.A.S. - Columbus State University
C.H.E. - Certified Hospitality Educator
C.W.P.C. - Certified Working Pastry Chef

Sevda Aslan*

Advanced Manufacturing Technology
B.Eng. - Gazi University
M.S. - Hacettepe University
Ph.D. - University of Kentucky

Hamid Attarzadeh*

Mathematics
B.S. - University of Louisville
M.Eng. - University of Louisville
M.S. - Middle Tennessee State University

David Auberry*

Management
B.A. - University of Louisville
M.A. - Webster University
M.S. - Sullivan University
Ph.D. - Sullivan University

Nancy Aulenbach*

English
B.A. - Southern Illinois University
M.A. - University of Evansville

Nadia Ayala-Lopez*

Allied Health
B.S. - University of Nevada - Las Vegas
Ph.D. - Michigan State University

Jaime Bacon

Allied Health
A.A.S. - Spencerian College
C.P.C. - Certified Professional Coder

Ekaterina Balaban*

Dynamic Web Development
B.A. - Spalding University
B.S. - Sullivan University
M.S. - Capella University

Amie Baltes

LRC Administrator
B.S.S. - Cornell College
M.L.S. - Indiana University

Jim Barks

Advanced Manufacturing Technology
B.S. - University of Louisville
M.Eng. - University of Louisville
CompTIA Certified Security+
CompTIA Certified A+
CompTIA Certified Network+

Kerry Barnard*

Science
B.S. - West Liberty State University
M.S. - University of Louisville

Wendell Barnett

Librarian
B.S. - University of the Cumberlands
M.S.L.S. - University of Kentucky
M.Div. - Wesley Biblical Seminary

William Becker*

General Education
B.A. - Furman University
M.Div. - Southwestern Baptist Theological Seminary
Ph.D. - Southern Baptist Theological Seminary

Sally Beckham*

Practical Nursing
A.A.S. - Jefferson Community and Technical College
B.S. - Bellarmine University
R.N. - Registered Nurse

Antoine Bedard

Advanced Manufacturing Technology
B.S. - University of Nebraska
M.S. - Southern Illinois University
Ph.D. - West Virginia University

Robert Beighey

Associate Director, Culinary Programs
Culinary Arts
A.S. - Johnson & Wales University
B.S.H.M. - Sullivan University
C.H.E. - Certified Hospitality Educator
C.C.A. - Certified Culinary Administrator
C.E.C. - Certified Executive Chef

Melissa Belcher*

Mathematics
B.A. - Bellarmine University
M.S. - Purdue University

Scott Belin*

Practical Nursing
B.S.N. - University of Louisiana at Monroe
R.N. - Registered Nurse

Amanda Bell*

Baking & Pastry Arts
A.S. - Sullivan University

Donya Bell*

General Education
A.S. - Sullivan College
B.S. - Sullivan University
M.B.A. - Sullivan University

Eugene Bell

Culinary Arts
A.S. - Sullivan University
B.S.H.M. - Sullivan University
C.E.C. - Certified Executive Chef
C.H.E. - Certified Hospitality Educator
A.C.E. - Approved Certification Evaluator

Charles Benton*

Mathematics
B.S. - Brescia College
M.A. - Western Kentucky University

James Betts*

Baking & Pastry Arts
B.A. - Oberlin College

Christopher Betz

Pharmacy
Pharm.D. - Temple University School of Pharmacy
Pharmacy Practice Residency - University of Louisville
Board Certified Pharmacotherapy Specialist
Fellow of the Kentucky Society of Health-System Pharmacists
Fellow of the American Society of Health-System Pharmacists

Samuel Bland*

Computer Aided Design Drafting
A.A.S. - Jefferson Community College
B.A. - Midway College
B.Th. - Simmons College of Kentucky
M.Th. - Campbellsville University

Branden Bledsoe*

Practical Nursing
B.S.N. - Bellarmine University
M.S.N. - Bellarmine University
R.N. - Registered Nurse

Chris Bohl*

Information Technology
A.S. - Sullivan University
B.S. - Sullivan University
M.B.A. - Sullivan University
M.S.M.I.T. - Sullivan University
MCITP - Server Administrator
MCITP - Enterprise Desktop Administrator

Larry Bohn*

Management
A.G.S. - Central Texas College
B.S. - Southern Illinois University - Carbondale
E.M.B.A. - Sullivan University

Joseph Bonec*

Chemistry
A.S. - Paducah Junior College
B.S. - Murray State University
M.B.A. - Sullivan University

Bruce Border*

Information Technology
B.S. - Embry-Riddle Aeronautical University
M.S. - Strayer University

Lori Bowman*

Spanish
B.A. - Morehead State University
M.A. - University of Kentucky

Brianne Brady*

Allied Health
A.A.S. - Spencerian College
B.S. - Spencerian College

Annaliese Bratcher*

Information Technology
B.A. - University of Kentucky
M.S. - University of Kentucky

Richard Brien

Director, National Center for Corporate Learning
B.S. - SUNY Brockport
M.B.A. - Webster University
Dale Carnegie Master Trainer

Hallie Brinkerhoff*

English
B.A. - University of Kentucky
M.A. - University of Kentucky

Kenneth Brockman*

Allied Health
B.S. - U.S. Military Academy
M.P.A. - American University
Nuclear Regulatory Commission Safety Inspector

Pearl Brooks*

Culinary Arts
B.S. - University of Louisville
M.S. - University of Kentucky
R.D. - Registered Dietitian
C.H.E. - Certified Hospitality Educator

Charles Leonard Brown

Assistant Provost/Dean of University Libraries
B.A. - Bellarmine University
M.A. - University of Louisville
M.S.L.S. - University of Kentucky
A.H.I.P (Academy of Health Information Professionals) - Senior Member

Steven Brown*

Information Technology
B.S.E.E. - City College of New York
M.B.A. - Pace University
D.B.A. - Nova Southeastern University
C.I.S.S.P. - Certified Information Systems Security Professional

Kevin Bucknam*

Paralegal Studies
B.S. - Eastern Kentucky University
J.D. - California Western School of Law

Steven Burdette*

General Education
B.A. - Eastern Kentucky University
M.A. - University of Louisville

Logan Burns*

Science
B.S. - Morehead State University
M.S. - Morehead State University
Ph.D. - University of Kentucky

Julie Burris

Pharmacy
Pharm.D. - Auburn University Harrison School of Pharmacy
Specialized Residency in Drug Information - Samford University
McWhorter School of Pharmacy

Mary Burton*

General Studies - English
B.A. - University of Louisville
M.F.A. - Vermont College

Kyle Byrne*

Information Technology Academy
B.S. - Park University
M.S.M.I.T. - Sullivan University
Cisco Certified Network Professional
Cisco Certified Design Professional

Valorie Campbell

Clinical Coordinator, Nursing
A.A.S. - Jefferson Community and Technical College
B.S.N. - Indiana Wesleyan University
M.S. - Indiana Wesleyan University
R.N. - Registered Nurse

Amber Cann

Director, Drug Information Center and Academic Informatics
College of Pharmacy and Health Sciences
Pharm.D. - University of Kentucky
College of Pharmacy
M.B.A. - University of Louisville

Rebecca Carlton-Mielke*

Communications
B.A. - Indiana University Southeast
M.A. - Ball State University

Calvin Carroll*

Accounting
A.A. - Florida Christian University
B.S. - Western Kentucky University
M.S. - Western Kentucky University

Brian Carter*

Information Technology
B.S. - University of Michigan-Flint
M.S. - University of Detroit Mercy
Ph.D. - University of Louisville

Carla Carter

Dean, College of Nursing
 B.S.N. - Indiana Wesleyan University
 M.S.N. - Indiana Wesleyan University
 R.N. - Registered Nurse

Kimberly Castle*

Conflict Management
 B.B.A. - Pikeville College
 E.M.B.A. - Sullivan University
 M.S. - Sullivan University
 Ph.D. - Sullivan University

Christian Castro

Pharmacy
 B.S. - Universidad del Valle
 Ph.D. - Baylor University
 Pharm.D. - Wilkes University

Erin Chalmers

Director of Didactic Education
 Physician Assistant
 B.A. - Bellarmine University
 M.S.P.A.S. - University of Kentucky
 PA-C - Physician Assistant - Certified

Thomas Cherry*

Psychology
 B.A. - Western Kentucky University
 M.A. - Western Kentucky University

David Cleary

Pharmacy
 A.E.E.T. - Kentucky College of
 Technology
 B.S. - University of Louisville
 M.S. - University of Louisville
 Ph.D. - University of Louisville

John Ryan Coady*

Accounting
 A.A.S. - Bellarmine University
 B.A. - Centre College
 M.B.A. - Bellarmine University

Marcia Coleman

Nursing
 B.S.N. - Spalding University
 M.S. - University of Kentucky
 R.N. - Registered Nurse

Tia Coleman*

Practical Nursing
 A.A.S. - Jefferson Community and
 Technical College
 B.S.N. - Spalding University
 R.N. - Registered Nurse

Heather Collum*

General Education
 B.A. - Valparaiso University
 M.Ed. - National Louis University

G. Stephen Coppock*

Conflict Management
 B.A. - University of Tennessee
 M.R.E. - Southern Baptist Theological
 Seminary
 Ed.D. - Southern Baptist Theological
 Seminary
 Graduate Certificate in Conflict
 Management - Sullivan University

Scott Cordle

Program Director, Information
 Technology (Louisville)
 Information Technology
 B.A. - Shorter College
 M.S.M.I.T. - Sullivan University

Bruce Cottew*

Management
 B.S. - Mankato State University
 M.S. - Boston University

Arthur Cox

Assistant Dean and Chair,
 Pharmaceutical Sciences
 B.A. - Southern Illinois University
 Ph.D. - The University of Georgia
 College of Pharmacy

Jaime Cress

Medical Assisting
 A.S. - Sullivan University
 B.S.B.A. - Sullivan University
 Certified Medical Assistant

Melissa Crews*

Pharmacy
 B.S. - Benedictine University
 M.B.A. - Sullivan University
 Pharm.D. - Sullivan University College
 of Pharmacy

Lexie Cross

Practical Nursing
 B.S.N. - University of Louisville
 R.N. - Registered Nurse

Lourdes Cross

Pharmacy
 Pharm.D. - University of Oklahoma
 College of Pharmacy
 PGY1 Pharmacy Practice Residency -
 University of Louisville Health Care
 PGY2 Ambulatory Care Pharmacy
 Residency - University of Louisville
 Health Care
 Board Certified Ambulatory Care
 Pharmacist
 C.D.E. - Certified Diabetes Educator

Angela Crowder*

Allied Health
 B.H.S. - Bellarmine University

Anthony Crush

General Education Chair, Natural
 Science & Mathematics
 A.S. - Sullivan University
 B.S. - Sullivan University

Traci Cull*

Business Administration
 B.S. - Indiana University
 J.D. - University of Louisville

Cade Cummins*

Information Technology
 B.S.B.A. - Sullivan University
 M.S.M.I.T. - Sullivan University

Michael Cunha

Culinary Arts
 A.S. - Johnson & Wales University
 A.S. - Johnson & Wales University
 B.S. - Johnson & Wales University
 C.H.E. - Certified Hospitality Educator

Alan Curry*

Psychology
 B.A. - Wake Forest University
 M.A. - Eastern Kentucky University

Rita Daniel*

Science
 B.S. - Georgia State University
 M.Ed. - Georgia State University
 D.C. - Life Chiropractic College
 C.L.T. - Certified Manual Lymph
 Drainage and Complete Decongestive
 Therapist

Teresa Daniel

Dean, Human Resource Leadership
 B.S. - Centre College
 J.D. - Northern Kentucky University
 M.A. - Fielding Graduate University
 Ph.D. - Fielding Graduate University

Kimberly Daugherty

Assistant Dean, Academic Affairs and
 Assessment
 Pharmacy
 B.S. - Milligan College
 Pharm.D. - University of Kentucky
 College of Pharmacy
 Pharmacy Practice Residency - University
 of Kentucky
 Primary Care Specialized Residency -
 University of Kentucky
 Board Certified Pharmacotherapy
 Specialist

Becky Davis*

Paralegal
 B.S.B.A. - University of Kentucky
 J.D. - University of Kentucky

Deanna Davis*

Science
 B.S. - University of Louisville
 Ph.D. - University of Louisville

Melissa Davis*

Physician Assistant
 B.A. - Miami University
 M.S.P.A.S. - University of Kentucky
 PA-C - Physician Assistant - Certified

Ryan Davisson*

Management
 A.S. - Sullivan University
 B.S. - Sullivan University
 M.S. - Sullivan University
 M.S. - Sullivan University

Bobby Dean

Curriculum Specialist, Marketing
 B.S.B.A. - Sullivan University
 M.A. - Webster University
 M.S. - Sullivan University

Jesse DeBord*

HVAC-R
 A.A.S. - Ivy Tech

Lisa DeBroka

Program Director, Health Information Management/Medical Coding
 A.A.S. - Great Falls College, Montana State University
 B.S. - University of Louisville
 Medical Coding Certificate - Sullivan University
 M.P.M. - Sullivan University
 RHIT - Registered Health Information Technician
 CCS-P - Certified Coding Specialist - Physician Based

Timothy Densler*

Accounting
 B.S. - Wilmington College
 M.S. - Widener University
 E.M.B.A. - Temple University
 C.P.A. - Certified Public Accountant

William Detwiler*

Justice & Public Safety Administration
 B.S. - University of Louisville
 M.S. - University of Louisville

David Dodd

Executive Director, College of Hospitality Studies
 Culinary Arts
 M.B.E. - Most Excellent Order of the British Empire
 C.E.C. - Certified Executive Chef
 C.C.E. - Certified Culinary Educator
 Master Chef Diplomas - City & Guilds of London Institute, London, England
 Honorable Order of the Golden Toque

Joan Combs Durso

Economics
 B.A. - Bellarmine College
 M.A. - Fordham University
 Ph.D. - Fordham University

Kimberly Elder

Pharmacy
 Pharm.D. - University of Kentucky
 Pharmacy Practice Residency - Indiana University Health
 Specialized Residency in Pharmacotherapy - Community Health Network/Butler University College of Pharmacy & Health Sciences
 Board Certified Pharmacotherapy Specialist

Sal Elmo*

Management
 B.A. - Providence College
 M.B.A. - University of Bridgeport

Dale English

Associate Dean, Student Affairs, College of Pharmacy and Health Sciences
 B.S. - Ohio Northern University
 Pharm.D. - Ohio Northern University
 Fellow of the American Society of Health-System Pharmacists

Jeremy Erickson*

Management
 B.S. - Park University
 M.S. - University of Phoenix
 M.B.A. - Park University

Emily Esposito

Pharmacy
 B.A. - Bellarmine University
 M.S. - University of Louisville
 Ph.D. - University of Louisville

Donna Estes*

Health Information Management
 A.A.S. - Central Piedmont Community College
 A.A.S. - Cleveland Community College
 B.S. - Gardner Webb University
 M.P.M. - Western Carolina University
 RHIT - Registered Health Information Technician
 CPHQ - Certified Professional in Healthcare Quality

Sarah Estes

Surgical Technology
 A.A.S. - Spencerian College
 C.S.T. - Certified Surgical Technician

Russell Fail*

Philosophy
 B.B.A - Kennesaw University
 M.Div. - New Orleans Baptist Theological
 Ph.D. - Capella University

Marilyn Faulkenburg

Human Resource Leadership
 B.S. - Purdue University
 M.A. - Webster University
 Ed.D. - Spalding University
 S.P.H.R. Certified

Nicole Featherstone*

General Studies
 B.S. - Ball State University
 M.S. - Sullivan University

Jill Ferrari

Program Director, Medical Assisting (Lexington)
 A.S. - Eastern Kentucky University
 B.S. - Eastern Kentucky University
 M.A. - Eastern Kentucky University

Dan Fisher

Pharmacy
 B.S. - Brigham Young University
 M.H.A. - University of Memphis

Joseph Flatt*

Practical Nursing
 A.A.S. - Jefferson Community and Technical College
 B.S. - McKendree University
 R.N. - Registered Nurse

Whitney Fontaine

Culinary Arts
 A.S. - Sullivan University
 B.S. - Purdue University

Morgan Forbess-Duby*

Allied Health
 A.A.S. - Spencerian College

Jody Ford

Electronic Resources Librarian
 B.A. - Taylor University
 M.S.L.I.S. - University of Illinois at Urbana-Champaign

Lydia Forsythe*

Nursing
 A.S. - Cardinal Stritch College
 B.A. - Marquette University
 M.S.N. - University of Phoenix
 M.A. - Fielding Graduate University
 Ph.D. - Fielding Graduate University

John Foster

Department Director, Culinary and Hospitality Programs (Lexington)
 Grand Diploma - French Culinary Institute
 B.A. - Colby College
 C.E.C. - Certified Executive Chef
 C.H.E. - Certified Hospitality Educator

Mark Fountain*

Philosophy
 B.A. - Oklahoma Baptist University
 M.Div. - Southwestern Baptist Theological Seminary
 Th.M. - Southern Baptist Theological Seminary
 Ph.D. - Southern Baptist Theological Seminary

Jennifer Fraley*

General Education
 B.A. - Ohio Dominican University
 M.A.T. - Ohio Dominican University
 Ph.D. - University of Louisville

Lisa Franke

Allied Health
 A.M.L.A. - Louisville College of Medical and Dental
 B.S. - Spencerian College
 L.R.T. - Limited Radiographical Technologist
 M.L.T. - Medical Laboratory Technician

Katie Fraser*

English
 B.A. - University of Waterloo
 M.A.T. - Murray State University
 M.F.A. - Spalding University

Chad Frederick*

Public Administration
 B.A. - Metropolitan State University
 M.U.E.P. - Arizona State University
 Ph.D. - University of Louisville

Emily Frederick

Pharmacy
 B.S. - The College of William & Mary
 Pharm.D. - Shenandoah University
 Bernard J. Dunn School of Pharmacy
 Pharmacy Practice Residency - Geisinger Medical Center
 Board Certified Pharmacotherapy Specialist

Arlene Fuller*

General Studies
 B.B.A. - McKendree College
 M.A. - Webster University

Lynn Fuller

Pharmacy
 B.S. - University of Kentucky College of Pharmacy
 Ph.D. - University of Kentucky College of Medicine

Laura Gabbard*

Nursing
 B.S.N. - University of Louisville
 B.S.B.A. - University of Louisville
 M.S.N. - University of Cincinnati
 R.N. - Registered Nurse

Jennifer Gaither

Paralegal Studies
 A.S. - Sullivan University
 B.S.B.A. - Sullivan University
 J.D. - University of Louisville

Margie Gallo

Dean, General Education
 Mathematics
 B.A. - Bellarmine University
 M.A. - Bellarmine University
 Ed.D. - Spalding University

Abigail Gardner

Clinical Coordinator, Physician Assistant
 B.S. - University of Louisville
 M.S.P.A.S. - University of Kentucky
 PA-C - Physician Assistant - Certified

Steven G. Gaskins

Program Director, Physician Assistant
 B.G.S. - University of Kentucky
 B.S. - University of Kentucky
 M.P.A.S. - University of Nebraska
 PA-C - Physician Assistant - Certified

Mary Genung*

Nursing
 A.D.N. - Manatee Community College
 B.S.N. - Tennessee State University
 M.S.N. - University of Phoenix
 D.N.P. - University of Tennessee Health Science Center

Gabe Ghammachi*

Healthcare Management
 B.S. - University of Louisville
 M.A. - Webster University

Nancy Geist Giacomini*

Conflict Management
 B.A. - West Chester University
 M.Ed. - Kutztown University
 Ed.D. - University of Delaware

Michael Gilbert

Program Director, Graduate Business Programs (Lexington)
 Management
 B.A. - University of Kentucky
 M.A. - Regent University
 Ph.D. - Regent University

Lance Gilbert*

Finance
 B.S. - Polytechnic Institute
 M.B.A. - St. John's University

Robin Gillespie*

Culinary Arts
 A.S. - Eastern Kentucky University
 B.S. - Eastern Kentucky University
 M.S. - Eastern Kentucky University

Laura Glass*

Practical Nursing
 B.S.N. - Spalding University
 R.N. - Registered Nurse

Danielle Gleason

Culinary Arts
 A.S. - Sullivan University
 B.S.H.S. - Sullivan University
 M.S. - Sullivan University
 C.S.C. - Certified Sous Chef
 C.H.E. - Certified Hospitality Educator

Robert Goldwasser*

Marketing
 B.A. - University of North Carolina - Chapel Hill
 M.B.A. - University of Phoenix
 D.B.A. - Grenoble Ecole De Management

Kathleen Gosser*

Hospitality Management
 B.A. - Indiana University
 M.B.A. - University of Louisville
 Ph.D. - University of Louisville

Nichole Gotschall*

General Education
 B.S. - University of West Alabama
 M.A.T. - University of West Alabama
 Ed.D. - Walden University

Denise Grant*

Health Information Management
 B.S. - Southern College
 M.S.N. - Andrews University

Jason Greenberg

General Education
 B.S. - University of Evansville
 M.A. - Miami University (Ohio)
 Ph.D. - University of Louisville

Chad Greenfield*

Accounting
 B.S. - Virginia Commonwealth University
 Ph.D. - Virginia Commonwealth University

Jesse Grey*

Chemistry
 B.S. - University of Kentucky
 Ph.D. - Purdue University

Shallon Grieshaber*

Practical Nursing
 B.S.N. - Bellarmine University
 R.N. - Registered Nurse

Michael Grine*

Philosophy
 B.S.B.A. - University of Toledo
 M.Div. - Baptist Bible Seminary

Chad Gruhl*

Hospitality Management
 B.S. - Minnesota State University - Moorhead
 M.S. - Rosemont College
 Ed.D. - University of Delaware

Dean Gualco*

Human Resource Leadership
 B.S. - California State University
 M.B.A. - Golden Gate University
 M.P.A. - University of Southern California
 Ed.D. - University of the Pacific

Forest Guest*

Management
 B.S. - East Texas State University
 M.S. - Texas A&M University-Commerce

Cathy Hagan*

Practical Nursing
 Diploma - Jefferson Community and
 Technical College
 A.S.N. - University of Louisville
 B.S.N. - University of Louisville
 R.N. - Registered Nurse

Paul Hall

Mathematics
 B.Math - University of Minnesota
 Institute of Technology
 M.Ed. - American Intercontinental
 University

William Hallman

Culinary Arts
 A.S. - Cincinnati State University
 B.B.A. - University of Kentucky
 M.B.A. - University of Kentucky
 C.E.C. - Certified Executive Chef
 C.H.E. - Certified Hospitality Educator

Mike Hammond*

Mathematics
 B.S. - University of Memphis
 M.S. - University of Memphis

Sujeewa Hapuarachchi*

Mathematics
 M.S. - Mississippi State University
 M.A. - University of Toledo
 Ph.D. - University of Louisville

Abbey Hardy

Physician Assistant
 B.S. - Jacksonville State University
 M.S.P.A.S. - University of South
 Alabama
 PA-C - Physician Assistant - Certified

Jessica Harris*

Management
 B.A. - Western Kentucky University
 M.P.A. - Kentucky State University

Julie Harting

Pharmacy
 B.A. - Vanderbilt University
 Pharm.D. - University of Georgia College
 of Pharmacy
 PGY1 Pharmacy Practice Residency -
 Columbus Regional Healthcare System
 PGY2 Infectious Disease Specialty
 Residency - Sullivan University College
 of Pharmacy
 MAD-ID Antimicrobial Stewardship
 Certified

Larry Hauschen

Economics
 B.S. - Mankato State University
 M.A. - Southern Illinois University

J. Scott Hayes

Pharmacy
 B.A. - Berea College
 Pharm.D. - University of Kentucky
 College of Pharmacy
 PGY1 Pharmacy Practice Residency -
 Saint Joseph Hospital
 Board Certified Pharmacotherapy
 Specialist

Merle Heckman*

Management
 B.S. - Hyles-Anderson College
 M.A. - Liberty University
 M.Ed. - Hyles-Anderson College
 M.P.A. - Keller Graduate School of
 Management
 M.B.A. - Keller Graduate School of
 Management
 Ed.D. - Northern Kentucky University
 SPHR Certified

Abby Helton

Program Director, Accounting & Finance
 (Lexington)
 B.A. - University of Kentucky
 M.S. - University of Kentucky

Bruce Hermes

Advanced Manufacturing Technology
 B.S. - University of Louisville
 M.A. - Spalding University
 M.S. - University of Louisville

Bethany Hertog*

Nursing
 B.S.N. - Indiana University Southeast
 M.S.N. - Walden University
 R.N. - Registered Nurse

Ian Hester*

Culinary Arts
 A.S. - Sullivan University
 B.A. - Southern Illinois University at
 Carbondale
 M.S. - Air Force Institute of Technology

George Higgins*

Justice & Public Safety Administration
 B.A. - Kentucky State University
 M.P.A. - University of Kentucky
 Ph.D. - Indiana University of
 Pennsylvania

Cassandra Hobbs

Pharmacy
 Pharm.D. - University of Kentucky
 College of Pharmacy
 M.B.A. - Sullivan University
 Pharmacy Practice Residency - Sullivan
 University and Medica Pharmacy
 Board Certified Ambulatory Care
 Pharmacist
 L.D.E. - Licensed Diabetes Educator

Christopher Hughes

Program Director, Justice and Public
 Safety Administration
 B.S. - University of Louisville
 M.S. - University of Louisville
 Ph.D. - University of Louisville

Kurt Huntley

Economics
 A.A. - Florida College
 B.S. - Ashland College
 M.B.A. - Sullivan University
 D.B.A. - Argosy University

Dustin Hutchison*

Information Technology
 B.S. - Indiana University - Purdue
 University at Indianapolis (IUPUI)
 M.B.A. - Indiana Wesleyan University
 Ph.D. - Capella University

Dennis Jackson

Clinical Coordinator, Radiologic
 Technology (Lexington)
 A.A.S. - Lexington Community College
 A.A.S. - Somerset Community College
 B.S. - Midwestern State University
 R.R.T. - Registered Radiologic
 Technologist

Jason James

Program Director, Cybersecurity
 B.A. - Allegheny College
 M.B.A. - Robert Morris University
 D.S. - Robert Morris University

Johnny Jasso*

Information Technology
 B.S. - Sullivan University
 M.S. - Sullivan University
 M.S.M.I.T. - Sullivan University
 CompTIA Certified Security+
 CompTIA Certified A+
 CompTIA Certified Network+

Tom Javarinis*

Human Resource Leadership
 B.B.A. - Detroit College
 M.B.A. - Davenport University
 Post-Graduate Certificate - Davenport
 University
 Ph.D. - Capella University

Philip Jeffries*

Information Technology
 B.S. - Sullivan University
 M.S. - Sullivan University

Amanda Jett

Pharmacy
 Pharm.D. - Sullivan University College
 of Pharmacy
 PGY1 Pharmacy Practice Residency -
 Sullivan University College of Pharmacy
 Board Certified Ambulatory Care
 Pharmacist

Jeffrey Johnson

Economics
 B.A. - Michigan State University
 M.S. - University of Kentucky
 M.A. - Western Michigan University
 Ph.D. - University of Kentucky

Nathan Johnson

Information Technology
 B.A. - Western Kentucky University
 M.S. - University of Louisville
 Ph.D. - University of Louisville

Shirley Johnson*

Conflict Management
 A.A. - Midway College
 B.A. - Midway College
 M.P.A. - Kentucky State University
 M.S. - Sullivan University
 Graduate Certificate - Sullivan University

Barbara Jolly

Director, Office of Lifelong Professional Development, College of Pharmacy and Health Sciences
 B.S. - University of Missouri - Kansas City
 M.P.A. - Bloch School of Public Administration University of Missouri
 L.D.E. - Licensed Diabetes Educator

Tommy Jones

Program Director, Information Technology and Office Technology (Lexington)
 B.S. - Southwest Texas State University
 M.S. - Southwest Texas State University

Kelly Joy

Physician Assistant
 B.S. - Murray State University
 M.S. - North Dakota State University
 M.S.P.A.S. - University of Kentucky
 PA-C - Physician Assistant -Certified

Lauren Kelly*

General Education
 B.S. - University of Louisville
 M.S. - Sullivan University

Susan Kennedy*

Allied Health
 B.S. - University of Michigan
 Ph.D. - University of Michigan

Terry Kibiloski

Management
 A.A. - City Colleges of Chicago
 B.B.A. - Western Michigan University
 M.A. - Webster University
 Ph.D. - Capella University
 C.D.P. - Certificate in Data Processing
 M.C.T. - Microsoft Certified Trainer

Mary Annette King*

Mathematics
 B.S. - University of Louisville
 M.A.T. - University of Louisville

Patricia King

PPE Coordinator, Health Information Management/Medical Coding
 A.S. - Henry Ford Community College
 B.S. - Mercy College of Detroit
 M.A. - Central Michigan University
 RHIA - Registered Health Information Administrator

JoAnn Klein

Massage Therapy
 Diploma - S.H.I. Integrative Medical Massage School
 A.A.S. - Spencerian College
 L.M.T. - Licensed Massage Therapist

Stephanie Klutts*

Medical Coding
 A.A.S. - Baker College

Susan Knabel*

English
 B.A. - Lipscomb University
 M.A. - University of Louisville

Mindy Koeberlein*

Accounting
 B.S. - University of Kentucky
 M.S. - University of Kentucky
 C.P.A. - Certified Public Accountant

William Kristofeck, Jr.*

Justice & Public Safety Administration
 A.A. - Allegheny Community College Boyce Campus
 B.S. - Eastern Kentucky University
 M.S. - University of Louisville

Jeanne Kuhler*

Chemistry
 B.S. - Indiana University
 M.S. - Yale University
 Ph.D. - Texas Tech University

Amy Landman

General Studies
 B.S. - University of Central Arkansas
 M.A. - George Mason University

Donna Larson

Dynamic Web Development
 B.S. - University of Louisville
 M.A.E. - University of Louisville

Edward Laudermil*

Accounting
 B.B.A. - Morehead State University
 M.B.A. - DeVry University

Diana Lawrence*

Senior Vice President for Academic Affairs & Provost
 B.A. - University of South Carolina
 M.S. - National Louis University
 Ed.D. - Nova Southeastern University

Sarah Lawrence

Program Director, Pharmacy Technician
 B.A. - University of Louisville
 M.A. - University of Louisville
 Pharm.D. - Sullivan University College of Pharmacy
 Board Certified Geriatric Pharmacist

Carlo Ledesma*

Allied Health
 B.S. - University of Santo Tomas -Manita
 M.S. - Rosalind Franklin University

Shelley Leezer

Nursing
 A.S. - Ivy Tech Community College
 B.S.N. - Indiana Wesleyan University
 M.S.N. - Walden University

Nancy Ruth Leibold*

Nursing
 A.S.N. - North Iowa
 B.S.N. - Nebraska Wesleyan University
 M.S.N. - Creighton University
 Ed.D. - College of Saint Mary

Katie Leslie

Director of Center for Health and Wellness, College of Pharmacy and Health Sciences
 B.S. - University of Kentucky
 M.S. - University of Louisville
 Ph.D. - University of Louisville School of Public Health and Information Sciences

Jacqueline Lewis*

Accounting
 B.S.B.A. - University of Louisville
 M.A. - University of Louisville
 C.P.A.- Certified Public Accountant
 C.I.A. - Certified Internal Auditor

Tina Lewis

Department Director, Medical Programs (Louisville)
 Allied Health
 B.S. - University of Missouri
 M.A.E. - Western Kentucky University

Ashley Lile*

Justice & Public Safety Administration
 Paralegal Studies
 B.A. - University of Kentucky
 J.D. - University of Kentucky

Carlos Linares*

Management
 B.S. - Catholic University (Peru)
 M.B.A. - Sullivan University
 Ph.D. - Sullivan University

Sarah Lisenby

Pharmacy Technician
 B.A. - University of Louisville
 CPhT - Certified Pharmacy Technician

Michael Littrell*

Justice & Public Safety Administration
 A.A. - Lexington Community College
 B.S. - Eastern Kentucky University
 M.S. - Eastern Kentucky University
 Ph.D. - University of Louisville

Denise Logsdon

Program Director, Massage Therapy
 Diploma - Advanced Fuller School of
 Massage Therapy
 B.A. - California State University
 M.S. - University of Louisville
 L.M.T. - Licensed Massage Therapist

Tamara Logsdon

Hospitality Management
 B.S.B.A. - University of Louisville
 M.B.A. - Sullivan University
 C.H.E. - Certified Hospitality Educator
 Certified Guest Service Professional

Suresh Lohano*

Medical Director, Physician Assistant
 M.B.B.S. - Sindh Medical College
 M.B.A. - Indiana University Kelley
 School of Business
 Fellow, American College of Physicians
 Fellow, American Academy of Pediatrics

Robert Long*

Philosophy
 B.S. - University of Kentucky
 J.D. - University of Kentucky

Ben Luntz*

General Studies
 B.S. - University of Kentucky
 M.S. - University of Kentucky
 Ph.D. - University of Kentucky

Amberly Lutsch*

Marketing
 B.S. - Spalding University
 M.B.A. - Regis University

Jeff Lyons*

Conflict Management
 B.A. - University of Kentucky
 M.S. - Sullivan University

Ashley Mack*

Biology
 B.S. - Kentucky State University
 M.S. - University of Louisville

Florence Mahoney*

Accounting
 B.S. - University of Kentucky
 M.B.A. - University of Colorado at
 Denver

Daniel Malcom

Pharmacy
 Pharm.D. - University of Georgia College
 of Pharmacy
 Pharmacy Practice Residency - University
 of Tennessee Medical Center
 Residency in Critical Care - University of
 Tennessee Medical Center and University
 of Tennessee College of Pharmacy
 Board Certified Pharmacotherapy
 Specialist
 Board Certified Critical Care Pharmacist

Shalom Malka

Management
 B.A. - University of Haifa
 M.A. - University of Tel-Aviv
 M.B.A. - Ottawa University
 Ph.D. - University of Pittsburgh

Cara Marco

Director, Library - Main
 B.A. - Bellarmine University
 M.S.L.S. - University of Kentucky
 M.B.A. - Sullivan University

Joe Martinez*

Information Technology
 B.S.I.T. - Sullivan University
 M.S.M.I.T. - Sullivan University
 M.B.A. - Sullivan University
 Microsoft Certified Systems Engineer
 (Windows 2000)
 Microsoft Certified Systems
 Administrator
 CompTIA Certified Security+
 CompTIA Certified Server+
 CompTIA Certified A+
 CompTIA Certified Network+

Amy Massey

Basic Sciences Coordinator,
 Physician Assistant
 B.A. - DePauw University
 Ph.D. - University of Louisville School of
 Medicine

David Mawn*

Public Management
 B.A. - The Catholic University of
 America
 M.A. - Spalding University
 J.D. - DePaul University

Dan F. McCune

Pharmacy
 B.S. - Butler University
 Ph.D. - University of Kentucky

Katherine McKinney*

Conflict Management
 A.S. - Samford University
 B.S. - Samford University
 M.S. - Sullivan University

Lee McMillian*

Health Information Management
 A.S. - University of Arkansas - Fort Smith
 B.S. - Marylhurst University
 M.B.A. - Marylhurst University
 Ph.D. - Sullivan University

Patrick McMurray*

Accounting
 B.S. - University of Illinois
 M.B.A. - Georgia State University

Sarah McNabb

Interior Design
 B.S. - University of Tennessee
 M.A. - University of Louisville

Heather Merrifield

Dean, College of Business
 A.A. - Belleville Area College
 B.S.B.A. - Sullivan University
 M.B.A. - Sullivan University
 M.S.C.M. - Sullivan University
 Ed.D. - Spalding University

Gary Metcalf*

Management
 B.S. - North Texas State University
 M.S.S.W. - University of Texas at
 Arlington
 Ph.D. - Saybrook Graduate School
 and Research Center (now Saybrook
 University)

Robert Metry

Business Administration
 B.A. - University of Louisville
 J.D. - University of Louisville

Ken Miller*

Management
 B.A. - Westminster College
 M.P.A. - University of Kentucky
 Ph.D. - University of Kentucky
 Ch.F.C. - Chartered Financial
 Consultant
 C.S.S.B.B. - Certified Six Sigma
 Blackbelt
 P.M.P. - Project Management
 Professional

Michael Miller

Dean, College of Accounting & Finance
 B.S. - Ohio State University
 M.B.A. - Bowling Green State University
 M.Ac. - University of Louisville
 D.B.A. - Argosy University
 C.M.A. - Certified Management
 Accountant
 C.F.M. - Certified in Financial
 Management

Stacy Miller

Pharmacy
Pharm.D. - Butler University College of
Pharmacy and Health Sciences
M.B.A. - Sullivan University
Pharmacy Practice Residency - Florida
Hospital Celebration Health
Board Certified Ambulatory Care
Pharmacist

Natalie Mims*

Paralegal
B.A. - University of Rochester
J.D. - Nova Southeastern University

Kara Mingua*

Management
B.S. - University of Kentucky
B.S. - University of Kentucky
M.B.A. - Anderson University

David Moeller

Culinary Arts
A.S. - Johnson & Wales University
C.E.C. - Certified Executive Chef
C.C.A. - Certified Culinary
Administrator

Ken Moran

Vice Provost
B.A. - Bethel University
M.A. - University of the Redlands
Ph.D. - Sullivan University

Sanford Morris

HVAC-R
A.A.S. - Sullivan College of Technology
and Design
HVAC Journeyman
Master Electrician

Kara Mudd

Physician Assistant
B.S. - University of Louisville
M.S.P.A.S. - University of Kentucky
PA-C - Physician Assistant - Certified

Samuel Mudd

Culinary Arts
A.A.S. - Jefferson Community College
B.S.H.S. - Sullivan University
C.E.C. - Certified Executive Chef
C.C.E. - Certified Culinary Educator

Ruth Nall*

Communications
B.A. - University of Kentucky
M.A. - University of Kentucky
Ph.D. - University of Kentucky

James Nash

Associate Dean, Experiential Education,
College of Pharmacy and Health Sciences
M.P.H. - University of Louisville School
of Public Health and Information
Sciences
Pharm.D. - Mercer University College of
Pharmacy
PGY1 Pharmacy Residency - University
of Colorado
PGY2 Pharmacy Residency - University
of Texas Veterans Health
Board Certified Pharmacotherapy
Specialist

Misty Neal*

Health Information Management
A.S. - Darton College
B.S. - Middle Georgia State College
M.B.A. - Albany State University

Anne Nelson*

Finance
B.A. - University of North Carolina -
Chapel Hill
M.B.A. - Averett University
D.B.A. - Nova Southeastern University
Post-Doctoral Studies - Stanford
University

Vinh Nguyen

Director of Experiential Education,
College of Pharmacy and Health Sciences
Pharm.D. - Ohio Northern University
College of Pharmacy

Matthew Nichols*

Science
B.S. - University of Louisville
M.S. - University of Louisville

Sarah Nichter

English
B.S. - Cumberland College
M.A. - University of Louisville

Hazem Noeman*

Information Technology Academy
A.S. - Sullivan University
B.S. - Sullivan University
M.S. - Sullivan University

Vicki Nordmann*

Paralegal Studies
B.A. - University of Kentucky
J.D. - University of Louisville

Jonathan Norton*

Management
B.S. - Southern New Hampshire
University
M.B.A. - Columbia Southern University
Ph.D. - Sullivan University

Randell Orner*

Marketing
B.S. - Charter Oak State College
M.S. - Touro University International
M.B.A. - Trident University
Ph.D. - Northcentral University

Jordan Oros*

Computer Engineering Technology
B.S. - University of Louisville
M.Eng. - University of Louisville

Duane Osborne*

Paralegal Studies
B.A. - Morehead State University
J.D. - University of Kentucky

Meredith Ottman

Department Director, LMR and
Radiologic Technology
A.S. - Edison Community College
B.S. - Florida Hospital College of Health
Sciences
M.S. - Sullivan University

Margaret Outlaw*

Chemistry
B.S. - University of Oklahoma
Ph.D. - University of Houston

Julie Owens

Radiography
A.H.S. - University of Louisville
B.S. - University of Louisville
M.S. - University of Louisville

Emma Palmer

Pharmacy
Pharm.D. - Massachusetts College of
Pharmacy and Health Sciences
Pharmacy Practice Residency - Lahey
Clinic Medical Center
Specialty Residency Psychiatric Pharmacy
- Louis Stokes Cleveland VA Medical
Center
Board Certified Pharmacotherapy
Specialist
Board Certified Psychiatric Pharmacist

Sarah Patsfield

Program Director, Surgical Technology
Diploma - Spencerian College
A.A.S. - Spencerian College
B.S. - Sullivan University
Certified Surgical Technician

Rebecca Patteson*

English
B.A. - University of Kentucky
M.A. - University of Louisville

Katie Payne

Culinary Arts
A.S. - Sullivan University
B.S. - University of Kentucky
C.C.C. - Certified Chef de Cuisine
C.H.E. - Certified Hospitality Educator
C.D.M. - Certified Dietary Manager

Michael Payne

Computer Aided Design Drafting
A.A.S. - Louisville Technical Institute
Certified Mechanical Drafter

Kendall Perez

Baking & Pastry Arts
 A.S. - Sullivan University
 B.S. - Sullivan University
 C.P.C. - Certified Pastry Culinarian

Corissa Phillips*

General Education
 B.F.A. - Indiana State University
 M.A. - University of Louisville

Melinda Phillips*

Practical Nursing
 A.S. - Ivy Tech State College
 B.S.N. - Indiana Wesleyan University
 M.S.N. - Indiana Wesleyan University
 R.N. - Registered Nurse

Gopalakrishna Pillai

Pharmacy
 B.Pharm. - Birla Institute of Technology and Science, India
 M.Pharm. - Birla Institute of Technology and Science, India
 M.S. - The University of British Columbia
 Ph.D. - The University of British Columbia

Anthony Piña*

Associate Provost, Instruction and Online Learning Management
 A.A. - Brigham Young University
 B.A. - Brigham Young University
 M.Ed. - Brigham Young University
 M.S. - Sullivan University
 Ed.D. - La Sierra University

Boyd Porowski

Radiography
 Diploma - Academy of Health Sciences - US Army
 B.B.A. - McKendree College
 M.B.A. - Embry-Riddle Aeronautical University

Monica Presley*

Practical Nursing
 Diploma - Jefferson Community and Technical College
 A.A.S. - Spencerian College
 B.S.N. - Sullivan University
 R.N. - Registered Nurse

Cindy Price

Allied Health
 B.S.N. - University of Kentucky
 M.S.N. - Spalding University

M. Kate Probst

Pharmacy
 Pharm.D. - University of Kentucky
 College of Pharmacy
 Board Certified Ambulatory Care Pharmacist

Sacha Pruitt

English
 B.A. - Eastern Kentucky University
 M.A. - Eastern Kentucky University

Sarah Raake

Pharmacy
 B.S. - Indiana University Southeast
 Pharm.D. - Sullivan University College of Pharmacy
 PGY1 Pharmacy Practice Residency - Sullivan University College of Pharmacy & the InterNational Center for Advanced Pharmacy Services
 L.D.E. - Licensed Diabetes Educator
 Board Certified Ambulatory Care Pharmacist

Ashley Ragsdale*

Radiography
 A.A.S. - Jefferson Community and Technical College
 A.A.S. - Jefferson Community and Technical College
 B.S. - Spencerian College

Nancy Rath*

Pharmacy Technician
 B.S. - University of Louisville
 Medical Terminologist, MT (ASCP)
 CPhT - Certified Pharmacy Technician

Gregory Redden

Allied Health
 A.A.S. - Spencerian College
 Bachelor of Science - Mid-Continent University

Tonnie Renfro

General Education Chair, Social & Behavioral Sciences
 Psychology
 B.A. - Lee University
 M.B.A. - National University
 M.S. - California Southern University

Ada Rickett

Mathematics
 B.A. - University of the Cumberlands
 M.S. - Eastern Kentucky University
 M.A. - Union College

James Riddle*

Information Technology
 A.S. - Sullivan University
 B.S. - Sullivan University
 M.B.A./M.S.M.I.T. - Sullivan University

Angela Riggs

Quality Enhancement Plan Coordinator
 B.S. - Western Kentucky University
 M.Ed. - University of Louisville
 Early Care and Education Level 4
 Trainer's Credential for KY

Krista Riggs

Director, Assessment & Basic Sciences, Physician Assistant
 B.A. - Keuka College
 M.S. - University of Louisville
 Ph.D. - University of Louisville

Nicholas Riggs

Dean, College of Legal Studies
 Paralegal Studies
 B.A. - University of Kentucky
 J.D. - University of Louisville

Theodore Riggs*

Information Technology
 A.S. - Sullivan University
 B.S. - University of Louisville
 M.B.A. - Webster University

Emily Ritter*

English
 B.A. - University of Louisville
 M.A. - University of Louisville

Caitlin Rivard*

General Education
 B.A. - University of Kentucky
 M.A. - University of Kentucky

Candace Roberts

Program Director, Interior Design
 B.A. - University of Kentucky
 M.S. - University of North Carolina - Greensboro

Joelle Robinson

Allied Health
 B.A. - University of Louisville
 M.S. - University of Louisville

Kandace Rogers

Library Director
 B.A. - Centre College
 M.S.L.S. - University of Kentucky

Gregg Romans

Curriculum Specialist, Supply Chain Management
 A.A.S. - Community College of the Air Force
 B.B.A. - Thomas More College
 M.B.A. - Thomas More College

Lisa Romans*

Healthcare Administration
 B.S. - University of Phoenix
 M.B.A. - Sullivan University

Richard Routt

Curriculum Specialist, Finance
 B.S. - University of Kentucky
 M.S. - Capella University
 M.B.A. - Sullivan University

Tanya Ruetzler*

Hospitality Management
 B.S. - University of Central Florida
 M.S. - University of Nevada Las Vegas
 Ph.D. - The University of Southern Mississippi

Julie Ryan

Allied Health
A.S. - Sullivan University
B.S. - Sullivan University

Leta Salazar*

Culinary Arts
B.S. - University of Southern Mississippi
M.S. - Auburn University

Rebecca Sams

Program Director, Baking & Pastry Arts
A.S. - Sullivan University
B.S. - University of Florida
C.W.P.C. - Certified Working Pastry Chef
C.H.E. - Certified Hospitality Educator

Barry Sanford*

Human Resource Leadership
B.G.S. - University of Texas at Tyler
M.A. - Abilene Christian University
M.Ed. - University of Louisville

Anthony Santamassino*

Psychology
B.A. - University of Louisville
M.A. - Spalding College

Daniel Sauer

CADD
Certificate - Sullivan College of Technology and Design
A.A.S. - Sullivan College of Technology and Design

William Schock*

Sociology
B.A. - St. Francis College
M.A. - Western Kentucky University

Michael Schook*

CADD
A.A.S. - Sullivan College of Technology and Design
A.A.S. - Sullivan College of Technology and Design
A.A.S. - Sullivan College of Technology and Design
B.S. - Sullivan College of Technology and Design

Alexander Schulz*

English
B.A. - Morehead State University
M.F.A. - University of Memphis

Ghouse Shareef*

Accounting
B.COM. - Bangalore University, India
M.COM. - Muslim University, Aligarh India
LL.B. - Muslim University Aligarh India
Ph.D. - University of Alabama
C.M.A. - Certified Management Accountant
C.P.A. - Certified Public Accountant
C.I.A. - Certified Internal Auditor

Jill Sherman

LRC Administrator
B.A. - Columbus College of Art and Design
M.S.L.S. - University of Kentucky

Maria Shin

Pharmacy
Pharm.D. - Ernest Mario School of Pharmacy at Rutgers University
Pharmacy Practice Residency - Kingsbrook Jewish Medical Center
Geriatric Specialty Residency - Central Arkansas Veterans Healthcare System
Board Certified Pharmacotherapy Specialist
Board Certified Geriatric Pharmacist

Robert Short*

Mathematics
B.S. - University of Louisville
M.S. - University of Louisville
M.A.T. - University of Louisville

Josh Simpson

General Education Chair, Humanities and Fine Arts
B.A. - Berea College
M.A. - Eastern Kentucky University

Jerry Sims

Program Director, Undergraduate Business Programs (Lexington)
B.S. - Alabama A&M University
M.B.A. - Sullivan University
Ph.D. - Capella University

Carl Sizemore*

Information Technology Academy
A.S. - Sullivan University
B.S.I.T. - Sullivan University
M.S.M.I.T. - Sullivan University
CompTIA A+
CompTIA Net+
CompTIA MCSE
MCSE 2003
MCITP: EA
MCITP SA
MCPD .NET 3.5
MCPD .NET 4.0
MCSA .NET 4.5
Microsoft Certified Trainer

Sarah Slabaugh

Pharmacy
B.S. - University of Kentucky
Pharm.D. - University of Kentucky College of Pharmacy
Pharmacy Practice Residency - Lexington Veterans Affairs Medical Center
R.D. - Registered Dietitian

Philip Slater*

Accounting
B.S. - High Point University
M.B.A. - High Point University
C.M.A. - Certified Management Accountant

Samiyah Sledge

Allied Health
B.S. - University of Louisville
M.S. - University of Louisville

Allyson Smith*

Interior Design
B.A. - University of Kentucky
M.Arch. - University of Kentucky

Denise Smith

Program Director, Practical Nursing
A.A.S. - Jefferson Community and Technical College
B.S.N. - Indiana Wesleyan University
M.S.N. - Indiana Wesleyan University
R.N. - Registered Nurse

Jeffrey Smith*

HVAC-R
A.A.S. - Sullivan College of Technology and Design
E.P.A. Universal Certification
KY HVAC License

Jill Smith

Interior Design
B.Arch. - Tulane University
M.Arch. - Tulane University

Lindsey Smith

Pharmacy
Pharm.D. - University of Kentucky College of Pharmacy
M.P.H. - University of Kentucky College of Public Health

Thomas Smith

Director, Hospitality Management
A.O.S. - The Culinary Institute of America
B.S.H.M. - Sullivan University
E.M.B.A. - Sullivan University
Ph.D. - Sullivan University
C.H.E. - Certified Hospitality Educator
C.E.C. - Certified Executive Chef
C.C.A. - Certified Culinary Administrator
P.C.C. - Personal Certified Chef

Kelly Snider

Mathematics
B.A. - University of Kentucky
M.S. - University of Kentucky

Nimrod (Lopez) Spence

Program Director, HVAC-R
A.A.S. - Community College of the Air Force
A.A.S. - Wayland Baptist University
B.S. - Wayland Baptist University
M.A. - Wayland Baptist University

David Spinks*

Philosophy
B.A. - Highpoint University
M.A. - University of Kentucky

Anna Stamp

English
 B.A. - University of Louisville
 M.A. - University of Louisville
 Ph.D. - University of Louisville

Anchalee Steele

Program Director, Medical Laboratory
 Technician (Lexington)
 Diploma - Kentucky Tech - Central
 Campus
 A.A. - Kentucky State University
 B.H.S. - University of Kentucky
 M.A.E. - Western Kentucky University

Mark Stewart*

Conflict Management
 B.S. - University of Kentucky
 M.S. - Sullivan University

Kari Stoger*

Accounting
 B.S. - Nova Southeastern University
 M.A. - Nova Southeastern University

Laura Stokes*

Management
 B.A. - Transylvania University
 M.B.A. - University of Louisville

Jeffery Stone

Communications
 B.S. - Murray State University
 M.S. - Lindenwood University

Cindy Stowe

Dean and Associate Provost, College of
 Pharmacy and Health Sciences
 B.S. - University of Kentucky
 Pharm.D. - University of Kentucky
 College of Pharmacy
 General Clinical Residency - University
 of Kentucky Medical Center
 Pediatric Specialty Residency - University
 of Kentucky Medical Center
 Pediatric Pharmacotherapy Research
 Fellowship - LeBonheur Children's
 Medical Center

Joan "Toni" Stringer*

Paralegal Studies
 B.A. - Kentucky State University
 J.D. - Indiana University

Angela Stump Rodriguez

Radiography
 Diploma - Spencerian College
 A.A.S. - Spencerian College
 B.S. - Spencerian College

Rebecca Sturgeon

Massage Therapy
 Diploma - Cortiva Institute
 B.A. - Bellarmine University
 M.A. - University of Louisville

Misty Stutz

Assistant Dean and Chair, Clinical and
 Administrative Sciences, College of
 Pharmacy and Health Sciences
 B.S. - University of Cincinnati
 Pharm.D. - University of Kentucky
 College of Pharmacy

Wasana Sumanasekera

Pharmacy
 B.S. - University of Colombo - Sri Lanka
 M.S. - Eastern Kentucky University
 M.S. - University of Kentucky
 Ph.D. - Pennsylvania State University
 American Heart Association Fellowship -
 University of Louisville
 Post Doctoral Research Fellow - Institute
 of Molecular Cardiology

Deanna Summers

English
 B.S. - University of Louisville
 M.A. - Ohio University
 M.S. - University of Louisville
 Ph.D. - University of Louisville

Tim Swenson

Associate Provost and Dean, Graduate
 School
 B.A. - Bellarmine University
 M.B.A. - Bellarmine University
 D.B.A. - Argosy University
 C.M.A. - Certified Management
 Accountant

Anthony B. Tagavi

Pharmacy
 J.D. - University of Kentucky College
 of Law
 Pharm.D. - University of Kentucky
 College of Pharmacy

James Taylor*

Management
 A.S. - Sullivan University
 B.S.B.A. - Sullivan University
 M.B.A. - Sullivan University

Kenneth Taylor*

Information Technology Academy
 A.A.S. - Community College of the Air
 Force
 A.A.S. - Community College of the Air
 Force
 B.S. - McKendree College
 M.S. - Sullivan University
 M.B.A. - Sullivan University
 Microsoft Certified Professional
 CompTIA Security +
 CompTIA A+
 CompTIA Net+

Shannon Terry

Program Director, Respiratory Therapy
 B.S. - University of Louisville
 M.S. - Sullivan University

Kyle Thatch

CADD
 A.A.S. - Louisville Technical Institute
 B.S. - Sullivan University

Holly Thompson*

Finance
 B.S. - University of Tampa
 E.M.B.A. - Colorado Technical
 University
 D.M. - Colorado Technical University
 Chartered Financial Analyst
 Certified Financial Manager
 Wealth Management Advisor
 Certified Special Needs Advisor
 Series 7, 9, 10, 31, 63, 65, 66 license
 holder

Travis Tiller

Associate Dean, College of Technology
 and Design
 Information Technology Academy
 B.A. - University of Louisville
 M.B.A./M.S.M.I.T. - Sullivan University
 Systems Support and Administration
 (Security Option) Certificate - Sullivan
 University
 Microsoft Certified IT Professional
 Microsoft Certified Technology Specialist
 Microsoft Certified Systems Engineer
 Microsoft Certified Systems
 Administrator
 Microsoft Certified Professional

Lisa Tipton

Nursing
 A.A.S. - Jefferson Community and
 Technical College
 B.S.N. - McKendree University
 M.S. - Capella University
 M.S.N. - University of Phoenix
 R.N. - Registered Nurse

Sherry Todd*

General Education
 B.A. - University of Louisville
 M.A. - University of Louisville

Brian Tovev*

Curriculum Specialist, Forensics
 B.S. - The University of North Carolina
 at Charlotte
 M.B.A. - Belhaven College
 Ph.D. - Capella University

Winnie Tomeny

Computer Graphic Design
 B.A. - Chinese Culture University
 M.F.A. - Savannah College of Art and
 Design

Samantha Tomes

Allied Health
 A.A.S. - College of Coastal Georgia
 B.S. - Weber State University

Zenab Torkey*

Biology
 B.S. - Ain Shams University, Cairo,
 Egypt
 M.S. - Ain Shams University, Cairo,
 Egypt
 Ph.D. - Ain Shams University, Cairo,
 Egypt

Di Tran*

Information Technology
 B.S. - University of Louisville
 M.Eng. - University of Louisville

Tuan Tran

Information Technology
 Bachelors - Hanoi University of
 Technology
 Masters - Polytechnic University of Turin
 Ph.D. - Oregon State University

Richard Uhler*

Philosophy
 B.R.E. - North American Baptist
 Seminary
 M.Div. - North American Baptist
 Seminary

Timothy Vatovec*

General Education
 B.A. - Hartwick College
 B.A. - Hartwick College
 Graduate Certificate - University of
 Kentucky
 M.A. - University of Albany

Lori Vowels

Accounting
 B.S. - University of Louisville
 M.B.A. - University of Louisville

Jelena Vucetic*

Information Technology
 B.S. - University of Belgrade
 M.B.A. - University of Phoenix
 M.S. - University of Belgrade
 Ph.D. - University of Belgrade

Samuel Walker

Computer Graphic Design
 B.A. - Taylor University
 M.A. - Saginaw Valley State University

Carla Wallace

Computer Graphic Design
 B.F.A. - University of Louisville
 M.F.A. - Savannah College of Art and
 Design

Doug Wampler*

Information Technology
 B.S. - Indiana State University
 M.S. - Ball State University
 Ph.D. - University of Louisville

Charlie Warren

Physics
 B.S. - Georgetown College
 M.S. - University of Kentucky

David Wheatley

Culinary Arts
 A.S. - Sullivan University ('09)
 A.S. - Sullivan University ('10)
 C.E.C. - Certified Executive Chef
 A.C.E. - Approved Certified Evaluator

Michael Wheatley*

Radiography
 A.H.S. - University of Louisville
 B.S. - Northwestern State University of
 Louisiana

Brielle White*

English
 B.A. - Eastern Kentucky University
 M.A. - Eastern Kentucky University

Cyrena Wiley

Respiratory Therapy
 A.A.S. - Spencerian College

Jessica Wilkett*

Business Administration
 B.S. - Webber International University
 M.B.A. - Western Kentucky University
 J.D. - University of Louisville

LaVena Wilkin

Director, Ph.D. and Graduate
 Management Programs
 A.A. - Sullivan University
 B.S. - Sullivan University
 M.B.A. - Sullivan University
 Ph.D. - Nova Southeastern University

Karen Williams

Clinical Coordinator, Surgical
 Technology
 Diploma - Bowling Green Technical
 College
 C.S.T. - Certified Surgical Technologist

Marissa Wilson

Interior Design
 B.A. - University of Kentucky
 M.A. - University of Kentucky

Mike Wilson

Program Director, Legal Studies
 (Lexington)
 B.A. - University of Kentucky
 J.D. - University of Kentucky

Ed Wood

Computer Graphic Design
 B.F.A. - Center for Creative Studies
 M.F.A. - Academy of Art University

Dorothy Woods

History
 B.A. - Asbury College
 M.A.E. - University of Kentucky

William Woods*

Accounting
 B.A. - University of Kentucky
 M.B.A. - University of Tulsa
 M.A.F.M. - Keller Graduate School
 M.S. - Florida International University

Patricia Wright

Practical Nursing
 B.S.N. - Indiana University Southeast
 R.N. - Registered Nurse

Yi Mei Yen

Nursing
 B.S.N. - Taipei Medical College
 M.S.N. - University of Missouri -
 Columbia
 R.N. - Registered Nurse

Kristen Young*

Physician Assistant
 B.S. - University of Georgia
 M.S.P.A.S. - A.T. Still University
 PA-C - Physician Assistant - Certified

Lewis Young

Dynamic Web Development
 B.S. - DeVry University
 M.I.S. - Keller Graduate School of
 Management

Faith Yount

Radiography
 A.H.S. - University of Louisville
 B.S. - University of Louisville

Kenneth Zack*

Management
 B.A. - Hanover College
 M.B.A. - University of Louisville

Ayesha Zafir*

Physician Assistant
 B.S. - Aligarh Muslim University, India
 M.S. - Aligarh Muslim University, India
 Ph.D. - Aligarh Muslim University, India

Yuan Zhao

Pharmacy
 B.S. - East China Normal University
 M.S. - University of Louisville
 Ph.D. - University of Louisville
 Postdoctoral Fellow - La Jolla Institute
 for Allergy and Immunology

* Adjunct Faculty

BOARD OF DIRECTORS

Chair: Dr. Keith Bird

Stephen Beimdiek

Dr. Jerry Clanton

Frank Harshaw

Cheryl King

Patricia Schrenk

A.R. Sullivan

Glenn D. Sullivan

Henry C. Wagner

Lisa Zaring

Administration

SULLIVAN UNIVERSITY SYSTEM

Chancellor Emeritus and Founder.....A.R. Sullivan
President and Chief Executive Officer Glenn D. Sullivan
VP, FinanceShelton Bridges
VP, Human Resources.....Melissa Lowe

SULLIVAN UNIVERSITY MAIN CAMPUS – LOUISVILLE

President and Chief Executive Officer Jay Marr
Senior VP, Academic Affairs and Provost Diana Lawrence
Senior VP, Administration Chris Ernst
Vice President, Enrollment ManagementNina Martinez
Vice President, Community PartnershipsDavid Keene
Senior Director, Compliance and Licensing Antonia Allen
Senior Director, AdmissionsHeather Cunningham
Compliance Officer Amy Smith
Director, Applications Support Chris Douglas
Vice Provost Ken Moran
Associate Provost and Dean, College of Pharmacy and
Health Sciences..... Cindy Stowe
Associate Provost/Dean, Graduate School.....Tim Swenson
Associate Provost, Instruction &
Online Learning..... Anthony Piña
Assistant Provost/Dean of
University LibrariesCharles Brown
Assistant Provost.....Ryan Davisson
Director, PhD Program and
Graduate Management Programs LaVena Wilkin
Dean, College of Accounting and FinanceMike Miller
Dean, College of Allied Health Vacant
Dean, College of Business Heather Merrifield
Dean, College of Hospitality Studies..... Vacant
Dean, College of Legal Studies.....Nick Riggs
Dean, College of Nursing..... Carla Carter
Dean, College of Technology and Design Vacant
Dean, General Education Margie Gallo
Executive Director, College of
Hospitality Studies David Dodd
Dean, Human Resource Leadership Teresa Daniel
Senior Director, Financial Planning Angela Miller
Senior Director, Career ServicesSam A. Mannino
Quality Enhancement Plan Coordinator..... Angela Riggs
Ombudsman.....Jim Klein
RegistrarKim Mitchell
Senior Director, Academic Services Sean Ashcraft
Bursar Brenda Gargano
Manager, Academic Technologies IntegrationJeff Lyons

SULLIVAN UNIVERSITY BRANCH CAMPUS – LEXINGTON

Vice President, Lexington Campus.....David Tudor
Assistant Provost..... Latonya Irons
Director, Academic Services E. Ann Moore
Director, Admissions James Morris
Director, Career ServicesJulianne Saifullah
Director, Financial PlanningBrian Highley
Director, Student ServicesStephanie Watson
Associate Director, Academic Affairs.....Laura Wathen
Associate Bursar..... Donna Mudd

SULLIVAN UNIVERSITY – ATKINSON SQUARE

Vice President, Atkinson Square.....Vince Tinebra
Director, Education James Taylor
Director, Academic ServicesMichelle Smith

SULLIVAN UNIVERSITY – DUPONT CIRCLE

Vice President, Dupont CircleJan Gordon
Director, Education Linda Blair
Director, Academic ServicesRob Sukala
Director, Career Services Caitlyn Rivard
Director, Financial PlanningJill Schuler
Director, Student ServicesCherise Mingus

SULLIVAN UNIVERSITY EXTENSION CAMPUS – FORT KNOX

Director, Fort Knox Extension Barbara Dean
Director of EducationPenny Clark
Admissions Advisor Kyle Webster
Financial Planning Coordinator.....Jeannie Mullins
Associate Bursar.....Amy Bishop

SULLIVAN UNIVERSITY LOUISA LEARNING CENTER

Director, Louisa Learning CenterDavid Tudor
Associate Director of Community
Outreach and Admissions.....Catrina Vargo

ADA Coordinators

Ashley Proffitt..... Louisville, Online, Ft. Knox
Kara Looney Louisville, Online, Fr. Knox
Antonia Allen Louisville, Online, Ft. Knox
Dale English PharmD and PA programs
Chris Ernst Physical Disabilities, Louisville
Laura Wathen Lexington, Louisa
E. Ann Moore..... Lexington, Louisa
Stephanie Watson Physical Disabilities, Lexington

GENERAL INDEX

A	
Academic Calendars	9, 109, 111
Academic Honors and Achievements.....	140
Academic Integrity.....	126
Academic Policies And General Information.....	120
Academic Programs	30
Accounting and Finance, College of.....	32
Accounting, Associate of Science.....	33
Accounting, Bachelor of Science.....	34
Accreditations & Approvals	4
Activities.....	133
Add/Drop Policy.....	124
Administration	227
Administrative Accounting Specialist Diploma.....	32
Admission of International Students.....	11
Admission to the College of Allied Health	15
Admission to the College of Nursing.....	15
Admission to the Graduate School	15, 94
Admission to the PharmD Program.....	15
Admission to the Physician Assistant Program	15
Admission to The University	10
Advanced Manufacturing Technology, Associate of Science	88
Advanced Manufacturing Technology, Bachelor of Science	89
Affording Sullivan University.....	17
Allied Health, College of.....	35
Alumni Association	16
Application Procedure.....	10
Architectural Computer Aided Design Drafting, Associate of Science	84
Attendance Policy.....	121
Auditing Courses.....	125
B	
Baking and Pastry Arts, Associate of Science.....	58
Behavior and Responsibilities.....	133
Board of Directors.....	226
Books and Supplies	115
Bookstore.....	134
Business Administration, Bachelor of Science	51
Business Administration Diploma.....	48
Business Administration, Master of.....	97
Business, College of.....	46
Business Management, Associate of Science	49
Bypass Examinations	125
C	
California Students - Bureau for Private Postsecondary Education Disclosure	117
Career Services	16
Carlisle Learning Center	7
Changing Majors.....	124
Class Repeat Requirements/Policy.....	123
Class Schedule.....	120
Clinical Laboratory Science, Bachelor of Science	45
Community Pharmacy Certificate	113
Computed Tomography Certificate	36
Computer Engineering Technology, Associate of Science	85
Computer Forensics, Associate of Science.....	79
Computer Forensics, Bachelor of Science.....	80
Computer Forensics Diploma.....	79
Computer Graphic Design, Associate of Science.....	90
Computer Graphic Design, Bachelor of Arts	91
Computer Information Technology, Associate of Science	77
Conditional Admission	11
Conflict Management Certificate.....	47
Conflict Management Graduate Certificate.....	96
Course Descriptions, Doctor of Pharmacy.....	207
Course Descriptions, Graduate	195
Course Descriptions, Ph.D. in Management	204
Course Descriptions, Undergraduate	141
Course Evaluations.....	130
Credit Hour Definition.....	120
Culinary Arts, Associate of Science	59
Cybersecurity, Associate of Science	82
Cybersecurity, Bachelor of Science	83
Cybersecurity Certificate.....	81
Cybersecurity Diploma.....	82
Cybersecurity, Master of Science.....	100
Cybersecurity Professional Certificate	81
D	
Disabled, Accommodations for the	14
Disciplinary Procedures	134
Disclaimer Statement.....	230
Doctor of Pharmacy Degree	106
Dress Standards	122
Dynamic Web Development, Associate of Science.....	92
E	
Enrollment Status	120
Equal Opportunity Admissions.....	11
Evening and Weekend Classes.....	120
Event Management and Tourism, Associate of Science	60
Executive Master of Business Administration.....	98
F	
Facilities and Equipment	8
Faculty Listing.....	214
Failure to Meet Satisfactory Academic	

GENERAL INDEX

Progress (SAP) Standards.....	128	K	
Family Educational Rights and Privacy Act (FERPA).....	118	Kentucky Refund Policy	117
Fees, Other	115	L	
Financial Aid Programs.....	17	Legal Studies, College of.....	63
Financial Assistance	17	Lexington – The Heart of Bluegrass Country.....	7
Financial Information.....	115	Licensure and Certification Standards	120
Financial Planning	115	Limited Medical Radiography Diploma.....	39
Fort Knox - Serving Our Military and Community	7	Logistics & Transportation	
G		Management, Associate of Science	50
General Education Courses	29	Louisa Learning Center	7
General Statement of Liability	135	Louisville – A Diverse Place to Live and Study	7
Grade Challenge	124	M	
Grading and the Quarter System.....	123	Management, Master of Science.....	100
Graduate School	94	Managing Information Technology,	
Graduation Information.....	140	Master of Science.....	98
Grievance/Official Complaint Procedure.....	130	Maps of the University Locations.....	231
H		Marketing and Sales Management,	
Health Information Management,		Associate of Science	50
Associate of Science	37	Marketing Management Diploma.....	48
Health Services	136	Maximum Time Frame.....	118, 127
Heating, Ventilation, Air-Conditioning, and		M.B.A./M.S.M.I.T., Dual Degree.....	99
Refrigeration (HVAC-R) Technology,		Medical Assistant Diploma.....	38
Certificate and Associate of Science.....	86, 87	Medical Assisting, Associate of Science	38
History of the University.....	6	Medical Clinical Specialties, Associate of Science	40
Homeschooled Applicants	11	Medical Coding Diploma	37
Hospitality Management, Bachelor of Science	62	Medical Laboratory Technician,	
Hospitality Studies, College of.....	55	Associate of Science	41
Hotel and Restaurant Management,		Mission Statement	3
Associate of Science	61	N	
Housing and Residence Life.....	136	Name Change Policy.....	130
Human Resource Leadership, Bachelor of Science.....	52	Network Support Administration and	
Human Resource Leadership, Master of Science.....	99	Security Certificate.....	74
I		Non-Academic Policies	133
I.D. Cards.....	136	Non-Degree Seeking Students	12
Imminent Danger.....	136	Nursing, Associate of Science (PN to ASN).....	68
Information Technology, Associate of Science.....	76	Nursing, Associate of Science (Traditional).....	69
Information Technology, Bachelor of Science.....	78	Nursing, College of.....	66
Information Technology Diploma	76	Nursing: RN to BSN Program, Bachelor of Science	70
Injury/Illness Expense Policy.....	136	O	
Interdisciplinary Business Studies,		Online Classes.....	120
Bachelor of Science	53	Online – Learning Without Boundaries	7
Interior Design, Bachelor of Arts.....	93	Orientation	15
International Studies Program.....	131	P	
J		Paralegal Studies, Associate of Science.....	64
Justice and Public Safety Administration,		Paralegal Studies, Bachelor of Science.....	65
Associate of Science	49	Paralegal Studies, Post-Baccalaureate Certificate.....	64
Justice and Public Safety Administration,		Payment Options.....	115
Bachelor of Science	54		

GENERAL INDEX

Pharmacy and Health Sciences, College of.....	105
Pharmacy Technician, Associate of Science	114
Pharmacy Technician Diploma	113
Pharm.D. + Master's Degree	110
Ph.D. in Management	102
Phlebotomy Certificate.....	36
Physician Assistant, Master of Science.....	111
Plus Friday.....	120
Practical Nursing Diploma.....	67
Printing/Paper Usage	137
Prior Learning Assessment (PLA)	13
Professional Baker Diploma.....	57
Professional Cook Diploma	57
Public Administration, Master of.....	101
Public Safety/Security	137

Q

Qualitative Standards Cumulative GPA	127
Quantitative Standards Completion/Pace Rate	127

R

Radiologic Technology, Associate of Science	42
Recency of Credit	13
Re-Entering Requirements.....	125
Register to Vote.....	137
Respiratory Therapy, Associate of Science	43
Reverse Stair-Step Completion.....	124
Review Privileges.....	16
Rights 137	
Rolling Acceptance Policy.....	12

S

Satisfactory Academic Progress Appeal Policy.....	128
Satisfactory Academic Progress Policy.....	126
Scholarships	21
Services for Graduates	16
Sexual Offense Policy.....	138
Smoking/Tobacco Use Policy.....	139
Student Outcomes Assessment.....	129
Student Status Definitions	128
Sullivan University Locations	7
Surgical Technology, Associate of Science	44
System Support and Administration Certificate	75

T

Technology and Design, College of.....	72
Technology Use in the Classroom.....	130
Transcripts.....	120
Transfer Credit from Sullivan University.....	13
Transfer of Credit to Sullivan University.....	12
Tuition and Fees.....	115
Tuition Reduction Policy.....	115
Two Plus Two Program.....	10

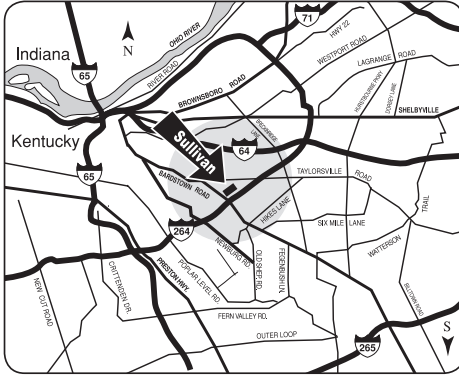
W

Web Design and Application Development Certificate	74
Withdrawal Policy	125

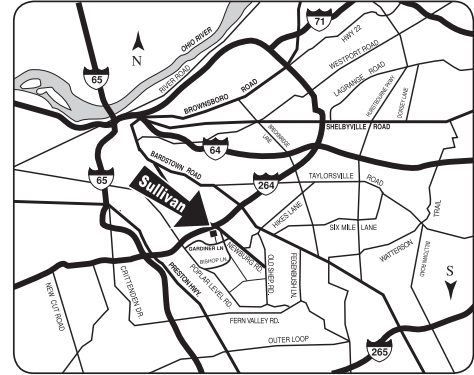
Sullivan University is a private, tax-paying corporation owned by a Kentucky corporation, The Sullivan University System, Inc. The corporate officers are A.R. Sullivan, Chancellor; Glenn D. Sullivan, President; Shelton Bridges Jr., Vice President for Finance; and Patricia Schrenk, Secretary. Sullivan University retains the right to revise programs of study, hours of classes, the school calendar, and/or any other material listed in this publication; to change policies, regulations, requirements, courses, tuition, and fees; and to alter or change any statement contained herein without prior notice.

Although the editors of this catalog have made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printing errors or errors occasioned by mistakes. The editors have attempted to present information, which at the time of preparation for printing, most accurately describes the course offerings, faculty listing, policies, procedures, regulations, and requirements of the University. However, it does not establish contractual relationships. Sullivan University can add, remove, or revise courses and subjects, change textbooks, and make policy alterations which improve the University. It is the attitude toward worthwhile changes that keeps the University at peak efficiency.

Maps of the University Locations



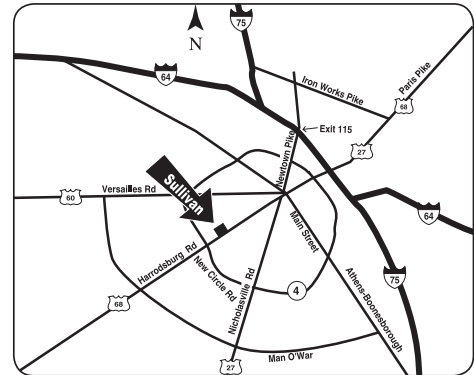
Louisville Main Campus
 3101 Bardstown Rd.
 Louisville, KY 40205
 502-456-6505 | 800-844-1354



College of Technology & Design
 3901 Atkinson Square Dr.
 Louisville, KY 40218
 502-456-6509 | 800-844-6528



**College of Allied Health &
 College of Nursing**
 4000 Dupont Circle
 Louisville, KY 40207
 502-447-1000 | 800-844-1354



Lexington Branch Campus
 2355 Harrodsburg Rd.
 Lexington, KY 40504
 859-276-4357 | 800-467-6281

Louisville Main Campus

3101 Bardstown Rd.
Louisville, KY 40205
(502) 456-6505
(800) 844-1354

Louisville - College of Technology & Design

3901 Atkinson Square Dr.
Louisville, KY 40218
(502) 456-6509
(800) 844-6528

Louisville - College of Allied Health & College of Nursing

4000 Dupont Circle
Louisville, KY 40207
(502) 447-1000
(800) 264-1799

Lexington Campus

2355 Harrodsburg Rd.
Lexington, KY 40504
(859) 276-4357
(800) 467-6281

Fort Knox Extension

31 Warehouse St., Bldg. 65
Fort Knox, KY 40121
(502) 942-8500
(800) 562-6713

Carlisle Learning Center

2323 Concrete Road
Carlisle, KY 40311
(859) 405-4107
(800) 844-1354

Louisa Learning Center

122 South Main Cross St.
Louisa, KY 41230
(606) 826-2971
(800) 844-1354

Mayfield Learning Center

1102 Paris Rd., Suite 15-A
Mayfield, KY 42006
(270) 356-1385
(800) 844-1354

To review updates to this Catalog, visit
<https://sullivan.edu/academic-catalogs/>



Sullivan University

sullivan.edu

