A Message from the 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 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 remained 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,

Glenn D. Sullivan
President
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Financial Information and Faculty Listing 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 throughout the graduates’ working lifetimes.
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 Commission on Colleges of the Southern Association of Colleges and Schools at the Associate degree level.


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 Internet Web-Assisted classes, students can earn a Bachelor of Science degree three years after entry.

In December 1992, the Commission on Colleges of the Southern Association of Colleges and Schools 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 (MBA) 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 Global e-learning established an international presence that now has over 3000 students in 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 (PharmD) 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 of eleven students 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.
Accreditations & Approvals

INSTITUTIONAL ACCREDITATION

Sullivan University is accredited by the Southern Association of Colleges and Schools Commission on Colleges* to award associate, bachelor's, master's, and doctoral degrees.
*(1866 Southern Lane, Decatur, Georgia, Telephone number 404-679-4501.)

APPROVALS AND AUTHORIZATIONS

Sullivan University is licensed to offer bachelor’s, master’s, and doctoral degrees by the Kentucky Council on Postsecondary Education in accordance with the provisions of KRS 164.945-164.992.

Sullivan University is approved by the Ohio State Board of Proprietary School Registration under the provisions of Chapter 3332 of the Revised Code of Ohio. Registration Number: 83-12-0874B.

Sullivan University is regulated by The Indiana Commission on Proprietary Education, 302 West Washington Street, Room E-201, Indianapolis, Indiana, 46204-2767. In-state toll free number is 1-800-227-5695 or (317) 232-1320. AC 0247.

Sullivan University is authorized by the Tennessee Higher Education Commission, Nashville, TN 37243-0830, telephone (615) 741-5293. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

Sullivan University is a member of Service members Opportunity Colleges. SOC is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community Colleges (AACC) in cooperation with 13 other educational associations, the Military Services, National Guard, and the Coast Guard.

PROGRAMMATIC ACCREDITATION AND APPROVALS

The Culinary Arts and the Baking and Pastry Arts Programs at Sullivan University’s National Center for Hospitality Studies are accredited by the American Culinary Federation’s Accrediting Commission.

The Paralegal Studies programs offered by The Institute for Legal Studies at Sullivan University’s Louisville and Lexington campuses are approved by the American Bar Association.

The Professional Nanny Program at Sullivan University is an approved member of the American Council of Nanny Schools (ACNS) and the International Nanny Association (INA).

Sullivan University’s Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756 (727)210-2350.

The Dale Carnegie Programs offered through Sullivan University are Accredited by the Accrediting Council for Continuing Education and Training. (ACCET)

Sullivan University’s Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education (ACPE), 135 S. LaSalle Street, Suite 4100, Chicago, IL 60603-4810, 312/664-3575; FAX 312/664-4652, web site www.acpe-accredit.org

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

The pharmacy technician training program conducted by Sullivan University is accredited by the American Society of Health-System Pharmacists (ASHP).
Sullivan University Campuses

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. 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.

Global e-Learning – 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. The Global e-Learning division provides admissions, registration, financial planning, advisement, student services, and other support to students regardless of where they live.

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 two 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.

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 countries. 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 Museum are located at the installation. Fort Knox has historically been “Home of Armor” for the U.S. Army, but with the Base Realignment and Closing (BRAC), Fort Knox is now home for the U.S. Army Human Resource Command, the Recruiting Command, as well as a Brigade Combat Team of the 1st Infantry Division.

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

<table>
<thead>
<tr>
<th>YEAR BY QUARTER</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Winter Quarter</strong></td>
<td>*January 3 - March 18</td>
<td>*January 2 - March 17</td>
<td>*January 6 - March 23</td>
</tr>
<tr>
<td>Holidays</td>
<td>January 16</td>
<td>January 21</td>
<td>January 20</td>
</tr>
<tr>
<td>ML King, Jr. Holiday</td>
<td>March 19 - 25</td>
<td>March 18 - 24</td>
<td>March 24 - 30</td>
</tr>
<tr>
<td>Spring Break</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spring Quarter</strong></td>
<td>*March 26 - June 10</td>
<td>*March 25 - June 9</td>
<td>*March 31 - June 15</td>
</tr>
<tr>
<td>Holidays</td>
<td>May 28</td>
<td>May 27</td>
<td>May 26</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>June 11 - 24</td>
<td>June 10 - 23</td>
<td>June 16 - 29</td>
</tr>
<tr>
<td>Summer Break</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summer Quarter</strong></td>
<td>*June 25 - September 9</td>
<td>*June 24 - September 8</td>
<td>*June 30 - September 14</td>
</tr>
<tr>
<td>Holidays</td>
<td>July 4</td>
<td>July 4</td>
<td>July 4</td>
</tr>
<tr>
<td>Independence Day</td>
<td>September 3</td>
<td>September 2</td>
<td>September 1</td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 10 - 23</td>
<td>September 9 - 22</td>
<td>September 15 - 28</td>
</tr>
<tr>
<td>Fall Break</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fall Quarter</strong></td>
<td>*September 24 - December 16</td>
<td>*September 23 - December 15</td>
<td>*September 29 - December 21</td>
</tr>
<tr>
<td>Holidays</td>
<td>November 19 - 23</td>
<td>November 25 - 29</td>
<td>November 24 - 27</td>
</tr>
<tr>
<td>Thanksgiving Week</td>
<td>December 17 - January 2</td>
<td>December 16 - January 1</td>
<td>December 22 - January 4</td>
</tr>
<tr>
<td>Winter Break</td>
<td></td>
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</tbody>
</table>

*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. Weekend classes follow a slightly different quarter calendar (see separate schedule for details) which is produced quarterly and available in the Administrative Office. The Doctor of Pharmacy program follows a similar, but not identical calendar that is provided on request by the College of Pharmacy.
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 those students who have the aptitude and desire to earn a university diploma or degree within their chosen career field. Student housing is available for those who qualify: see an admissions officer for details.

Application Procedure
For admission to a certificate,* diploma or associate degree program, a student is required to demonstrate the appropriate aptitude and background for the anticipated area of study. Some programs require test scores higher than what is required for regular admission to Sullivan University. This is accomplished through the following means:

• Student must be a high school graduate, have an official General Educational Development (GED) certificate, or a home schooled certification. Evidence of this can be either a transcript, or a copy of the diploma, copy of official GED certificate.

• Successful completion of an entrance evaluation. The University administers this evaluation instrument free of charge. Submission of the student’s ACT or SAT scores may be accepted in place of the entrance evaluation.

• Completion of an application for admission to the University with an enrollment fee.

• Request of transcripts from all postsecondary educational institutions previously attended.

*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 must meet the following requirements:

• Possession of an associate degree from Sullivan or another accredited institution, or approximately 90 quarter or 60 semester hours of credit.

• Completion of an application for admission to the University with an enrollment fee.

• Submission of a copy of a high school diploma or its equivalent, such as the General Educational Development (GED) certificate.

• Request of transcripts from all postsecondary educational institutions previously attended.

Students wishing to enter the on-campus 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.

Associate degree applicants must meet the University’s entrance requirements for associate degree admission.

Students wishing to enroll in the Bachelor Degree in Hospitality Management must meet the additional requirement:

• Possession of an associate degree in a hospitality or culinary major from Sullivan or another regionally or nationally-accredited institution.

Transcripts
A transcript is a permanent and official record of a student’s university courses and grades. Copies of transcripts are available for $5 each. Official transcript requests should be submitted electronically by visiting sullivan.edu/registrar.

It is the responsibility of the student to provide Sullivan University with an official copy of any transcript of grades for all classes taken prior to attending Sullivan University. These documents should be forwarded from the previous school(s) directly to the Registrar’s Office. A student may be admitted on a provisional basis for one term until the transcript is received. No transcript or diploma will be released until all financial obligations are met.

Two Plus Two Program
Sullivan University’s undergraduate academic programs are set up on a 2 + 2 format. This means that a student progresses through an associate degree (first 2) on the way to a bachelor’s program as a college junior; the classes required to complete the bachelor’s degree are listed by major in this catalog. Since all bachelor degrees are in the 2 + 2 format, only the additional classes are noted for the last portion of the bachelor’s degree. In some programs, a few classes are required for bachelor’s degree completion that may not have been a part of the student’s associate degree program. These classes are noted at the end of each bachelor’s degree curriculum and also on the student’s bachelor’s degree curriculum planner and scheduling guide. In all instances, a minimum of 180 quarter credit hours are required for bachelor’s degree completion; some majors will exceed 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, national origin, creed, sexual orientation, disability, or age.

Home-Schooled Applicants
Applicants who have been home schooled will be required to verify that they have completed the minimum high school course of study and other legal requirements established by their state by providing a home-school transcript. All transcripts must include the student’s name, date of birth, the courses taken at levels 9-12, the grade earned in each
course and the date of graduation. A signature must also be included from the home-school administrator. Note that while a home-schooled transcript may be used for entry into Sullivan University, some employers and government agencies may require a GED score in place of an accredited high school diploma and may not recognize a home-school diploma or transcript alone.

Applicants will be required to complete an entrance evaluation administered by the University or submit ACT or SAT scores in place of the entrance evaluation (the University administers the entrance evaluation free of charge). Applicants must also complete an application for admission to the University, with an enrollment fee, and request transcripts from all postsecondary educational institutions previously attended.

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 I-20 Form 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.

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 I-20 Form.

All applicants, undergraduate and graduate, whose native language is not English, must submit TOEFL (Test of English as a Foreign Language), IELTS or iTEP scores to demonstrate basic English proficiency. Applicants native to Australia, Canada, Ireland, New Zealand, and the United Kingdom will be presumed to be proficient.

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 197 (computer-based), 500 (paper-based) or 60 (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 6.5 or an iTEP score of 4.0 is required for undergraduate students and 5.0 is required for graduate students.

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.

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 are accepted first. It is best to submit an application as early as possible to be considered before the date students anticipate starting their classes. New classes begin in January, March, June, and September of each year.

Applicant Interview
The University individually interviews and advises each person seeking admission. This interview often takes place on campus. Interviews can also be conducted in the student’s home 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.

Non-Degree Seeking Students
Students, who enroll for personal and/or professional development rather than to pursue a certificate, diploma, or degree, may apply for admission to the University as non-degree students.

Admission status is determined by the information reported by the applicant. To be accepted for admission to the University, a student must be a high school graduate or have an official General Education Development (GED) certificate. Evidence of this can be either a transcript, copy of the diploma, or official GED certificate.

There is no limit to the number of credit hours a non-degree student may accumulate. There is, however, no guarantee that should the student decide to convert enrollment status to degree-seeking, that those courses taken while a non-degree student will be applicable to a Sullivan University degree program.

The person who converts to degree-seeking status must meet all regular admissions requirements.

Students whose status is non-degree seeking and who are taking individual subjects are responsible for notifying the Registrar’s office if they choose to become degree-seeking.

Requests for Accommodation
Doctor of Pharmacy and Pharmacy Technician students must follow the College of Pharmacy (COP) policy listed in the COP Student Handbook.

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 location who can assist with disability-related need(s).

Undergraduate and graduate students with learning or psychological disabilities should contact an administrative Associate Dean or Dean through their campus’s
Administrative Office. Online students should contact the Dean of Online Studies. Students enrolled in the College of Pharmacy should contact the Assistant Dean for Student Affairs at the College of Pharmacy.

All students who have a mobility-related, physical or other need for accommodation should contact the Dean or Director responsible for student services through their respective campus’s Student Services office.

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 to not disclose his/her disability initially, he/she may later do so if desired. However, disclosure of a disability does not create an ex post facto obligation for the University 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 IEP’s 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.

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 are required to provide additional documentation.

5. If the documentation is sufficient, the student will meet with the administrator to develop a plan for accommodation. A letter 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 letter 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 letter 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.

**Orientation**
Prior to beginning classes, Sullivan students 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 and College of Pharmacy**
In addition to the application process and international student procedures listed above, see the Graduate School section or the College of Pharmacy 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 doctorate 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, much effort is directed toward helping each graduate earn that important first career position after graduation.

Upon completion of an academic program from Sullivan University, a Sullivan graduate receives the following lifetime privileges:

1. Career Services for Graduates
The Career Services (CS) department plays a major role in the successful employment of graduates. 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 job search process through the following services:

- Résumé and cover letter critiques
- Résumé referral
- Practice 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. Lifetime, Nationwide Career Service
The Career Services (CS) office works to ensure graduates have opportunities for continued career advancement through lifetime, fee-free nationwide employment assistance.

If, at any time, a Sullivan University graduate needs assistance with a job search, CS is ready to help. Graduates need simply to contact CS to begin the job search process. This service even applies when a graduate decides to leave and then later re-enter the job market. This is Sullivan University’s lifetime service to every one of its graduates, at no additional cost, ever!

3. Lifetime 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. 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 lifetime review privilege is a helpful way of revitalizing or enhancing their career. For more information, contact Enrollment Services.

The lifetime review privilege and the lifetime, fee-free, nationwide career service are part of Sullivan University’s national reputation as a leader in career education. The staff is familiar with job markets around the world. It is this kind of lifetime assistance that adds an invaluable dimension to the education of Sullivan graduates.

4. Alumni Association
Graduates are encouraged to remain connected to Sullivan University by participating in the Alumni Association, at no cost, for networking opportunities with other graduates, area employers and Sullivan University faculty and administrators. Graduates may stay in touch with their alma mater by updating alumni contact information at alumni.sullivan.edu.
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 advice 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 coordinate an appointment with Financial Planning.

Financial Aid Programs
Students attending Sullivan have access to numerous federal and state student financial aid programs. As directed by the U.S. Department of Education, federal funds are allotted to the lowest income families first, but funds are also available for middle- and upper-income families.

Federal Pell Grants
Eligibility and need are determined by the Pell Grants Division of the U.S. Department of Education. The Federal Pell Grant provides federal funds to all eligible students. Applications are available through high school counselors, Sullivan University, or online at www.fafsa.ed.gov. Repayment is not required.

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.

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 maximum for graduate and professional degree students is $8,500. 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 first 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 year maximums are $12,000 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, College of Pharmacy students can receive up to $24,500 per year ($8,500 of this amount may be in subsidized loans if eligible). 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.

Kentucky Tuition Grant (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. The KTG is based on availability of funds. Repayment is not required.

College Access Program Grants (CAP)
Kentucky students with proven need may qualify for CAP grants. 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.

Federal Supplemental Educational Opportunity Grants (SEOG)
Students with exceptional financial need are eligible for the (SEOG) grants. Repayment is not required.

Perkins Loans
Available through the University, repayment begins nine (9) months after graduation, leaving school, or dropping below half-time attendance. The maximum award amount allowed is $5,500 for undergraduate students and $8,000 for graduate and professional students for this needs-based loan.
Career Education Funds (CEF)
CEF institutional loans are for students who do not qualify for other means of financial aid. The loan amount varies according to need with a $5000 maximum.

Federal Work Study (FWS)
Eligibility for FWS is initially determined by filing the FAFSA and exhibiting need. Recipients are normally awarded 20 hour-per-week work assignments at or above minimum wage.

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.

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.

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.

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 Veterans Affairs Coordinator on campus or in the Office for 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.

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.

UPS Earn & Learn
Due to a joint venture between Sullivan University’s Louisville campus and United Parcel Service, students able and willing to work up to 20 hours a week can receive significant financial assistance to pay tuition and other costs. Contact the Admissions or Financial Planning department for details. (Louisville campus only)
Scholarships

Academic Scholarships for High School Seniors

These academic 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 other possible documentation to be considered for these scholarships. Please contact the Admissions Department at Sullivan University to speak to an Admissions Officer about completing a scholarship application. These are onetime scholarships that are paid in equal quarterly disbursements over six academic quarters, unless otherwise specified. In order to maintain the scholarship and scheduled disbursement of funds, the recipient must maintain the “Scholarship Specifications” as listed at the end of this document. The following Academic Scholarships are due the first Friday in March of the student's high school senior year.

Presidential Scholarship - This $10,000 scholarship is offered each year to 12 high school students divided between the Sullivan University Louisville and Lexington campuses, who have at least a 24 ACT/1743 SAT or equivalent Sullivan University Admissions Assessment score – 3.4 GPA – Students must submit a completed scholarship application, test scores, official high school transcript and a letter of recommendation and an essay on “Why and how I chose my career specialization”. Any person who is not selected for the Presidential Scholarship will be entered into the Dean Scholarship Applicants pool.

Dean Scholarship - This $7,000 scholarship is offered each year to 15 high school students divided between the Sullivan University Louisville and Lexington campuses, who have at least a 22 ACT/1635 SAT or equivalent Sullivan University Admissions Assessment score – 3.2 GPA – Students must submit a completed scholarship application, test scores, official high school transcript and a letter of recommendation and an essay on “Why and how I chose my career specialization”. Any person who is not selected for the Dean Scholarship will be entered into the Senior Academic Scholarship pool.

***Any students who receive the Presidential Scholarship or the Dean Scholarship automatically forfeit their eligibility for all other Sullivan University scholarships excluding National Award of Excellence and Competition Scholarships.

Senior Academic Scholarship - This $3,000 scholarship is offered each year to 18 high school students of high academic standing, divided between the Sullivan University Louisville and Lexington campuses. These students must submit a scholarship application, test scores, official high school transcript and an essay on “Why and how I chose my career specialization” to be considered for this scholarship. There are no minimum GPA or Test score requirements in order to be eligible for this scholarship.

Participation Scholarships for High School Seniors

These Participation 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. Unless otherwise noted in the scholarship description the following Participation Scholarships are due before the student’s registration date. These are onetime scholarships that are paid in equal quarterly disbursements over six academic quarters, unless otherwise specified. In order to maintain the scholarship and scheduled disbursement of funds, the recipient must maintain the “Scholarship Specifications” as listed at this end of this document.

Eagle Scout - To be eligible for the scholarship high school students must have attained the recognition of Boy Scout Eagle Scout. This competitive scholarships offer tuition awards up to $4,000 dollars towards their associate of science degree to those students who have met the following criteria. A 3.0 GPA or higher at the high school level as well as a score of 17 on the ACT, 1365 SAT, or a 54 or higher on the APT. Students must maintain a 3.0 GPA on a 4.0 scale while attending Sullivan as well as maintain full-time continuous enrollment. *Scholarships are paid over 6 quarters, and require continuous enrollment at Sullivan with a minimum cumulative GPA of 3.0 on a 4.0 scale.

Gold Award - To be eligible for the scholarship high school students must have attained the recognition of Girl Scout Gold Award. These competitive scholarships offer tuition awards up to $4,000 dollars towards their associate of science degree to those students who have met the following criteria. A 3.0 GPA or higher at the high school level as well as a score of 17 on the ACT, 1365 SAT, or a 54 or higher on the APT. Students must maintain a 3.0 GPA on a 4.0 scale while attending Sullivan as well as maintain full-time continuous enrollment. *Scholarships are paid over 6 quarters, and require continuous enrollment at Sullivan with a minimum cumulative GPA of 3.0 on a 4.0 scale.

National Award of Excellence - Any high school student, who is not a resident of Kentucky, has a 21 on the ACT or a 3.5 GPA is eligible for this scholarship in the amount of $3000. *Scholarships are paid over 6 quarters, and require continuous enrollment at Sullivan with a minimum cumulative GPA of 2.5 on a 4.0 scale.
Imagine America Scholarship - The Imagine America Scholarship is for current high school seniors in the amount of $1000 paid over 6 quarters. To qualify for this scholarship, the student must apply at www.imagineamerica.org. The high school student must be enrolled in the Imagine America Program before the scholarship application can be submitted. The scholarship is non-transferable. To qualify for this scholarship, the student must meet the following guidelines as determined by the high school counselor:

- Likelihood of successful completion of post-secondary education
- High School grade point average of 2.5 or greater
- Show financial need, and have demonstrated voluntary community service during their senior year.

Once the student completes the application, a notice is sent to the high school where the counselor will either approve or reject the application. If approved, a notice is then sent to the college where it will receive the final approval and then submitted to the University’s financial planning office. *Scholarships are paid over 6 quarters, and require continuous enrollment at Sullivan with a minimum cumulative GPA of 2.5 on a 4.0 scale.

Teacher Recommendation - This scholarship is awarded to high school students who receive a letter of recommendation on school letterhead from a teacher, counselor, or advisor of a club (example: FBLA, FCCLA, DECA, etc.), who can speak highly of the student and their desire to be successful in the student’s chosen program. The student must also submit a 150-word essay on “The importance of my major in today’s workforce”. There is no limit to the number of students who can receive this scholarship as long as it is completed before the deadline and has been reviewed as quality work. *Scholarships are $1000 dollars and are paid over 6 quarters, and require continuous enrollment at Sullivan with a minimum cumulative GPA of 2.5 on a 4.0 scale. Deadline: Second Friday in June.

Home School Scholarship - This scholarship will be similar to the letter or recommendation scholarship that we offer; students can apply for this within one year of receiving their high school diploma. It will require a letter of recommendation from the student’s pastor, supervisor or manager of where they work, or other affiliations they may have. This will be a $1,000 dollar scholarship that will require the student to also submit an essay on “The importance of my major in today’s workforce”. *Scholarships are $1000 dollars and are paid over 6 quarters, and require continuous enrollment at Sullivan with a minimum cumulative GPA of 2.5 on a 4.0 scale.

GED Scholarship - This scholarship is awarded to students who have earned their GED instead of a high school diploma. To be eligible for this scholarship, a student must have an average score of 450 on each section of the GED test, or a total score of at least 2250. The recipient must also meet all other Sullivan University entrance requirements, maintain continuous fulltime enrollment status at Sullivan and maintain a minimum quarterly grade point average (GPA) of 3.0 on a 4.0 scale. There is no limit to the number of students who can receive this scholarship and long as all documentation is turned in before the deadline. The amount of this scholarship is up to $3,000 and is paid over 6 quarters.

Job Corp - Students who have participated in a Job Corp program may be eligible for a scholarship from Sullivan University. To be eligible for this scholarship a student must be a graduate of the Job Corp program and apply to Sullivan University within one year of completing the program. They must also be accepted to Sullivan University under the regular admissions guidelines. The amount of this scholarship may be up to $1800 dollars paid over two academic years, and students must maintain a 2.5 GPA and continuous enrollment while attending Sullivan University.

Competition Scholarships - High school students who participate in competitions in high school at the state, regional, or national levels have opportunities to win one of Sullivan’s competition scholarships. The competitions may be food competitions, business related, etc. Sullivan University usually has representation at these events to present scholarships to the winners. Students are not eligible for multiple scholarships. If they win a scholarship at the state level and then again at the National level only one of the scholarships can be used towards Sullivan University.

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

State:
1st Place: $6000/ over 6 quarters
2nd Place: $4000/ over 6 quarters
3rd Place: $2000/ over 6 quarters
4th Place: $500/ over 1st quarter

Regional (Multi – State Competition):
1st Place: $8000/ over 6 quarters
2nd Place: $5000/ over 6 quarters
3rd Place: $3000/ over 6 quarters
4th Place: $500/ over 1st quarter

Nationals:
1st Place: $10,000/ over 6 quarters
2nd Place: $8,000/ over 6 quarters
3rd Place: $5000/ over 6 quarters
4th Place: $500/ over 1st quarter
Governor’s Scholar Scholarship - The mission of the Governor’s Scholar Program is to enhance Kentucky’s next generation of civic and economic leaders and to create models of educational excellence for teachers and students. To be eligible, a high school student must:

- Be a current Kentucky resident
- Have completed the ACT or SAT test.
- Provide documentation that they are a Governor’s Scholar Program graduate. The scholarship is $750 a quarter for up to 12 quarters through the Bachelor’s degree with continuous enrollment.
- Have met all requirements of the Governor’s Scholar program and submit documentation to verify.
- Have a cumulative 3.5 GPA in high school
- Have a minimum of 21 on their ACT, 1365 on their SAT, or a 165 on the CPAt.
- Must maintain a 3.0 quarterly GPA while attending Sullivan University.

Ken Byrd Scholarship (Louisville Campus Only) - The high school student will need a minimum 3.0 high school GPA to qualify for this scholarship. An official transcript needs to be submitted with the application.

Essay: Ken Byrd was a mentor to many at Sullivan University. His kind and compassionate manner made him easy to get along with and a joy to be around. He touched the hearts of so many and positively impacted the lives of those around him. Please submit a 300 word easy on the topic of: “Who has been a mentor in your life; how have they positively impacted you in achieving your dreams?” The essay will be graded on content, grammar, style and penmanship. (Hand written on lined paper)

Test Score: The student will need to submit test scores with the application. The student will need at least a 17 on the ACT, 54 on the APT or a 1365 on the SAT in order to be eligible for the scholarship.

Community Service: The high school student will need to have completed 30 documented hours of voluntary community service to be submitted with the application.

Amount: $1,000

This scholarship is for one recipient only. The scholarship will be paid in equal disbursements over six academic quarters. Submitted materials will be reviewed and the Scholarship Committee will select the candidate that best represents Ken Byrd, through scores awarded for each section of the criteria.

Deadline: April 13, 2012

Kentucky Proud Recipe Scholarship (Lexington Campus Only) - This scholarship is open to high school seniors who have submitted an enrollment agreement to either the Associate Degree in Culinary Arts or Professional Cook Diploma program and enter as a first year student. Applicants create an original recipe using a Kentucky Proud ingredient. Selected Finalist will prepare their recipe for a panel of judges on campus for competition held in the spring quarter. A complete listing of details is available through the Culinary Admissions Department. Awards range up to $5,000 and are divided and equally applied over the first six quarters of continuous, full-time attendance.

Mock Trial Scholarship (Lexington Campus Only) - Application Procedure: Submit a letter of application and essay to the Director of Admission

Basis for Selection: High School activities, leadership qualities and interview

Deadline: May 1

Term: One academic year

Eligibility: Student must maintain continuous full-time enrollment, maintain a 3.0 GPA, and must also be an active member and participate in the Mock Trial II courses.

Number of Students: 2

Amounts: $250 per quarter for four quarters.

Scholarship Specifications

These scholarships are valid only at Sullivan University and some may only apply to specific campuses and may not be transferred to another person or institution. Scholarship recipients should note that maintaining a specific GPA may be required. The student must remain continuous enrollment 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. The University will extend the distribution period as long as all other requirements of the scholarship are being met.

**A students combined amounts of Sullivan scholarship awards cannot exceed $1,000 per quarter, unless it is a single scholarship award, i.e. Presidential, Dean and Senior Academic or Competition Scholarship, then that student will receive the single scholarship amount that exceeds $1,000 per quarter.

Careers Through Culinary Arts (C-CAP) Program Scholarships

Two annual scholarships of $20,000 plus are awarded by C-CAP to potential culinary arts applicants. Application must be made by June 15 of the given year. Scholarships are awarded based on the individuals’ high school achievement. Applicants must have a minimum GPA of 2.5 on a 4.0 scale, letters of recommendation and must meet all Sullivan University admission requirements. Students must compete in culinary competitions held in various cities throughout the United States to be eligible for this scholarship. (Louisville and Lexington Campuses)
Dr. Joe Capodanno Scholarship
The Dr. Joe Capodanno Scholarship, established in memory of a beloved member of the General Education faculty, is available each quarter to an associate degree graduate who plans to continue on for his/her Bachelors degree at Sullivan University. Applicants must have a cumulative GPA of 4.0 and submit a letter to the Dean of General Education outlining their life goals and how completion of a Bachelors degree will support attainment of those goals. Letters of application must be submitted during the 8th week of the term preceding the term of eligibility. After reviewing the letters for merit, the Dean of General Education, in collaboration with the General Education faculty, will name a recipient for this $1,000.00 scholarship. (Louisville campus and e-Learning)

B. J. Luker Accounting Scholarship
This scholarship established by Sullivan University commemorates Bernard Luker, former Sullivan Accounting Department Chair. To qualify for the scholarship students must be an accounting major, completed the first year of study, maintain continuous full-time enrollment at Sullivan University and satisfactory academic progress. Four scholarships of full tuition for one quarter are awarded annually to four accounting students.

Applicants must submit a letter of application to the Accounting Department Chair by the ninth week of the quarter. The Sullivan University accounting department selects recipients based on grade point average and first year commitment to the accounting curriculum. (Louisville campus and e-Learning)

Emil P. “Nix” Graas Accounting Scholarship
In memory of Sullivan University’s former vice president of finance, this $250 scholarship is awarded quarterly to one junior year baccalaureate-level accounting concentration student. Recipients are selected by the Accounting Department based on grade point average and commitment to the accounting profession. Students must submit a letter of application to the Accounting Department Chair by the ninth week of the quarter, and maintain continuous full-time enrollment with satisfactory academic progress. (Louisville campus and e-Learning)

Sullivan University Open House/Discovery Day Scholarship/Virtual Open House
This scholarship is offered quarterly to future students who take an assessment during Sullivan University’s Open House. Awards range from $250.00-$2000.00 and are based on final assessment scores.

Award is non-renewable and non-transferable and will be awarded once the student has met Sullivan University admissions requirements. The Student must maintain continuous enrollment over the length of their program. Award is payable to Sullivan University on a prorated quarterly basis once a student has enrolled and matriculated to the University. The scholarship is prorated and divided equally over the length of the enrolled program based on the award amount.

Chef Thomas J. Hickey Sr. Scholarship
In honor of the long-time service of Chef Thomas J. Hickey, Sr., Director of the National Center for Hospitality Studies at Sullivan University, two full tuition scholarships will be awarded to outstanding Culinary Arts students who have completed the freshman year at Sullivan University. One scholarship will be awarded to a student at the Louisville campus and one scholarship will be awarded to a student at the Lexington campus. The scholarship recipients will be awarded full tuition in their second year at Sullivan University in order to complete their Culinary Arts Associate Degree. Scholarships will be awarded for both outstanding academic record and student participation and will be selected by Chef Hickey and the Culinary Arts Department Chairs from the Louisville and Lexington campuses. Scholarship winners must maintain continuous enrollment and satisfactory academic progress. Scholarships are awarded in June with applications available in March. (Louisville and Lexington campuses only)

Barbara S. Dean Scholarship
To honor the long-term service of Barbara S. Dean, Director of the Ft. Knox campus, one full tuition scholarship will be awarded annually to an outstanding sophomore who graduates with an Associate Degree from the Ft. Knox campus of Sullivan University. The scholarship must be used to pursue a bachelor’s degree at the Ft. Knox campus of Sullivan University. Director Dean and a committee selected from Ft. Knox faculty and staff will select the scholarship recipient. Scholarship winners must maintain continuous enrollment and satisfactory academic progress. (Ft. Knox campus only)

Order of the Golden Toque Scholarship
The Order of the Golden Toque and Sullivan University have partnered to have five (5) $5000.00 annual scholarships available to current students in Sullivan University’s National Center For Hospitality Studies programs. Winners of these awards will be chosen based on academic history, financial need, recommendations and personal essays.

An application for the Golden Toque and Sullivan University Scholarship must be completely filled out and all accompanying paperwork submitted to the Sullivan University Scholarship Coordinator in the Admissions Office. The deadlines for the applications are January 31st and July 31st of the given year. Winners will be selected and notified no later than March 31st and September 30th of the given year.

This award is non-transferable and will be divided equally over 6 quarters. Students must maintain a cumulative GPA of 2.5 or above and remain continuously enrolled as a full-time student at Sullivan University. Applications will be available on the Sullivan University website (sullivan.edu), in the Financial Planning Office and through a student’s admissions officer upon enrollment into the school. (Louisville and Lexington campuses)
**Ambassador Scholarship**
Based on high school activities and leadership qualities, this scholarship is awarded to six students who are selected based on a review of a completed application and personal interview. The scholarship is for one academic year, and students must maintain continuous full-time enrollment, maintain a 2.5 GPA, and must also be an active member of the Ambassador Team. A letter of application and an essay must be submitted prior to April 1 to the Director of Admissions. The scholarship is disbursed at $250 per quarter, over one academic year. (Lexington campus only)

**Sullivan University Bachelor of Science in Business Administration Scholarships**
Established by the University Board of Directors, these full tuition scholarships are awarded annually to one male and one female Sullivan University associate-degree graduate continuing in the Bachelor of Science in Business Administration Program. Applicants from all campuses must submit an application with a required essay to the Assistant to the Vice President of Academic Affairs by March 15th of the given year. Students must have a 3.5 or above cumulative grade point average and take a minimum of eight (8) credit hours per quarter, maintaining continuous enrollment with satisfactory academic progress at Sullivan University. (All campuses)

**National Restaurant Association Scholarships**
Applicants must be enrolled as a full-time student pursuing an associate or bachelor’s degree in a food service, hospitality management or culinary program. University applicants must be entering either the junior or senior year or the sophomore year in an associate degree program. In addition, the applicant must have been employed in the food service/hospitality industry during the year preceding the award. Application deadline is March 1 of the given year. (Louisville, Lexington and e-Learning)

**Kentucky Restaurant Association Scholarships**
Applicants must be a high school graduate accepted in a program leading to an associate or bachelor’s degree in the food service industry or students already enrolled in a food service program who wish to continue their education toward an associate or bachelor’s degree in the food service field. (Louisville and Lexington campuses)

**Educators’ Scholarship**
Kentucky High School Guidance Counselors/Teachers may nominate one (1) high school senior from their high school who meets the criteria for admission to Sullivan University. Students should possess career aspirations, have a personal goal to complete a career degree, and be a selected recipient from their high school. Awards up to $2,000 are equally divided over six quarters of continuous, full-time attendance. (Lexington campus)

**Military Award Program (MAP)**
MAP recognizes the important contributions of our nation’s armed services. This $1,000 tuition credit is available to any qualified active duty reservist, honorably discharged or retired veteran of a United States military service branch for attendance at a participating career college. Students also must meet the career college’s standard admissions requirements for the requested program of study.

**Adult Skills Education Program (ASEP)**
Private grants and scholarships are not equally distributed to adult learners. To help fill that void and to reach out to over 70% of four-year and nearly 50% of two-year career college students, the Imagine America Foundation created the Adult Skills Education Program (ASEP). Adult learners choosing to pursue a career education may receive a $1,000 tuition discount to attend an Imagine America participating ASEP school of their choice.

As a feature unique to the ASEP program all applicants must complete an educational success potential assessment. National Center for Competency Testing researchers have identified characteristics of successful non-traditional students and used those characteristics to design this cutting-edge assessment.
General Education Classes

To graduate with an Associate of Science (A.S.) degree from Sullivan University, the student must complete 24 to 32 quarter hours of credit in General Education depending on the program. Classes must be completed in each of these four categories: Humanities and Fine Arts, Communications, Natural Sciences and Mathematics, and Social and Behavioral Sciences.

To graduate with a Bachelor of Science (B.S.) degree, the student must complete 48-52 quarter hours of credit in General Education classes, with each of four categories being represented as follows:

- Humanities and Fine Arts (4 credit hours)
- Communications (16 credit hours including ENG 101, ENG 102, ENG 204, and COM 214)
- Natural Sciences and Mathematics (12 credit hours including MTH 101 and MTH 201)
- Social and Behavioral Sciences (8 credit hours including ECO 201 and ECO 202)
- One class from any category (4 credit hours) or two classes from any category for the B.S. in Paralegal Studies (8 credit hours)

**Humanities and Fine Arts Classes**

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<tbody>
<tr>
<td>ENG 244</td>
<td>Introduction to Literature</td>
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<td>HST 274</td>
<td>American Government</td>
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<td>Survey of African American History</td>
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<td>PHL 224</td>
<td>Introduction to Philosophy</td>
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<td>PHL 244</td>
<td>Introduction to Religion</td>
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<td>PHL 344</td>
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**Communications Classes**

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<td>ENG 100</td>
<td>Introduction to Writing</td>
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**First Year Experience Course**

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**Natural Sciences and Mathematics Classes**

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<td>BIO 103</td>
<td>Human Anatomy and Physiology</td>
</tr>
<tr>
<td>BIO 201</td>
<td>Medical Microbiology</td>
</tr>
<tr>
<td>BIO 202</td>
<td>Anatomy and Physiology I</td>
</tr>
<tr>
<td>BIO 204</td>
<td>Anatomy and Physiology II</td>
</tr>
<tr>
<td>CHM 211</td>
<td>Introduction to General, Organic, and Biological Chemistry</td>
</tr>
<tr>
<td>GEO 234</td>
<td>World Regional Geography</td>
</tr>
<tr>
<td>GEO 244</td>
<td>North American Geography</td>
</tr>
<tr>
<td>GEO 274</td>
<td>Global Environment</td>
</tr>
<tr>
<td>MTH 100</td>
<td>Basic Mathematics</td>
</tr>
<tr>
<td>MTH 101</td>
<td>College Mathematics</td>
</tr>
<tr>
<td>MTH 201</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MTH 202</td>
<td>Introduction to Statistics</td>
</tr>
<tr>
<td>MTH 300</td>
<td>Calculus</td>
</tr>
<tr>
<td>MTH 301</td>
<td>Quantitative Methods</td>
</tr>
<tr>
<td>MTH 305</td>
<td>Discrete Mathematics</td>
</tr>
<tr>
<td>MTH 400</td>
<td>Calculus II</td>
</tr>
<tr>
<td>SCI 204</td>
<td>Human Nutrition</td>
</tr>
<tr>
<td>SCI 224</td>
<td>Introduction to Anatomy and Physiology</td>
</tr>
</tbody>
</table>

**Social and Behavioral Sciences Classes**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ECO 201</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>ECO 202</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>PSY 214</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>PSY 224</td>
<td>Marriage and Family Therapy</td>
</tr>
<tr>
<td>PSY 264</td>
<td>Psychology of Modern Lifestyles</td>
</tr>
<tr>
<td>PSY 274</td>
<td>Developmental Psychology</td>
</tr>
<tr>
<td>PSY 284</td>
<td>Psychology of Adjustment</td>
</tr>
<tr>
<td>SOC 214</td>
<td>Introduction to Sociology</td>
</tr>
</tbody>
</table>

**Developmental Classes**

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 required 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CED 100</td>
<td>Computer Basics</td>
</tr>
<tr>
<td>ENG 100</td>
<td>Introduction to Writing</td>
</tr>
<tr>
<td>MTH 100</td>
<td>Basic Mathematics</td>
</tr>
</tbody>
</table>
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Bachelor of Science Degree in Accounting.........p. 24

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- Sullivan University/Dale Carnegie Certificates...p. 27-28
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  - Employee Relations Specialist
  - Employment Specialist
  - Organizational Diversity Specialist
  - Organizational Effectiveness Specialist
  - Conflict Resolution Specialist
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- Finance
- Healthcare Management
- Supply Chain Management
- Management
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- Accounting
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NOTE: The stated length of each academic program in this catalog estimates how long it will take a full-time day division student to complete the program. It may take less time for full-time day division students with transfer credits. Part-time day and evening students will take longer.
The School of Accountancy

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 School of Accountancy have a unique blend of accounting, business, information technology and general education which prepares them for growth within either public or managerial accounting careers.

CAREER-IN-A-YEAR DIPLOMA, ASSOCIATE AND BACHELOR DEGREE PROGRAMS

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

Louisville, Lexington, Ft. Knox
Louisville, Lexington
Louisville, Lexington, Global E-Learning, Ft. Knox
Louisville, Lexington, Global E-Learning, Ft. Knox

Administrative Accounting Specialist

CAREER DIPLOMA

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 accounting position.

REQUIREMENTS FOR DIPLOMA

56 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
--- | --- | ---
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 106 | Computer Concepts | 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 | 56

Business Accounting

CAREER DIPLOMA

This program offers a broad classroom background in business and accounting procedures, enabling the graduate to pursue success in many accounting-related endeavors.

Accounting is one of today’s key factors in business success; therefore, the need exists for people who can understand the core of business operations and management. This career-in-a-year program is designed to prepare graduates to fulfill that need.

REQUIREMENTS FOR DIPLOMA

64 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
--- | --- | ---
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 264 | Federal Taxation I | 4
BUS 204 | Introduction to Business Law and Ethics | 4
BUS 224 | Professional Development | 4
CSC 106 | Computer Concepts | 4
CSC 118 | Computer Applications I | 4
CSC 218 | Computer Applications II | 4
ENG 101 | Composition I | 4
FYE 101 | Information Literacy | 4
MGT 114 | Business Organization and Management | 4
MTH 101 | College Mathematics | 4

Total Credit Hours | 64
Accounting

ASSOCIATE OF SCIENCE (A.S.) DEGREE

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 highly 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

96 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACT 001</td>
<td>Accounting Associates Competency Review</td>
<td>0</td>
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<tr>
<td>ACT 101</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACT 102</td>
<td>Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACT 103</td>
<td>Principles of Accounting III</td>
<td>4</td>
</tr>
<tr>
<td>ACT 111</td>
<td>Computerized Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACT 121</td>
<td>Payroll Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACT 201</td>
<td>Intermediate Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACT 202</td>
<td>Intermediate Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACT 203</td>
<td>Intermediate Accounting III</td>
<td>4</td>
</tr>
<tr>
<td>ACT 211</td>
<td>Cost Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACT 264</td>
<td>Federal Taxation I</td>
<td>4</td>
</tr>
<tr>
<td>BUS 204</td>
<td>Introduction to Business Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>BUS 224</td>
<td>Professional Development</td>
<td>4</td>
</tr>
<tr>
<td>COM 214</td>
<td>Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>CSC 106</td>
<td>Computer Concepts</td>
<td>4</td>
</tr>
<tr>
<td>CSC 118</td>
<td>Computer Applications I</td>
<td>4</td>
</tr>
<tr>
<td>CSC 218</td>
<td>Computer Applications II</td>
<td>4</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 102</td>
<td>Composition II</td>
<td>4</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Information Literacy</td>
<td>4</td>
</tr>
<tr>
<td>MGT 114</td>
<td>Business Organization and Management</td>
<td>4</td>
</tr>
<tr>
<td>MTH 101</td>
<td>College Mathematics</td>
<td>4</td>
</tr>
</tbody>
</table>

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. A total of 28 hours of General Education courses are required.

Total Credit Hours 96
Accounting

BACHELOR OF SCIENCE (B.S.) DEGREE

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 Certified Public Accountant, Certified Management Accountant, Tax, Not-for-Profit, Cost, Governmental, and Internal Audit.

REQUIREMENTS FOR THE BACHELOR DEGREE

180 Credit Hours
Length: 18 months beyond Associate Degree

Completion of the Associate Degree or its equivalent (see the Undergraduate Admissions section for a description of Sullivan University’s 2+2 programs).

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)
ACT 002 Accounting Bachelor Competency Exam Review 0
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

Business Support Courses (52 Credit Hours)
BUS 204 Introduction to Business Law and Ethics 4
MGT 304 Principles of Management 4
MTH 201 College Algebra 4
MTH 202 Introduction to Statistics 4
ECO 201 Microeconomics 4
ECO 202 Macroeconomics 4
FIN 324 Financial Management 4
MKT 304 Introduction to Marketing 4
MGT 330 Information Systems for Managers 4
MGT 344 Organizational Behavior 4
PHL 464 Ethics 4
MTH 301 Quantitative Methods 4
MGT 464 Business Policy 4

Accounting Electives (16 Credit Hours) 16
Students must choose four of the following Accounting Electives:
ACT 344 Not-For-Profit Accounting
ACT 394 Accounting Externship I
ACT 395 Accounting Externship II
ACT 405 Advanced Financial Accounting
ACT 414 Senior Accounting Seminar
ACT 425 Advance Auditing
ACT 430 Financial Accounting Seminar
ACT 440 International Accounting

Communication Courses (16 Credit Hours) 4
ENG 101 Composition I 4
ENG 102 Composition II 4
ENG 204 Advanced Writing 4
COM 214 Public Speaking 4

Business Elective (4 Credit Hours) 4
Students must choose one of the following Business Electives:
BUS 405 Business Law II
BUS 424 International Business

Computer/IT Core (8 Credit Hours) 4
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. A total of 28 hours of General Education courses are required.

300 – 400 Level Elective (4 Credit Hours) 4
Students must choose one 300 or 400 level course not taken in any other components of the degree. This course is choose in consultation with the student’s faculty advisor and enables the student to meet personal objectives within the parameters of the program.

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

SCHOOL OF ACCOUNTANCY
The College of Business Administration

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 gives you the advantage in the search for today’s top jobs.

CAREER CERTIFICATE, CAREER-IN-A-YEAR DIPLOMA, ASSOCIATE AND BACHELOR DEGREE PROGRAMS

Programs

Conflict Management Career Certificate
Sullivan University/Dale Carnegie Certificates
Human Resource Leadership Career Certificates*

Administrative Management Career Diploma
Marketing Management Career Diploma
Business Administration Career Diploma

Business Management Associate of Science (A.S.) Degree
Marketing and Sales Management Associate of Science (A.S.) Degree
Supply Chain Management Associate of Science (A.S.) Degree*
Justice and Public Safety Administration Associate of Science (A.S.) Degree

Bachelor of Science in Business Administration (B.S.B.A.) Degree
Concentrations:
  - Computer Systems
  - Finance
  - Healthcare Management*
  - Supply Chain Management*
  - Management
  - Marketing

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

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

*Portions of this program must be taken totally online.
Conflict Management

CAREER CERTIFICATE
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.

REQUIREMENTS FOR THE CONFLICT MANAGEMENT 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMM 401</td>
<td>Principles of Conflict Management</td>
<td>4</td>
</tr>
<tr>
<td>CMM 403</td>
<td>The Manager as Negotiator</td>
<td>4</td>
</tr>
<tr>
<td>CMM 404</td>
<td>Organizational Conflict Analysis and Management</td>
<td>4</td>
</tr>
<tr>
<td>CMM 402</td>
<td>Managing Diversity</td>
<td>4</td>
</tr>
<tr>
<td>OR HRL 303</td>
<td>Diversity Perspectives in the Workplace</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credit Hours 16
Sullivan University/Dale Carnegie Certificates

The American Council on Education (ACE) evaluates numerous training programs and, when and where appropriate, makes recommendations concerning the amount and level of college course credit that a college or university should consider for transfer credit. ACE recommendations are often affirmed and accepted by both regional and national accrediting bodies. Numerous Dale Carnegie training programs carry an ACE recommendation for college credit and, therefore, Sullivan University is pleased to partner with Dale Carnegie to accept transfer credit for approved Dale Carnegie courses. The below listed programs allow practitioners to earn a certificate from Dale Carnegie for completion of the indicated Dale Carnegie courses, and, subsequently pair their Dale Carnegie courses with the requisite University courses to earn a certificate from Sullivan University.

Federal Funding (Title IV) is not available for the Sullivan University/Dale Carnegie Certificates. The Financial Planning Department can assist you with other funding options for which you may be eligible. All Sullivan University courses are offered online.

CAREER CERTIFICATES
The following certificates are offered:

REQUIREMENTS FOR THE SALES & SMALL BUSINESS MANAGEMENT CERTIFICATE
20 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCA 302</td>
<td>Leadership Training for Managers</td>
<td>4</td>
</tr>
<tr>
<td>DCA 303</td>
<td>The Sales Advantage</td>
<td>4</td>
</tr>
<tr>
<td>MGT 304</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 254</td>
<td>Small Business Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 475</td>
<td>Specialized Case Studies</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credit Hours | 20

REQUIREMENTS FOR THE MANAGEMENT CERTIFICATE
20 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCA 301</td>
<td>The Dale Carnegie Course</td>
<td>4</td>
</tr>
<tr>
<td>DCA 302</td>
<td>Leadership Training for Managers</td>
<td>4</td>
</tr>
<tr>
<td>MGT 304</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 404</td>
<td>Management Decision-Making</td>
<td>4</td>
</tr>
<tr>
<td>MGT 475</td>
<td>Specialized Case Studies</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credit Hours | 20

REQUIREMENTS FOR THE HOSPITALITY MANAGEMENT CERTIFICATE
20 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCA 301</td>
<td>The Dale Carnegie Course</td>
<td>4</td>
</tr>
<tr>
<td>DCA 302</td>
<td>Leadership Training for Managers</td>
<td>4</td>
</tr>
<tr>
<td>HMS 304</td>
<td>Principles of Hospitality Management</td>
<td>4</td>
</tr>
<tr>
<td>HMS 321</td>
<td>Quality Service Management in the Hospitality Industry</td>
<td>4</td>
</tr>
<tr>
<td>MGT 475</td>
<td>Specialized Case Studies</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credit Hours | 20

REQUIREMENTS FOR THE LEADERSHIP CERTIFICATE
20 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCA 301</td>
<td>The Dale Carnegie Course</td>
<td>4</td>
</tr>
<tr>
<td>DCA 302</td>
<td>Leadership Training for Managers</td>
<td>4</td>
</tr>
<tr>
<td>LDR 401</td>
<td>Essentials of Leadership</td>
<td>4</td>
</tr>
<tr>
<td>CMM 401</td>
<td>Principles of Conflict Resolution</td>
<td>4</td>
</tr>
<tr>
<td>MGT 475</td>
<td>Specialized Case Studies</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credit Hours | 20

REQUIREMENTS FOR THE SMALL BUSINESS MANAGEMENT CERTIFICATE
20 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>DCA 301</td>
<td>The Dale Carnegie Course</td>
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<tr>
<td>DCA 302</td>
<td>Leadership Training for Managers</td>
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<tr>
<td>MGT 304</td>
<td>Principles of Management</td>
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</tr>
<tr>
<td>MGT 254</td>
<td>Small Business Management</td>
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<tr>
<td>MGT 475</td>
<td>Specialized Case Studies</td>
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</tbody>
</table>

Total Credit Hours | 20

REQUIREMENTS FOR THE INFORMATION TECHNOLOGY CERTIFICATE
20 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCA 301</td>
<td>The Dale Carnegie Course</td>
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</tr>
<tr>
<td>DCA 302</td>
<td>Leadership Training for Managers</td>
<td>4</td>
</tr>
<tr>
<td>MGT 304</td>
<td>Principles of Management</td>
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</tr>
<tr>
<td>MGT 330</td>
<td>Information Systems for Managers</td>
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</tr>
<tr>
<td>MGT 475</td>
<td>Specialized Case Studies</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credit Hours | 20
## REQUIREMENTS FOR THE JUSTICE & PUBLIC SAFETY CERTIFICATE

20 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>DCA 301</td>
<td>The Dale Carnegie Course</td>
<td>4</td>
</tr>
<tr>
<td>DCA 302</td>
<td>Leadership Training for Managers</td>
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<td>PSA 255</td>
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<tr>
<td>MGT 404</td>
<td>Management Decision-Making</td>
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<tr>
<td>MGT 475</td>
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</tbody>
</table>

**Total Credit Hours: 20**

## REQUIREMENTS FOR THE SALES MANAGEMENT CERTIFICATE

20 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.

<table>
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<th>Credit Hours</th>
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<tbody>
<tr>
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<td>DCA 303</td>
<td>The Sales Advantage</td>
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</tr>
<tr>
<td>MGT 304</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
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<td>MKT 215</td>
<td>Principles of Sales Presentations</td>
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<tr>
<td>MGT 475</td>
<td>Specialized Case Studies</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credit Hours: 20**

## REQUIREMENTS FOR THE CONFLICT MANAGEMENT CERTIFICATE

20 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCA 301</td>
<td>The Dale Carnegie Course</td>
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<tr>
<td>DCA 302</td>
<td>Leadership Training for Managers</td>
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<tr>
<td>CNS 401</td>
<td>Principles of Conflict Management</td>
<td>4</td>
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<tr>
<td>CMM 403</td>
<td>The Manager as Negotiator</td>
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<tr>
<td>MGT 475</td>
<td>Specialized Case Studies</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credit Hours: 20**

## REQUIREMENTS FOR THE HEALTHCARE MANAGEMENT CERTIFICATE

20 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
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<tbody>
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<td>DCA 301</td>
<td>The Dale Carnegie Course</td>
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<tr>
<td>DCA 302</td>
<td>Leadership Training for Managers</td>
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</tr>
<tr>
<td>PSA 255</td>
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<tr>
<td>HCA 301</td>
<td>Principles of Healthcare Management</td>
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<tr>
<td>MGT 475</td>
<td>Specialized Case Studies</td>
<td>4</td>
</tr>
</tbody>
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**Total Credit Hours: 20**

## REQUIREMENTS FOR THE IT SALES MANAGEMENT CERTIFICATE

20 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>DCA 301</td>
<td>The Dale Carnegie Course</td>
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</tr>
<tr>
<td>DCA 302</td>
<td>Leadership Training for Managers</td>
<td>4</td>
</tr>
<tr>
<td>MGT 215</td>
<td>Principles of Salesmanship</td>
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<tr>
<td>MKT 215</td>
<td>Principles of Sales Presentations</td>
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<tr>
<td>MGT 475</td>
<td>Specialized Case Studies</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credit Hours: 20**

## REQUIREMENTS FOR THE PROFESSIONAL MANAGEMENT CERTIFICATE

20 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.

## REQUIREMENTS FOR THE HEALTHCARE MANAGEMENT CERTIFICATE

20 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.

## REQUIREMENTS FOR THE CONSTRUCTION MANAGEMENT CERTIFICATE

20 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.
Human Resource Leadership

CAREER CERTIFICATES
A certificate in Human Resource Leadership is designed for working professionals in the field of Human Resources (HR). This certificate program allows HR professionals to gain essential knowledge and skills specifically related to challenges in their work. The program has four specialty certificates. Students must complete four core courses in addition to five specialty courses in order to complete the certificate program. All of the courses for the certificate program are offered online to facilitate working professionals. With the addition of an associate degree, the courses in the certificate program can be applied to a Bachelor of Science Degree in Human Resource Leadership.

REQUIREMENTS FOR THE EMPLOYEE RELATIONS SPECIALIST CERTIFICATE
36 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Core Courses</td>
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<tr>
<td>HRL 404</td>
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<tr>
<td>MGT 284</td>
<td>Human Resource Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>MGT 304</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 344</td>
<td>Organizational Behavior</td>
<td>4</td>
</tr>
<tr>
<td>Specialty Courses</td>
<td></td>
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</tr>
<tr>
<td>HRL 303</td>
<td>Diversity Perspectives in the Workplace</td>
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<tr>
<td>HRL 310</td>
<td>HR Perspectives in Guidance and Counseling</td>
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<tr>
<td>HRL 340</td>
<td>Ethical Issues in HR Management</td>
<td>4</td>
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<tr>
<td>HRL 411</td>
<td>Industrial Relations</td>
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<td>CMM 403</td>
<td>The Manager as Negotiator</td>
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<tr>
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</table>

REQUIREMENTS FOR ORGANIZATIONAL EFFECTIVENESS SPECIALIST CERTIFICATE
36 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.

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
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<td>HRL 404</td>
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<tr>
<td>MGT 284</td>
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</tr>
<tr>
<td>MGT 304</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
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<td>Organizational Behavior</td>
<td>4</td>
</tr>
<tr>
<td>Specialty Courses</td>
<td></td>
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</tr>
<tr>
<td>HRL 320</td>
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<td>4</td>
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<td>HRL 330</td>
<td>I/O Psychology for HR Professionals</td>
<td>4</td>
</tr>
<tr>
<td>HRL 410</td>
<td>Concepts of Recruiting</td>
<td>4</td>
</tr>
<tr>
<td>HRL 431</td>
<td>Corporate Training</td>
<td>4</td>
</tr>
<tr>
<td>HRL 451</td>
<td>Human Resource Information</td>
<td>4</td>
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<tr>
<td>Management</td>
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<td>Total Credit Hours</td>
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</table>

REQUIREMENTS FOR THE ORGANIZATIONAL DIVERSITY SPECIALIST CERTIFICATE
36 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.

<table>
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<th>Course</th>
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<tr>
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<td>Human Resource Fundamentals</td>
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</tr>
<tr>
<td>MGT 304</td>
<td>Principles of Management</td>
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</tr>
<tr>
<td>MGT 344</td>
<td>Organizational Behavior</td>
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</tr>
<tr>
<td>Specialty Courses</td>
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<tr>
<td>HRL 303</td>
<td>Diversity Perspectives in the Workplace</td>
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<td>Ethical Issues in HR Management</td>
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<td>HRL 451</td>
<td>Human Resource Information</td>
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<tr>
<td>Total Credit Hours</td>
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</table>

REQUIREMENTS FOR THE CONFLICT RESOLUTION SPECIALIST CERTIFICATE
36 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.

<table>
<thead>
<tr>
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<tr>
<td>MGT 284</td>
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<td>MGT 304</td>
<td>Principles of Management</td>
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</tr>
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<td>MGT 344</td>
<td>Organizational Behavior</td>
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<tr>
<td>Specialty Courses</td>
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<tr>
<td>HRL 303</td>
<td>Diversity Perspectives in the Workplace</td>
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<td>HRL 340</td>
<td>Ethical Issues in HR Management</td>
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</table>
Human Resource Leadership - continued

REQUIREMENTS FOR THE EMPLOYMENT SPECIALIST CERTIFICATE
(Pending Regulatory Approval)

36 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.

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<td>MGT 304</td>
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</tr>
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<td>HRL 320</td>
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</tr>
<tr>
<td>HRL 451</td>
<td>Human Resource Information Management</td>
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</table>

Total Credit Hours 36

REQUIREMENTS FOR THE COMPENSATION SPECIALIST CERTIFICATE
(Pending Regulatory Approval)

36 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.

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<tbody>
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<td>HRL 404</td>
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</tr>
<tr>
<td>MGT 284</td>
<td>Human Resource Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>MGT 304</td>
<td>Principles of Management</td>
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<tr>
<td>MGT 344</td>
<td>Organizational Behavior</td>
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</tr>
<tr>
<td>HRL 320</td>
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<td>Employee Benefit Fundamentals</td>
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<td>Compensation Management</td>
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<td>HRL 451</td>
<td>Human Resource Information Management</td>
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</table>

Total Credit Hours 36
**Administrative Management**

**CAREER DIPLOMA**

Businesses are continually searching for graduates who have the knowledge and basic skills to manage. While nothing can take the place of experience, it takes the basic knowledge of management to even gain the opportunity to show what can be achieved. This career-in-less-than-a-year program is designed to enable students to learn about accounting, computers, and supervision principles. Equipped with these essentials, graduates are prepared to launch a career as a small business management trainee.

**REQUIREMENTS FOR DIPLOMA**

52 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.

<table>
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<tr>
<th>Course</th>
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<td>ACT 102</td>
<td>Principles of Accounting II</td>
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<tr>
<td>ACT 103</td>
<td>Principles of Accounting III</td>
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</tr>
<tr>
<td>BUS 204</td>
<td>Introduction to Business Law and Ethics</td>
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<td>BUS 224</td>
<td>Professional Development</td>
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<tr>
<td>CSC 106</td>
<td>Computer Concepts</td>
<td>4</td>
</tr>
<tr>
<td>CSC 118</td>
<td>Computer Applications I</td>
<td>4</td>
</tr>
<tr>
<td>CSC 218</td>
<td>Computer Applications II</td>
<td>4</td>
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<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>4</td>
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<tr>
<td>FYE 101</td>
<td>Information Literacy</td>
<td>4</td>
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<tr>
<td>MGT 114</td>
<td>Business Organization and Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 274</td>
<td>Basic Supervision</td>
<td>4</td>
</tr>
<tr>
<td>MTH 101</td>
<td>College Mathematics</td>
<td>4</td>
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</tbody>
</table>

**Total Credit Hours** 52

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**Marketing Management**

**CAREER DIPLOMA**

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 DIPLOMA**

72 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
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<tbody>
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<td>Principles of Accounting I</td>
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<tr>
<td>ACT 102</td>
<td>Principles of Accounting II</td>
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<tr>
<td>ACT 211</td>
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<tr>
<td>BUS 204</td>
<td>Introduction to Business Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>BUS 224</td>
<td>Professional Development</td>
<td>4</td>
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<tr>
<td>CSC 106</td>
<td>Computer Concepts</td>
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</tr>
<tr>
<td>CSC 118</td>
<td>Computer Applications I</td>
<td>4</td>
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<td>CSC 218</td>
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<tr>
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<tr>
<td>FYE 101</td>
<td>Information Literacy</td>
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<td>MGT 114</td>
<td>Business Organization and Management</td>
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<td>MKT 207*</td>
<td>Introduction to Marketing Media</td>
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</tr>
<tr>
<td>MKT 209</td>
<td>Advanced Marketing Media</td>
<td>4</td>
</tr>
<tr>
<td>MKT 215</td>
<td>Principles of Sales Presentations</td>
<td>4</td>
</tr>
<tr>
<td>MKT 244</td>
<td>Principles of Advertising</td>
<td>4</td>
</tr>
<tr>
<td>MKT 265</td>
<td>Principles of e-Marketing</td>
<td>4</td>
</tr>
<tr>
<td>MTH 101</td>
<td>College Mathematics</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 72

*MKT 207 may be substituted with CSC 206 Desktop Publishing.*
Business Administration

CAREER DIPLOMA

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. Positions as managers or management trainees provide both challenging responsibilities and good salaries.

REQUIREMENTS FOR DIPLOMA

52 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 101</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACT 102</td>
<td>Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACT 103</td>
<td>Principles of Accounting III</td>
<td>4</td>
</tr>
<tr>
<td>BUS 204</td>
<td>Introduction to Business Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>BUS 224</td>
<td>Professional Development</td>
<td>4</td>
</tr>
<tr>
<td>CSC 106</td>
<td>Computer Concepts</td>
<td>4</td>
</tr>
<tr>
<td>CSC 118</td>
<td>Computer Applications I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>4</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Information Literacy</td>
<td>4</td>
</tr>
<tr>
<td>MGT 114</td>
<td>Business Organization and Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 254</td>
<td>Small Business Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 274</td>
<td>Basic Supervision</td>
<td>4</td>
</tr>
<tr>
<td>MTH 101</td>
<td>College Mathematics</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credit Hours 52

Business Management

ASSOCIATE OF SCIENCE (A.S.) DEGREE

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 profit 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 educations.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

100 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.

<table>
<thead>
<tr>
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<th>Titles</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACT 101</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACT 102</td>
<td>Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACT 103</td>
<td>Principles of Accounting III</td>
<td>4</td>
</tr>
<tr>
<td>ACT 111</td>
<td>Computerized Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACT 211</td>
<td>Cost Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 204</td>
<td>Introduction to Business Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>BUS 224</td>
<td>Professional Development</td>
<td>4</td>
</tr>
<tr>
<td>COM 214</td>
<td>Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>CSC 106</td>
<td>Computer Concepts</td>
<td>4</td>
</tr>
<tr>
<td>CSC 118</td>
<td>Computer Applications I</td>
<td>4</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 102</td>
<td>Composition II</td>
<td>4</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Information Literacy</td>
<td>4</td>
</tr>
<tr>
<td>MGT 114</td>
<td>Business Organization and Management</td>
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<tr>
<td>MGT 254</td>
<td>Small Business Management</td>
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<tr>
<td>MGT 274</td>
<td>Basic Supervision</td>
<td>4</td>
</tr>
<tr>
<td>MGT 284</td>
<td>Human Resource Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>MKT 114</td>
<td>Introduction to Marketing</td>
<td>4</td>
</tr>
<tr>
<td>MTH 101</td>
<td>College Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MTH 201</td>
<td>College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

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. A total of 28 hours of General Education courses are required.

Free Electives (8 Credit Hours) 8

Students may choose from any classes outside their field of study. Class availability will vary from quarter to quarter.

Total Credit Hours 100
Marketing and Sales Management

ASSOCIATE OF SCIENCE (A.S.) DEGREE

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: 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 101</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACT 102</td>
<td>Principles of Accounting II</td>
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<td>ACT 103</td>
<td>Principles of Accounting III</td>
<td>4</td>
</tr>
<tr>
<td>ACT 211</td>
<td>Cost Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 204</td>
<td>Introduction to Business Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>BUS 224</td>
<td>Professional Development</td>
<td>4</td>
</tr>
<tr>
<td>COM 214</td>
<td>Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>CSC 106</td>
<td>Computer Concepts</td>
<td>4</td>
</tr>
<tr>
<td>CSC 118</td>
<td>Computer Applications I</td>
<td>4</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>4</td>
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<tr>
<td>ENG 102</td>
<td>Composition II</td>
<td>4</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Information Literacy</td>
<td>4</td>
</tr>
<tr>
<td>MGT 114</td>
<td>Business Organization and Management</td>
<td>4</td>
</tr>
<tr>
<td>MKT 114</td>
<td>Introduction to Marketing</td>
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<tr>
<td>MKT 207*</td>
<td>Introduction to Marketing Media</td>
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<tr>
<td>MKT 209</td>
<td>Advanced Marketing Media</td>
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<td>MKT 215</td>
<td>Principles of Sales Presentations</td>
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<td>MKT 244</td>
<td>Principles of Advertising</td>
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<tr>
<td>MKT 265</td>
<td>Principles of e-Marketing</td>
<td>4</td>
</tr>
<tr>
<td>MKT 295</td>
<td>Marketing Essentials</td>
<td>4</td>
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<tr>
<td>MTH 101</td>
<td>College Mathematics</td>
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</tr>
<tr>
<td>MTH 201</td>
<td>College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credit Hours 92

*MKT 207* may be substituted with CSC 206 Desktop Publishing.

Supply Chain Management

ASSOCIATE OF SCIENCE (A.S.) DEGREE

Supply Chain 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 supply chain management rounded off with General Education provide a means for entering and succeeding as a manager. There is a constant need for managers because Kentucky, and in particular, Louisville, has been one of the leading areas in the United States in warehousing and distribution, a vital part of the supply chain.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

96 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.

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
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<tr>
<td>ACT 211</td>
<td>Cost Accounting</td>
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</tr>
<tr>
<td>BUS 204</td>
<td>Introduction to Business Law and Ethics</td>
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<td>BUS 224</td>
<td>Professional Development</td>
<td>4</td>
</tr>
<tr>
<td>COM 214</td>
<td>Public Speaking</td>
<td>4</td>
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<tr>
<td>CSC 106</td>
<td>Computer Concepts</td>
<td>4</td>
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<tr>
<td>CSC 118</td>
<td>Computer Applications I</td>
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<td>ECO 201</td>
<td>Microeconomics</td>
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<tr>
<td>ENG 101</td>
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<tr>
<td>ENG 102</td>
<td>Composition II</td>
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<tr>
<td>FYE 101</td>
<td>Information Literacy</td>
<td>4</td>
</tr>
<tr>
<td>SCM 101</td>
<td>History and Evolution of Logistics and Supply Chain Management</td>
<td>4</td>
</tr>
<tr>
<td>SCM 102</td>
<td>Logistics/Supply Chain Process</td>
<td>4</td>
</tr>
<tr>
<td>SCM 201</td>
<td>Customer Service Strategies in Logistics Management</td>
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</tr>
<tr>
<td>SCM 203</td>
<td>Logistics Order Processing and Information Systems</td>
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<tr>
<td>SCM 295</td>
<td>Administration of Transportation</td>
<td>4</td>
</tr>
<tr>
<td>MGT 114</td>
<td>Business Organization and Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 274</td>
<td>Basic Supervision</td>
<td>4</td>
</tr>
<tr>
<td>MTH 101</td>
<td>College Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MTH 201</td>
<td>College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

General Studies Elective (4 Additional Credit Hours)

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. A total of 28 hours of General Education courses are required.

Total Credit Hours 96
Justice and Public Safety Administration

ASSOCIATE OF SCIENCE (A.S.) DEGREE

This program will introduce students to potential careers in: law enforcement, corrections, social services, firefighting, emergency management, or private security. This program includes the various knowledge and skill sets required in those various professions. 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

108 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BUS 224</td>
<td>Professional Development</td>
<td>4</td>
</tr>
<tr>
<td>COM 214</td>
<td>Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>CSC 106</td>
<td>Computer Concepts</td>
<td>4</td>
</tr>
<tr>
<td>CSC 118</td>
<td>Computer Applications I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 102</td>
<td>Composition II</td>
<td>4</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Information Literacy</td>
<td>4</td>
</tr>
<tr>
<td>MGT 114</td>
<td>Business Organization and Management</td>
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</tr>
<tr>
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<td>Basic Supervision</td>
<td>4</td>
</tr>
<tr>
<td>MGT 284</td>
<td>Human Resource Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>MTH 101</td>
<td>College Mathematics</td>
<td>4</td>
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<tr>
<td>PSA 101</td>
<td>Crime in the United States</td>
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<tr>
<td>PSA 102</td>
<td>Introduction to Legal Systems</td>
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<tr>
<td>PSA 154</td>
<td>Theory of Crime Causation</td>
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<td>PSA 160</td>
<td>Introduction to Law Enforcement</td>
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<tr>
<td>PSA 164</td>
<td>Corrections, Probation and Parole</td>
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<td>PSA 165</td>
<td>Juvenile Delinquency and Juvenile Justice</td>
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<td>PSA 230</td>
<td>Emergency Management</td>
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<td>PSA 248</td>
<td>Crime Prevention</td>
<td>4</td>
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<td>PSA 255</td>
<td>Ethics for Public Safety Professionals</td>
<td>4</td>
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<td>PSA 260</td>
<td>Spanish for Public Safety Professionals</td>
<td>4</td>
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<tr>
<td>PSA 280</td>
<td>Criminal Law for Public Safety Professionals</td>
<td>4</td>
</tr>
<tr>
<td>PSY 214</td>
<td>Introduction to Psychology</td>
<td>4</td>
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</tbody>
</table>

General Studies Elective (4 Additional Credit Hours) 4

Students must choose one additional 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.

Free Electives (12 Credit Hours) 12

Students may choose from any classes outside their field of study. Class availability will vary from quarter to quarter.

Total Credit Hours 108

COLLEGE OF BUSINESS ADMINISTRATION

BACHELOR OF SCIENCE (B.S.) DEGREE

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.

REQUIREMENTS FOR THE BACHELOR DEGREE

180 Credit Hours  
Length: 18 months beyond the associate degree

Completion of the Associate degree in Justice and Public Safety Administration from Sullivan University or its equivalent plus the following classes (see the Undergraduate Admissions section for a description of Sullivan’s 2+2 programs):

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CMM 401</td>
<td>Principles of Conflict Resolution</td>
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<tr>
<td>CMM 402</td>
<td>Managing Diversity</td>
<td>4</td>
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<tr>
<td>CMM 403</td>
<td>The Manager as Negotiator</td>
<td>4</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Microeconomics</td>
<td>4</td>
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<tr>
<td>ECO 202</td>
<td>Macroeconomics</td>
<td>4</td>
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<tr>
<td>ENG 204</td>
<td>Advanced Writing</td>
<td>4</td>
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<tr>
<td>(Any 300 or 400) Elective</td>
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<td>4</td>
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<tr>
<td>MGT 304</td>
<td>Principles of Management</td>
<td>4</td>
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<tr>
<td>MGT 340</td>
<td>Budget Analysis</td>
<td>4</td>
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<tr>
<td>MGT 344</td>
<td>Organizational Behavior</td>
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<tr>
<td>MGT 404</td>
<td>Management Decision Making</td>
<td>4</td>
</tr>
<tr>
<td>MTH 201</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MTH 202</td>
<td>Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>PSA 301</td>
<td>Introduction to Systems of Social Control</td>
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<tr>
<td>PSA 303</td>
<td>Occupational and White Collar Crime</td>
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<tr>
<td>PSA 304</td>
<td>Current Issues in Terrorism</td>
<td>4</td>
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<tr>
<td>PSA 310</td>
<td>Criminology</td>
<td>4</td>
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<tr>
<td>PSA 398</td>
<td>Research Methods for Public Safety Professionals</td>
<td>4</td>
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<td>PSA 401</td>
<td>Criminalistics</td>
<td>4</td>
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<tr>
<td>PSA 402</td>
<td>Current Issues in Public Safety Administration</td>
<td>4</td>
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<td>PSA 404</td>
<td>Senior Seminar in Justice and Public Safety Administration</td>
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<tr>
<td>PSA 498</td>
<td>Externship in JPSA</td>
<td>4</td>
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</table>

Credit Hours 88

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.

A total of 48 hours of general studies courses is required for graduation with the Bachelor’s degree.

Free Electives (80 Additional Credit Hours) 80

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
### Business Administration

**BACHELOR OF SCIENCE (B.S.) DEGREE**

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

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

Upper division classes are conducted 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 DEGREE**

180 Credit Hours

Length: 18 months beyond the associate degree

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

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
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<tbody>
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<td><strong>Business Core Courses</strong> (60 Credit Hours)</td>
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<tr>
<td>BUS 424</td>
<td>International Business</td>
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<td>CMM 401</td>
<td>Principles of Conflict Resolutions</td>
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<tr>
<td>ECO 202</td>
<td>Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>ENG 204</td>
<td>Advanced Writing</td>
<td>4</td>
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<tr>
<td>FIN 324</td>
<td>Financial Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 304</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 330</td>
<td>Information Systems for Managers</td>
<td>4</td>
</tr>
<tr>
<td>MGT 344</td>
<td>Organizational Behavior</td>
<td>4</td>
</tr>
<tr>
<td>MGT 434*</td>
<td>Operation Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 464</td>
<td>Business Policy</td>
<td>4</td>
</tr>
<tr>
<td>MKT 304</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>MTH 201</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MTH 202</td>
<td>Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MTH 301</td>
<td>Quantitative Methods</td>
<td>4</td>
</tr>
<tr>
<td>PHL 464</td>
<td>Ethics</td>
<td>4</td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
<td></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

*MGT 434 is not required for the Supply Chain Management Concentrations.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Computer Systems</strong> (16 Credit Hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSC 364</td>
<td>Systems Analysis and Design</td>
<td>4</td>
</tr>
<tr>
<td>CSC 414</td>
<td>Senior Seminar in Information Technology</td>
<td>4</td>
</tr>
<tr>
<td>300 or 400 Level CSC Electives (2)</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td><strong>Finance</strong> (16 Credit Hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIN 334</td>
<td>Investments</td>
<td>4</td>
</tr>
<tr>
<td>FIN 344</td>
<td>Analysis of Financial Statement</td>
<td>4</td>
</tr>
<tr>
<td>FIN 354</td>
<td>Security Analysis and Portfolio Management</td>
<td>4</td>
</tr>
<tr>
<td>FIN 364</td>
<td>International Finance</td>
<td>4</td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td><strong>Healthcare Management</strong> (16 Credit Hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCA 301</td>
<td>Principles of Healthcare Management</td>
<td>4</td>
</tr>
<tr>
<td>HCA 302</td>
<td>Legal Aspects and Compliance of Healthcare</td>
<td>4</td>
</tr>
<tr>
<td>HCA 401</td>
<td>Principles of Healthcare Finance</td>
<td>4</td>
</tr>
<tr>
<td>HCA 402</td>
<td>Senior Seminar in Healthcare Topics</td>
<td>4</td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td><strong>Supply Chain Management</strong> (20 Credit Hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCM 301</td>
<td>Introduction to Logistics and Systems Support</td>
<td>4</td>
</tr>
<tr>
<td>SCM 302</td>
<td>Overview of Procurement Practices</td>
<td>4</td>
</tr>
<tr>
<td>SCM 401</td>
<td>Managing Warehouse Operations</td>
<td>4</td>
</tr>
<tr>
<td>SCM 402</td>
<td>Supply Chain Inventory Planning</td>
<td>4</td>
</tr>
<tr>
<td>SCM 403</td>
<td>Logistics and Distribution Management Externship</td>
<td>4</td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
<td></td>
<td><strong>20</strong></td>
</tr>
<tr>
<td><strong>Management</strong> (16 Credit Hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGT 324</td>
<td>Human Resource Leadership</td>
<td>4</td>
</tr>
<tr>
<td>MGT 364</td>
<td>Analysis of Management Systems</td>
<td>4</td>
</tr>
<tr>
<td>MGT 404</td>
<td>Management Decision Making</td>
<td>4</td>
</tr>
<tr>
<td>MGT 424</td>
<td>Senior Seminar in Management Topics</td>
<td>4</td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td><strong>Marketing</strong> (16 Credit Hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 324</td>
<td>Marketing Research</td>
<td>4</td>
</tr>
<tr>
<td>MKT 334</td>
<td>Sales Management</td>
<td>4</td>
</tr>
<tr>
<td>MKT 444</td>
<td>Brand Management</td>
<td>4</td>
</tr>
<tr>
<td>MKT 465</td>
<td>Senior Seminar in Marketing Topics</td>
<td>4</td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td><strong>General Studies Electives</strong> (16 Additional Credit Hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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 other 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. A total of 48-52 hours of General Education classes are required for graduation with the B.S.B.A. degree. Free Electives (88 Additional Credit Hours)</td>
<td>88</td>
<td></td>
</tr>
</tbody>
</table>

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 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**

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 a degree completion program. An Associate degree or the equivalent number of hours is required for admission at the junior level. This is considered an online program and while all HRL courses are offered online only, other classes can be taken on campus during the day and evening.

**REQUIREMENTS FOR THE BACHELOR DEGREE**

180 Credit Hours minimum
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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMM 403</td>
<td>The Manager as Negotiator</td>
<td>4</td>
</tr>
<tr>
<td>CSC 118</td>
<td>Computer Applications I</td>
<td>4</td>
</tr>
<tr>
<td>ECO 202</td>
<td>Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>HRL 303</td>
<td>Diversity Perspectives in the Workplace</td>
<td>4</td>
</tr>
<tr>
<td>HRL 310</td>
<td>Human Resource Perspectives in Counseling</td>
<td>4</td>
</tr>
<tr>
<td>HRL 320</td>
<td>Organizational Development</td>
<td>4</td>
</tr>
<tr>
<td>HRL 330</td>
<td>I/O Psychology for the HR Professional</td>
<td>4</td>
</tr>
<tr>
<td>HRL 340</td>
<td>Ethical Issues in Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>HRL 404</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>HRL 410</td>
<td>Concepts of Recruiting</td>
<td>4</td>
</tr>
<tr>
<td>HRL 411</td>
<td>Industrial Relations</td>
<td>4</td>
</tr>
<tr>
<td>HRL 431</td>
<td>Corporate Training</td>
<td>4</td>
</tr>
<tr>
<td>HRL 441</td>
<td>Compensation Management</td>
<td>4</td>
</tr>
<tr>
<td>HRL 451</td>
<td>Human Resource Information Management</td>
<td>4</td>
</tr>
<tr>
<td>HRL 465</td>
<td>Health and Safety in the Workplace</td>
<td>4</td>
</tr>
<tr>
<td>HRL 471</td>
<td>Project in Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 304</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 340</td>
<td>Budget Analysis</td>
<td>4</td>
</tr>
<tr>
<td>MGT 344</td>
<td>Organizational Behavior</td>
<td>4</td>
</tr>
<tr>
<td>Elective</td>
<td>Any 300 or 400 Level class</td>
<td>4</td>
</tr>
</tbody>
</table>

Select one class below: (4 Credit Hours)

- HRL 475 Seminar in Human Resources
- HRL 498/499 HRL Externship
- LDR 401 Essentials of Leadership

**Credit Hours** 84

**General Studies (48 Additional Credit Hours)**

See specific General Education class requirements listed previously in this catalog.

**Free Electives (48 Additional Credit Hours)**

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

**Total Credit Hours** 180
Interdisciplinary Studies

BACHELOR OF SCIENCE (B.S.) DEGREE

The Bachelor of Science degree in Interdisciplinary Studies provides the opportunity for mature adult learners to individualize their college education by creating a degree program that includes the study of two disciplines. Working closely with an advisor, a student forms a program of study that most effectively supports his or her desired goals. The degree requires 180 total quarter hours, of which 40 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 (credit by examination, credit for military/corporate training, and/or credit by portfolio).

REQUIREMENTS FOR THE BACHELOR 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.

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education (56 Credit Hours)</td>
</tr>
<tr>
<td>Humanities and Fine Arts (12 Credit Hours)</td>
</tr>
<tr>
<td>Communications (16 Credit Hours)</td>
</tr>
<tr>
<td>Natural Sciences and Mathematics (20 Credit Hours)</td>
</tr>
<tr>
<td>Social and Behavioral Sciences (8 Credit Hours)</td>
</tr>
<tr>
<td>Concentration Area #1 (20 Credit Hours)</td>
</tr>
<tr>
<td>Concentration Area #2 (20 Credit Hours)</td>
</tr>
<tr>
<td>Free Electives (84 Credit Hours)</td>
</tr>
<tr>
<td>Total Credit hours</td>
</tr>
<tr>
<td>180</td>
</tr>
</tbody>
</table>

BSIS Concentrations may only be in an area currently offered as a Bachelor Degree at Sullivan University.

Possible concentrations include:
Accounting
Computer Systems
Finance
Healthcare Management
Hospitality Management
Human Resource Leadership
Justice and Public Safety Administration
Information Technology
Supply Chain Management
Management
Marketing
The College of Information and Computer Technology

The College of Information and Computer Technology 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.

CAREER CERTIFICATE, CAREER-IN-A-YEAR DIPLOMA, ASSOCIATE AND BACHELOR DEGREE PROGRAMS

Programs

IT Academy

<table>
<thead>
<tr>
<th>Program</th>
<th>Campuses Where Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network Support Administration and Security Certificate*</td>
<td>Louisville, Lexington</td>
</tr>
<tr>
<td>System Design and Application Programming Certificate*</td>
<td>Louisville</td>
</tr>
<tr>
<td>System Support and Administration*</td>
<td>Louisville, Ft. Knox</td>
</tr>
<tr>
<td>Virtualization</td>
<td>Louisville, Ft. Knox</td>
</tr>
<tr>
<td>Security</td>
<td>Louisville, Lexington, Ft. Knox</td>
</tr>
<tr>
<td>Enterprise</td>
<td>Louisville, Ft. Knox</td>
</tr>
<tr>
<td>Project +</td>
<td>Louisville, Ft. Knox</td>
</tr>
</tbody>
</table>

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 class module is 11 weeks in length. Each module includes 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. All completed courses can be transferable to several degree programs with live, online, and hybrid course options.

Office Technology

<table>
<thead>
<tr>
<th>Program</th>
<th>Campuses Where Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Administrative Assistant Diploma</td>
<td>Louisville, Lexington</td>
</tr>
<tr>
<td>Legal Administrative Assistant Diploma</td>
<td>Louisville, Lexington</td>
</tr>
<tr>
<td>Medical Administrative Assistant Diploma</td>
<td>Louisville, Lexington</td>
</tr>
<tr>
<td>Administrative Office Management Associate of Science (A.S.) Degree</td>
<td>Louisville, Lexington</td>
</tr>
<tr>
<td>Legal Office Management Associate of Science (A.S.) Degree</td>
<td>Louisville, Lexington</td>
</tr>
<tr>
<td>Medical Office Management Associate of Science (A.S.) Degree</td>
<td>Louisville, Lexington</td>
</tr>
<tr>
<td>Office Administration Associate of Science (A.S.) Degree</td>
<td>Ft. Knox</td>
</tr>
</tbody>
</table>

Computer Science

<table>
<thead>
<tr>
<th>Program</th>
<th>Campuses Where Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology Diploma</td>
<td>Louisville, Lexington, Ft. Knox</td>
</tr>
<tr>
<td>Computer Information Technology Associate of Science (A.S.) Degree</td>
<td>Louisville, Lexington, Ft. Knox</td>
</tr>
<tr>
<td>Information Technology Associate of Science (A.S.) Degree</td>
<td>Louisville, Lexington, Ft. Knox</td>
</tr>
<tr>
<td>Information Technology Bachelor of Science (B.S.I.T.) Degree</td>
<td>Louisville, Lexington, Ft. Knox</td>
</tr>
</tbody>
</table>

*All certificates are perpetual based on the successful completion of program requisites at the time the certificate was issued. 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.
CERTIFICATE

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 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNP 330</td>
<td>Introduction to Cisco Networks</td>
<td>4</td>
</tr>
<tr>
<td>CNP 332</td>
<td>Designing Cisco Networks</td>
<td>4</td>
</tr>
<tr>
<td>CNP 340</td>
<td>Cisco Security I</td>
<td>4</td>
</tr>
<tr>
<td>CNP 342</td>
<td>Cisco Security II</td>
<td>4</td>
</tr>
<tr>
<td>CNP 350</td>
<td>Building Scalable Cisco Internetworks</td>
<td>4</td>
</tr>
<tr>
<td>CNP 352</td>
<td>Building Cisco Multi-Layer Switched Networks</td>
<td>4</td>
</tr>
<tr>
<td>CNP 450</td>
<td>Implementing Secure Converged WANs</td>
<td>4</td>
</tr>
<tr>
<td>CNP 452</td>
<td>Optimizing Converged Cisco Networks</td>
<td>4</td>
</tr>
</tbody>
</table>

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
System Design and Application Programming

CERTIFICATE

This one year program prepares the student for a range of industry-recognized professional certfications 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 System Design and Application Programming (S.D.A.P.) 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 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSD 105</td>
<td>CIW Foundations Course</td>
<td>4</td>
</tr>
<tr>
<td>MSD 106</td>
<td>CIW v5 Site Designer Course</td>
<td>4</td>
</tr>
<tr>
<td>MSD 107</td>
<td>Introduction to Programming in C#</td>
<td>4</td>
</tr>
<tr>
<td>MSD 201</td>
<td>Developing Web Applications Using Microsoft Visual Studio 2008</td>
<td>4</td>
</tr>
<tr>
<td>MSD 203</td>
<td>Advanced Web Application Development</td>
<td>4</td>
</tr>
<tr>
<td>MSD 205</td>
<td>Core Foundations of Microsoft®.NET Framework 2.0 Development</td>
<td>4</td>
</tr>
<tr>
<td>MDB 206</td>
<td>Advanced Foundations of Microsoft®.NET Framework 2.0 Development</td>
<td>4</td>
</tr>
<tr>
<td>MDB 103</td>
<td>Advanced Database Access in Web Application</td>
<td>4</td>
</tr>
</tbody>
</table>

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

SECURITY - ENTERPRISE - VIRTUALIZATION - PROJECT +

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. Taking these programs through an IT Academy not only provides students with more hands-on training over an extended period, it also allows them to receive college credit for completing the program, which can be applied to an Associate or Bachelor of Science degree.

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MNE 108</td>
<td>Computer Hardware Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>MNE 109</td>
<td>Computer Network Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>MNE 111</td>
<td>Administrating Windows 7</td>
<td>4</td>
</tr>
<tr>
<td>MNE 112</td>
<td>Administrating Windows Server 2008</td>
<td>4</td>
</tr>
<tr>
<td>MNE 210</td>
<td>Active Directory</td>
<td>4</td>
</tr>
<tr>
<td>MNE 211</td>
<td>Network Infrastructure</td>
<td>4</td>
</tr>
<tr>
<td>MNE 313</td>
<td>Computer Security Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>MNE 320</td>
<td>Certified Ethical Hacking</td>
<td>4</td>
</tr>
</tbody>
</table>

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 As+, 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MNE 241</td>
<td>Windows Server 2008 Application Infrastructure</td>
<td>4</td>
</tr>
<tr>
<td>MNE 347</td>
<td>Windows Server 2008 Enterprise Administration</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credit Hours: 32

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MNE 108</td>
<td>Computer Hardware Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>MNE 109</td>
<td>Computer Network Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>MNE 111</td>
<td>Administrating Windows 7</td>
<td>4</td>
</tr>
<tr>
<td>MNE 112</td>
<td>Administrating Windows Server 2008</td>
<td>4</td>
</tr>
<tr>
<td>MNE 210</td>
<td>Active Directory</td>
<td>4</td>
</tr>
<tr>
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<td>MNE 325</td>
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</table>

Total Credit Hours: 32

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

Executive Administrative Assistant

CAREER DIPLOMA

The Executive Administrative Assistant in the modern office is the pivot point for all office activities. This person is the “right hand” of the executive, as well as the one who makes sure that communications flow smoothly and effectively. Meeting business leaders and VIP guests, setting and coordinating schedules for key executives and much more are all part of the Executive Administrative Assistant’s full and exciting day.

REQUIREMENTS FOR DIPLOMA

76 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.

<table>
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<tr>
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<td>AOM 200</td>
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<td>AOM 206</td>
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<tr>
<td>BUS 204</td>
<td>Introduction to Business Law and Ethics</td>
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<tr>
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<tr>
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</table>

Total Credit Hours 76

Office Technology

Legal Administrative Assistant

CAREER DIPLOMA

The legal field offers many exciting career opportunities. The development of a sound legal vocabulary, familiarity with legal routines and an introduction to procedures and documents common to the legal environment are all presented in the Legal Administrative Assistant Program.

Students in this program gain the competence required for positions in the offices of attorneys, judges, federal and government officials, municipal and state legal departments, and public corporations.

REQUIREMENTS FOR DIPLOMA

76 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.

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<td>Law, Ethics and Legal Practice</td>
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<td>SEC 214</td>
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<td>4</td>
</tr>
<tr>
<td>WPR 201</td>
<td>Word Processing II</td>
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</table>

Total Credit Hours 76
Office Technology

Medical Administrative Assistant

CAREER DIPLOMA
The medical field is one of the most rapidly growing career areas today and offers a variety of professional opportunities helping and working with patients, physicians, and medical administrators. Excellent written and verbal communication skills, computer proficiency, and a thorough understanding of medical terminology are necessary requirements for success in the medical office management field.

Opportunities for graduates of this program are available in hospitals, doctors’ offices, medical clinics and laboratories, health management organizations, and insurance companies.

REQUIREMENTS FOR DIPLOMA
76 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.

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Total Credit Hours 76

Office Technology

Administrative Office Management

ASSOCIATE OF SCIENCE (A.S.) DEGREE
Adding General Education classes and advanced classes to the Executive Administrative Assistant diploma can qualify you for an Associate of Science degree in Administrative Office Management. Completing an A.S. degree at Sullivan broadens students career opportunities in the office management field and increases their potential chances for more rapid promotion, advancement, and management opportunities.

REQUIREMENTS FOR ASSOCIATE DEGREE
100 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.

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<td>BUS 204</td>
<td>Introduction to Business Law and Ethics</td>
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<td>COM 214</td>
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<td>MGT 274</td>
<td>Basic Supervision</td>
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<tr>
<td>WPR 201</td>
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</table>

*Additional Credit Hours

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. A total of 24 hours of General Education credits is required.

Total Credit Hours 100

*Fort Knox students only, substitute a Natural Science/ Mathematics Elective and a Free Elective for KEY110 and AOM200.

COLLEGE OF INFORMATION AND COMPUTER TECHNOLOGY
ASSOCIATE OF SCIENCE (A.S.) DEGREE

The Associate of Science degree with a Legal Office Management concentration can create many opportunities in the legal field. The A.S. degree combines the solid skills gained from the Legal Administrative Assistant diploma with more General Education and specialized courses to round out the student's career education. The A.S. degree will also enhance the graduate's potential for more upward mobility in the modern legal office.

REQUIREMENTS FOR ASSOCIATE DEGREE

100 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 101 | Principles of Accounting I | 4
BUS 224 | Professional Development | 4
COM 214 | Public Speaking | 4
CSC 106 | Computer Concepts | 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
KEY 105 | Keyboarding Essentials | 4
KEY 110 | Keyboarding Skill Development | 4
LSS 120 | Law, Ethics and Legal Practice | 4
LSS 134 | Legal Terminology | 4
LSS 200 | Legal Office Transcription | 4
LSS 210 | Legal Office Procedures | 4
LSS 250 | Legal Office Practicum | 4
MGT 114 | Business Organization and Management | 4
MGT 274 | Basic Supervision | 4
MGT 284 | Human Resource Fundamentals | 4
MTH 101 | College Mathematics | 4
SEC 214 | Administrative Systems and Procedures | 4
WPR 101 | Word Processing I | 4
WPR 201 | Word Processing II | 4

General Studies Electives (8 Additional Credit Hours) | 8

Students must choose two additional General Education classes, including 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. A total of 24 hours of General Education credits is required.

Total Credit Hours | 100

ASSOCIATE OF SCIENCE (A.S.) DEGREE

The Associate of Science degree program in Medical Office Management focuses on enhancing the student's communication, technology and medical skills. The additional general and medical education that medical office management students receive in the A.S. degree program prepares them for more advanced career opportunities in the medical career area, including management or other office supervisory positions.

REQUIREMENTS FOR ASSOCIATE DEGREE

100 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
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ACT 101 | Principles of Accounting I | 4
BUS 224 | Professional Development | 4
COM 214 | Public Speaking | 4
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CSC 118 | Computer Applications I | 4
CSC 218 | Computer Applications II | 4
ENG 101 | Composition I | 4
ENG 102 | Composition II | 4
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KEY 105 | Keyboarding Essentials | 4
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MTH 101 | College Mathematics | 4
SEC 214 | Administrative Systems and Procedures | 4
WPR 101 | Word Processing I | 4
WPR 201 | Word Processing II | 4

General Studies Electives (8 Additional Credit Hours) | 8

Students must choose two additional General Education classes including 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. A total of 24 hours of General Education credits is required.

Total Credit Hours | 100
Computer Science

Information Technology

CAREER DIPLOMA

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: 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.

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</tbody>
</table>

Total Credit Hours: 72

ASSOCIATE OF SCIENCE (A.S.) DEGREE

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. These courses prepare the graduate for a career in many areas of IT, including:

- Application Support Specialist
- Computer Programmer
- Customer Service Representative
- Database Analyst
- Hardware Support Specialist
- Help Desk Technician
- Network Technician
- PC Support Specialist
- Systems Analyst
- Technical Sales Consultant
- Web Design

REQUIREMENTS FOR THE ASSOCIATE DEGREE

100 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.

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<td>CSC 228</td>
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</table>

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. A total of 28 hours of General Education credits is required.

Total Credit Hours: 100
ASSOCIATE OF SCIENCE (A.S.) DEGREE
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)

System Design and Application Programming
- Certified Internet Webmaster (CIW)
- Microsoft Certified Technology Specialist (MCTS)

System Support and Administration
- CompTIA A+
- CompTIA Network+
- CompTIA Security+
- Windows 7
- Windows Server 2008
- Active Directory
- Infrastructure
- Certified Ethical Hacker (CEH)
- Applications
- Enterprise
- VMware vSphere 4
- VMware Hyper-V

Graduates are eligible to take these certification exams. Completion of courses does not automatically result in certification.

REQUIREMENTS FOR THE ASSOCIATE DEGREE
100 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 101</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUS 224</td>
<td>Professional Development</td>
<td>4</td>
</tr>
<tr>
<td>COM 214</td>
<td>Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>CSC 105</td>
<td>Introduction to Programming</td>
<td>4</td>
</tr>
<tr>
<td>CSC 118</td>
<td>Computer Applications I</td>
<td>4</td>
</tr>
<tr>
<td>CSC 210</td>
<td>Database Design</td>
<td>4</td>
</tr>
<tr>
<td>CSC 272</td>
<td>Principles of System Design</td>
<td>4</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 102</td>
<td>Composition II</td>
<td>4</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Information Literacy</td>
<td>4</td>
</tr>
<tr>
<td>MGT 114</td>
<td>Business Organization and Management</td>
<td>4</td>
</tr>
<tr>
<td>MTH 101</td>
<td>College Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MTH 201</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>Advisor Approved IT Academy and/or Computer Science Electives</td>
<td>40</td>
<td></td>
</tr>
</tbody>
</table>

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. A total of 28 hours of General Education credits is required.

Total Credit Hours 100
Computer Science

Information Technology

BACHELOR OF SCIENCE (B.S.) DEGREE

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 the area of:

- Database Design and Administration
- Network Support and Administration
- Security Design and Administration
- System Design and Application Programming
- 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 such as:

- Computer Programmer
- Data Analyst
- Database Administrator
- Network Analyst
- Programmer/Analyst
- Project Manager
- Security Administrator
- Systems Administrator
- Systems Programmer

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 DEGREE

180 Credit Hours Minimum

Length: 18 months beyond the Associate degree

Associate degree or equivalent plus the following classes (see Undergraduate Admissions section for a description of Sullivan’s 2+2 programs):

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Core Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 204</td>
<td>Introduction to Business Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>ECO 202</td>
<td>Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>ENG 204</td>
<td>Advanced Writing</td>
<td>4</td>
</tr>
<tr>
<td>MGT 304</td>
<td>Principals of Management</td>
<td>4</td>
</tr>
<tr>
<td>MKT 304</td>
<td>Introduction to Marketing</td>
<td>4</td>
</tr>
<tr>
<td>MTH 202</td>
<td>Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MTH 301</td>
<td>Quantitative Methods</td>
<td>4</td>
</tr>
<tr>
<td>MTH 305</td>
<td>Discrete Math</td>
<td>4</td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
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<td><strong>32</strong></td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Information Technology Core Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSC 302</td>
<td>Social, Legal and Ethical Issues in Computing</td>
<td>4</td>
</tr>
<tr>
<td>CSC 303</td>
<td>Computer Operating Systems</td>
<td>4</td>
</tr>
<tr>
<td>CSC 306</td>
<td>Systems Architecture</td>
<td>4</td>
</tr>
<tr>
<td>CSC 364</td>
<td>Systems Analysis and Design</td>
<td>4</td>
</tr>
<tr>
<td>CSC 414</td>
<td>Senior Seminar in Information Technology</td>
<td>4</td>
</tr>
<tr>
<td>CSC 420</td>
<td>IT Project Management</td>
<td>4</td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
<td></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

Computer Science/IT Academy 36

(36 Additional Credit Hours) Students must choose nine additional courses, three of which (12 hours) are required at the 300/400 level (see below for a list of 300/400 level courses) Elective courses are selected in consultation with the student’s faculty advisor to meet the requirements for one or more concentration areas.

Computer Science 300/400 Level Courses (4 Credit Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 311</td>
<td>Fundamentals of E-Business</td>
<td></td>
</tr>
<tr>
<td>CSC 320</td>
<td>Data Structures</td>
<td></td>
</tr>
<tr>
<td>CSC 322</td>
<td>Web Programming</td>
<td></td>
</tr>
<tr>
<td>CSC 405</td>
<td>Advanced Telecommunications and Networking</td>
<td></td>
</tr>
<tr>
<td>CSC 410</td>
<td>Advanced Database Design</td>
<td></td>
</tr>
<tr>
<td>CSC 441</td>
<td>Database Administration</td>
<td></td>
</tr>
<tr>
<td>CSC 450</td>
<td>Software Engineering</td>
<td></td>
</tr>
<tr>
<td>CSC 484</td>
<td>Computer Science Externship</td>
<td></td>
</tr>
</tbody>
</table>

IT Academy courses as available

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. A total of 48 hours of General Education classes is required for Bachelor’s degree completion.

Free Electives (80 Credit Hours) 80

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

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 INFORMATION AND COMPUTER TECHNOLOGY 46
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 Institute for Legal Studies at Sullivan University 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 computerized databases such as LexisNexis® and Westlaw® that enhance the learning potential of all paralegal studies students.

The goals and objectives of The Institute for 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).

**Special Note:** Persons seeking admission to the above programs must not have a record of any felony convictions.

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### CAREER CERTIFICATE, ASSOCIATE AND BACHELOR DEGREE PROGRAMS

<table>
<thead>
<tr>
<th>Programs</th>
<th>Campuses Where Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paralegal Studies Post-Baccalaureate Certificate</td>
<td>Louisville, Lexington</td>
</tr>
<tr>
<td>Paralegal Studies Associate of Science Degree</td>
<td>Louisville, Lexington</td>
</tr>
<tr>
<td>Paralegal Studies Bachelor of Science Degree</td>
<td>Louisville, Lexington</td>
</tr>
</tbody>
</table>

* All PLS core courses require a “C” or better for successful completion.
Paralegal Studies

POST-BACCALAUREATE CERTIFICATE

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 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

56 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 118</td>
<td>Computer Applications 1</td>
<td>4</td>
</tr>
<tr>
<td>PLS 114</td>
<td>Introduction to Law and the Legal System</td>
<td>4</td>
</tr>
<tr>
<td>PLS 134</td>
<td>Legal Research</td>
<td>4</td>
</tr>
<tr>
<td>PLS 144</td>
<td>Legal Writing</td>
<td>4</td>
</tr>
<tr>
<td>PLS 154</td>
<td>Tort Law</td>
<td>4</td>
</tr>
<tr>
<td>PLS 184</td>
<td>Business Organizations and Commercial Practice</td>
<td>4</td>
</tr>
<tr>
<td>PLS 204</td>
<td>Criminal Law</td>
<td>4</td>
</tr>
<tr>
<td>PLS 214</td>
<td>Estate Planning and Administration</td>
<td>4</td>
</tr>
<tr>
<td>PLS 224</td>
<td>Litigation</td>
<td>4</td>
</tr>
<tr>
<td>PLS 234</td>
<td>Real Estate Law</td>
<td>4</td>
</tr>
<tr>
<td>PLS 244</td>
<td>Domestic Relations/Family Law</td>
<td>4</td>
</tr>
<tr>
<td>PLS 262</td>
<td>Basic Legal Ethics</td>
<td>2</td>
</tr>
<tr>
<td>PLS 272</td>
<td>Paralegal Externship or Research Project</td>
<td>2</td>
</tr>
<tr>
<td>PLS 284</td>
<td>Computers in the Law Office</td>
<td>4</td>
</tr>
<tr>
<td>WPR 101</td>
<td>Word Processing I</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credit Hours 56

ASSOCIATE OF SCIENCE (A.S.) DEGREE

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

REQUIREMENTS

100 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 224</td>
<td>Professional Development</td>
<td>4</td>
</tr>
<tr>
<td>COM 214</td>
<td>Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>CSC 118</td>
<td>Computer Applications I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 102</td>
<td>Composition II</td>
<td>4</td>
</tr>
<tr>
<td>MGT 114</td>
<td>Business Organization and Management</td>
<td>4</td>
</tr>
<tr>
<td>MTH 101</td>
<td>College Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>PLS 114</td>
<td>Introduction to Law and the Legal System</td>
<td>4</td>
</tr>
<tr>
<td>PLS 134</td>
<td>Legal Research</td>
<td>4</td>
</tr>
<tr>
<td>PLS 144</td>
<td>Legal Writing</td>
<td>4</td>
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<tr>
<td>PLS 154</td>
<td>Tort Law</td>
<td>4</td>
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<tr>
<td>PLS 184</td>
<td>Business Organizations and Commercial Practice</td>
<td>4</td>
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<tr>
<td>PLS 204</td>
<td>Criminal Law</td>
<td>4</td>
</tr>
<tr>
<td>PLS 214</td>
<td>Estate Planning and Administration</td>
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</tr>
<tr>
<td>PLS 224</td>
<td>Litigation</td>
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<tr>
<td>PLS 234</td>
<td>Real Estate Law</td>
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<td>PLS 244</td>
<td>Domestic Relations/Family Law</td>
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<tr>
<td>PLS 262</td>
<td>Basic Legal Ethics</td>
<td>2</td>
</tr>
<tr>
<td>PLS 272</td>
<td>Paralegal Externship or Research Project</td>
<td>2</td>
</tr>
<tr>
<td>PLS 284</td>
<td>Computers in the Law Office</td>
<td>4</td>
</tr>
<tr>
<td>PSA 260</td>
<td>Spanish for Public Safety Professionals OR</td>
<td>4</td>
</tr>
<tr>
<td>Elective - any topic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WPR 101</td>
<td>Word Processing I</td>
<td>4</td>
</tr>
</tbody>
</table>

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. A total of 32 hours of General Education courses is required.

Total Credit Hours 100

THE INSTITUTE FOR LEGAL STUDIES

48
Paralegal Studies

BACHELOR OF SCIENCE (B.S.) DEGREE

The Bachelor of Science in Paralegal Studies (B.S.P.S.) 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 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 Minimum
Length: 18 months beyond the 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 plus the following classes (see Undergraduate Admissions section for a description of Sullivan’s 2+2 programs):

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 101</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUS 424</td>
<td>International Business</td>
<td>4</td>
</tr>
<tr>
<td>CSC 218</td>
<td>Computer Applications II</td>
<td>4</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td>ECO 202</td>
<td>Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>ENG 204</td>
<td>Advanced Writing</td>
<td>4</td>
</tr>
<tr>
<td>MGT 304</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 344</td>
<td>Organizational Behavior</td>
<td>4</td>
</tr>
<tr>
<td>MKT 304</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>MTH 201</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PLS 302</td>
<td>Applied Legal Ethics</td>
<td>2</td>
</tr>
<tr>
<td>PLS 304</td>
<td>Administrative Law</td>
<td>4</td>
</tr>
<tr>
<td>PLS 314</td>
<td>Advanced Legal Writing with Computer Applications</td>
<td>4</td>
</tr>
<tr>
<td>PLS 404</td>
<td>Advanced Litigation and Appellate Practice</td>
<td>4</td>
</tr>
<tr>
<td>PLS 414</td>
<td>Advanced Real Estate Law</td>
<td>4</td>
</tr>
<tr>
<td>PLS 434</td>
<td>Contemporary Legal Topics</td>
<td>4</td>
</tr>
<tr>
<td>General Studies Elective (4 Additional Credit Hours)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Free Electives (16 Additional Credit Hours)</td>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>

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

Total Credit Hours: 182

Important note: If the associate degree or other transfer credit does not include all of the classes listed in the Sullivan University Associate Degree in Paralegal Studies, those classes must also be completed for the Bachelor’s degree.
Early childhood educators shape lives every day. Graduates may choose a Professional Nanny diploma, or may continue their education and obtain an Associate degree in Early Childhood Education. Professional Nannies work in the homes of their employers, protecting, providing for, and teaching young children. Associate degree graduates may choose to work as child care center directors and combine their knowledge of child development with their managerial skills to create enriching environments. It is hard to imagine a more rewarding and satisfying career.

Today’s child care professional requires a working familiarity and knowledge of basic educational principles, child development and psychology. In addition, child care specialists must possess an understanding of safety and basic medical techniques and as well as be knowledgeable in the areas of nutrition and hygiene.

Sullivan University’s Department of Early Childhood Education prepares the student to enter this fast growing field. Start as a Professional Nanny, or choose to take additional classes to prepare for a management position in a child care facility.

The following are required for admission to these programs:

• Have a high school diploma or equivalent on file.
• Submit transcripts.
• Have experience with children.
• Submit four letters of recommendation.
• Submit a current negative TB test.
• Receive an acceptable score on the Sullivan University entrance evaluation.
• Crime check must be completed, free from any felony convictions and in compliance with Kentucky’s Child Care Regulations.
• Successfully complete an interview with the ECE Director. The Director will be responsible for the final acceptance of any Nanny/Early Childhood Educator applicant based on the above criteria and the Director’s assessment of the candidate for successfully completing the curriculum.
• Child Abuse and Neglect check completed and free of charges.
• Pass initial drug screening test and random periodic screenings throughout externships.
• Sign positive guidance policy and dress code for externships.

### CAREER DIPLOMA AND ASSOCIATE DEGREE PROGRAMS

<table>
<thead>
<tr>
<th>Programs</th>
<th>Campus Where Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Nanny Career Diploma</td>
<td>Louisville, Lexington, Global e-Learning</td>
</tr>
<tr>
<td>Early Childhood Education Associate of Science (A.S.) Degree</td>
<td>Louisville, Lexington, Global e-Learning</td>
</tr>
</tbody>
</table>
Professional Nanny

CAREER DIPLOMA

The training in Sullivan's Professional Nanny Program prepares graduates to work in a private residence as a Nanny worldwide, in a day care center, in a children's hospital, or at a club planning children's activities. The list of nationwide and worldwide career opportunities is long and varied.

Three externships enhance the classroom experience. One is in a child care center working with children of different ages. Another externship is in a private residence working with the mother and baby. The third is with a mother and two or more children.

This program also provides the foundation courses for the Associate of Science Degree in Early Childhood Education.

REQUIREMENTS

70 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 214</td>
<td>Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>CSC 118</td>
<td>Computer Applications I</td>
<td>4</td>
</tr>
<tr>
<td>ECE 104</td>
<td>Introduction to Child Care</td>
<td>4</td>
</tr>
<tr>
<td>ECE 114</td>
<td>Infant Care</td>
<td>4</td>
</tr>
<tr>
<td>ECE 121</td>
<td>Externship I</td>
<td>2</td>
</tr>
<tr>
<td>ECE 123</td>
<td>Safety and Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>ECE 124</td>
<td>Growing Child I</td>
<td>4</td>
</tr>
<tr>
<td>ECE 131</td>
<td>Externship II</td>
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<tr>
<td>ECE 133</td>
<td>Health</td>
<td>4</td>
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<tr>
<td>ECE 141</td>
<td>Externship III</td>
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<tr>
<td>ECE 142</td>
<td>Community Enrichment</td>
<td>4</td>
</tr>
<tr>
<td>ECE 144</td>
<td>Growing Child II</td>
<td>4</td>
</tr>
<tr>
<td>ECE 152</td>
<td>Creative Enrichment</td>
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<tr>
<td>ECE 164</td>
<td>Family Systems</td>
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<tr>
<td>ECE 194</td>
<td>Child Care Professional Development</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>4</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Information Literacy</td>
<td>4</td>
</tr>
<tr>
<td>GEO 244</td>
<td>North American Geography</td>
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</tr>
<tr>
<td>MTH 101</td>
<td>College Mathematics</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credit Hours 70

Early Childhood Education

ASSOCIATE OF SCIENCE (A.S.) DEGREE

Sullivan University’s Early Childhood Education Associate of Science degree includes focused skills in business administration, child care management and employee supervision.

The skills acquired in this program prepare the student to move up into a management position in a child care establishment or to open and manage their own child care facility. This degree also includes the courses needed to apply for the Kentucky Director’s Credential.

REQUIREMENTS

102 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 101</td>
<td>Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>COM 214</td>
<td>Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>CSC 118</td>
<td>Computer Applications I</td>
<td>4</td>
</tr>
<tr>
<td>ECE 104</td>
<td>Introduction to Child Care</td>
<td>4</td>
</tr>
<tr>
<td>ECE 114</td>
<td>Infant Care</td>
<td>4</td>
</tr>
<tr>
<td>ECE 121</td>
<td>Externship I</td>
<td>2</td>
</tr>
<tr>
<td>ECE 123</td>
<td>Safety and Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>ECE 124</td>
<td>Growing Child I</td>
<td>4</td>
</tr>
<tr>
<td>ECE 131</td>
<td>Externship II</td>
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<tr>
<td>ECE 133</td>
<td>Health</td>
<td>4</td>
</tr>
<tr>
<td>ECE 141</td>
<td>Externship III</td>
<td>2</td>
</tr>
<tr>
<td>ECE 142</td>
<td>Community Enrichment</td>
<td>4</td>
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<tr>
<td>ECE 144</td>
<td>Growing Child II</td>
<td>4</td>
</tr>
<tr>
<td>ECE 152</td>
<td>Creative Enrichment</td>
<td>4</td>
</tr>
<tr>
<td>ECE 164</td>
<td>Family Systems</td>
<td>4</td>
</tr>
<tr>
<td>ECE 194</td>
<td>Child Care Professional Development</td>
<td>4</td>
</tr>
<tr>
<td>ECE 201</td>
<td>Special Needs, Evaluation and Assessment</td>
<td>4</td>
</tr>
<tr>
<td>ECE 202</td>
<td>Child Care Administration I</td>
<td>4</td>
</tr>
<tr>
<td>ECE 203</td>
<td>Child Care Administration II</td>
<td>4</td>
</tr>
<tr>
<td>ECE 211</td>
<td>Externship IV</td>
<td>2</td>
</tr>
<tr>
<td>ECE 212</td>
<td>Externship V</td>
<td>2</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 102</td>
<td>Composition II</td>
<td>4</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Information Literacy</td>
<td>4</td>
</tr>
<tr>
<td>GEO 244</td>
<td>North American Geography</td>
<td>4</td>
</tr>
<tr>
<td>MTH 101</td>
<td>College Mathematics</td>
<td>4</td>
</tr>
</tbody>
</table>

General Studies Electives (8 Additional Credit Hours) 8

Students must choose two additional General Education classes, including a psychology course 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. A total of 28 hours of General Education credits is required.

Total Credit Hours 102

EARLY CHILDHOOD EDUCATION
The College of Nursing and Allied Health

The medical field is one of the fastest growing employment areas in the nation. Qualified and credentialed Clinical Assistants (C.A.), Medical Assistants (M.A.), Pharmacy Technicians (Pharm. Tech), Medical Coders and R.N.s with a BSN degree are being sought in all areas of the healthcare industry to meet the demands and changes taking place in the United States.

Programs within the College of Nursing and Allied Health at Sullivan University are designed to meet the needs of the healthcare industry by providing graduates with the training, experience and credentials required for success.

In addition to the requirement outlines under the “Application Procedure” section of the Admission to the University, students in the Medical Assisting program 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. No more than 50% of credits can be transferred from another regionally or nationally accredited college or university.

CAREER DIPLOMA AND ASSOCIATE DEGREE PROGRAMS

<table>
<thead>
<tr>
<th>Programs</th>
<th>Campuses Where Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Assistant Career Diploma</td>
<td>Lexington</td>
</tr>
<tr>
<td>Medical Assisting Associate of Science (A.S.) Degree</td>
<td>Lexington</td>
</tr>
<tr>
<td>Medical Coding*</td>
<td>Louisville, Lexington, Global e-Learning</td>
</tr>
<tr>
<td>Bachelor of Science in Nursing Degree Completion Program*</td>
<td>Louisville, Lexington, Global e-Learning</td>
</tr>
</tbody>
</table>

*Portions of this program must be taken totally online.

All MSS and NUR courses require a “C” or better for successful completion.
Clinical Assistant

CAREER DIPLOMA

The Clinical Assistant (C.A.) Diploma program focuses on providing students with thorough training in the development of their clinical skills. This includes preparing patients, performing CPR and first aid, obtaining and analyzing specimens, performing EKG procedures and sterilizing instruments. Graduates of this program will be qualified to assist in laboratories, physicians’ offices, clinics and hospitals.

REQUIREMENTS

76 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 224</td>
<td>Professional Development</td>
<td>4</td>
</tr>
<tr>
<td>COM 214</td>
<td>Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I or</td>
<td>4</td>
</tr>
<tr>
<td>ENG 102</td>
<td>Composition II</td>
<td>4</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Information Literacy</td>
<td>4</td>
</tr>
<tr>
<td>KEY 105</td>
<td>Keyboarding Essentials</td>
<td>4</td>
</tr>
<tr>
<td>MSS 104</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MSS 115</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>MSS 124</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MSS 134</td>
<td>Anatomy and Physiology III</td>
<td>4</td>
</tr>
<tr>
<td>MSS 144</td>
<td>Medical Laboratory Procedures I</td>
<td>4</td>
</tr>
<tr>
<td>MSS 154</td>
<td>Health and Safety Techniques</td>
<td>4</td>
</tr>
<tr>
<td>MSS 204</td>
<td>Medical Ethics</td>
<td>4</td>
</tr>
<tr>
<td>MSS 234</td>
<td>Medical Laboratory Procedures II</td>
<td>4</td>
</tr>
<tr>
<td>MSS 244</td>
<td>Medical Laboratory Procedures III</td>
<td>4</td>
</tr>
<tr>
<td>MSS 254</td>
<td>Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>MSS 275</td>
<td>Clinical Assisting Externship</td>
<td>4</td>
</tr>
<tr>
<td>SEC 214</td>
<td>Administrative Systems and Procedures</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credit Hours 76
# Medical Assisting

## ASSOCIATE OF SCIENCE (A.S.) DEGREE

This program provides students with the training necessary to perform a variety of responsibilities for a physician's office, hospital, clinic or medical laboratory. In addition to the skills learned in the Clinical Assistant program, graduates of the Medical Assistant (M.S.) program are prepared to take the Certified Medical Assistant (C.M.A.) 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.

### REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 101</td>
<td>Principles of Accounting I</td>
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</tr>
<tr>
<td>BUS 224</td>
<td>Professional Development</td>
<td>4</td>
</tr>
<tr>
<td>COM 214</td>
<td>Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>CSC 118</td>
<td>Computer Applications I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 102</td>
<td>Composition II</td>
<td>4</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Information Literacy</td>
<td>4</td>
</tr>
<tr>
<td>KEY 105</td>
<td>Keyboarding Essentials</td>
<td>4</td>
</tr>
<tr>
<td>MSS 104</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MSS 115</td>
<td>Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>MSS 124</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MSS 134</td>
<td>Anatomy and Physiology III</td>
<td>4</td>
</tr>
<tr>
<td>MSS 144</td>
<td>Medical Laboratory Procedures I</td>
<td>4</td>
</tr>
<tr>
<td>MSS 154</td>
<td>Health and Safety Techniques</td>
<td>4</td>
</tr>
<tr>
<td>MSS 204</td>
<td>Medical Ethics</td>
<td>4</td>
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<td>MSS 214</td>
<td>Medical Software Applications</td>
<td>4</td>
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<tr>
<td>MSS 234</td>
<td>Medical Laboratory Procedures II</td>
<td>4</td>
</tr>
<tr>
<td>MSS 244</td>
<td>Medical Laboratory Procedures III</td>
<td>4</td>
</tr>
<tr>
<td>MSS 254</td>
<td>Pharmacology</td>
<td>4</td>
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<tr>
<td>MSS 274</td>
<td>Medical Office Procedures</td>
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<td>MSS 275</td>
<td>Clinical Assisting Externship</td>
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<td>MSS 276</td>
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<tr>
<td>MTH 101</td>
<td>College Math</td>
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<td>SEC 214</td>
<td>Administrative Systems and Procedures</td>
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<tr>
<td>TYP 101</td>
<td>Speed Development I</td>
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<tr>
<td>Psychology Elective</td>
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</table>

### 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. A total of 24 hours of General Education credits are required.

**Total Credit Hours** 105

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# Medical Coding

## CERTIFICATE

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 diagnosis 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 CERTIFICATE

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCC 104</td>
<td>Medical Terminology for Medical Coding</td>
<td>4</td>
</tr>
<tr>
<td>MCC 105</td>
<td>Pharmacology and Laboratory Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MCC 106</td>
<td>Anatomy and Physiology for Medical Coding</td>
<td>4</td>
</tr>
<tr>
<td>MCC 107</td>
<td>Information Technology for Medical Coding</td>
<td>4</td>
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<tr>
<td>MCC 108</td>
<td>Medical Coding I (CPT)</td>
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</tr>
<tr>
<td>MCC 109</td>
<td>Medical Coding II (CPT)</td>
<td>4</td>
</tr>
<tr>
<td>MCC 110</td>
<td>Medical Coding III (ICD-9)</td>
<td>4</td>
</tr>
<tr>
<td>MCC 111</td>
<td>Medical Coding IV (ICD-9)</td>
<td>4</td>
</tr>
<tr>
<td>MCC 201</td>
<td>Evaluation and Management</td>
<td>4</td>
</tr>
<tr>
<td>MCC 208</td>
<td>Applied Medical Coding</td>
<td>4</td>
</tr>
<tr>
<td>MCC 210</td>
<td>Healthcare Insurance and Reimbursement</td>
<td>4</td>
</tr>
<tr>
<td>MCC 212</td>
<td>Medical Coding Practice and Review</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 48
Nursing Degree Completion Program

BACHELOR OF SCIENCE (B.S.) DEGREE

For nearly 50 years, Sullivan University has helped prepare graduates for high-demand careers. The demand for nurses remains strong; and due to the complexities of the modern healthcare system, there is an increasing demand for nurses with a bachelor degree. Sullivan University has developed a Bachelor of Science in Nursing Degree Completion Program that will allow registered nurses with an associate degree to easily transition into a baccalaureate 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 degree that allows associate-degree graduates to apply all the nursing credits earned at the associate level toward a bachelor’s degree and complete the degree in a reasonable period of time without duplication of course work. As a degree completion program, the Bachelor of Science in Nursing (BSN) curriculum includes general studies, all or most of which may have been completed at the associates level, “block” credit for completion of an Associates in Nursing degree, as well as theoretical courses in upper division nursing. No clinical experiences are required.

This program will be offered thru the Sullivan University Global e-Learning division. Faculty members stay abreast of the latest research in online teaching to ensure online coursework has the same rigor and merit as the traditional classroom format and that the latest research in online education is applied to instructional design and faculty training.

ADMISSION REQUIREMENTS

• Meet admission requirements to Sullivan University.
• Have a cumulative GPA of 2.5 from all previous college study.
• Applicant’s official transcripts from all previous colleges attended must be submitted.
• All nursing, general studies and supportive courses must have a minimum of a “C” grade.
• Have a current resume reflecting a minimum of one year or equivalent practice as a registered nurse within the last three years. (Required to be met before beginning upper level nursing courses)
• Two letters of reference from RNs with a BSN or higher degree in nursing are requested, but not required. One should be from a supervisor, and one preferably from a previous nursing instructor.
• A current unencumbered Registered Nurse License in the United States.

The Dean of the College of Nursing and Allied Health has the discretion to admit students on a conditional basis if an applicant does not meet the requirements stated above and the Dean believes there are extenuating circumstances that uniquely qualify the applicant for admission. Students admitted to the program under conditional status must attain a 2.5 GPA after completing 18 QTR hours with no letter grade less than a “C” in each course.

REQUIREMENTS

180 Credit Hours

Length: 20 months (Upper Division Nursing Courses)

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

<table>
<thead>
<tr>
<th>General Studies</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 201* Medical Microbiology</td>
<td>6</td>
</tr>
<tr>
<td>BIO 202* Anatomy and Physiology I with Lab</td>
<td>6</td>
</tr>
<tr>
<td>BIO 204* Anatomy and Physiology II with Lab</td>
<td>6</td>
</tr>
<tr>
<td>CHM 211* General Chemistry</td>
<td>6</td>
</tr>
<tr>
<td>COM 214 Public Speaking</td>
<td>4</td>
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<tr>
<td>ENG 101 Composition I</td>
<td>4</td>
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<tr>
<td>ENG 102 Composition II</td>
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</tr>
<tr>
<td>ENG 244 Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>HST 274 American Government</td>
<td>4</td>
</tr>
<tr>
<td>MTH 201* College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MTH 202* Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>PHI 244 Introduction to Religion</td>
<td>4</td>
</tr>
<tr>
<td>PHL 344 Bioethics</td>
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</tr>
<tr>
<td>PSY 214 Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td>SOC 214 Introduction to Sociology</td>
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</tbody>
</table>

Total General Studies Credit Hours 68

<table>
<thead>
<tr>
<th>Upper Division Nursing Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 301* Introduction to Accelerated Learning in Nursing</td>
</tr>
<tr>
<td>NUR 302* Introduction to Online Learning and Modern Computing</td>
</tr>
<tr>
<td>NUR 303* Transition to Baccalaureate Nursing Roles and Issues in Nursing</td>
</tr>
<tr>
<td>NUR 304* Holistic Nursing and Complementary and Alternative Therapies</td>
</tr>
<tr>
<td>NUR 305* Genetics in Healthcare</td>
</tr>
<tr>
<td>NUR 306* Pathophysiology</td>
</tr>
<tr>
<td>NUR 307* Health and Physical Assessment Across the Life Span</td>
</tr>
<tr>
<td>NUR 308* Evidence Based Nursing Practice</td>
</tr>
<tr>
<td>NUR 309* Diversity in Healthcare</td>
</tr>
<tr>
<td>NUR 401* Community Theory and Family Theory</td>
</tr>
<tr>
<td>NUR 402* End of Life Issue Across the Life Span</td>
</tr>
<tr>
<td>NUR 403* Healthcare Informatics and Technology</td>
</tr>
<tr>
<td>NUR 404* Healthcare Management, Economics, and Finance</td>
</tr>
<tr>
<td>NUR 405* Quality Care and Patient Safety</td>
</tr>
<tr>
<td>NUR 406* Community and Public Health Nursing</td>
</tr>
<tr>
<td>NUR 407* Management and Leadership in Professional Nursing</td>
</tr>
<tr>
<td>NUR 408* Senior Experiential Practicum and Seminar</td>
</tr>
</tbody>
</table>

Total Upper Division Nursing Credit Hours 67

*Requires a “C” or better for successful completion and may only be repeated one time. Exceptions, when warranted, may be granted by the Dean.

Those who lack one or more required general studies courses must complete them as prerequisites to upper-level nursing courses.

General Studies 68

Upper Division Nursing Courses 67

Associate Degree/Hospital Diploma Nursing Block Credit 45

Total Credit Hours 180
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, catering, airlines, convention planning, cruise lines, and food brokerage businesses. Many of these positions are in administration and management.

Sullivan University's National Center for Hospitality Studies (NCHS) 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; Professional Catering; Hotel and Restaurant Management; Event Management and Tourism; Beverage Management; and a Bachelor of Science degree in Hospitality Management. The University also offers Personal/Private Chef, Professional Baker and Tourism Specialist diplomas.

Highly qualified faculty using the latest contemporary facilities teach all programs of study. Students can earn a Bachelor’s degree through an innovative “2+2” Associate to Bachelor’s degree opportunity.

Sullivan University National Center for Hospitality Studies

Essential Functions and Technical Standards

The mission of the Sullivan University National Center for 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 NCHS 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.

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.

NATIONAL CENTER FOR HOSPITALITY STUDIES
5. Communicate effectively and professionally when interacting with peers, faculty, staff, other college personnel, guests and employers. Examples of relevant communication activity include but are not limited to:
   a. use of effective verbal and/or non-verbal communication skills;
   b. effective utilization of the English language;
   c. 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.
   a. learn and benefit from the University curriculum;
   b. follow directions;
   c. reason and perform independently;
   d. process information accurately, thoroughly and prioritize tasks;
   e. demonstrate skills of recall using both long and short term memory;
   f. apply knowledge;
   g. write essays, reports and research projects as well as other college-level writing assignments;
   i. 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:
   a. develop professional working relationships with classmates, instructors, guests, employers and others;
   b. function effectively under stress and effectively regulate one's own emotional reaction;
   c. adapt to multiple situations and perform multiple tasks;
   d. adhere to the University's student code of conduct;
   e. exercise sound judgment;
   f. focus and maintain attention on tasks;
   g. 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.

**CAREER DIPLOMA, ASSOCIATE AND BACHELOR DEGREE PROGRAMS**

**Programs** | **Campuses Where Offered**
---|---
Professional Baker's Career Diploma | Louisville
Personal/Private Chef Career Diploma | Louisville, Lexington
Tourism Specialist Career Diploma | Louisville, Lexington
Culinary Arts Associate of Science (A.S.) Degree | Louisville, Lexington
Professional Catering Associate of Science (A.S.) Degree | Louisville
Baking and Pastry Arts Associate of Science (A.S.) Degree | Louisville
Event Management and Tourism Associate of Science (A.S.) Degree | Louisville, Lexington
Hotel and Restaurant Management Associate of Science (A.S.) Degree | Louisville
Dual Associate of Science (A.S.) Degrees* | Louisville
Beverage Management Associate of Science (A.S.) Degree** | Louisville, Lexington, Global e-Learning
Bachelor of Science in Hospitality Management (B.S.H.M.)** | Louisville, Lexington, Global e-Learning

*Any two NCHS Associate degree programs can be combined into a dual degree

**Portions of this program must be taken totally online.
Professional Baker

CAREER DIPLOMA

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 adjacent to the University.

REQUIREMENTS

54 Credit Hours
Length: 9 months (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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>PBA 124</td>
<td>Baking Science</td>
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<td>PBA 126</td>
<td>Baking Fundamentals</td>
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<td>PBA 134</td>
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<td>BFS 104</td>
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<td>CAM 174</td>
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<td>ENG 101</td>
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<tr>
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<td>Information Literacy</td>
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</tbody>
</table>

Total Credit Hours 54

Personal/Private Chef

CAREER DIPLOMA

The Personal/Private Chef segment of the service industry is the latest entrepreneurial passageway to creating financial prosperity on personal terms. This niche market specializes in providing the community with palate and dietary specific wholesome food within their homes. Personal/Private Chefs create and prepare meals from simple to extravagant and package them with cooking directions so that even the most remedial of home cooks can prepare successful, balanced and delicious meals for their family and friends in a fraction of the time.

The Personal/Private Chef Diploma concentrates on developing cooking techniques through three, twelve week lab classes including Basic Skills, Garde Manger and International cooking. Supporting theory classes include Sanitation, Nutrition, Wine and Spirits, Hospitality Management and Introduction to Catering. The capstone course focuses on preparing the student to venture into the entrepreneurial hospitality arena through concentrating on all aspects of business start up and operation. Valuable lessons concentrate on preparing business plans, assessing and reaching target markets through creative marketing, establishing business ownership formats and of course menu development and food packaging.

REQUIREMENTS

60 Credit Hours
Length: 9 months (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.

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<tr>
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<td>BFS 214</td>
<td>Garde Manger Theory</td>
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<td>Food Service Sanitation</td>
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<tr>
<td>CAM 174</td>
<td>Basic Nutrition</td>
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<td>CAM 252</td>
<td>Culinary Arts in Dining Service</td>
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<td>CAM 256</td>
<td>International Cuisine</td>
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<td>CAM 260</td>
<td>Personal/Private Chef</td>
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<td>CAT 144</td>
<td>Catering</td>
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<td>Composition I</td>
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<td>Information Literacy</td>
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<tr>
<td>HRM 164</td>
<td>Hospitality Management and Supervision</td>
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</tbody>
</table>

Total Credit Hours 60
Culinary Arts

ASSOCIATE OF SCIENCE (A.S.) DEGREE

With more and more restaurants operating worldwide and each offering more diversified menus, the need for highly qualified food specialists is growing dramatically. Studies show there are currently four to five job openings for each qualified candidate in this field.

The American Culinary Federation’s Accrediting Commission accredits Associate of Science degree programs in Culinary Arts at Sullivan University’s National Center for Hospitality Studies. 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 the on-campus, national award-winning, fine dining restaurant, Winston’s Restaurant at Sullivan University on the Louisville Campus, or at other approved sites. This program is also available in a weekend/evening schedule.

REQUIREMENTS

112 Credit Hours
Length: 18 months (day)
33 months (weekend/evening)

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.

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<td>Basic Culinary Skills Laboratory</td>
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<td>BFS 214</td>
<td>Garde Manger Theory</td>
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<td>BFS 216</td>
<td>Garde Manger Laboratory</td>
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<tr>
<td>BFS 264</td>
<td>Advanced Culinary Techniques Laboratory</td>
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<td>BFS 276</td>
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<tr>
<td>CAM 124</td>
<td>Purchasing</td>
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<td>CAM 134</td>
<td>Food Service Sanitation</td>
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<tr>
<td>CAM 174</td>
<td>Basic Nutrition</td>
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<tr>
<td>CAM 252</td>
<td>Culinary Arts in Dining Service</td>
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<tr>
<td>CAM 256</td>
<td>International Cuisine</td>
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<tr>
<td>CAM 284</td>
<td>Food and Beverage Control</td>
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<tr>
<td>COM 214</td>
<td>Public Speaking</td>
<td>4</td>
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<tr>
<td>CSC 118</td>
<td>Computer Applications I</td>
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<td>ENG 101</td>
<td>Composition I</td>
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<td>HRM 164</td>
<td>Hospitality Management and Supervision</td>
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<td>HRM 244</td>
<td>Wines and Spirits</td>
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<td>PBA 124</td>
<td>Baking Science</td>
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<tr>
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<td>Baking Fundamentals</td>
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</tr>
</tbody>
</table>

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. A total of 24 hours of General Education courses are required.

Total Credit Hours 112

NATIONAL CENTER FOR HOSPITALITY STUDIES
Professional Catering

ASSOCIATE OF SCIENCE (A.S.) DEGREE

This program is a fast-paced Associate of Science degree program designed to prepare a student for a challenging career in professional catering. All aspects of the industry are taught from food preparation to setting up a catering business. Students receive “hands-on” experience working both on and off campus with the University’s professional catering company, Juleps Catering, and may do an externship with other professional caterers. At the completion of the program, graduates are able to obtain employment in a variety of areas which include working in the catering industry as event planners, supervising catering staff, working for a professional catering company in management or hotel banquet and catering departments or opening their own business.

REQUIREMENTS

118 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.

<table>
<thead>
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<td>CAT 144</td>
<td>Catering</td>
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<td>CAT 154</td>
<td>Advanced Catering Business Techniques</td>
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<td>CAT 172</td>
<td>Catering Internship I</td>
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<td>CAT 244</td>
<td>Special Events Planning</td>
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<td>CAT 264</td>
<td>Catering Production and Specialty Desserts</td>
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<tr>
<td>CAT 294</td>
<td>Catering Internship II</td>
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<td>COM 214</td>
<td>Public Speaking</td>
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General Studies Electives (12 Additional Credit Hours)

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. A total of 24 hours of General Education courses are required.

Total Credit Hours 118
Baking and Pastry Arts

ASSOCIATE OF SCIENCE (A.S.) DEGREE

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, bavarois, 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 or Winston’s Restaurant, both laboratory real-world facilities located on the Louisville campus or an externship at a selected restaurant. The American Culinary Federation’s Education Federation Accrediting Commission accredits this program.

REQUIREMENTS

112 Credit Hours
Length: 18 months (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.

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<td>Basic Culinary Skills Laboratory</td>
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<td>Applied Culinary Mathematics</td>
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<td>Modern Pastry Techniques</td>
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<td>PBA 244</td>
<td>Baking &amp; Pastry Entrepreneurship</td>
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<td>PBA 246</td>
<td>Global Pastry Arts &amp; Design</td>
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<td>PBA 266</td>
<td>Baking Practicum</td>
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</table>

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. A total of 24 hours of General Education courses are required.

Total Credit Hours 112
# Tourism Specialist Diploma

## CAREER DIPLOMA

The travel and tourism industry offers opportunities to young men and women as reservationists, travel agency managers, tour planners, tour wholesalers in airline positions, event managers, and more. Fringe benefits often include generous vacations, free trip passes, and travel opportunities at reduced fares. Sullivan University’s programs in Travel, Tourism, and Event Management are unique in that they combine training in the tourism and event management industries with business skills, thus qualifying graduates for more than one area of employment.

Sullivan Event Management and Tourism Associate degree students take two trips during their program of study. The first trip, taken during the first year of study, takes students to major cities and tourist attractions in the United States. The second trip is via plane and cruise ship to major island resorts. The cruise ship trip takes place during the fall quarter break in September of the second year of study. Graduates may also move on to earn a Bachelor’s degree in Hospitality Management.

## REQUIREMENTS FOR DIPLOMA

52 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.

<table>
<thead>
<tr>
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<td>TGE 214</td>
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<td>TRV 205</td>
<td>Meeting Planning</td>
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<td>Travel Management</td>
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<td>Professional Development</td>
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<td>Public Speaking</td>
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<td>TRV 205</td>
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<td>TRV 244</td>
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<td>TRV 250</td>
<td>Best Practices in Event Management</td>
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<tr>
<td>TRV 252</td>
<td>Event Coordination and Marketing</td>
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</tr>
<tr>
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</table>

Total Credit Hours 52

* These classes are required; a pre-test determines placement.

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# Event Management and Tourism

## REQUIREMENTS FOR ASSOCIATE DEGREE

106 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 101</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACT 102</td>
<td>Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>BUS 224</td>
<td>Professional Development</td>
<td>4</td>
</tr>
<tr>
<td>CAT 144</td>
<td>Catering</td>
<td>4</td>
</tr>
<tr>
<td>CAT 244</td>
<td>Special Events Planning and Staff Management</td>
<td>4</td>
</tr>
<tr>
<td>COM 214</td>
<td>Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>CSC 118</td>
<td>Computer Applications I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 102</td>
<td>Composition II</td>
<td>4</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Information Literacy</td>
<td>4</td>
</tr>
<tr>
<td>HRM 104</td>
<td>Introduction to Hospitality Management</td>
<td>4</td>
</tr>
<tr>
<td>HRM 108</td>
<td>Lodging Management</td>
<td>4</td>
</tr>
<tr>
<td>HRM 208</td>
<td>Destination Management and Marketing</td>
<td>4</td>
</tr>
<tr>
<td>MKT 215</td>
<td>Principles of Sales Presentations</td>
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</tr>
<tr>
<td>MTH 101</td>
<td>College Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>NTA 154</td>
<td>Travel Reference Skills</td>
<td>4</td>
</tr>
<tr>
<td>NTA 215</td>
<td>Tourism/Event Planning Practicum</td>
<td>2</td>
</tr>
<tr>
<td>NTA 244</td>
<td>Tourism</td>
<td>4</td>
</tr>
<tr>
<td>TGE 214</td>
<td>Geography of the Southern Hemisphere</td>
<td>4</td>
</tr>
<tr>
<td>TGE 224</td>
<td>Eurasian Geography</td>
<td>4</td>
</tr>
<tr>
<td>TRV 205</td>
<td>Meeting and Event Planning</td>
<td>4</td>
</tr>
<tr>
<td>TRV 244</td>
<td>Travel Management</td>
<td>4</td>
</tr>
<tr>
<td>TRV 250</td>
<td>Best Practices in Event Management</td>
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</tr>
<tr>
<td>TRV 252</td>
<td>Event Coordination and Marketing</td>
<td>4</td>
</tr>
<tr>
<td>General Studies Electives (12 Additional Credit Hours)</td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours 106

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. A total of 28 hours of General Education courses are required.

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## NATIONAL CENTER FOR HOSPITALITY STUDIES
Hotel and Restaurant Management

ASSOCIATE OF SCIENCE (A.S.) DEGREE

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 and motel 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. At Sullivan University’s National Center for Hospitality Studies, students participate in an 18-month Associate of Science degree in Hotel and Restaurant Management that prepares graduates for management careers with hotel, motels 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, including our on-campus national award-winning *Winston's Restaurant* at Sullivan University.

Graduates may continue to earn a Bachelor Degree in Hospitality Management offered quarterly online.

REQUIREMENTS

116 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 101</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACT 102</td>
<td>Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>BFS 104</td>
<td>Basic Culinary Theory</td>
<td>4</td>
</tr>
<tr>
<td>BFS 106</td>
<td>Basic Culinary Skills Laboratory</td>
<td>6</td>
</tr>
<tr>
<td>BUS 114</td>
<td>Applied Culinary Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>CAM 124</td>
<td>Purchasing</td>
<td>4</td>
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<tr>
<td>CAM 134</td>
<td>Food Service Sanitation</td>
<td>4</td>
</tr>
<tr>
<td>CAM 252</td>
<td>Culinary Arts in Dining Services</td>
<td>2</td>
</tr>
<tr>
<td>CAM 284</td>
<td>Food and Beverage Control</td>
<td>4</td>
</tr>
<tr>
<td>COM 214</td>
<td>Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>CSC 118</td>
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</tr>
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<td>Introduction to Hospitality Management</td>
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<tr>
<td>HRM 108</td>
<td>Lodging Management</td>
<td>4</td>
</tr>
<tr>
<td>HRM 110</td>
<td>Conversational Spanish for Hospitality Studies</td>
<td>4</td>
</tr>
<tr>
<td>HRM 115</td>
<td>Foodservice Management by Menu</td>
<td>4</td>
</tr>
<tr>
<td>HRM 164</td>
<td>Hospitality Management and Supervision</td>
<td>4</td>
</tr>
<tr>
<td>HRM 204</td>
<td>Managing Convention Sales and Services</td>
<td>4</td>
</tr>
<tr>
<td>HRM 208</td>
<td>Destination Management and Marketing</td>
<td>4</td>
</tr>
<tr>
<td>HRM 244</td>
<td>Wines and Spirits</td>
<td>4</td>
</tr>
<tr>
<td>HRM 284</td>
<td>Hotel/Restaurant Practicum</td>
<td>6</td>
</tr>
<tr>
<td>HRM 292</td>
<td>Legal Aspects of Hotel, Motel and Restaurant Operations</td>
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<tr>
<td>NTA 244</td>
<td>Tourism</td>
<td>4</td>
</tr>
<tr>
<td>TRV 205</td>
<td>Meeting and Event Planning</td>
<td>4</td>
</tr>
</tbody>
</table>

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

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. A total of 24 hours of General Education courses are required.

**Total Credit Hours**

116
Beverage Management

ASSOCIATE OF SCIENCE (A.S.) DEGREE

A basic overview of the Beverage Management Associate Degree Program is as follows: First, students will take a Basic Wines and Spirits class. This class is required for all NCHS students so the Beverage Management students are combined with their Culinary peers. Wines, Beers, and Spirits is not a tasting class. Students learn the theory of alcohol and how alcohol is made and what alcohol does to the human body. Topics discussed in this class also include wine making, white wines, red wines, beer, spirits and mixology. Also included are topics on how to manage beer, how to manage spirits, how to put it all on a menu and promote it to your customers.

The second quarter students break away from the NCHS students and focus on bar management and mixology. During this period of time students are also taking other classes to fill their curriculum. The second quarter students will take Bar Management and Mixology where they study the bar and how to mix drinks. Students study how to manage a bar and the processes and procedures involved.

In the third quarter the students will study Beers and Distilled Spirits in depth as compared to Wines, Spirits, Bar Management and Mixology. The fourth quarter students will go in depth with wine. The fourth quarter classes include Wines Of The New And Old World and Wines of Europe. The students are able to go much farther in depth on a very broad subject. The fifth quarter, students study Specialty Coffee and Tea and Managing Beverage Operations. The final quarter, the sixth quarter, the students do an externship where they have a job in the industry and they report back up on a regular basis. There is a competency exam during this quarter on each individual class that they have taken.

REQUIREMENTS

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.

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACT 101</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACT 102</td>
<td>Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>BEV 110</td>
<td>Bar Management and Mixology</td>
<td>4</td>
</tr>
<tr>
<td>BEV 242</td>
<td>Specialty Coffee and Tea Service</td>
<td>2</td>
</tr>
<tr>
<td>BEV 250</td>
<td>Wines of the New and Old World</td>
<td>4</td>
</tr>
<tr>
<td>BEV 264</td>
<td>Beer and Distilled Spirits</td>
<td>4</td>
</tr>
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<td>BEV 284</td>
<td>Managing Beverage Operations</td>
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</tr>
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<td>BEV 286</td>
<td>Externship</td>
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<td>CAM 124</td>
<td>Purchasing</td>
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<td>CAM 134</td>
<td>Food Service Sanitation</td>
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</tr>
<tr>
<td>HRM 292</td>
<td>Legal Aspects of Hotel, Motel and Restaurant Operations</td>
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<tr>
<td>MTH 101</td>
<td>College Mathematics</td>
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</tbody>
</table>

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. A total of 24 hours of General Education courses are required.

Total Credit Hours 94
Hospitality Management

BACHELOR OF SCIENCE (B.S.) DEGREE

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.

An Associate degree in a hospitality major is required for admission at the junior level. These majors can include Culinary Arts, Baking and Pastry Arts, Professional Catering, Tourism and Event Management, Hotel and Restaurant Management, Beverage Management, or similar degree. Associate degree graduates from other accredited culinary or hospitality training institutions are also eligible for admission at the junior level status. Sullivan's Associate to 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

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.

An Associate degree in culinary arts, baking and pastry arts, catering, hotel-restaurant management or travel and event management from Sullivan University or the equivalent plus the following classes (see Undergraduate Admissions section for a description of Sullivan's 2+2 program):

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMS 301</td>
<td>Human Resources Development in the Hospitality Industry</td>
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</tr>
<tr>
<td>HMS 304</td>
<td>Principles of Hospitality Management</td>
<td>4</td>
</tr>
<tr>
<td>HMS 321</td>
<td>Quality Service Management in the Hospitality Industry</td>
<td>4</td>
</tr>
<tr>
<td>HMS 333</td>
<td>International Travel and Tourism</td>
<td>4</td>
</tr>
<tr>
<td>HMS 401</td>
<td>Senior Seminar in Hospitality Administration</td>
<td>4</td>
</tr>
<tr>
<td>HMS 404</td>
<td>Marketing Hospitality Services</td>
<td>4</td>
</tr>
<tr>
<td>HMS 405</td>
<td>Hospitality Industry Entrepreneurship</td>
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<td></td>
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Business Support Courses (40 Credit Hours)

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<tr>
<th>Course</th>
<th>Titles</th>
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</thead>
<tbody>
<tr>
<td>ACT 101</td>
<td>Principles of Accounting I</td>
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<td>ACT 103</td>
<td>Principle Accounting III</td>
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<tr>
<td>ACT 211</td>
<td>Cost Accounting</td>
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<tr>
<td>BUS 204</td>
<td>Introduction to Business Law and Ethics</td>
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<tr>
<td>ECO 201</td>
<td>Microeconomics</td>
<td>4</td>
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<td>ECO 202</td>
<td>Macroeconomics</td>
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<tr>
<td>MGT 330</td>
<td>Information Systems for Managers</td>
<td>4</td>
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<tr>
<td>FIN 324</td>
<td>Financial Management</td>
<td>4</td>
</tr>
<tr>
<td>MKT 304</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>MTH 201</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MTH 202</td>
<td>Introduction to Statistics</td>
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300 or 400 Electives: (12 Additional Credit Hours) (Select three courses from the following lists)

Management Electives

<table>
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<th>Titles</th>
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<tbody>
<tr>
<td>MGT 324</td>
<td>Human Resource Leadership</td>
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</tr>
<tr>
<td>MGT 364</td>
<td>Analysis of Management Systems</td>
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</table>

Marketing Electives

<table>
<thead>
<tr>
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<th>Titles</th>
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<tbody>
<tr>
<td>MKT 454</td>
<td>Marketing Management</td>
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<tr>
<td>MKT 464</td>
<td>Marketing Research</td>
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Hospitality Electives

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<th>Titles</th>
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<tr>
<td>HMS 303</td>
<td>Computer Applications in Hospitality</td>
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</tr>
<tr>
<td>HMS 305</td>
<td>Gastronomic Tourism</td>
<td></td>
</tr>
<tr>
<td>HMS 402</td>
<td>Strategic Planning in the Hospitality Industry</td>
<td></td>
</tr>
<tr>
<td>HMS 411</td>
<td>Legal and Ethical Issues for Hospitality Management</td>
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</table>

Human Resource Leadership Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
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</tr>
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<tbody>
<tr>
<td>HRL 411</td>
<td>Industrial Relations</td>
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<tr>
<td>HRL 441</td>
<td>Compensation Management</td>
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</table>

General Studies Electives (8 Additional Credit Hours)

Students must choose two additional General Education classes, including at least 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. A total of 48 hours of General Education courses are required for Bachelor's.

Free Electives (84 Additional Credit Hours)

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

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.
The 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 competency-based 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 two quarters of classes in a Bachelor’s degree program at Sullivan University or have earned a Bachelor’s degree from an 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. 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 is 64 credit hours), of which no more than 49% may be transferred from an accredited college or university. The Dean of the Graduate School must approve all transferred credits.

DEGREE PROGRAMS

<table>
<thead>
<tr>
<th>Programs</th>
<th>Campuses Where Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Certificate in Conflict Management</td>
<td>Louisville, Lexington, Ft. Knox, Global e-Learning</td>
</tr>
<tr>
<td>Master of Business Administration (MBA) Degree</td>
<td>Louisville, Lexington, Global e-Learning</td>
</tr>
<tr>
<td>Executive Master of Business Administration (EMBA) Degree</td>
<td>Louisville, Lexington, Global e-Learning</td>
</tr>
<tr>
<td>Master of Public Management (MPM) Degree</td>
<td>Louisville, Lexington, Global e-Learning</td>
</tr>
<tr>
<td>Master of Science in Managing Information Technology (MSMIT) Degree</td>
<td>Louisville, Lexington, Global e-Learning</td>
</tr>
<tr>
<td>Master of Science in Conflict Management (MSCM) Degree</td>
<td>Louisville, Lexington, Ft. Knox, Global e-Learning</td>
</tr>
<tr>
<td>Master of Science in Management (MSM) Degree</td>
<td>Louisville, Lexington, Global e-Learning</td>
</tr>
<tr>
<td>Master of Science in Human Resource Leadership (MSHRL) Degree</td>
<td>Louisville, Lexington, Ft. Knox, Global e-Learning</td>
</tr>
<tr>
<td>Dual Master of Business Administration/Master of Science in Managing Information Technology (MBA/MSMIT) Degree</td>
<td>Louisville, Lexington, Global e-Learning</td>
</tr>
<tr>
<td>Ph.D. in Management</td>
<td>Louisville, Global e-Learning</td>
</tr>
</tbody>
</table>
Graduate School Application Procedure

Unconditional Admission Requirements — Master’s Degree and Master’s Certificate Programs
Requirements for unconditional admission to Sullivan University’s Graduate School include:
• A baccalaureate degree from a CHEA or USDOE recognized, accredited institution;
• Official transcripts of all previous undergraduate and graduate work;
• A graduate school application and admission fee;
• An undergraduate GPA of at least 2.5;
• 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 undergraduate student may enroll in the MBA or MS program and take individual graduate classes if the following requirements are met, the student:
• Has completed a minimum of 164 quarter hours;
• Has a minimum GPA of 3.25 on a 4.0 scale;
• Has completed all undergraduate courses by the end of the second quarter after starting graduate classes;
• Has completed all graduate school foundation courses or equivalent undergraduate courses;
• Is taking no more than one graduate class during any quarter;
• Has completed a regular graduate school application;
• Has the approval of the Dean of the Graduate School.

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;
• May have to successfully complete all foundation courses with a minimum GPA of 3.0.

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
Applicants for the Graduate School from foreign countries must fulfill the following requirements:
• Meet the regular admission requirements in order to be accepted into the master’s program
• Provide the University with an English translation of their previous college or university work.
• Meet TOEFL, ILITS, or iTEP requirements outlined in the Admission of International Students section of this catalog.
• Adhere to the University’s regular admission procedures pertaining to international students.

See the special section related to international students and international programs included elsewhere in the catalog for more details related to international programs.

Foundations Courses
Certain foundations courses are required prior to entering master’s degree programs. Graduates of Sullivan University Bachelor of Science in Business Administration (BSBA) program will have already completed the foundation requirements as long as they receive grades of “B” or better in the foundations equivalent courses. Applicants who possess a Bachelor’s degree from an accredited institution who have a “B” or better in courses equivalent to Sullivan University courses may also satisfy the foundations requirements. Students who wish to challenge placement in a foundations course may elect to take a bypass exam for a fee. The bypass exams for COM 499 and MTH 499 are graded on a pass-fail basis. Students who receive passing scores for a bypass exam may enter directly into core courses.
Conflict Management

GRADUATE CERTIFICATE

The 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 IN CONFLICT MANAGEMENT

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMM 510</td>
<td>Interpersonal and Intergroup Conflict Analysis</td>
<td>4</td>
</tr>
<tr>
<td>CMM 515</td>
<td>Conflict Theories</td>
<td>4</td>
</tr>
<tr>
<td>CMM 521</td>
<td>Managing Organizational Conflicts</td>
<td>4</td>
</tr>
<tr>
<td>CMM 540</td>
<td>Conflict and Culture</td>
<td>4</td>
</tr>
<tr>
<td>CMM 550</td>
<td>Negotiation in Conflict Management</td>
<td>4</td>
</tr>
<tr>
<td>CMM 557</td>
<td>Facilitation Theory and Practice</td>
<td>4</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td></td>
<td>24</td>
</tr>
</tbody>
</table>
# Master of Business Administration

The Master of Business Administration (MBA) 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. It 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 MBA program contains nine core courses and three elective courses. All students enrolled in the MBA program take the same nine core requirements, which provide a common body of knowledge expected from all MBA 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.

## Foundations Courses
- COM 499  Foundations of Communication
- MTH 499  Foundations of Research

## 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 510</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ECO 510</td>
<td>Managerial Economics</td>
<td>4</td>
</tr>
<tr>
<td>FIN 540</td>
<td>Managerial Finance</td>
<td>4</td>
</tr>
<tr>
<td>MGT 510</td>
<td>Managerial Communication Skills</td>
<td>4</td>
</tr>
<tr>
<td>MGT 545</td>
<td>Leadership and Team Development</td>
<td>4</td>
</tr>
<tr>
<td>MGT 620</td>
<td>Operations Strategy</td>
<td>4</td>
</tr>
<tr>
<td>MGT 680</td>
<td>Integrative Management Capstone</td>
<td>4</td>
</tr>
<tr>
<td>MKT 570</td>
<td>Marketing Strategy and Implementation</td>
<td>4</td>
</tr>
<tr>
<td>QNT 550</td>
<td>Advanced Quantitative Methods</td>
<td>4</td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
<td></td>
<td><strong>36</strong></td>
</tr>
<tr>
<td><strong>Free Electives (12 Credit Hours)</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
<tr>
<td>Three elective courses are chosen by the student to complement the student’s personal or professional interests.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Total Credit Hours | 48 |

## 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

## Accounting Concentration
- ACT 560  International Accounting 4
- ACT 610  Contemporary Financial Reporting Issues 4
- ACT 640  Corporate Governance and Reporting 4

## Strategic Marketing Concentration
- MKT 580  Global Marketing Management 4
- MKT 610  Strategic Marketing 4
- MKT 620  Brand Management 4
Executive Master of Business Administration

The Executive Master of Business Administration (EMBA) degree is designed for mid-to-senior-level managers with at least five years of supervisory and planning experience. The curriculum is designed to equip busy executives with the tools to effectively manage the change and growth in today’s competitive global environment.

While the curriculum of the EMBA program is very similar to that of the regular MBA degree, the delivery, length of time required, and on-campus meeting requirements are significantly different. The EMBA can be completed in just twelve months with a unique blended, team oriented, delivery system that rounds out the instructional learning experience with a one weekend a month on-campus commitment required.

ADMISSION REQUIREMENTS

Requirements for admission to Sullivan University’s Executive Master of Business Administration program include:

- An earned bachelor’s degree from a regionally-accredited institution
- Official transcripts of all undergraduate and graduate coursework
- Earned at least a 2.5 undergraduate GPA
- Minimum of five (5) years of documented and verified managerial experience in supervisory and/or planning functions
- Graduate school application and application fees

All materials must be submitted no later than twenty-one (21) days after the beginning of the academic quarter for which the applicant is seeking admission.

Foundations Courses

- COM 499 Foundations of Communication
- MTH 499 Foundations of Research

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 510</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CMM 521</td>
<td>Managing Organizational Conflicts</td>
<td>4</td>
</tr>
<tr>
<td>ECO 510</td>
<td>Managerial Economics</td>
<td>4</td>
</tr>
<tr>
<td>FIN 540</td>
<td>Managerial Finance</td>
<td>4</td>
</tr>
<tr>
<td>MGT 510</td>
<td>Managerial Communication Skills</td>
<td>4</td>
</tr>
<tr>
<td>MGT 545</td>
<td>Leadership and Team Development</td>
<td>4</td>
</tr>
<tr>
<td>MGT 571</td>
<td>Competing in Domestic and International Markets</td>
<td>4</td>
</tr>
<tr>
<td>MGT 580</td>
<td>Strategic Human Resources Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 610</td>
<td>Strategic Logistics and Supply</td>
<td>4</td>
</tr>
<tr>
<td>MGT 620</td>
<td>Operations Strategy</td>
<td>4</td>
</tr>
<tr>
<td>MGT 680</td>
<td>Integrative Management Capstone</td>
<td>4</td>
</tr>
<tr>
<td>MGT 570</td>
<td>Marketing Strategy and Implementation</td>
<td>4</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td></td>
<td>48</td>
</tr>
</tbody>
</table>

Master of Science in Managing Information Technology

The Master of Science in Managing Information Technology (MSMIT) 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 rapidly growing IT environment has created unique management problems and opportunities in e-business, e-supply, and intranet applications that are beyond the understanding of most traditional IT managers.

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 intelligent business decisions.

Foundations Courses

- COM 499 Foundations of Communication
- MTH 499 Foundations of Research

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 521</td>
<td>Managing Organizational Conflict</td>
<td>4</td>
</tr>
<tr>
<td>CSC 550</td>
<td>Data Mining</td>
<td>4</td>
</tr>
<tr>
<td>CSC 560</td>
<td>E-Commerce and Intranet Development</td>
<td>4</td>
</tr>
<tr>
<td>CSC 610</td>
<td>Information Systems Development</td>
<td>4</td>
</tr>
<tr>
<td>CSC 635</td>
<td>Computer Security and Legal Issues</td>
<td>4</td>
</tr>
<tr>
<td>CSC 680</td>
<td>Integrative MSMIT Capstone</td>
<td>4</td>
</tr>
<tr>
<td>FIN 540</td>
<td>Managerial Finance</td>
<td>4</td>
</tr>
<tr>
<td>MGT 510</td>
<td>Managerial Communication Skills</td>
<td>4</td>
</tr>
<tr>
<td>MGT 545</td>
<td>Leadership and Team Development</td>
<td>4</td>
</tr>
<tr>
<td>MGT 590</td>
<td>Project Management</td>
<td>4</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td></td>
<td>40</td>
</tr>
</tbody>
</table>

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 Conflict Management

The Master of Science in Conflict Management (MSCM) degree is a generalist degree that provides the knowledge and skills in conflict management theory, methods, and applications in business, industry, labor, government, education, religion, and non-profit organizations. The curriculum will enable wide applications for (1) controlling lost capital due to grievances, complaints, and litigation, as well as for (2) redirecting human and financial resources toward prevention of disputes, improvement of communication, and support of organizational mission.

Graduates from this degree program will understand the dynamics of human conflict; will be able to design conflict management systems and policies; and should be able mediators and conciliators for conflict management at all levels in their organizations. The degree provides a strong building block for persons who hold undergraduate degrees and desire to pursue full-time careers in conflict management, but the degree also strongly complements professional careers which require the MBA, JD, MSW, MPSYCH, CPA, and MDIV degrees.

Foundations Course
COM 499 Foundations of Communication

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMM 510</td>
<td>Interpersonal and Intergroup Conflict Analysis</td>
<td>4</td>
</tr>
<tr>
<td>CMM 515</td>
<td>Conflict Theories</td>
<td>4</td>
</tr>
<tr>
<td>CMM 521</td>
<td>Managing Organizational Conflicts</td>
<td>4</td>
</tr>
<tr>
<td>CMM 540</td>
<td>Conflict and Culture</td>
<td>4</td>
</tr>
<tr>
<td>CMM 550</td>
<td>Negotiation in Conflict Management</td>
<td>4</td>
</tr>
<tr>
<td>CMM 557</td>
<td>Facilitation Theory and Practice</td>
<td>4</td>
</tr>
<tr>
<td>CMM 561</td>
<td>Organizational Systems Analysis and Design</td>
<td>4</td>
</tr>
<tr>
<td>CMM 695</td>
<td>Conflict Management Capstone</td>
<td>4</td>
</tr>
<tr>
<td>MGT 510</td>
<td>Managerial Communication Skills</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Credit Hours</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

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

Master of Science in Human Resource Leadership

The Master of Science in Human Resource Leadership (MSHRL) 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.

Foundations Course
COM 499 Foundations of Communication

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMM 521</td>
<td>Managing Organizational Conflicts</td>
<td>4</td>
</tr>
<tr>
<td>HRL 520</td>
<td>Workforce Planning and Staffing</td>
<td>4</td>
</tr>
<tr>
<td>HRL 530</td>
<td>Human Resource Development</td>
<td>4</td>
</tr>
<tr>
<td>HRL 540</td>
<td>Compensation, Benefits and Security</td>
<td>4</td>
</tr>
<tr>
<td>HRL/MGT 580</td>
<td>Strategic Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>HRL 610</td>
<td>Employee and Labor Relations</td>
<td>4</td>
</tr>
<tr>
<td>HRL 620</td>
<td>HR Analytics and Technology</td>
<td>4</td>
</tr>
<tr>
<td>HRL 690</td>
<td>Integrative MSHRL Capstone</td>
<td>4</td>
</tr>
<tr>
<td>LAW 545</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>MGT 510</td>
<td>Managerial Communication Skills</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Credit Hours</strong></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>

Free Electives (8 Credit Hours) 8
Two elective courses are 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

The Dual Master of Business Administration/Master of Science in Managing Information Technology (MBA/MSMIT) 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 will be able to complete it in two years.

Foundations Courses
COM 499 Foundations of Communication
MTH 499 Foundations of Research

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 510</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CSC 550</td>
<td>Data Mining</td>
<td>4</td>
</tr>
<tr>
<td>CSC 560</td>
<td>E-Commerce and Intranet Development</td>
<td>4</td>
</tr>
<tr>
<td>CSC 610</td>
<td>Information Systems Development</td>
<td>4</td>
</tr>
<tr>
<td>CSC 621</td>
<td>Business Data Communications and Networking</td>
<td>4</td>
</tr>
<tr>
<td>CSC 635</td>
<td>Computer Security and Legal Issues</td>
<td>4</td>
</tr>
<tr>
<td>CSC 680</td>
<td>Integrative MSMIT Capstone</td>
<td>4</td>
</tr>
<tr>
<td>ECO 510</td>
<td>Managerial Economics</td>
<td>4</td>
</tr>
<tr>
<td>FIN 540</td>
<td>Managerial Finance</td>
<td>4</td>
</tr>
<tr>
<td>MGT 510</td>
<td>Managerial Communication Skills</td>
<td>4</td>
</tr>
<tr>
<td>MGT 521</td>
<td>Managing Organizational Conflict</td>
<td>4</td>
</tr>
<tr>
<td>MGT 545</td>
<td>Leadership and Team Development</td>
<td>4</td>
</tr>
<tr>
<td>MGT 590</td>
<td>Project Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 620</td>
<td>Operations Strategy</td>
<td>4</td>
</tr>
<tr>
<td>MKT 570</td>
<td>Marketing Strategy and Implementation</td>
<td>4</td>
</tr>
<tr>
<td>QNT 550</td>
<td>Advanced Quantitative Methods</td>
<td>4</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td></td>
<td>64</td>
</tr>
</tbody>
</table>

Master of Science in Management

The Master of Science in Management (MSM) 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.

Foundations Course
COM 499 Foundations of Communication

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 510</td>
<td>Managerial Communication Skills</td>
<td>4</td>
</tr>
<tr>
<td>MGT 511</td>
<td>Managerial Ethics</td>
<td>4</td>
</tr>
<tr>
<td>MGT 521</td>
<td>Managing Organizational Conflict</td>
<td>4</td>
</tr>
<tr>
<td>MGT 545</td>
<td>Leadership and Team Development</td>
<td>4</td>
</tr>
<tr>
<td>MGT 561</td>
<td>Organizational Systems Analysis and Design</td>
<td>4</td>
</tr>
<tr>
<td>MGT 571</td>
<td>Competing in Domestic and International Markets</td>
<td>4</td>
</tr>
<tr>
<td>MGT 580</td>
<td>Strategic Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 650</td>
<td>Organizational Effectiveness</td>
<td>4</td>
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<td>MGT 680</td>
<td>Integrative Management Capstone</td>
<td>4</td>
</tr>
<tr>
<td>Credit Hours</td>
<td></td>
<td>36</td>
</tr>
<tr>
<td>Free Electives</td>
<td>(12 Credit Hours)</td>
<td>12</td>
</tr>
<tr>
<td>Three elective courses are chosen by the student to complement the student’s personal or professional interests.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td></td>
<td>48</td>
</tr>
</tbody>
</table>
Master of Public Management

The Master of Public Management (MPM) 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 MPM 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.

The curriculum is in three parts: general management core, public management core and electives. The MPM program contains five general core courses. The five courses in the general core cross public, private, and nonprofit sectors. The public management core covers areas specific to public management. All students enrolled in the MPM program take the same nine general and public management core requirements, which provide a common body of knowledge expected from all MPM students who graduate from Sullivan University. Students may choose to concentrate electives in a narrow field of study like health care administration, justice and public safety management, or education management, or, alternatively, choose elective courses that suit their unique needs as long as they satisfy prerequisite courses, if any.

Foundation Courses
- COM 499 Foundations of Communications
- MTH 499 Foundations of Research

**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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 510</td>
<td>Managerial Communication Skills</td>
<td>4</td>
</tr>
<tr>
<td>CMM 550</td>
<td>Negotiation in Conflict Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 580</td>
<td>Strategic Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 620</td>
<td>Operations Strategy</td>
<td>4</td>
</tr>
<tr>
<td>MPM 510</td>
<td>The Public Process</td>
<td>4</td>
</tr>
<tr>
<td>MPM 545</td>
<td>Public Sector Financial Management</td>
<td>4</td>
</tr>
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<td>MPM 550</td>
<td>Public Policy Economic Analysis</td>
<td>4</td>
</tr>
<tr>
<td>MPM 680</td>
<td>Program and Policy Evaluation - MPM Capstone</td>
<td>4</td>
</tr>
<tr>
<td>QNT 550</td>
<td>Advanced Quantitative Methods</td>
<td>4</td>
</tr>
</tbody>
</table>

Credit Hours 36

Free Electives (12 Credit Hours) 12
Three elective courses are chosen by the student to complement the student’s personal and professional interests.

Total Credit Hours 48

**Educational Management Concentration**
- MPM 580 Leading Educational Organizations 4
- MPM 581 Managing Educational Technology 4
- MPM 582 Educational Innovation and Entrepreneurship 4

**Healthcare Management Concentration**
- MPM 520 Healthcare Systems Management 4
- MPM 535 Healthcare Information Systems 4
- MPM 546 Healthcare Finance 4

**Justice and Public Safety Management Concentration**
- MPM 511 Justice and Public Safety Management 4
- MPM 551 Justice and Public Safety Policy Analysis 4
- MPM 670 Research Methods for the Justice and Public Safety Professional 4

**Management Analytics Concentration**
- MPM 590 Project Management 4
- MPM 671 Data Mining 4
- MPM 672 Managing Under Conditions of Risk and Uncertainty 4

GRADUATE SCHOOL 73
International Studies CPT Program

In conjunction with Sullivan University’s dedication to its career-centered focus, international students studying in the Graduate School may participate in Curriculum Practicum Training (CPT). In making their experience integral to the curriculum, students must demonstrate proficiency and apply their course content in the work place and utilize their working experience to the class. In doing so, students who enroll in classes requiring a CPT arrangement are expected to clearly demonstrate an interconnection between their work place and the course. The following provides a summary of eligible courses for CPT students, which degree programs these classes are associated, and a fundamental expectation for student performance. In addition, students must write an additional essay each quarter that clearly demonstrates how their work experience was integrally related to course content.

The requirements described below and in this section are related to CPT fulfillment only and are in addition to the regular academic requirements for each course. Regular academic requirements for each course are stipulated by the official course description(s) found elsewhere in this catalog.

**ACT 510Z ACCOUNTING THEORY FOR MANAGEMENT DECISIONS (MBA)**
Students are expected to use accounting information to plan, organize, direct, and control decision-making processes in the work place. It is expected that the one or all of the following topics be included: cost behavior, cost-volume profit, budgeting set-up and analysis, and/or computer applications.

**CMM 510Z INTERPERSONAL AND INTERGROUP CONFLICT ANALYSIS (ELECTIVE OPTION)**
This course is designed to introduce students to the basic concepts of conflict and conflict management. Students will be expected to identify interpersonal, intrapersonal, and intergroup conflicts and develop, integrate, and apply a conceptual solution to the conflict.

**CMM 515Z CONFLICT THEORIES (ELECTIVE OPTION)**
Students are expected to identify conflict situations in the work place and develop a theoretical model to examine the situations. Students must demonstrate the ability to step outside of their normal employment applications and broaden their contextual thinking. Students will document and delineate a solution for the observed conflicts.

**CMM 521Z MANAGING ORGANIZATIONAL CONFLICTS (ELECTIVE OPTION)**
This course is designed to help students understand how unmanaged conflict can divert management’s attention away from its core vision and mission. As such, managers are expected to develop strong management skills and learn to effectively help others deal with conflict. Students are expected to develop organizational solutions and work with management in addressing and handling conflict.

**CMM 540Z CONFLICT AND CULTURE (ELECTIVE OPTION)**
This course is designed to examine relevant conflict theories as they apply to conflict management. It examines conflict from a cross-cultural perspective. Students are expected to demonstrate the ability to use cultural theories in a work place environment and show proficiency in resolving cross-cultural diversity issues.

**CMM 542Z CONFLICT COACHING FOR LEADERS (ELECTIVE OPTION)**
This course presents theories associated with conflict coaching, discusses appropriate uses and models of coaching strategies, employs a needs assessment or coaching, and applies a conflict model of coaching. Students must demonstrate and develop a solutions based coaching process for management in the work place.

**CMM 550Z NEGOTIATION IN CONFLICT MANAGEMENT (ELECTIVE OPTION)**
This course explores the techniques and theories used in negotiation processing. The focus of the course content is to develop the skills associated with ethical issues, the use of power, and the role of persuasion in negotiation. Students are expected to demonstrate proficiency in the use of negotiation methods, the development of negotiation solutions for management, and/or use persuasion skills in a negotiation process.

**CMM 557Z FACILITATION THEORY AND PRACTICE (ELECTIVE OPTION)**
This course is designed to help students learn to facilitate the group-dynamics of problem solving. It explores obstacles to communications, examines the role of the facilitator in group-problem solving, and identifies and develops facilitator skills. Students are expected to demonstrate proficiency in the use of facilitation methods, the development of facilitation solutions for management, and/or use group-process skills in a negotiation process.

**CMM 561Z ORGANIZATIONAL SYSTEMS ANALYSIS AND DESIGN (ELECTIVE OPTION)**
This course surveys the philosophical frameworks for understanding conflict, its effects on individuals and groups, conflict assessment tools, and approaches the systems design and conflict management in organizations. Students are expected to examine the historical roots of organizational conflict, apply assessment and evaluate organizational management and systems, and design an effective strategy for managing conflict.

**CSC 550Z DATA MINING AND DISTRIBUTED COMPUTING (MSMIT)**
Students should employ the ability to explore a large information system. It is expected that a student may use one or more of the following concepts in their work place: relational and object oriented models, schema design, query processing, file systems, multimedia databases, and interconnection of databases to other information systems. Essential to management, students may demonstrate the use of electronic commerce management in integrity, availability, transactions, recovery, and authentication in a distributed setting.
CSC 560Z E-COMMERCE AND INTRANET DEVELOPMENT (MSMTP)  
Students should employ a case study and journal driven analysis of commercial activities through electronic means. It is expected that a student will be exposed to the use of electronic technology, the internet, intranet, public databases, and commercial web design and implementation in the work place.

CSC 565Z E-COMMERCE WEB APPLICATION DEVELOPMENT  
Students who take this elective should utilize the concepts in programming web applications servers. It is expected that students use hands-on experience in developing the fundamental architectural elements of programming and executing high performance, high reliability, and shared applications. The use of various programming languages is permissible and viable.

CSC 570Z B2B AND B2C ELECTRONIC COMMERCE  
Students are expected to use skills in design, development, and conduct B2B or B2C transactions in information, goods, services, and/or funds. Students should be able to apply their case study models to the work place. It is expected that the student apply the concepts and strategies of developing business solutions over the web.

CSC 580Z ELECTRONIC PAYMENT SYSTEMS  
Students are expected to use the technology and planning tools for the management of payments across electronic networks. This is an elective course.

CSC 610Z INFORMATION SYSTEMS DEVELOPMENT (MSMTP)  
Students must demonstrate the ability to identify problem and opportunity areas in Information Systems. Students should be able to demonstrate the evaluation of an IS project and use relevant information to make effective decisions.

CSC 621Z BUSINESS DATA COMMUNICATIONS AND NETWORKING  
Students must demonstrate the use of data communications and networking in the work place. A student must use the skills learned from class in the transmission of media, analog and digital signals, communication standards, multiplexing, flow control and various other topics. It is expected that students will apply concepts from their in-course case studies.

CSC 630Z DECISION SUPPORT AND EXPERT SYSTEMS  
Students are expected to demonstrate that they utilized either planning, design, or the implementation of a decision support system and expert systems. Students should be able to apply case study concepts and academic journal critiques in end user computing, evaluation, and the selection of various operating systems. Student must demonstrate the use of DSS generators, prototyping, and ES shells.

CSC 635Z COMPUTER SECURITY AND LEGAL ISSUES (MSMTP)  
The student must show the use of the methods to assure that genuine, secure, and confidential transmissions of information are used across networks. A student may use the one of the principles of digital cryptograph and public-key cryptosystems, cryptographic standards, DES government security, digital protection, and numerous other applications. It is expected that they student appreciate how a security system needs to be maintained and up to date.

CSC 680Z INTEGRATIVE MSMIT CAPSTONE (MSMTP)  
The student must develop a strategic plan and business operation model in their place of work. It is expected that they will integrate the components of an entire business model that is tactical in application.

ECO 510Z MANAGERIAL ECONOMICS (MBA)  
Students who take Managerial Economics are expected to use economic theory to make decisions in the workplace. They are asked to analyze practical business problems and use their skills to make decisions. The student must clearly demonstrate that they used a strategy in making a decision and elaborate on its justification.

FIN 540Z MANAGERIAL FINANCE (MBA/MSMIT)  
It is expected that students utilize capital budgeting, financial structure, dividend policy, analysis of financial statements, cost of capital, and capital budgeting.

HCA 510Z HEALTHCARE SYSTEMS MANAGEMENT (ELECTIVE OPTION)  
This course examines forces and policies shaping the healthcare industry. Students will examine the complex organizational structures of healthcare systems, evaluate future developments, and assess the chances of survival and success. Students are expected to develop a case method approach to understanding the healthcare management system at their work place.

HCA 535Z HEALTHCARE INFORMATION SYSTEMS (ELECTIVE OPTION)  
This class examines the health care information system with specific focus on electronic medical records and the role of health information technology in supporting business decisions. Students will be expected to participate in the planning, designing and implementing decision support systems, and expert systems. Students should demonstrate the ability to show proficiency in working with health-related information systems.

HCA 545Z HEALTHCARE FINANCE (ELECTIVE OPTION)  
This course provides students with both a macro overview of the principle of financial mechanisms across the United States. It focuses on practical financial analysis skills to use immediate applications in the healthcare industry. Students must demonstrate proficiency in working on finance matters in the work place.

HMS 510Z EVENT AND TOURISM MANAGEMENT (ELECTIVE OPTION)  
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, and planning and executing full events. Students are expected to engage and demonstrate proficiency in event planning.

HMS 545Z REVENUE MANAGEMENT IN HOSPITALITY (ELECTIVE OPTION)  
This course deals with revenue and cost management issues in the hospitality industry. Students will be expected to demonstrate proficiency in understanding yield management, revenue maximization, and the cost-drivers in the hospitality industry. Current trends should be highlighted.
HMS 575Z RESTAURANT BRAND DEVELOPMENT AND MANAGEMENT (ELECTIVE OPTION)
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, distribution, advertising, and selling high-end restaurants. Students must demonstrate proficiency in brand development and strategy implementation in the work place.

HRL 530Z HUMAN RESOURCE DEVELOPMENT (ELECTIVE OPTION)
This course is designed to examine the practical strategies for developing human resources and improving performance at the individual or organizational level. Students will be expected to demonstrate proficiency in improving performance measures in their workplace.

HRL 580Z STRATEGIC HUMAN RESOURCE MANAGEMENT (ELECTIVE OPTION)
The focus of this course is on organizational capacity, company infrastructural and structural resources fundamental to developing and sustaining company competitive advantage. Students will examine organizational design, inter-organizational cooperation, and organizational development. Students will demonstrate the use of strategic human resource skills in developing organizational sustainability and competitive advantage.

HRL 660Z ORGANIZATIONAL EFFECTIVENESS (ELECTIVE OPTION)
This course examines the various tools, interventions and techniques used to improve the organizations ability to achieve results. Students will be expected to demonstrate proficiency in organizational design and development, technology innovations, human resource metrics, knowledge management, and overall process improvement.

MGT 510Z MANAGERIAL COMMUNICATION SKILLS (MBA/MSMIT/MSM)
Students are expected to use their extensive training in writing and verbal skills to the work place. They should demonstrate that they can communicate clearly, concisely, and persuasively. At some point it is expected that the student should engage in a research project or write a business report during the quarter.

MGT 511Z MANAGERIAL ETHICS (MSM)
The student is expected to utilize and demonstrate the use of ethical decision making in the work place. The use of case studies must be used to inform and compare ethical decisions made in the work environment. Ethical theory must be used to clarify issues as they emerge.

MGT 545Z LEADERSHIP AND TEAM DEVELOPMENT (MBA/MSMIT/MSM)
Students are expected to utilize leadership skills and theory in the workplace. It is important to distinguish between the use of management and leadership. Students are expected to apply theories in their leadership and decision-making processes.

MGT 561Z ORGANIZATIONAL SYSTEMS ANALYSIS AND DESIGN (MSM)
Students are expected to analyze and design effective systems to manage conflict in the work place. Students should be able to design a system based upon theory and the collection of real-world data. Critical analytical styles must be administered.

MGT 571Z COMPETING IN DOMESTIC AND INTERNATIONAL MARKETS (MSM)
This course explores the role of capital markets and corporate financial policies in shaping a firm’s future competitiveness in global markets, the identifications of appropriate boundaries for a firm including strategic alliances. Students will be expected to show proficiency and assist in either domestic or international marketing.

MGT 590Z PROJECT MANAGEMENT (MSMIT)
Students are expected to utilize project management skills in developing and implementing projects for a work organization. They may use these skills in telecommunications, marketing, operations management, and MIS.

MGT 620Z OPERATIONS STRATEGY (MBA)
Students who are enrolled in this class should demonstrate that the engaged in work pertaining to capacity, facilities, technology, and processing. Students should demonstrate the use of statistical use in managing an operations issue, use vertical integration, add-value, and/or exercise workforce planning/materials.

MGT 650Z ORGANIZATIONAL EFFECTIVENESS (MSM)
The student is expected to use various tools, interventions, and demonstrate the organizational ability to achieve work place driven results. Students must show proficiency in one or more areas pertaining to design and development, technology innovations, resource metrics, change management, and process improvement techniques.

MGT 680Z INTEGRATIVE MANAGEMENT CAPSTONE (MBA)
The student must develop a strategic plan and business operation model in their place of work. It is expected that they will integrate the components of an entire business model that is tactical in application.

MKT 570Z MARKETING STRATEGY AND IMPLEMENTATION (MBA)
Students are expected to use systematic and analytical decision-making processes in a marketing capacity. They should demonstrate that a student worked on an information campaign, branding, or a SWOT analysis.

QNT 550Z ADVANCED QUANTITATIVE METHODS (MBA)
Students must demonstrate proficiency in the use of statistical methodology. At some point, a student is expected to use probability, sampling, random variables, use statistical inferences, correlations, forecasting, and/or a statistical method like regression or time-series analysis. Students must demonstrate the ability to use quantitative information in making decisions.
Doctor of Philosophy (Ph.D.) in Management

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 both online and hybrid settings 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 is selective and contingent upon an applicant’s satisfying a number of minimal conditions. Primary factors considered include the applicant’s overall undergraduate and graduate grade point averages, a minimal number of years experience in a managerial capacity, career interests and goals discussed in an essay, professional recommendations, and the applicant’s appropriateness for Ph.D. study and ability to handle advanced-level research. Applicants who seek admission into the Ph.D. program must submit the following materials for consideration by the Ph.D. Admissions Committee within 5-days prior to the start of Ph.D. studies:

- Completed Graduate School application form;
- Nonrefundable enrollment fee;
- Official transcripts indicating a completed, related master’s degree and bachelor’s degree from a regionally accredited university, or from a non-U.S. institution with comparable accreditation. A minimum of a 3.25 on a 4.0 scale for master’s course work is required;
- Current resume that indicates a minimum of five years of professional managerial experience in business, government, or not-for-profit management;
- 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 500-1,000 word essay to describing your goals and experiences make you a superior candidate to pursue research and studies in management.

The Ph.D. admissions process has two stages. First, an applicant must submit all required documentation to the Ph.D. Admissions Committee within 5-days prior to the start of Ph.D. courses. Second, all members of the Ph.D. Admissions Committee review the application package, which includes all required documents and decide whether to admit or not to admit 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.

International Students Graduate School Admission

Applicants for the Graduate School from foreign countries must fulfill the following requirements:

- Meet the regular admission requirements in order to be accepted into the Ph.D. in Management program;
- Provide the University with an English translation of their previous college or university work;
- Meet TOEFL, ILITS, or iTEP requirements outlined in the Admission of International Students section of this catalog;
- Adhere to the University’s regular admission procedures pertaining to international students.

See the special section related to international students and international programs included elsewhere in the catalog for more details related to international programs.

Requirements

90 Credit Hours
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:

<table>
<thead>
<tr>
<th>Area of Study</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cornerstone Requirements</td>
<td>16</td>
</tr>
<tr>
<td>Management Core</td>
<td>20</td>
</tr>
<tr>
<td>Research Core</td>
<td>24</td>
</tr>
<tr>
<td>Concentration Area</td>
<td>16</td>
</tr>
<tr>
<td>Comprehensive Exam</td>
<td>2</td>
</tr>
<tr>
<td>Dissertation</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>90</strong></td>
</tr>
</tbody>
</table>
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, proposal development, and mixed methods.

• **Concentration Area**: Sixteen (16) 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 four 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**: Twelve (12) 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.

**Transfer Credits**

A student may transfer up to eight (8) credit hours of Ph.D. coursework from a regionally-accredited doctoral program in areas closely related to the management core, concentration area, and research core. Comprehensive exam hours and dissertation hours are ineligible for transfer and are not included in the transfer policy. Transfer of credits will be considered by the Ph.D. Admissions Committee, and all decisions rendered by the committee and approved by the Dean of the Graduate School are considered final.
**Requirements**

90 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 711</td>
<td>Organizations and External Environments</td>
<td>4</td>
</tr>
<tr>
<td>MGT 712</td>
<td>Seminar in Strategic Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 713</td>
<td>Individual and Group Behavior in Organizations</td>
<td>4</td>
</tr>
<tr>
<td>MGT 714</td>
<td>Seminar in Human Capital Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 715</td>
<td>Managing Innovation and Change in Organizations</td>
<td>4</td>
</tr>
<tr>
<td>GRAD 710</td>
<td>Research Design and Analysis</td>
<td>4</td>
</tr>
<tr>
<td>GRAD 712</td>
<td>Quantitative Research and Analysis</td>
<td>4</td>
</tr>
<tr>
<td>GRAD 716</td>
<td>Qualitative Research and Analysis</td>
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<tr>
<td>GRAD 718</td>
<td>Advanced Quantitative Research and Analysis</td>
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</tr>
<tr>
<td>GRAD 719</td>
<td>Mixed Methods Research and Design</td>
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</tr>
<tr>
<td>CMM/CSC/MGT 795</td>
<td>Doctoral Seminar: Proposal Development</td>
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<tr>
<td>CMM/CSC/MGT 797</td>
<td>Ph.D. Program Residency</td>
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<tr>
<td>CMM/CSC/MGT 798</td>
<td>Doctoral Comprehensive Exam</td>
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</tr>
<tr>
<td>CMM/CSC/MGT 799</td>
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**Total Credit Hours**

58

**Concentration Areas**

### Conflict Management:
- CMM 721 Philosophical and Social Issues in Conflict Management 4
- CMM 724 Organizational Conflict Management Analysis and Intervention 4
- CMM 728 Contemporary Issues in Conflict Management 4
- CMM 729 Directed Readings in Conflict Management 4

**Credit Hours**

16

### Information Technology Management:
- CSC 722 Data Mining and Business Intelligence 4
- CSC 724 Knowledge Management 4
- CSC 728 Contemporary Issues in Information Technology Management Strategy 4
- CSC 729 Directed Readings in Information Technology Management 4

**Credit Hours**

16

### Strategic Management:
- MGT 721 Industry Structure and Competitive Strategy 4
- MGT 726 Seminar in Strategy and Public Policy 4
- MGT 728 Contemporary Issues in Strategic Management 4
- MGT 729 Directed Readings in Strategic Management 4

**Credit Hours**

16

### Human Resource Leadership:
- HRL 721 High-Performance Human Resource Leadership 4
- HRL 724 Workforce Analytics and Technology 4
- HRL 728 Contemporary Issues in Human Resource Leadership 4
- HRL 729 Directed Readings in Human Resource Leadership 4

**Credit Hours**

16

**Core, Exam and Dissertation**

58

**Concentration Area**

16

**Cornerstone Courses**

16

**Total Credit Hours**

90
International Studies Ph.D. CPT Program

Student participating in the Ph.D. Program in Management and permitted to utilize curriculum practicum training must expect an exceptionally high level of rigor. For a student who is participating in both activities, it is expected that students will engage in scholarship in the workplace and not just “do a job.” The expectations for excellence are exceptionally high and permission to perform CPT will necessitate a higher level of evidence and scrutiny than in the Master’s level of study.

As part of the integral nature of the course content, students applying for, or planning to apply for CPT at the Ph.D. level can expect to provide evidence that their work reflects scholarship and the application of theory, conceptualization, and research methodology. Any student who cannot demonstrate that they will be engaged in one or more of these areas will not be granted CPT and if they are granted CPT and their submissions do not reflect a high level of productivity, they will be denied CPT in subsequent quarters.

Each quarter, a student will submit an essay or an entire portfolio. They will have to write an essay that demonstrates an integral linkage to the curriculum being engaged in one or more of the following activities:

1. A student will engage in an empirically based research project utilizing Ph.D. level methodology and data analysis. The final research results will be returned to the company for their use as well as placed into the student’s permanent academic file at Sullivan University.

2. A student will write a 1500 word essay demonstrating the use of concepts and theory in the workplace. The essay will require a fully detailed document that demonstrates the connection between theory and concepts and their work. This essay must be cited using academic sources and presented in APA format.

3. A student may utilize their concepts, theory, and methodology to provide workplace training. When this option is utilized a student must submit a typed copy of their notes and outline, handouts, and PowerPoint presentation. These submissions must clearly show a linkage to course material.

4. For students who do not have a direct opportunity to implement research, conceptualized work, or teach then they must develop a full portfolio for review. Students must take an outline of all their CPT work projects and assignments and place an overview into a portfolio. The portfolio entries must be accompanied with a narrative that demonstrates that course content was, in fact, used to execute the workplace projects.

5. An ambitious student can develop a paper for a presentation at a regional or national conference. The work on the paper must be submitted to the Office of the International Studies Program.

If performed strategically, the work submitted at the end of each quarter should, and could, be used as a part of the dissertation. Students can use the course content in conjunction with data collection in the workplace to frame their project.

The requirements described below and in this section are related to CPT fulfillment only and are in addition to the regular academic requirements for each course. Regular academic requirements for each course are stipulated by the official course description(s) found elsewhere in this catalog.

MGT 711Z ORGANIZATIONS AND THE EXTERNAL ENVIRONMENT
It is expected that students demonstrate how organizations adapt and make strategic choices related to the external environment. Students must demonstrate a proficiency in the use of institutional theories, the ecology of organizations, and how internal characteristics and their relationships impact internal processes.

MGT 712Z SEMINAR IN STRATEGIC MANAGEMENT
This course is designed to explore the development of strategic management theory. Students are expected to submit work that traces the historical literature of theory, strategy, and research as it pertains to their CPT work site. In doing so, it is essential for students to reference and document these factors at their work site while tying it to substantive literature in the field or industry.

MGT 713Z INDIVIDUAL AND GROUP BEHAVIOR IN ORGANIZATIONS
It is expected that students will analyze the impact of individual and small group behavior on the organizational setting. Students will analyze core topic areas such as social influence, group composition, social chemistry, teamwork, power, and leadership.

MGT 714Z SEMINAR IN HUMAN CAPITAL MANAGEMENT
Human capital is critical to the success and failure of organizations. Students will be expected to demonstrate and apply the theoretical concepts pertaining to the strategic use of human capital theory and principles. Major areas suitable for examination include workplace planning and employment, employee development and retention, labor relations, risk management, and the use of human resource metrics.
CPT Fulfillment - continued

MGT 715Z MANAGING INNOVATION AND CHANGE IN ORGANIZATIONS
Innovation can be the lifeline of an organization. Students are expected to use a capabilities-based view of firms that draws on organizational economics, organizational theory, and various strategy perspectives. Students must demonstrate proficiency for identifying the source of innovation, demarcate how it is related to organizational success and failure, and identify how an organization can sustain the ability to innovate.

MGT 721Z INDUSTRY STRUCTURE AND COMPETITIVE STRATEGY
Utilizing an industrial organization economic approach, students must show that they were able to use theoretical concepts to develop competitive advantage. This course develops concepts in strategy formation and execution, market structure and competition, entry and exit strategies, buyer and supplier power, and the methods for assessing the strength of competition. Students must demonstrate the ability to add to their work site competitive strategy.

MGT 726Z SEMINAR IN STRATEGY AND PUBLIC POLICY
This course examines the relationship between the roles of business organizations and their relationship to external social and political environments. Students will be expected to demonstrate a proficiency in linking public policy to market failures, equity and social issues, and explicate the relationship between policy and business activities.

MGT 728Z CONTEMPORARY ISSUES IN STRATEGIC MANAGEMENT
This course focuses on the major contemporary issues in strategy research and assists student in selecting topics for research. The course surveys the current knowledge and reviews the mechanisms for generating and communicating knowledge in the field. Student are expected to develop a dissertation quality literature review as well as organize and develop an accounting based or market based measure of firm performance.

MGT 729Z DIRECTED READINGS IN STRATEGIC MANAGEMENT
This course examines the current theoretical and empirical research relating to emerging areas of knowledge in the strategic management field. Students are expected to develop a full literature review for their dissertation and one that frames their industry or work place.

CMM 721Z PHILOSOPHICAL AND SOCIAL ISSUES IN CONFLICT MANAGEMENT
This course is designed to study philosophical and social issues pertaining to the use and practice of conflict management. Students must engage in and describe work in the paradigms of peace, collaborative justice, objectivity, power, violence, and ethics influence. Students may examine conflict from either a macro or micro perspective as they related to the emergence, escalation, and resolution in the work place.

CMM 724Z ORGANIZATIONAL CONFLICT MANAGEMENT ANALYSIS AND INTERVENTION
Students will examine the dynamic nature of conflict within organizations and their relevance to preventing, managing, and resolving work place conflict. Topics include interpersonal, intrapersonal, and intergroup conflict, emotional intelligence, gender, cultural, generational, and theories of violence. Students will use course content to analyze conflict issues and management in their work place organization.

CMM 728Z CONTEMPORARY ISSUES IN CONFLICT MANAGEMENT
This course focuses on the major contemporary issues in strategy research and is designed to select research topics. Students will analyze the current knowledge in the field of strategy and generate a research methodology for their current work site.

CMM 729Z DIRECTED READINGS IN CONFLICT MANAGEMENT
This course examines the current theoretical and empirical research relating to emerging areas of knowledge in the conflict management field. Students are expected to develop a full literature review for their dissertation and one that frames their industry or work place.

CSC 722Z DATA MINING AND BUSINESS INTELLIGENCE
This course is designed to develop and analyze data mining for business intelligence. Students are expected extract and mine knowledge from large data sets. They are expected to bringing “business intelligence” to organizations. Some of the patterns include the search for patterns in fraud detection, consumer behavior, and credit approval.

CSC 724Z KNOWLEDGE MANAGEMENT
This class is designed to use knowledge management to improve organizational performance through processes, tools, and incentives designed to help people create, share, and integrate knowledge. In other words, students will need to use information systems to understand the purpose and functioning of KM from operational and strategic standpoints. Students are expected to analyze how technology can improve or hinder organizational performance.

CSC 728Z CONTEMPORARY ISSUES IN INFORMATION TECHNOLOGY MANAGEMENT STRATEGY
This course focuses on the major contemporary issues in information technology research and assists student in selecting topics for generating and communicating the knowledge to the field of information technology. Students will be expected to utilize their experience to develop researchable problems for an empirical study by outlining their theoretical suppositions and hypotheses.
CSC 729Z DIRECTED READINGS IN INFORMATION TECHNOLOGY MANAGEMENT
This course examines the current theoretical and empirical research relating to emerging areas of knowledge in the information technology management field. Students are expected to develop a full literature review for their dissertation and one that frames their industry or work place.

GRAD 710Z RESEARCH DESIGN AND ANALYSIS
This course is designed to provide an introduction to the systematic inquiry and the designs, methods, and statistics used to investigate various research problems. Students are expected to select a research problem, prepare a research plan, determine a population sample, differentiate between qualitative and quantitative methods, and analyze research results.

GRAD 712Z QUANTITATIVE RESEARCH AND ANALYSES
This course provides an opportunity to develop skills in the methods and use of statistics to conduct and evaluate quantitative research studies. Students are expected to analyze studies pertinent to their work place industry. They will compare and contrast research designs to examine their pertinence to the work place.

GRAD 716Z QUALITATIVE RESEARCH AND ANALYSES
This course provides an opportunity to develop skill in the methods and statistics used to conduct and evaluate qualitative research studies. Students are expected to analyze studies pertinent to their work place industry. They will compare and contrast research designs to examine their pertinence to the work place.

GRAD 718Z ADVANCED QUANTITATIVE RESEARCH AND ANALYSES
This course prepares students for dissertations and other research projects requiring the design, collection, analysis, and reporting of quantitative data. Students should design, conduct, and analyze a quantitative research study pertinent to their CPT site.

GRAD 719Z MIXED METHODS RESEARCH AND DESIGN
This course prepares students to conduct research which incorporates both quantitative and qualitative design elements. This course focuses on the design, collection, analysis, integration, and reporting of mixed methodology research. A student should demonstrate the ability to identify the historical and philosophical debates surrounding mixed method research in their industry, as well as collect, analyze, and interpret report data using these methods.

MGT/CMM/CSC 795Z DOCTORAL SEMINAR: PROPOSAL DEVELOPMENT
This course allows students to identify a research problem, conduct a review of relevant literature, select a research design, and complete an original proposal for the project. The proposal should pertain to the work site and industry of the CPT experience.

MGT/CMM/CSC 798Z DOCTORAL COMPREHENSIVE EXAM
Students will prepare to take comprehensive exams by studying the literature pertinent to their CPT experience.

MGT/CMM/CSC 799Z DISSERTATION
Students synthesize the knowledge received in their doctoral studies into an original research-based project that advances the knowledge base of their area or discipline.

MGT/CMM/CSC 797Z PH.D. PROGRAM RESIDENCY
Students are required to attend the annual residence conference held annually at the Sullivan University, Louisville Campus scheduled in conjunction with the faculty retreat. Students must be prepared to share their CPT experience, and learning assimilation in a forum format. They should be expected to be ready to present how their CPT and Ph.D. experiences are integrally linked. This is required for the first two years of their enrollment.
College of Pharmacy

Doctor of Pharmacy Degree

The profession of pharmacy has undergone a tremendous change during the last ten years. The pharmacist is a vital member of the healthcare team, is responsible for the outcome of patient medication therapy as a drug information expert, and is knowledgeable about the complexity of modern medication as well as the implications of natural herbals and more traditional medicine. 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 (PharmD) requires prerequisite coursework equaling 72 semester credits (108 quarter credits) that approximates a 2-3 year program of study completed before admission to the Sullivan University program. The Sullivan University PharmD consists of a 3-calendar-year professional program offered at the Louisville campus. Prerequisite coursework, additional admission requirements, and the professional PharmD requirements are found below:

Two years of prerequisites (listed below) must be completed before applying to the professional years at Sullivan University.

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I and II</td>
<td>6</td>
</tr>
<tr>
<td>General Chemistry with Lab</td>
<td>8</td>
</tr>
<tr>
<td>Organic Chemistry with Lab</td>
<td>8</td>
</tr>
<tr>
<td>Physics I</td>
<td>3</td>
</tr>
<tr>
<td>Calculus I</td>
<td>3</td>
</tr>
<tr>
<td>Microbiology with Lab</td>
<td>4</td>
</tr>
<tr>
<td>Biology I with Lab</td>
<td>4</td>
</tr>
<tr>
<td>Anatomy (Human)</td>
<td>3</td>
</tr>
<tr>
<td>Economics (Micro or Macro)</td>
<td>3</td>
</tr>
<tr>
<td>Public Speaking (or Speech)</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>General Education Topics</td>
<td>24</td>
</tr>
<tr>
<td>(Psychology, Humanities, Sociology, Foreign Languages, etc.)</td>
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</tr>
<tr>
<td>TOTAL</td>
<td>72*</td>
</tr>
</tbody>
</table>

*Equivalent to 108 quarter credit hours

Admission to the College of Pharmacy

In addition to completing the prerequisites listed above, requirements for admission to Sullivan University’s College of Pharmacy program include:

- Two years (or more) of pharmacy pre-requirements with a GPA > 2.5
- Two letters of recommendation
- An interview
- An essay
- Previous or current work experiences in pharmacy or any health care field will be considered

Consult Sullivan College of Pharmacy webpage at sullivan.edu/pharmacy for further details.
## Doctor of Pharmacy

### REQUIREMENTS

173 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Quarter, Professional Year One</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCAS 501</td>
<td>Introduction and Initiation to the Practice of Pharmacy</td>
<td>2</td>
</tr>
<tr>
<td>PCAS 503</td>
<td>Introduction to Health Care System</td>
<td>2</td>
</tr>
<tr>
<td>PBS 504</td>
<td>Anatomy and Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>PBS 505</td>
<td>Pharmacetics I</td>
<td>3</td>
</tr>
<tr>
<td>PBS 506</td>
<td>Pharmaceutical Calculations with Lab</td>
<td>3</td>
</tr>
<tr>
<td>PBS 508</td>
<td>Microbiology/Immunology</td>
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</tr>
<tr>
<td><strong>Credit Hours</strong></td>
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<td>18</td>
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<td><strong>2nd Quarter, Professional Year One</strong></td>
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<td></td>
</tr>
<tr>
<td>PBS 511</td>
<td>Biotechnology</td>
<td>2</td>
</tr>
<tr>
<td>PCAS 512</td>
<td>Medication Safety</td>
<td>2</td>
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<tr>
<td>PBS 513</td>
<td>Biochemistry</td>
<td>4</td>
</tr>
<tr>
<td>PCAS 516</td>
<td>Communication and Collaborative Solutions</td>
<td>2</td>
</tr>
<tr>
<td>PCAS 517</td>
<td>Medical Informatics</td>
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<tr>
<td>PBS 518</td>
<td>Pharmaceutics II with Lab</td>
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<td><strong>Credit Hours</strong></td>
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<td><strong>3rd Quarter, Professional Year One</strong></td>
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<tr>
<td>PCAS 521</td>
<td>Pharmacy Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PCAS 522</td>
<td>Complementary Alternative Medicine/ Self Care</td>
<td>3</td>
</tr>
<tr>
<td>PCAS 523</td>
<td>Research Design and Literature</td>
<td>4</td>
</tr>
<tr>
<td>PBS 527</td>
<td>Pharmaceutics III/Biopharmaceutics/ Clinical Pharmacokinetics</td>
<td>4</td>
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<tr>
<td>PCAS 525</td>
<td>Sterile Dosage Forms with Lab</td>
<td>2</td>
</tr>
<tr>
<td>PCAS 526</td>
<td>Public Health Issues</td>
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<td><strong>Credit Hours</strong></td>
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<tr>
<td><strong>4th Quarter, Professional Year One</strong></td>
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<tr>
<td>PCAS 537</td>
<td>Intermediate Pharmacy Practice Experience (I.P.P.E.)</td>
<td>5</td>
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<tr>
<td>PCAS 538</td>
<td>Intermediate Pharmacy Practice Experience (I.P.P.E.)</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td><strong>1st Quarter, Professional Year Two</strong></td>
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<tr>
<td>PCAS 606</td>
<td>Clinical Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>PCAS 607</td>
<td>Physical Assessment with Lab</td>
<td>2</td>
</tr>
<tr>
<td>PBS 603</td>
<td>Pharmacology/Medical Chemistry I</td>
<td>5</td>
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<tr>
<td>PCAS 609</td>
<td>Pharmacotherapeutics I</td>
<td>4</td>
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<tr>
<td>PCAS 608</td>
<td>Applied Therapeutics Lab</td>
<td>1</td>
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<tr>
<td>PBS 605</td>
<td>Introduction to Pharmacogenomics</td>
<td>1</td>
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<tr>
<td>PBS/PCAS 604</td>
<td>Professional Elective I</td>
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<td><strong>Credit Hours</strong></td>
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<tr>
<td>PCAS 611</td>
<td>Pharmacy Practice Management</td>
<td>2</td>
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<tr>
<td>PBS 618</td>
<td>Pharmacology/Medical Chemistry II</td>
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<tr>
<td>PCAS 619</td>
<td>Pharmacotherapeutics II</td>
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<td>PCAS 614</td>
<td>Applied Therapeutics Lab</td>
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<tr>
<td>PBS/PCAS 616</td>
<td>Professional Elective II</td>
<td>2</td>
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<tr>
<td>PBS/PCAS 617</td>
<td>Professional Elective III</td>
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<td><strong>Credit Hours</strong></td>
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<tr>
<td>PCAS 621</td>
<td>Clinical Nutrition</td>
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<td>PBS 627</td>
<td>Pharmacology/Medical Chemistry III</td>
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<td>PCAS 628</td>
<td>Pharmacotherapeutics III</td>
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<td>PCAS 624</td>
<td>Applied Therapeutics Lab</td>
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<tr>
<td>PBS/PCAS 625</td>
<td>Professional Elective IV</td>
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<td>PBS/PCAS 626</td>
<td>Professional Elective V</td>
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<tr>
<td><strong>4th Quarter, Professional Year Two</strong></td>
<td></td>
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<tr>
<td>PCAS 631</td>
<td>Pharmacoeconomics and Outcomes</td>
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<tr>
<td>PBS 637</td>
<td>Pharmacology/Medical Chemistry IV</td>
<td>5</td>
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<tr>
<td>PCAS 633</td>
<td>Pharmacotherapeutics IV</td>
<td>6</td>
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<td>PCAS 634</td>
<td>Applied Therapeutics Lab</td>
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<tr>
<td>PCAS 635</td>
<td>Pre-Practice Experience Review</td>
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<tr>
<td>PBS/PCAS 636</td>
<td>Professional Elective VI</td>
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<td><strong>Credit Hours</strong></td>
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<td><strong>1st Quarter, Professional Year Three</strong></td>
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<tr>
<td>PCAS 701</td>
<td>Advanced Pharmacy Practice Experiences</td>
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<td>PCAS 702</td>
<td>Advanced Pharmacy Practice Experiences</td>
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<tr>
<td><strong>2nd Quarter, Professional Year Three</strong></td>
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<tr>
<td>PCAS 711</td>
<td>Advanced Pharmacy Practice Experiences</td>
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</tr>
<tr>
<td>PCAS 712</td>
<td>Advanced Pharmacy Practice Experiences</td>
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<td><strong>Credit Hours</strong></td>
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<td>10</td>
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<tr>
<td><strong>3rd Quarter, Professional Year Three</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCAS 721</td>
<td>Advanced Pharmacy Practice Experiences</td>
<td>5</td>
</tr>
<tr>
<td>PCAS 722</td>
<td>Advanced Pharmacy Practice Experiences</td>
<td>5</td>
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<td><strong>Credit Hours</strong></td>
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<td>10</td>
</tr>
<tr>
<td><strong>4th Quarter, Professional Year Three</strong></td>
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<tr>
<td>PCAS 731</td>
<td>Advanced Pharmacy Practice Experiences</td>
<td>5</td>
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<tr>
<td>PCAS 732</td>
<td>Advanced Pharmacy Practice Experiences</td>
<td>5</td>
</tr>
<tr>
<td>PCAS 700</td>
<td>Research Project</td>
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<tr>
<td><strong>Credit Hours</strong></td>
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</tr>
</tbody>
</table>

**Total Credit Hours** 173
PharmD + M.B.A. Program

The College of Pharmacy and the Graduate School offer a three-year program leading to the Doctor of Pharmacy (PharmD) and the Master of Business Administration (MBA) degrees.

Total Hours for the Combined Degrees

• PharmD: 163 of PharmD courses + 10 hours of MBA courses (count for PharmD Electives) = 173 hours
• MBA: 40 hours of MBA courses + 8 hours given for PharmD coursework = 48 hours
• Total hours for completion of both programs = 221 hours

The program covers the fundamental elements of both the PharmD and MBA curricula. Students complete the first year of studies in the PharmD curriculum. The second and third years involve courses in both the PharmD and MBA programs. Coursework is designed to allow PharmD students to complete both the PharmD and MBA programs during the three full calendar years normally required by the PharmD program by allowing students to take their PharmD elective courses in subjects that satisfy the requirements of the MBA program.

Prospective candidates must submit separate applications and be admitted to both the College of Pharmacy and the Graduate School according to the admissions standards established for the program. College of Pharmacy students may opt for the PharmD + MBA program during the first professional (P1) year and be admitted to the MBA program upon a recommendation by the Dean of the College of Pharmacy and acceptance by the Graduate School into the MBA program. Prospective candidates interested in the PharmD + MBA program should review the prepared plan of study in depth to evaluate whether the program fits their career plans. Acceptance by the College of Pharmacy does not guarantee acceptance into the Graduate School. Upon successful completion of the program, the student would earn separate Doctor of Pharmacy (PharmD) and Master of Business Administration (MBA) degrees.

CAREER DIPLOMA AND DOCTOR OF PHARMACY DEGREE

<table>
<thead>
<tr>
<th>Programs</th>
<th>Campuses Where Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Pharmacy Technician Diploma</td>
<td>Louisville, Lexington</td>
</tr>
<tr>
<td>Doctor of Pharmacy (PharmD)</td>
<td>Louisville</td>
</tr>
<tr>
<td>PharmD + M.B.A.</td>
<td>Louisville</td>
</tr>
</tbody>
</table>
Professional Pharmacy Technician

CAREER DIPLOMA

Pharmacy is an expanding field that offers opportunities to those who wish to become Professional Pharmacy Technicians who assist pharmacists in drug stores, hospitals and research institutions. These career opportunities are available to those who are interested in improving the health of Americans, enjoy customer service, compounding medications, anatomy and physiology, aseptic techniques, and pharmaceutical law.

This one-year career diploma program includes an externship that provides students real-world experience that will assist them in obtaining employment as a Pharmacy Technician.

All PHT core courses require a “C” or better for successful completion.

REQUIREMENTS

72 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Titles</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 118</td>
<td>Computer Applications I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>4</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Information Literacy</td>
<td>4</td>
</tr>
<tr>
<td>KEY 105</td>
<td>Keyboarding Essentials</td>
<td>4</td>
</tr>
<tr>
<td>MTH 101</td>
<td>College Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MSS 104</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>PHT103</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>MSS 154</td>
<td>Health and Safety Techniques</td>
<td>4</td>
</tr>
<tr>
<td>PHT 101</td>
<td>Introduction to Pharmacy Technician</td>
<td>4</td>
</tr>
<tr>
<td>PHT 105</td>
<td>Pharmacological Calculations</td>
<td>4</td>
</tr>
<tr>
<td>PHT 150</td>
<td>Pharmacotherapeutics I</td>
<td>4</td>
</tr>
<tr>
<td>PHT 151</td>
<td>Pharmacotherapeutics II</td>
<td>4</td>
</tr>
<tr>
<td>PHT 201</td>
<td>Pharmacy Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>PHT 203</td>
<td>Retail Pharmacy Operations</td>
<td>4</td>
</tr>
<tr>
<td>PHT 204</td>
<td>Hospital Pharmacy Operations</td>
<td>4</td>
</tr>
<tr>
<td>PHT 205</td>
<td>Principles of Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>PHT 206</td>
<td>Sterile and Non-Sterile Compounding</td>
<td>4</td>
</tr>
<tr>
<td>PHT 299</td>
<td>Pharmacy Externship</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credit Hours

72
Global e-Learning

The Internet has provided exciting opportunities in the field of education. Sullivan University is at the forefront of the use of this technology and is proud to provide online classes and programs through Sullivan University Global e-Learning. All online course credits earned through Global e-Learning that are part of a given program are accepted as part of associate, bachelor, master and doctoral degree programs. The programs below can be earned entirely online*, allowing students to complete their education and remain on the job, no matter where in the world they have chosen to live.

CAREER CERTIFICATES, CAREER DIPLOMA AND DEGREE PROGRAMS

- Medical Coding Certificate
- Conflict Management Certificate
- Sullivan University/Dale Carnegie Certificates
- Human Resource Leadership Certificate
  - Compensation and Benefit Specialist Certificate
  - Employee Relations Specialist Certificate
  - Employment Specialist Certificate
  - Organizational Effectiveness Specialist Certificate
  - Organizational Diversity Specialist Certificate
  - Conflict Resolution Specialist Certificate
- Professional Nanny Career Diploma
- Associate of Science Degree in Accounting
- Associate of Science Degree in Business Management
- Associate of Science Degree in Early Childhood Education
- Associate of Science Degree in Justice and Public Safety Administration
- Associate of Science Degree in Supply Chain Management
- Associate of Science Degree in Marketing and Sales Management
- Bachelor of Science Degree in Accounting
- Bachelor of Science Degree in Business Administration
  - Concentrations:
    - Computer Systems
    - Finance
    - Healthcare Management
    - Management
    - Marketing
    - Supply Chain Management
- Bachelor of Science Degree in Hospitality Management
- Bachelor of Science Degree in Human Resource Leadership
- Bachelor of Science Degree in Justice and Public Safety Administration
- Bachelor of Science Degree in Interdisciplinary Studies
- Bachelor of Science in Nursing

- Graduate Certificate in Conflict Management
- Master of Business Administration Degree
  - Concentrations:
    - Healthcare Management
    - Hospitality Management
    - Accounting
    - Strategic Marketing
- Master of Public Management
  - Concentrations:
    - Education Management
    - Healthcare Management
    - Justice and Public Safety Management
    - Management Analytics
- Master of Science Degree in Conflict Management
- Master of Science Degree in Human Resource Leadership
- Master of Science Degree in Managing Information Technology
- Master of Science Degree in Management
- Dual Master of Business Administration/Master of Science Degree in Managing Information Technology
- Ph.D. in Management*
  - Concentrations:
    - Strategic Management
    - Conflict Management
    - Information Technology Management
    - Human Resource Leadership

*Ph.D. in Management requires a brief on-campus residency during years 1 and 2 of the program. An online residency is currently under development for those who may have difficulty attending an on-campus residency. Check with the graduate school staff for more information.
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 write, call or email the University.

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. Contact the Office for Financial Planning for an appointment.

Options for Payment
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. See a Financial Planning Coordinator for details. 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 or Admissions Department. The Career Services office also maintains a list of part-time positions to help finance a student’s education.

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.

Other Fees
Some courses and programs at the University require additional general or comprehensive fees. These fees are disclosed on the enrollment agreement and in the Tuition and Fees supplement to the catalog.

Tuition Reduction Policy

Sullivan University Tuition Reduction Policy – First Quarter Students Only*

In the event a student discontinues attendance from the University during his/her first quarter of study, the University reduces tuition charges on a pro rata basis (less an administrative fee of $100) as follows:

- Week 1 - 90% reduction, less the administrative fee of $100
- Week 2 - 80% 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 - 40% reduction, less the administrative fee of $100
- Weeks 7-11 - No reduction

*Ft. Knox’s Tuition Reduction policy is on the pro rata basis plus an administration fee of 5% for new and continuing students.

Sullivan University Tuition Reduction Policy-All Continuing and Re-entering 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 stated below.

- Weeks 1-3: Tuition reduced 25% of the current quarter’s tuition less $100 administrative fee.
- Weeks 4-11: No reduction.

*Ft. Knox’s Tuition Reduction policy is on the pro rata basis plus an administration fee of 5% for new and continuing students.

The IT Academy has a different refund policy due to the 5½ week courses. That policy is available from the admissions department and online.

Policy on Return of Title IV Funds
Federal financial aid funds are awarded with the expectation that students earn a percentage of the disbursed funds each day of class attendance each term. When a student who has received federal financial aid funds (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. Once a student has completed more than 60% of a term, he/she is considered to have earned all funding received. This calculation may have the effect of requiring the student to repay funds that have already been disbursed to the student. Students are encouraged to meet with their financial planning administrator prior to making the decision to withdraw from school.

The order of repaying the funds is as follows:

1. Unsubsidized Direct Stafford loans (other than PLUS loans)
2. Subsidized Direct Stafford loans.
4. Direct PLUS loans.
5. Federal Pell Grants for which return of funds is required.
6. Federal Supplementary Educational Opportunity Grants (FSEOG) for which a return of funds is required.
7. Federal Teach Grants for which a return is required.
Financial Obligations
Students who fail to meet any of their financial obligation with the University including charges for tuition, books and supplies, housing, parking, etc., can be suspended from Sullivan University. No transcript or diploma will be released until all financial obligations are met.

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 Eligibility: 0-46 credit hours
Second-Year Eligibility: 47-95 credit hours
Third-Year Eligibility: 96-142 credit hours plus enrollment in a Baccalaureate program of study
Fourth-Year Eligibility: 143 credit hours completed plus enrollment in a Baccalaureate program of study

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.

Indiana Residents Specific Refund Policy
Sec. 6.5
(a) The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the commission. The institution must make the proper refund no later than thirty-one (31) days after the date of the student’s request for cancellation or withdrawal.

(b) The following refund policy applies to each resident postsecondary proprietary educational institution, except as noted in section 4.5 of this rule:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
   (A) The student does not meet the postsecondary proprietary educational institution’s minimum admissions requirements.
   (B) The student’s enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
   (C) The student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

6. A student withdrawing from an instructional program, after attending more than sixty percent (60%) is not entitled to a refund.

(Iowa Commission on Proprietary Education; 570 IAC 1-8-6.5)

Iowa Refund Policy
The below tuition refund policy applies to online students residing in Iowa.

According to Iowa Code 714.23, a refund of ninety percent of the tuition for a terminating student shall be paid to the student based upon the ratio of the remaining number of scheduled school days to the total number of scheduled school days of the school’s term or course.
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.

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 Enrollment Services 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 Enrollment Services 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 Enrollment Services 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 wishing to review their education records must make written requests to the Enrollment Services 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 University’s 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 Executive Vice President/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 Executive Vice President/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 probation 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.
Definition of Credit Hour
A credit hour is a commonly accepted metric in higher education used to express intended academic engagement and course learning outcomes. For live courses, a quarter hour of credit reasonably approximates one net clock hour of instruction plus two hours of out-of-class student work, per week, for an 11 week quarter term. A net clock hour is defined as 50 minutes. Courses that vary from this definition such as laboratory courses, internships, practicums, externships, independent studies, etc., may involve a variant of this metric but will require, nonetheless, an equivalent amount of work.

Courses taught in an online or hybrid format will express the same learning outcomes as their live course counterparts, and, while the type of engagement and delivery method may differ from a live course, an equivalent amount of learning and work will be expected.

Enrollment Status
Students may enroll as either full-time or part-time students. Undergraduate students scheduling 12 or more credit hours per term are classified as full-time. Those who schedule fewer than 12 hours are classified as part-time.

The University operates on a year-round schedule. Students who expect to stay on track and graduate in 18 or 36 months should expect to complete at least 48 credit hours during each 9 month academic year, a few more in some programs. This typically involves three quarters of 16 to 20 credit hours each.

Class Schedule and Plus Friday
Most day classes are conducted Monday through Thursday. 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
Students may choose to complete all or part of most programs by taking one or more 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
The Internet has provided exciting opportunities in the field of education. Sullivan University is in the forefront of the use of this technology and is proud to provide online classes through Sullivan University Global e-Learning. All online course credits earned through Global e-Learning are accepted as part of the associate, bachelor, master, and doctoral degree programs.

Several programs can be earned entirely online, allowing students to complete their education and remain on the job no matter where in the world they have chosen to live.

Attendance and Census Policy
Every Sullivan University student is expected to maintain satisfactory attendance. Sullivan 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 every class and/or laboratory session. If an absence is unavoidable, students should attempt to contact the University to alert their instructor(s) of the absence and the reason for it. 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 Enrollment Services at the Louisville campus, in Academic Services at the Lexington campus, in the Administrative office at the Fort Knox campus, and, for online courses, by contacting the e-Learning academic services staff at online@sullivan.edu.

Attendance is taken and reported for day courses through Monday of the second week of each term. For evening and weekend courses, attendance reporting continues through the second week. A student will become active in a course when they attend the course during the limited period of attendance. Once a student is made active in a course through the limited period of attendance reporting process, he/she will remain active in the course until the census unless he/she officially withdraws from the course. While Sullivan University strongly encourages regular attendance, (including logging into and participating in online courses each week), faculty will not report attendance beyond the reporting period described above. Once a student becomes “active” in a course, they will remain active until the term’s census or until the student officially withdraws from the course.

Each quarter a census is taken to determine whether students who were in attendance at the beginning of the quarter are active or inactive in each of their courses. This takes place when 60+% of the quarter has been completed, which is approximately the end of the 7th week. Students who are considered “inactive” in a course at the time of the census will receive the grade of “NF” for that course and will be dropped from the course. Inactive status can be caused by a combination of poor attendance, failure to turn in assignments, failure to take scheduled exams, failure to actively participate in course activities, or failure to complete other course requirements. Inactive status for online students is determined by the student’s non-completion of one or more of the activities used to determine “academic attendance” and/or “attendance at an academically-related activity. The “NF” grade is placed on the student’s transcript and is the same as an “F” in calculating grade point average and completion rate.
**Academic Attendance Policy for Online/ Hybrid Students**

Attendance will post on Monday of week two and again on Monday of week three. Each posting will be for the attendance of the week prior. No other attendance posting is required thereafter. The Census Policy for online/hybrid courses is found in the “Attendance and Census Policy”.

Attendance is based on “academic attendance” and/or “attendance at an academically-relevant activity,” as defined by the U.S. Department of Education, which is determined by the completion of one or more of the following activities by the student during the first two weeks of class in each class in which they are enrolled.

- Submitting an assignment to a drop box
- 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)

Logging-into an online course, without engaging in any of the above activities, does not qualify as “academic attendance” or “attendance at an academically-related activity”.

**Dress Standards**

Dress standards for all Sullivan University campus locations are based on two fundamental concepts:

1. Many students have chosen to enter the world of business where more conservative dress is the rule rather than the exception.
2. Radical departures from conventional dress or personal grooming standards are not permitted. Students are expected to conform to the minimum business dress standards that they will follow when they go to work.

A few simple guidelines are to be remembered:

- Clothes should be clean;
- Hats of any kind, including hoods, caps, hats, scarves, do rags etc., cannot be worn while in the building, with the exception of NCHS students utilizing the toque/skull cap. Customary and recognized religious headdress (i.e. a Hijab worn by women) is permissible.
- Pants should not be allowed to sag and/or expose one’s undergarments.
- Shorts should be conservative in length.
- Women’s tops should minimize exposure.

**Professional Dress Wednesday:**

On Wednesdays, students are to dress as if they were going on a job interview. Professional Dress Day is not applicable to evening students.

**Dress Standards for Men:**

- Dress slacks
- Dress shirt
- Tie
- Dress shoes and socks

**Dress Standards for Women:**

- Business dress, or
- Dress skirt and blouse, or
- Dress pants and blouse
- Dress shoes

Although these standards may not satisfy everyone’s desire for personal dress freedom, we believe appropriate dress is important for the overall professional business image. Because we believe this is a constructive and vital part of your professional development, students are asked to follow these dress standards. Students who are not professionally dressed will not be permitted to attend class.

**National Center for Hospitality Studies Professional Dress Standards:**

All hotel/restaurant management and event management and tourism students are required to be in the professional dress attire listed below every Wednesday for Professional Dress Day.

- **Suits:** navy suits for travel students and navy suits for hotel/restaurant majors.
- **Slacks/Skirts:** navy slacks or skirt.
- **Shirt/Blouse:** white shirt or blouse, well ironed.
- **Tie:** burgundy ties for travel and hotel/restaurant majors.
- **Name Tag:** to be worn on jacket.
- **Hose/Socks:** hose for women and socks for men must be worn.
- **Shoes:** professional business shoes complete the look, preferably black.

Students enrolled in any Culinary Arts, Baking and Pastry Arts, or Professional Catering program are required to adhere to the complete NCHS 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 NCHS. Hotel/Restaurant Management students, during the term that they are scheduled in the Basic Culinary Skills and Theory class, are required to adhere to these standards as well.

Failure to abide with each standard is just cause for the student 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’ name 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 the students’ face. 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, headdressing, or hair or head covering of any type, except the toque/skull cap, will be worn with the chefs’ uniform.

**Chefs’ 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 chefs’ jacket.

**Checkered 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 an NCHS chef instructor. The ends of the neckerchief will be worn tucked neatly on the inside of the chefs’ 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 an NCHS chef instructor, at all times while the student is in a food prep area.

NCHS 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. A student who comes to class with a day’s growth of facial hair will not be allowed entry to class.

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 NCHS 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 NCHS 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 NCHS 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 NCHS 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.
• Or any other condition in a contagious state such as pink eye or a rash of unknown origin.

Grading and the Quarter System
The University operates on a quarter basis (four 11-week sessions during the calendar year). Grades are awarded on a quarter-hour basis. Grades are assigned based on the following levels of achievement and earn quality points as indicated:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Grade Range</th>
<th>Definition</th>
<th>Quality Points per Credit Hour</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100*</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>80-89*</td>
<td>Above Average</td>
<td>3.0</td>
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<tr>
<td>C</td>
<td>70-79*</td>
<td>Average</td>
<td>2.0</td>
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<tr>
<td>D</td>
<td>60-69*</td>
<td>Below Average</td>
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<tr>
<td>F</td>
<td>0-59*</td>
<td>Failing</td>
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<td>W</td>
<td>-----</td>
<td>Withdrawal during</td>
<td>not computed</td>
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<td>1st 7 weeks</td>
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<tr>
<td>WF</td>
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<td>Withdrawal Failing</td>
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<td></td>
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<td>After 7 weeks</td>
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<tr>
<td>NF</td>
<td>-----</td>
<td>Failing – Not Actively</td>
<td>0</td>
</tr>
<tr>
<td>I**</td>
<td>-----</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>-----</td>
<td>Pass/PLA</td>
<td>0</td>
</tr>
<tr>
<td>S</td>
<td>-----</td>
<td>Satisfactory progress</td>
<td>not computed</td>
</tr>
<tr>
<td>T</td>
<td>-----</td>
<td>Transfer credit earned</td>
<td>not computed</td>
</tr>
<tr>
<td>U</td>
<td>-----</td>
<td>Unsatisfactory progress</td>
<td>not computed</td>
</tr>
<tr>
<td>AU</td>
<td>-----</td>
<td>Audit</td>
<td>not computed</td>
</tr>
<tr>
<td>X</td>
<td>-----</td>
<td>Waived</td>
<td>not computed</td>
</tr>
</tbody>
</table>

*Ranges may differ in the College of Pharmacy and College of Nursing and Allied Health
**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.
Class Repeat Requirements/Policy
Any Sullivan University student must repeat any course in his or her program in which a grade of “F” has been earned/assigned. The earlier grade will remain on the student’s transcript, but the previous “F” grade will not be used in computing the student’s GPA. The previous insufficient 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 second attempt in any course. In exercising the “D” or “F” repeat option, the student agrees to accept for record the grade earned for the course repeated. Undergraduate Students on a contract rate tuition agreement are not charged additional tuition when repeating a course for the first time; third and subsequent attempts of the same class will have tuition charges assessed. All Comprehensive and General Fees will be recharged for each repeated course for contract rate tuition agreement students. Credit hour students must pay to repeat all courses. All graduate students must pay for repeat classes.

Declaring and Changing Majors
(Program of Study)
Students who desire to change their program of study should initiate the change through the Enrollment Services Office. Dependent upon the program being changed or added, some students will be referred to the Enrollment Services Office for formal completion of the change. 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.

Add/Drop Policy
The Add/Drop policy at Sullivan University is designed to provide students with the maximum opportunity for success. The add/drop period for day classes extends until the Monday of the second week of classes, for evening classes until the end of the second week of classes. The online/hybrid classes add/drop period will close Monday of week two at 8:00p.m. est. To maintain enrollment for the term, students must attend all scheduled classes by the end of the add/drop period. Once the add/drop period ends, financial penalties exist for withdrawing from classes.

Withdrawal Policy
After the conclusion of the add/drop period, a student wishing to terminate enrollment in a single day or evening class may do so by completing a course withdrawal form in Enrollment Services/Academic Services. For online classes, student submit a withdrawal request form from www.sullivan.edu. There is no tuition reduction for single class withdrawals.

If a student wishes to withdraw from the University, he/she must complete a University withdrawal form and also complete an exit interview with a staff member in Enrollment Services/Academic Services. See Tuition Reduction policy for financial implications.

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.”

Medical and Military Breaks are available. Please see your campus Registrar for more information on the necessary procedures.

Transfer of Credit
It is the policy of Sullivan University to accept credit from other accredited postsecondary institutions when certain criteria are met. Credit will be approved for transfer of courses that are equivalent to courses offered at Sullivan, and in which the student has earned a grade of “C” or better. 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 101), and Information Literacy (FYE 101). If a student places into ENG 100 or MTH 100 but transfer into a ENG 101 or MTH 101 that was taken else where within the previous five years, the student may be waived out of the 100 level course and scheduled immediately into ENG 102 or MTH 102. The Registrar 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 to, 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 and enrollment contract or agreement.

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 Enrollment Services 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.
Transfer Credit from Sullivan University
Should a student decide to pursue advanced education upon graduation from Sullivan, Enrollment Services staff are available to review the graduate’s plans and assist with the transfer. Graduate students interested in post-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 department chair to ensure that students have the knowledge required of the program.

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, Veteran’s Administration benefits, or Social Security benefits, and are not calculated in course load.

Lifetime Review Privileges
Graduates of Sullivan University at any level have Lifetime Review Privileges. Under this policy, the graduate may return to the University at any time and register for any course previously taken toward the earned diploma or degree at no additional tuition cost to the student. The student must complete a re-entry application prior to registering for any course under this program. Classes taken as Lifetime Review are taken on an audit basis; students will not receive a letter grade.

Re-Entering Requirements
A student wishing to re-enter Sullivan University after a leave of absence must contact Admissions or Enrollment Services 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 classes, though no additional enrollment fee is required.

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, obviously, 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;
• submission of the same work to different classes (AKA self-plagiarism);
• and, any other method by which a student gains an unfair advantage.

Cheating and plagiarism are unfair to all students: it rewards those who put forth less than a full effort and penalizes those who use only traditional means of preparing for and taking an exam or writing a paper. It does 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.


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.
The following criteria are utilized when evaluating student satisfactory academic progress:

- 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.
- Grade changes to previously unsatisfactory 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 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 at the end of the second year for a program that is two academic years or more and each quarter thereafter.
- A CGPA of 2.0 or better is required to graduate from any undergraduate academic program.
- SAP evaluation and processes for graduate students are the same as for all University students with the exceptions of the minimum cumulative GPA required is 3.0 at each quarterly evaluation point and a minimum CGPA of 3.0 is required 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.

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### Grade Application Chart

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Included in Credits Earned</th>
<th>Included in Credits Attempted</th>
<th>Included in Cumulative GPA Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>NF</td>
<td>Failing – Lack of Engagement</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>P</td>
<td>Pass/PLA*</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>T</td>
<td>Transfer</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal up through week #7</td>
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<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal after week #7</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>X</td>
<td>Waived</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
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</table>

*Prior Learning Assessment (PLA)
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

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 requiring 106 credits may attempt a maximum of 159 (106 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 now 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 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” 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, depending on the student’s campus location/division of enrollment, by the Coordinator of Academic Progress (Louisville), the Associate Dean of Academic Affairs (Lexington), the Director of Education (Ft. Knox), the e-Learning Registrar (e-Learning) 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 their academic progress may submit a written appeal to the appropriate campus 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 wishing to appeal their 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 their 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 of validating the reasons why he/she could not meet SAP requirements and justifying the reasons 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. 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 their Academic Recovery Plan.

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 by 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 Academic Recovery Plan. Upon the conclusion of the quarter of Academic Probation by Appeal the student will be reviewed for SAP progress and meeting the requirements of their Academic Recovery Plan.
A student on Financial Aid or Academic Probation by Appeal status will be required to adhere to an Academic Recovery Plan (ARP) as developed and prescribed by an appropriate academic school official. Any student on an Academic Recovery Plan will remain on the assigned student status as long as the requirements of the Academic Recovery Plan 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. 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 requesting to reenter the University following a period of absence and/or suspension should contact the Administrative Office (Louisville), Academic Services office (Lexington), the Director of Education (Ft. Knox) or the e-Learning Registrar (e-Learning). 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.

Academic Grievance Procedure

Doctor of Pharmacy and Pharmacy Technician students must follow the College of Pharmacy (COP) policy listed in the COP Student Handbook.

Sullivan University students who wish to file an academic grievance must do so within ninety days after the posting of final grades and in accordance with this policy. An academic grievance is defined as a student allegation of substantial unfair, unequal, or unjust deviation - to the student’s detriment, from promulgated policies or procedures regarding admission, special agreements, the university’s academic requirements, or grading policies, such as: computation dispute over calculation of a final grade or its transmission to the Registrar; or, unfair and unequal application of grading criteria to one student or some students in a manner that treats them differently; or, unfair or unannounced alteration of assignments, grading criteria, or computational processes.

Grievances related to assignment or test grades of courses in progress must be directed to the course instructor and if a resolution cannot be reached between student and instructor, then to the instructor’s department chair. If the department chair and the student cannot resolve the issue, then a formal grievance can be filed after final grades are posted for the course.

Students shall have the right to file academic grievances or appeals according to the following procedures approved by the University.

Step 1: Students who have an academic grievance should speak first with the individual with whom they have the grievance in an effort to resolve the matter at the lowest level possible.

Step 2: If the student is unable to resolve the grievance by speaking with the individual with whom they have the grievance, they may seek review by the Academic Dean, Director or Chairperson (campus specific terminology may differ) in charge of the area in which the grievance exists. Students should be aware that the Academic Dean, Director or Chairperson may require the grievance be placed in writing and he/she may require the matter be considered first by another lead faculty member who has primary responsibility for a specific academic area (i.e. English, Mathematics, Management, Marketing, etc.).

- If a student’s grievance is with an undergraduate on-campus class at the Louisville or Lexington campus, the student should contact the Academic Dean, Director or Chairperson in charge of the department in which the course falls. Blended courses are considered “on-campus” courses.

- If a student’s grievance is with an undergraduate online course, the student should contact the Associate Dean of Outcomes Management for e-Learning who will evaluate and assess the student’s concern and direct him or her to a Louisville or Lexington-based Academic Dean, Director or Chairperson. The decision to assign responsibility to a Lexington or Louisville-based reviewer will involve consideration of the student’s original campus of enrollment and the primary campus assignment and level of the instructor assigned to the course, if any.
• If a student’s concern is with an on-campus class at the Fort Knox campus, the student should contact the Dean of Academic Affairs.

• If a student’s concern is with a graduate school course, regardless of their location, the student should contact the Associate Dean for the Graduate School.

Step 3: If the student is unable to resolve the grievance by working through steps 1 and 2, the student may seek further review as follows:

• If a student’s grievance is with an undergraduate or graduate on-campus class at the Louisville campus, the student should contact the Associate Dean for Academic Affairs.

• If a student’s grievance is with an online course, the student should contact the Dean of Online Studies.

• If a student’s grievance is with an on-campus class at the Fort Knox campus, the student should contact the Executive Director.

• If a student’s grievance is with an undergraduate or graduate on-campus class at the Lexington campus, the student should contact the Dean of Academic Affairs.

When a grievance reaches this step in the process, depending upon the campus, the Dean of Academic Affairs, Associate Dean for Academic Affairs, Dean of Online Studies, or Executive Director (or his/her designee) at the Fort Knox campus will appoint a special committee to review the grievance and upon appointment of the committee, the complainant is required to cooperate fully with the committee during their review and investigation. Any special committee appointed to review an academic grievance will consist of a minimum of two faculty members and one professional staff member. Any committee appointed to review a graduate student’s grievance will consist of graduate school faculty and appropriately credentialed professional staff. If academically qualified, the administrative person to whom the grievance is brought at this stage may appoint him/herself to the committee as a professional staff member. A chairperson who may be a faculty or professional staff member will be appointed to lead the inquiry and he/she will not vote except in the event of a tie. Any special committee appointed to review the matter will do so in an ethical manner that is deemed just and fair by the appointed chairperson without obligation to observe state or federal rules of evidence or formal legal due process procedures. When the committee interviews the complainant, witnesses and others with information about the issue(s) surrounding the complaint, attorneys, parents, friends, advisors, etc., will not be permitted in the room. An audio recording of every interview may be made and retained by the University. At the conclusion of their inquiry, the committee may:

• Agree with and uphold the original decision or action that led to the grievance and affirm any action, consequence or result related thereto.

• Agree with and uphold the original decision or action that led to the grievance but mitigate, reduce or eliminate any action, consequence or result related thereto.

• Disagree with the original decision or action that led to the grievance, arrive at an entirely different conclusion and mitigate, reduce, eliminate or otherwise alter any action, consequence or result related thereto.

• The committee, through the chairperson, will report their results to the official who appointed the committee and prepare a letter to the student that explains the results of the inquiry.

NOTE: Throughout steps 1, 2 and 3, the Executive Director of the campus that holds jurisdictional authority over a grievance as defined in step 3 will be kept informed of the grievance and its progress throughout the entire process. He/she has the prerogative and authority to make an executive decision to change, alter or abate any decision rendered by any individual or committee throughout the first three steps of this process.

Step 4: If a student is unsatisfied with the decision rendered at step 3, he/she may petition for further review by the Vice President for Academic Affairs / Chief Academic Officer for Sullivan University. To request a review by the Vice President for Academic Affairs / Chief Academic Officer, the student should submit a request in writing that provides in detail: a) a thorough explanation of the grievance; b) the information provided by the committee during step 3; c) any new information that has developed since the review at Step 3; and, d) why the student feels the decision is unfair and/or unjust. The letter should be addressed to the attention of the Vice President for Academic Affairs/Chief Academic Officer and be sent or delivered to the Administrative Office, Sullivan University, 3101 Bardstown Road, Louisville, KY, 40205.

Step 5: After the Vice President for Academic Affairs/Chief Academic Officer has rendered his/her executive decision in the matter, if further action is deemed necessary beyond Step 4, the student may file a final written grievance with the Chief Executive Officer (C.E.O.) of Sullivan University by mailing or delivering it to the Administrative Office, 3101 Bardstown Road, Louisville, KY 40205. His/her decision will be final.

RECUSATION: Any principal involved in the grievance process shall recuse himself/herself from participation if their relationship with either the grievance or the grievant(s) would adversely prejudice him or her. Grievant(s) may also challenge participation of a principal, whom they legitimately feel has a conflict of interest. In such instances, the recusation will be forwarded to the applicable director, dean or committee chair – or, when that person is to be recused, then, to the next most senior Sullivan University administrator – who will appoint a suitable, qualified replacement. Academic Grievances directed specifically toward the Chief Executive Officer of the university will be reviewed by the Executive Vice President of The Sullivan University System, Inc. by mailing or delivering it to the Administrative Office, 3101 Bardstown Road, Louisville, KY, 40205. His/her decision regarding a grievance against the Chief Executive Officer will be final.

For Tennessee residents, if a complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, 404 James Robertson Parkway, Nashville, TN 37243-0830. Telephone: 615-741-5293
Non-Academic Grievances
Level One: Sullivan University is committed to open and frequent communication. This open door policy means that students should first have a conference with the person with whom they have their original complaint.

Level Two: If a satisfactory solution is not achieved, the student should then have a conference with that department’s chair or director. If this does not result in a satisfactory solution, the student may seek resolution by arranging a meeting with the appropriate Dean/Director of Education.

Level Three: If a satisfactory solution is not achieved, the student may then seek resolution by arranging a meeting with the Vice President for Academic Affairs (Louisville students) Executive Director (Lexington students) or Director (Fort Knox students).

Level Four: If further action is deemed necessary, the student may file a written complaint with the:

Executive Vice President/CEO
Sullivan University
PO Box 33-308
Louisville, KY 40232

INTERNATIONAL STUDIES PROGRAM

Admission to the University
Sullivan University welcomes students that are committed to higher learning and professional development. In addition to adhering to the regular admission requirements for an Associate, Bachelor, Master or Doctoral program, international students must provide specific documentations when submitting an application. Listed below are the details regarding the application process for international students seeking admission to the University for both undergraduate and graduate programs.

Prospective Students are expected to:

• Provide a completed Sullivan application along with application and processing fee.
• Provide a copy of their current Passport (including all pages of existing visas and/or entry stamps).
• Submit Statement of Purpose (Essay of Past, Present, and Future, 750 words).
• Include a copy of the current I-20 (if applicable).
• GRE or GMAT score (required for Graduate School).
• TOEFL, IELTS or iTEP scores (required).
• SAT or ACT (if you do not have an Associate Degree) for undergraduate admission.

All applicants for whom English is a second language need to show evidence of sufficient proficiency in the English language. Applicants may demonstrate English proficiency by submitting Test of English as a Second Language (TOEFL) or should have an IELTS score to be considered for admission to any program in the University. For more information you can contact the International Program Enrollment Specialist.

• Official transcripts from an accredited university or college.
• Provide accepted statements of financial responsibility (converted to U.S. dollars) and verification of their ability to fund estimated minimum expenses.
• Provide an Affidavit of Support for sponsorship along with financial documentation supporting the sponsorship.

The University may require an advance deposit of funds to cover one year’s estimated expense for all non-immigrant international graduate students before the issuance of the I-20 Form.

Please note that applications will be received on a competitive basis and Sullivan University does not guarantee admission.

Future students are strongly suggested that you explore the websites listed to familiarize yourself with the official regulations and legal process for students wishing to pursue academic studies in the United States.

USCIS: www.uscis.gov
GRE: www.ets.org/gre/
TOEFL: www.ets.org/toefl/
GMAT: www.mba.com
IELTS: www.ielts.org

Academic Programs
The Sullivan University Graduate School provides an opportunity for students to participate in Curriculum Practicum Training. Students are eligible to apply for the Master of Business Administration, Master of Science in Managing Information Technology, Master in Conflict Management, Master of Public Management, Master of Science in Management, Doctorate of Philosophy in Management. Interest in a particular program must be stated on the original application.

1. Non-CPT Track: International graduate students who do not engage in the CPT program will follow the same rules as applied to all Graduate students as outlined in this catalog and the Sullivan University Student Handbook.

2. CPT Track: Students who choose to participate in the CPT program must adhere to Regulation 8 CFR 214.2(f) (10)(i) cited below:

“an F–1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Students who have received one year or more of full time curricular practical training are ineligible for post-completion academic training. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training. A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving his or her Form I–20 with the DSO endorsement.”

Students are not permitted to engage in CPT if they are enrolled for two simultaneous Foundation classes, COMS 499 and MTH 499. However, any student who is enrolled in a Graduate School class at the 500 level or higher and interested in CPT must meet all eligibility requirements. Students must apply and be approved for CPT with

ACADEMIC POLICY

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the International Studies Department DSO, write an additional essay demonstrating the use of course contents at the CPT site, and successful completion will be placed on the student transcript.

Students will be reviewed for CPT eligibility on a quarterly basis and there is no guarantee of employment or ongoing permission to have CPT extended.

Please note: Students working illegally may face immediate termination of status by a university DSO.

3. OPT Track

What is Optional Practical Training (OPT)?

OPT is practical work experience in your field of study (typically after completion of a degree) and can last up to one year. Students on OPT are still considered to be F1 students at Sullivan University even if working elsewhere in the U.S. The Employment Authorization Document (EAD) is not a working permit; it is an extension of your F1 status for the purposes of practical training.

Who is Eligible?

An F-1 student is eligible for OPT if they:

- Legally maintain regulatory and academic status;
- Have been enrolled full-time for at least 8 months;
- Will be completing their course of study in the current term; and
- Engage in OPT directly within their course of study.

When should you apply for OPT?

Students can apply for OPT up to 90 days before and 60 days after their program completion date. Program completion is when you have taken all the necessary credits for your program; it does not mean graduation nor does it mean that you can delay your OPT application until fulfilling an incomplete credit.

Your OPT may end no later than 14 months after your program completion date.

Periods of Unemployment

Post-completion OPT is dependent upon employment. Students may not accrue a total of more than 90 days of unemployment during the initial 12-month OPT period. You must report unemployment periods to the International Program Office.

Important OPT Information

- Once your application for OPT has been approved, your Employment Authorization Document (EAD) will be mailed to the address you put on the I-765 form. The post office WILL NOT FORWARD mail from USCIS if you change your address after you apply. USCIS will also not deliver your EAD to a Post Office Box.
- You MUST have your EAD in-hand, and the start date must be valid, in order to begin employment. Although you are allowed to remain in the U.S. while your application is pending, you may not begin working.
- You MUST submit a photocopy of your EAD to International Programs Office upon receipt.

- If you cancel your practical training once you have received your EAD, the time granted on your EAD card will be counted regardless of your actual employment. You will not receive the $380 in return and you are unable to apply again based on that degree.
- Remember, while on OPT you are still a Sullivan University F-1 student.
- While on OPT you may be exempt from Social Security and Medicare Tax (FICA).
- You MUST report all changes of name, address, or employer to IPCS within 10 days.

Rules and Regulations of Status

Attendance

Students are expected to maintain ongoing attendance as outlined in the Student Handbook. Non-immigrant F-1 students may not be allowed to take more than one online class in any given quarter and are expected to login on a weekly basis to any online class of enrollment. Hybrid classes denoted with a “Z” meet one Saturday per month (Students who attend classes outside of Louisville must check their schedule at their local campus) similar to those in the EMBA curriculum. ATTENDANCE IN “Z” CLASSES IS MANDATORY – there are no exceptions.

Registration

Students are required to register during weeks 5 through 8 in the International Programs Office. Failure to register during this time students will be charged a $75.00 late registration fee. Students who, after registering, find it necessary or desirable to add courses, change courses or course sections, withdraw from individual courses, or withdraw completely from the University may do so according to University stated procedures in this catalog.

When students register in a course during the late registration period, whether they can make up any missed assignments or class activities is at the instructor’s and International Programs Office discretion.

A student who registers but never attends class, or stops attending class without officially withdrawing from the class, will still be considered to have “registered” for the whole quarter and will receive a WF grade.

Students who attend a course, even with an instructor’s permission, but who do not officially register in the course and make payment of relevant tuition and other fees by the applicable deadline, will not be considered “registered” in the course, regardless of whether or not the course is successfully completed.

Registered students are expected to attend and or login to the first class of the quarter. Students who are unable to attend the first class of a course should inform their instructor and the International Programs Office by e-mail of the intended absence before its start. Where this is not possible, notification by e-mail, in person, or by telephone (but not voice mail) must be received prior to the scheduled start of the second class. Students may be required to provide evidence of notification.
If registered students miss their first class and do not notify their instructors of their intent to remain in the course prior to the scheduled start of the second class, their seats in that course may be reassigned to other students. Any student whose seat is reassigned must officially withdraw from the course. If withdrawal or course drop procedures are not completed, the grade of WF will be recorded. Deadline dates are designated in the official University calendar and registration guide.

Once the quarter has started and until the end of the first week of classes, all course changes (adds and drops) are done in the Enrollment Services Office with the International Programs Office approval at no additional cost. Beginning with the second week, adding a course will result in a course change fee, unless initiated by Sullivan University.

Students adding a course after the beginning of classes should check carefully with the instructor and International Programs Office to determine whether or not work missed will be able to be made up.

It is essential that students establish correct course registration during advising weeks 5 through 8. It is extremely difficult to obtain the necessary approval to change a course registration after the first week of the quarter. An international student seeking to add a course after second week must also obtain permission of the International Programs Office. One copy of each change form will be returned to the student for retention as evidence of the transaction which has taken place.

Change of Course Fee
Courses may be added prior to the end of the first week of the quarter without fee. Starting the second week of classes, courses must be added on a course change form in the International Programs Office and a course change fee of $75 will be charged for each course added unless the lateness of the add is attributable directly to a Sullivan University action. The fee will be charged uniformly except in exceptional circumstances as determined by the International Programs Office. The change of course fee will be added to student accounts and will be subject to University rules governing the payment of these accounts. There is no fee for dropping courses. Students who are arriving for their first classes must arrive in Louisville (unless attending classes in Lexington or Fort Knox), Kentucky and be registered for their full-time course load by Friday of week 1. There are no extensions granted beyond the first week. Students who are on financial hold will not be able to register for classes and could miss registration for the following quarter, therefore, jeopardizing current F-1 status.

Dropping and Adding Classes
Students have until Friday of week one to either drop or add on-campus classes. Students wishing to drop/add an online or hybrid class must make changes prior to the first Thursday of week one. According to Federal regulations, international students must maintain a full-time academic load. Dropping below full-time status can result in termination.

Academic Requirements
International students are expected to adhere to the Satisfactory Academic Progress Requirements – Graduate Degrees as outlined in this catalog. Students who do not maintain a 3.0 grade point average will not be eligible for CPT or an annual vacation as they may be on academic probation. All rules of academic probation apply.

Change of Major
F-1 students are permitted to change their major at any time. They must apply for change through the International Programs Office.

Verification Letters
Students who are initially arriving at Sullivan University will be provided with one support letter documenting that they are an active student. After a student arrives they will work with a university representative to get appropriately registered into classes, provided billing statement sheets and a photo ID, and given a letter of support. The letter of support, in conjunction with a current I-20, and passport will be required for a student to open a bank account. Students will be able to use the same letter of support to apply for a driver’s license but must wait a minimum of 30 days before they are eligible to legally drive in the United States.

Social Security Cards
Students are eligible to apply for a Social Security card after they are provided a formal job offer and the university DSO provides an updated I-20 reflecting the CPT start date. The student is required to present to the Social Security Office an updated I-20 reflecting CPT (or OPT), passport, and the job offer letter. Students who are approved will receive a receipt from the Social Security Administration and will receive the actual card typically within 30 days.

Annual Vacations
International students who seek to take an annual vacation must be in good academic status, maintaining a 3.0 or higher, and must have been enrolled as a full-time student for at least three consecutive quarters.

Re-entry
Students who have been out of classes for one academic quarter for either an annual vacation or medical reasons must apply for re-entry through the admissions department. This requires an appointment and face-to-face meeting with a Re-entry Advisor.

Travel Abroad
International students may request to travel abroad. However, the student must be in good academic standing and may not leave during an active quarter or return after the next quarter has begun. 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.

Extension of Program
Students may apply for an extension of program and must be based upon legitimate academic or documented medical reasons.
Late Fee Policy
Students must pay their full fees by Friday at the end of week 1.) Students who fail to meet this deadline will be assessed a late payment fee of $150 on the first day of week. 2.) Sullivan University will also be charged a $100 reinstatement fee for every class placed on block status or financial hold. The entire balance of account must be paid in full for a student to regain the privilege to attend class(es), and if necessary, maintain F-1 and CPT eligibility. Attendance violations can, and will, seriously jeopardize a student’s F-1 status. All payments being mailed must be received and posted by the Business Office prior to the due date. Accounts that do not meet payment deadlines will be assessed a late payment fee of $150. Please allow 5-7 business days for all mailed payments to be received and posted; payments may be made in person or via telephone and will be updated and reflected on a student’s account immediately. Students who do not pay their fees in a timely manner may be blocked from attending and participating in class. Subsequently, students who do not attend classes regularly or maintain good academic standing may be out-of-status and terminated.

Please Note: Sullivan University does not have a recurring pay structure for international students.

Transfer Policy
Students who transfer to Sullivan University from another college or university must submit a complete application package as described in this catalog. Students who arrive from a regionally accredited university will be permitted to have their transcript reviewed and credits awarded accordingly. The DSO will review eligibility requirements including, but not limited to, other CPT experience documented on their past participation at their previous school. Students who are transferring from Sullivan University to another suitable institution must be in good academic status and F-1 status in accordance to Federal regulations. By law, the university DSO has thirty days to transfer requested records. However, students who are not in good federal or academic status will be terminated. Students can request their transcript, it will not be provided if there are financial or academic holds on the student’s account.
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. In order to graduate, Associate of Science degree students must 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 credit hours, depending on the degree concentration. 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 hours is required for the second degree.

The Bachelor of Science in Business Administration, Bachelor of Science in Information Technology, Bachelor of Science in Hospitality Management, Bachelor of Science in Human Resource Leadership and Bachelor of Science in Justice and Public Safety degrees require a minimum of 180 credit hours; the Bachelor of Science in Paralegal Studies degree requires 182 credit hours.

Transfer students must complete a minimum of 25% of the credits required for graduation in a degree program at Sullivan University.

Credits transferred from a non-accredited medical assisting program must be consistent with an established advanced placement policy designed to assure equivalent competency in the areas included in those credits. No more than 50% of the program credits may be transferred from a non-accredited program. One half, 50%, of the medical assisting coursework must be completed in the Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited program granting the certificate, diploma, or degree. The externship must be completed in the CAAHEP accredited program.

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.

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:

• Satisfactory completion of the foundation classes or equivalent undergraduate classes.
• Minimum number of graduate credit as specified by the curriculum.

A minimum of 51% of graduate credits earned in residence at Sullivan University as specified in the curriculum.

A cumulative grade point average of 3.0 on a 4.0 scale.

Masters degree work must be completed within five (5) years after being admitted to the graduate program.

Transfer Credit-Graduate Degrees
On approval from the Graduate Admissions Committee, students may transfer up to 49% 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
The Dean’s List is published each quarter listing all full time students 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 enrolled. GPA for other academic programs in which the student is 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 Cup for Academic Achievement
The President’s Cup is awarded to diploma and degree graduates who maintain a 3.7 or above cumulative grade point average (GPA) while attending Sullivan University and must participate in graduation ceremony to receive.

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.
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ACCOUNTING

ACT 001 ACCOUNTING ASSOCIATES COMPETENCY REVIEW (0 CREDITS)
This non-credit, no cost course is a review component of all accounting materials presented for the Associates of Science Degree in Accounting. This course is a review of all materials that culminates in a comprehensive examination. The course is pass/fail.

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 Degree in Business with an specialization in Accounting. The course is a review of all materials that culminates in a comprehensive competency examination. This course is pass/fail.

ACT 101 PRINCIPLES OF ACCOUNTING (4 CREDITS)
This is an introductory course in accounting that stresses the accounting process as a whole. The course covers the general rules of accounting for service companies, adjusting and closing procedures, cash and accounts receivable. Prerequisite: None

ACT 102 PRINCIPLES OF ACCOUNTING II (4 CREDITS)
This is the second course in introductory accounting. The course covers accounting processes including debits and credits, accounting for assets and liabilities, and accounting procedures for a merchandising enterprise. Prerequisite: 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 this course. Prerequisite: 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. Prerequisites: 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. Prerequisites: 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: 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: 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: ACT 201

ACT 211 COST ACCOUNTING (4 CREDITS)
This course covers the principles and techniques of job order, process, and standard cost accounting. A comprehensive costing problem is used as a course material review. Prerequisite: 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: 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: 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. Prerequisites: ACT 202, ACT 203

ACT 394 ACCOUNTING EXTERNSHIP (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. Prerequisites: 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. Advanced cost accounting topics are reviewed. Prerequisites: ACT 203, ACT 211

ACT 405 ADVANCED FINANCIAL ACCOUNTING (4 CREDITS)
This course covers business combinations, selected topics in long-term investments, translation of foreign currency transactions, translation of foreign currency financial statements, preparation of consolidated statements and accounting topics in joint interests. A practice set for a consolidated business will be used for review. Prerequisite: 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: 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. Prerequisites: 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: 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. Prerequisites: ACT 203

BAKING AND PASTRY ARTS

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.

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.

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: BFS 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: 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. Tortes and Petits Four – A blend of classical and contemporary techniques will be integrated in the preparation of various tortes and petits 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.

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.

PBA 246 GLOBAL PASTRY ARTS & DESIGN (6 CREDITS)
The student develops the skills required to produce goods and pastries from the global market. Each student will gain knowledge in preparing and designing various showpieces, made from sugar, marzipan, tallow/fat and chocolate.

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. Prerequisites: PBA 124, PBA 126

BEVERAGE MANAGEMENT

BEV 110 BAR MANAGEMENT AND MIXOLOGY (4 CREDITS)
A basic class devoted to developing the skills necessary to function as a bartender and bar manager in a hospitality operation. The class has an element covering the mixology of spirits and liquors facilitated in the online environment; also, the class covers management of bar operations. Prerequisite: None

BEV 242 SPECIALTY COFFEE AND TEA SERVICE (2 CREDITS)
A class devoted to developing the skills necessary to function as a manager/owner of a coffee or tea shop. The class has an element covering different types of teas and coffees from around the world. Prerequisite: None

BEV 250 WINES OF THE NEW AND OLD WORLD (4 CREDITS)
This class covers the advanced principles of wine production. The primary focus of this class will be on manufacturing, quality criteria, and sensory standards for wines of both the New and Old World. Evaluation by tasting (or research for the undergraduate members of the class) is an integral part of the course and will be facilitated in the online environment. Prerequisite: HRM 244

BEV 264 BEER AND DISTILLED SPIRITS (4 CREDITS)
This class will cover the basic principles of beer and spirits production. The primary focus of this class will be on manufacturing, quality criteria, and sensory standards for both beer and spirits. Evaluation by tasting is an integral part of the course. For undergraduate students a research project will replace the tasting. Prerequisite: HRM 244

BEV 286 BEVERAGE PRACTICUM (6 CREDITS)
This is the capstone course for the Beverage Management program. This class allows the students to gain real world experience managing beverages and allows the students to review their overall learning by taking the competency exams. The students will also be assigned log assignments where they will compare and contrast what they have learned in the program and what they are learning in their externship. Prerequisite: None
BEV 284 MANAGING BEVERAGE OPERATIONS (4 CREDITS)
The class covers the principles of beverage management and bar operations. Primary focus on beverage products, purchasing, inventory management, bar set up, bar layout and design, production, service, and cash handling. Prerequisite: CAM 284

BUSINESS ADMINISTRATION

BUS 114 APPLIED CULINARY MATHEMATICS (4 CREDITS)
This course introduces the student to mathematical concepts involved in controlling a food service organization. Topics covered include food costing, labor costing, portion control, recipe conversion, sales tax and gratuit control and purchasing. Prerequisite: MTH 100 or placement out

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: 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: Taken in last or next to last quarter

BUS 285 EFFECTIVE COMMUNICATIONS AND HUMAN RELATIONS (4 CREDITS)
This course will help students master the capabilities demanded in today's tough business environment. Students will learn to strengthen interpersonal relationships, manage stress, and handle fast-changing workplace conditions. Additionally, students will be better equipped to perform as a persuasive communicator, problem-solver and focused leader. Lastly, students will develop a take-charge attitude initiated with confidence and enthusiasm. The course will power students 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: Taken in last or next to last quarter

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: MGT 304

BUS 475 ADVANCED BUSINESS STATISTICS (MAXIMUM 7 CREDITS)
This advanced course examines statistical description of sample data including frequency distributions, measures of central tendency, and measures of dispersion. Includes theoretical distributions, statistical estimation, and hypothesis testing. Introduces linear regression and correlation. The course will also require that students apply course knowledge to an applied business project. Prerequisites: MTH202 or equivalent.

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: MGT 304

COMMUNICATIONS

COM 214 PUBLIC SPEAKING (4 CREDITS)
The major emphasis of this course is on developing the art of public speaking through demonstration and practice.

COM 499 FOUNDATIONS OF COMMUNICATION (4 CREDITS)
This course is concerned with developing the written communication skills necessary to successfully complete graduate-level courses. This course prepares students for a master’s-level program by developing their writing and research skills. Students will learn how to construct an argument, support the choice through an evidence-based approach, and develop foundational skills in language, language mechanics, and business writing.

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.

ENG 101 COMPOSITION I (4 CREDITS)
This is a writing course which helps students develop and express ideas in multiple paragraphs using standard rules of grammar, usage and construction. Prerequisite: 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: 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: ENG 102

COMPUTER SCIENCE
CED 100 COMPUTER BASICS (4 CREDITS)
This course introduces concepts, terminology and tools of the personal computer, including hardware, software, operating systems and applications. Course emphasis is placed on preparing the student to effectively use computer technology in education and the world of business. Prerequisite: 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: MTH 100 or Placement

CSC 106 COMPUTER CONCEPTS (4 CREDITS)
This course provides an overview of the capabilities and limitations of a computing environment. Discussion topics and hands-on activities include input/output devices, disk maintenance, software/hardware installation, data storage, digital communications, careers in the computer field, and the future of computers and technology. Prerequisite: CED 100 or Placement

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: CED 100 or Placement

CSC 205 TELECOMMUNICATIONS AND NETWORKING (4 CREDITS)
This course introduces the principles of data communications and networking. The student will learn about a variety of networking equipment and applications including network operating systems, electronic mail, online services, modems, wireless networks, local area networks, wide area networks, network design, the Internet, and Intranets. Prerequisites: CSC 106

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. Prerequisites: CSC 105, CSC 118

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. Prerequisites: CSC 118

CSC 227 OS TROUBLESHOOTING (4 CREDITS)
This course provides the students with hands-on experience in PC operating systems installation, troubleshooting and configuration. Topics include software configuration, installation, upgrading and diagnostics. This course presents an overview of operating systems, including DOS, Windows and Linux. Prerequisites: CSC 106, CSC 118

CSC 228 HARDWARE TROUBLESHOOTING (4 CREDITS)
This course is designed to be a complete, step-by-step approach for learning the fundamentals of supporting and troubleshooting computer hardware. Prerequisites: CSC 106, CSC 118

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. Prerequisites: CSC 105, CSC 106

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. Prerequisites: CSC 106, CSC 118

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: 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: CSC 240

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: Last Quarter and Advisor Approval
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: 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: 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. Prerequisites: 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. Prerequisites: 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: 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 implementation to these structures to develop advanced programs to handle a variety of common programming tasks. Prerequisite: 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. Prerequisites: CSC 210, CSC 230

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: MGT 304

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. Prerequisites: CSC 205

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: 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. Prerequisites: 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. Prerequisites: CSC 364, MTH 301

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: CSC 410

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. Prerequisites: 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: Approval of Externship Program Coordinator
CULINARY ARTS

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: 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: 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.
Prerequisites: 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.
Prerequisites: 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.
Prerequisites: BFS 214, BFS 216

BFS 276 RESTAURANT PRACTICUM
(6 CREDITS)
As assigned by the University, the student works in the University’s on-campus restaurant, Winston’s at Sullivan University or another pre-approved restaurant, where the student learns in and experiences a real world environment in the preparation and service of quality foods to a paying customer. This capstone experience lasts from 12-14 weeks versus the normal 11-week quarter.
Prerequisite: BFS 264

CAM 124 PURCHASING
(4 CREDITS)
This course is an introduction to the selection and procurement system of food and nonfood items utilized in a food service operation.
Prerequisite: None

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: 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: None

CAM 252 CULINARY ARTS IN DINING SERVICES
(2 CREDITS)
This course provides the student with knowledge of the essentials of professional food service in various types of dining operations. It addresses both practical skills and managerial considerations.
Prerequisite: 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 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. Prerequisites: BFS 214, BFS 216

CAM 260 PERSONAL/PRIVATE CHEF (4 CREDITS)
This course is designed to give the student a complete understanding of the development and operation of their own personal chef business. The course focuses on sound and established business principles that are applied to a home-based business. The course draws from personal chefs around the country and the American Personal and Private Chef Association to help the novice personal chef start their own business. The course is not designed to teach food production but rather, it deals with the business side of this home-based business. This topic area is of great interest not only to culinary students but also to people who are interested in starting their own personal chef business. Prerequisites: None

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: None

EARLY CHILDHOOD EDUCATION

ECE 104 INTRODUCTION TO CHILD CARE (4 CREDITS)
This course provides an overview of the expectations and responsibilities of being a professional nanny or child care worker. Professionalism, attitude, ethics, communication, stress and personal assessment are presented. Prerequisite: None

ECE 114 INFANT CARE (4 CREDITS)
Class members will learn about the language, intellectual, physical, and social/emotional development from birth through 18 months of age. Emphasis will be placed on awareness and understanding of developmental stages. Basic care techniques will be discussed and demonstrated.

ECE 121 EXTERNSHIP I (2 CREDITS)
Externship I will consist of sixty hours of working with infants, toddlers, and preschoolers in a supervised child development center. Prerequisite: Director Approval Required

ECE 123 SAFETY AND NUTRITION (4 CREDITS)
Class members become certified in CPR and First Aid along with learning to identify and respond to various health and safety situations concerning children. The importance of proper nutrition is emphasized as well as practical implications. Water safety instruction is also included. Prerequisite: None.

ECE 124 THE GROWING CHILD I (4 CREDITS)
Class members will learn about the language, intellectual, physical, and social/emotional development of children 18 months through six years of age. Theories of development will be introduced, discussed and evaluated. Practical implications of these theories for today’s children will be discussed.

ECE 131 EXTERNSHIP II (2 CREDITS)
Externship II will consist of sixty hours working with an infant, birth through 18 months of age, in a supervised home environment. Prerequisite: ECE 121 and Director Approval Required

ECE 133 HEALTH (4 CREDITS)
Class members learn to identify and respond to various health situations concerning children. Preventive methods and wellness are emphasized. Prerequisite: None

ECE 141 EXTERNSHIP III (2 CREDITS)
Externship III will consist of sixty hours working with two or more children in a supervised home environment. One of the children must be 18 months of age or older. Prerequisite: ECE 131 and Director Approval Required

ECE 142 COMMUNITY ENRICHMENT (4 CREDITS)
Class members get an overview of the many types of activities and enrichment opportunities our community has to offer. Field trips and outings are taken often and practical ways to provide educational experiences for children are discussed and planned. Attention is focused on locating enrichment activities from the community as well as from outside the state and country. Guidelines are given on how to travel with, and how to plan vacations for children. Prerequisite: None

ECE 144 THE GROWING CHILD II (4 CREDITS)
Class members will learn about the language, intellectual, physical, and social/emotional development of children seven years of age through adolescence. Theories of development will be continued, discussed and critiqued. Practical implications of these theories for today’s youth will be discussed.

ECE 152 CREATIVE ENRICHMENT (4 CREDITS)
Class members will receive an overview of the many types of activities and age appropriate enrichment opportunities for children birth through adolescence. Gardner’s Multiple Intelligences Theory will be used as a guide to plan and implement safe and developmentally appropriate educational experiences in the areas of literature, music, art, dramatic play, technology, language, sensory play, math, science and culturally diverse experiences.

ECE 164 FAMILY SYSTEMS (4 CREDITS)
Class members are made aware of the history and the forecast of the American family, what constitutes a family, and the differences and similarities of the families that exist over socioeconomic boundaries. Family dynamics in relation to “healthy” and “unhealthy” families are discussed. Parenting skills, discipline strategies/alternatives, and communicating with children are emphasized. Prerequisite: None

ECE 194 CHILD CARE PROFESSIONAL DEVELOPMENT (4 CREDITS)
This course is designed to assist students in how to obtain 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 as they apply to the child care career field. Prerequisite: None
ECE 201 SPECIAL NEEDS, EVALUATION, AND ASSESSMENT (4 CREDITS)
Class members are introduced to assessment and evaluation, to make referrals of special needs students, including gifted and talented, learning and behavior disorders, and physically impaired. The student develops techniques to modify the learning environment, and materials and equipment to meet the needs of the exceptional learner. Developmental appropriate practices in the area of early childhood education are discussed. Prerequisite: None

ECE 202 CHILD CARE ADMINISTRATION I (4 CREDITS)
This course will provide students with the knowledge to supervise a child care center. Students will study licensing requirements, certification, continued education issues, curriculum, legislation, and student/teacher ratios.

ECE 203 CHILD CARE ADMINISTRATION II (4 CREDITS)
This course will provide students with the knowledge to own and operate a child care center. Students will study licensing requirements, certification, continued education issues, legislation, policy manuals, marketing, and student/teacher ratios. Prerequisite: ECE 202

ECE 211 EXTERNSHIP IV (2 CREDITS)
This course will provide students with hands-on training shadowing a director of a licensed child care center. The student not only observes but assists with the day-to-day responsibilities. Prerequisite: ECE 141 and Director Approval Required

ECE 212 EXTERNSHIP V (2 CREDITS)
This course will provide students with continued hands-on training shadowing a director of a licensed child care center. The students gain practical experience assisting with daily responsibilities and procedures. Prerequisite: ECE 211 and Director Approval Required

FINANCE
FIN 324 FINANCIAL MANAGEMENT (4 CREDITS)
This course is designed to bring together, in manageable form, the concepts presented in the disciplines of accounting, marketing, economics and management. Prerequisite: ACT 103 or ACT 109

FIN 334 INVESTMENTS (4 CREDITS)
This is an introductory course intended to develop the student’s knowledge and understanding of domestic and foreign financial markets, investment vehicles and investment strategies. Topics include investment goals and objectives, market efficiency, market operations, technical and fundamental analysis, sources of information, and valuation techniques. Social, ethical and political factors are considered where appropriate. Prerequisite: 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, theoretical, and financial concepts are considered. Use of the statements in areas such as credit analysis, acquisition, bankruptcy and investment are considered. Prerequisites: ECO 202, 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 emphasizes 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: 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, and international banking. Examines the financing strategies and capital budgeting techniques of multinational corporations. Prerequisite: FIN 324

FIRST YEAR EXPERIENCE
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: None

HEALTHCARE MANAGEMENT
HCA 301 PRINCIPLES OF HEALTHCARE MANAGEMENT (4 CREDITS)
This course is intended to be an introduction to healthcare in the United States. Healthcare in this country has come a long way since inception and continues to change steadily. Therefore, the course presents an all-encompassing introduction to our healthcare system ranging from beginning to current and includes the advent of health information, economic impact, and the changes in technology. Prerequisite: MGT 304

HCA 302 THE LEGAL ASPECTS AND COMPLIANCE OF HEALTHCARE (4 CREDITS)
This class is intended to be an introduction to healthcare 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: MGT 304

HCA 401 PRINCIPLES OF HEALTHCARE FINANCE (4 CREDITS)
This course 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: 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: Senior Status HCA 301, HCA 302, HCA 401

HOSPITALITY MANAGEMENT

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: HMS 304

HMS 303 COMPUTER APPLICATIONS FOR THE HOSPITALITY INDUSTRY (4 CREDITS)
This course provides a study of computer applications in hotel, restaurant, catering, and travel businesses. Students learn computer programs generic to the hospitality industry such as spreadsheets, word processing, reservation systems, purchasing, and menu planning. Prerequisite: 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: None

HMS 305 GASTRONOMIC TOURISM (4 CREDITS)
Food and drink experiences are necessary to sustain tourists and other travelers during their travels. They can also be the nucleus of a tourist attraction at a destination. Some tourists seek an exotic gastronomic experience; others prefer familiar food and drink. Gastronomic Tourism explores the food and drink experiences of tourists and examines various kinds of gastronomic attractions at a tourist destination. Prerequisite: HMS 304

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: 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: HMS 304

HMS 401 SENIOR SEMINAR IN HOSPITALITY ADMINISTRATION (4 CREDITS)
This is an in-depth study of current topics in hospitality administration. Prerequisite: HMS 304

HMS 402 STRATEGIC PLANNING IN THE HOSPITALITY INDUSTRY (4 CREDITS)
This course provides a study and analysis of business problems in the hospitality industry. It focuses on the identification of problems, generation of alternatives, and implementation of effective business and corporate strategies. Uses SWOT analysis. Prerequisite: 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: 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: HMS 304

HMS 411 LEGAL AND ETHICAL ISSUES FOR HOSPITALITY MANAGEMENT (4 CREDITS)
There are case studies in legal and ethical issues involving the business operations of hotels, restaurants, catering companies, and travel organizations. Prerequisites: BUS 204, HMS 304

HOTEL/RESTAURANT MANAGEMENT

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: 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: 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: 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: None

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: 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: 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: 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: None

HRM 284 HOTEL/RESTAURANT PRACTICUM (6 CREDITS)
The capstone class places the student in a real world experience either in the University’s on-campus fine dining restaurant, Winston’s or 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. Prerequisites: Approval of the Hotel/Restaurant Department Head, BFS 104, BFS 106

HRM 292 LEGAL ASPECTS OF HOTEL, MOTEL AND RESTAURANT OPERATION (2 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: HRM 104

HUMAN RESOURCE LEADERSHIP

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. Prerequisite: None

HRL 310 HUMAN RESOURCE PERSPECTIVES IN GUIDANCE AND COUNSELING (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. Prerequisite: 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: 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.

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.
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.

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: 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: 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: 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.

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.

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: 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.

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: Completion of all HRL courses or approval from the HRL Department Chair

HRL 475 SEMINAR IN HUMAN RESOURCES (4 CREDITS)
A special seminar in advanced study consisting of current HR topics in the area of the student’s concentration. Prerequisite: Senior standing or approval of HRL Dept. Chair.

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. Prerequisites: 3.0 overall GPA and senior standing or approval of HRL Dept. Chair.

HUMANITIES AND FINE ARTS

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: ENG 101
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: 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.

HST 276 SURVEY OF AFRICAN AMERICAN HISTORY (4 CREDITS)
The history and contributions of African Americans are chronicled with an emphasis on the leaders who have made the quest for freedom culturally synonymous with the African American people.

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.

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.

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.

PHL 464 ETHICS (4 CREDITS)
This course discusses concrete and objective principals available to individuals interested in doing the “right thing” with a focus on the critical theory and value systems that underlie the process. Prerequisite: None

IT ACADEMY

CNP 330 INTRODUCTION TO CISCO NETWORKS (4 CREDITS)
This 5-week, instructor-led, hands-on course prepares the student for the Cisco CCNA certification exam. Prerequisite: None

CNP 332 DESIGNING CISCO NETWORKS (4 CREDITS)
This 5-week, instructor-led, hands-on course teaches 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: 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, Security and Technologies, Forensics, Wireless Security, Security Email, Biometrics, Strong Authentication, Digital Certificates and Digital Signatures, PFS Policy and Architecture, and Cryptography. Upon course completion, students will be prepared to take the SCNA certification exam. Prerequisite: CNP 330

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)
- Cryptography and encryption

Prerequisite: CNP 332

CNP 350 BUILDING SCALABLE CISCO INTERNETWORKS (4 CREDITS)
This 5-week, instructor-led, hands-on course teaches 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: CNP 330

CNP 352 BUILDING CISCO MULTI-LAYER SWITCHED NETWORKS (4 CREDITS)
This 5-week, instructor-led, hands-on course teaches 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 require a greater understanding of the 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: 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 require a greater understanding of remote access technology, its implementation and troubleshooting on Cisco products. This course prepares the student for Cisco BCRAN and CIT certification exams. Prerequisite: CNP 352

MNE 103 IT SKILLS ESSENTIALS (JUMPSTART)
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. This 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: 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. Prerequisite: 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. Prerequisite: MNE 108

MNE 111 ADMINISTRATING WINDOWS 7 (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: MNE 109

MNE 112 ADMINISTRATING WINDOWS SERVER 2008 (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: MNE 111

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: 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: MNE 210

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: MNE 211

MNE 308 VMware INFRASTRUCTURE: DESIGNING VSphere 4.1 (4 CREDITS)
This course teaches the knowledge and skills necessary to implement, administer, troubleshoot and support VMware’s Virtual vSphere 4.0 in medium to very large business computing environments. The course prepares the student for the VMware Certified Professional Version 4 exam.

MNE 309 INSTALL, CONFIGURE, MANAGE VSphere 4.0 (4 CREDITS)
This course teaches the knowledge and skills necessary to implement, administer, troubleshoot and support VMware’s Virtual vSphere 4.0 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: MNE 308

MNE 313 COMPUTER SECURITY FUNDAMENTALS (4 CREDITS)
This is the primary course you will need to take if your job responsibilities include securing network services, network devices and network traffic. It also prepares you to take the CompTIA Security+ examination. In this course you'll build on your knowledge and professional experience with computer hardware, operating systems and networks as you acquire the specific skills required to implement basic security services on any type of computer network. Prerequisite: MNE 211

UNDERGRADUATE COURSE DESCRIPTIONS
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: MNE 313

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: 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: MNE 241

MNE 408 INSTALLING HYPER-V ON WINDOWS SERVER 2008 (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 specify 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: MNE 309

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: 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™ 4.0, ESXi 4.0, and vCenter™ Server 4.0.
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
• Discuss guidelines for monitoring application performance. Prerequisite: 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™ 4.0, ESXi 4.0, and vCenter™ Server 4.0.
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
• Troubleshoot problems with virtual machine configuration. Prerequisite: MNE 410
UNDERGRADUATE COURSE DESCRIPTIONS

MNE 430 SECURITY DESIGN AND COMPLIANCE I (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: MNE 360

MNE 450 SECURITY DESIGN AND COMPLIANCE II (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: MNE 430

MNE 460 CERTIFIED AUDITOR I AND II (4 CREDITS)
This course is from the Institute of Internal Auditors Certified Internal Auditor® (CIA®) Learning System. The course covers internal auditor's role in governance, risk and control and conducting the internal audit. The course expands students' internal audit knowledge and in combination with MNE 461 prepares students to take the CIA® exam. Prerequisite: None

MNE 461 CERTIFIED AUDITOR III AND IV (4 CREDITS)
This is the second in the series of courses from the Institute of Internal Auditors that prepares students for the Certified Internal Auditor® (CIA®) exam. The course covers business analysis, information technology, and business management skills. Prerequisite: MNE 460

MNE 462 CERTIFIED AUDITOR V AND VI (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.

MNE 220 TRANSACT SQL (4 CREDITS)
This course teaches SQL queries starting with basic SELECT queries and advancing to grouping, joins, sub-queries, data normalization, and heterogeneous data sources. The course prepares the student to take the Microsoft Certified Technology Specialist (MCTS) exam. Prerequisite: MDB 100

MNE 240 SQL SERVER DATABASE ADMINISTRATION (4 CREDITS)
This course teaches students who are seeking to be database administrators to optimize and maintain database solutions including design, development, deployment, optimization, maintenance, and support. The course prepares the student to take the Microsoft Certified Information Technology Professional (MCITP) specialty exams. Prerequisite: MDB 220

MSE 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.

MSE 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.

MSE 107 INTRODUCTION TO PROGRAMMING IN C# (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.

MSE 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: MSE 107
MSD 203 ADVANCED WEB APPLICATION DEVELOPMENT (4 CREDITS)
This course will prepare you to create dynamic web pages using the .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: MSD 107

MSD 205 CORE FOUNDATIONS OF MICROSOFT .NET FRAMEWORK 2.0 DEVELOPMENT (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: MSD 203

MSD 206 ADVANCED FOUNDATIONS OF MICROSOFT .NET FRAMEWORK 2.0 DEVELOPMENT (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 programming, using regular expressions, encoding, encrypting and hashing data, securing code execution and resources, implementing application interoperability, and more

JUSTICE AND PUBLIC SAFETY ADMINISTRATION

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: 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: 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: 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: 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: 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: None

PSA 230 EMERGENCY MANAGEMENT (4 CREDITS)
This course focuses on the processes related to emergency management and the interagency cooperation required with police, fire, emergency medical services and others involved in emergency response and management. Emergency plans developed by large cities and or companies are reviewed to improve understanding of typical requirements for an effective emergency response plan. Prerequisite: 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: 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: None

PSA 260 SPANISH FOR PUBLIC SAFETY PROFESSIONALS (4 CREDITS)
This course provides students the opportunity to learn basic reading, written and speaking Spanish language skills. The focus of the course is to prepare public safety professionals for communicating effectively with the ever increasing Hispanic population in the region. Prerequisite: None

UNDERGRADUATE COURSE DESCRIPTIONS

123
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: 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: 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: 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. Prerequisites: 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: 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: PSA 301

PSA 305 RACE CRIME AND JUSTICE (4 CREDITS)
An investigation of the social dynamics that underlie race, crime and justice. Topics include an in depth look at possible discrimination within the criminal justice system as well as the racial breakdown of offenders. Emphasis is placed on the ability to understand criminal offenders by stepping outside of themselves and looking at the strange in the familiar, the general in the specific, and to depersonalize the personal. Prerequisite: 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: PSA 301

PSA 398 RESEARCH METHODS FOR PUBLIC SAFETY PROFESSIONALS (4 CREDITS)
A study of the principals, data sources, and methods appropriate for careers in justice and public safety. Course topics will include qualitative and quantitative research methods. Attention will be given to research design, sampling, scaling; questionnaire construction; survey research, interviewing, and participant observation. Prerequisite: 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: 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: PSA 301

PSA 403 EMERGENCY PLANNING AND INCIDENT PLANNING (4 CREDITS)
This course will give the student advanced understanding of emergency management planning and practice. During this course the student will also receive NIMS certification. Prerequisite: 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: 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: PSA 301

UNDERGRADUATE COURSE DESCRIPTIONS
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: None

MANAGEMENT

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: None

MGT 254 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: Last Quarter Only with advisor approval

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: 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: None

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: 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: MGT 304 or HMS 304

MGT 330 INFORMATION SYSTEM 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: 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: 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: 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: 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: 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: 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. Prerequisites: MGT 304, MTH 301

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. Prerequisites: 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 bachelors program will be granted this externship. Prerequisites: MGT 304, MGT 324

MGT 475 SPECIALIZED CASE STUDIES
(4 CREDITS)
This is a case study course in business, available to students who require focused exposure to a specified business topic. The student works collaboratively with their respective faculty member to review and analyze an actual case study capable of satisfying a variety of unique business needs. The versatile design enables the course to serve a variety of business student learning needs like internships, externships, or special certifications in a wide range of business areas (e.g., management, marketing, sales management, finance, healthcare, public administration, leadership development, conflict management, construction management, human resources, and small business administration. Prerequisite: None

MARKETING

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: None

MKT 207 INTRODUCTION TO MARKETING MEDIA
(4 CREDITS)
This course introduces the student to the basics of marketing media to include business cards, letterhead, envelopes, fax cover sheets, flyers, magazine ads, tri-fold brochures, newsletters, and Web site design. Effective communication techniques will be integrated with design elements such as font faces, font styles, graphics, and page layout to create professional marketing documents for print and the Worldwide Web. Prerequisite: CSC 118

MKT 209 ADVANCED MARKETING MEDIA
(4 CREDITS)
This course is designed to build on the knowledge gained in MKT 207 and teach students how to use digital photos, movies, and sound to create effective marketing presentations for marketing professionals, clients, and targeted end consumers. While MKT 207 will provide the student with an introduction to consumer-level digital imaging and audio/video editing tools, the focus of this course is to assist the student in using these simple tools to create highly effective marketing presentations. The course will begin by focusing on the features of an effective marketing presentation for the three audiences mentioned above, then assist the student in using consumer-level software to turn their creative ideas into basic marketing presentations. Prerequisite: MKT 207

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: 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: 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: 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: 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: 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. Prerequisites: 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: MKT 304

MKT 444 BRAND MARKETING
(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. Prerequisites: MKT 304
MKT 450 SENIOR SEMINAR IN MARKETING

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: 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 program will be granted this externship. Prerequisite: MKT 304

MEDICAL CODING

MCC 104 MEDICAL TERMINOLOGY FOR MEDICAL CODING

(4 CREDITS)

This course is designed to teach the skills necessary for helping students 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: None

MCC 105 PHARMACOLOGY AND LABORATORY TERMINOLOGY

(4 CREDITS)

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 students an understanding of pharmacology and laboratory terminology. Prerequisite: MCC 104

MCC 106 ANATOMY AND PHYSIOLOGY FOR MEDICAL CODING

(4 CREDITS)

This course examines the basic systems of the body and the functions of each. The emphasis will be placed on the interrelationships of structure and function in the human body and processes of disease. Prerequisite: None

MCC 107 INFORMATION TECHNOLOGY FOR MEDICAL CODING

(4 CREDITS)

This course focuses on the practical aspects of health information technology. Key concepts of health information and medical records are covered. Students are also introduced to the electronic health record as it applies to medical coders. Prerequisite: None

MCC 108 MEDICAL CODING I (CPT)

(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 will become proficient in the use of the Current Procedural Terminology manual. Students will be able to assign the correct CPT codes to any surgical and/or diagnostic procedure with the application of the correct CPT and/or HCPCS modifier. Prerequisites: MCC 104, MCC 106

MCC 109 MEDICAL CODING II (CPT)

(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 will become proficient in the use of the Current Procedural Terminology manual. Students will be able to assign the correct CPT codes to any surgical and/or diagnostic procedure with the application of the correct CPT and/or HCPCS modifier. Prerequisite: MCC 108

MCC 110 MEDICAL CODING III (ICD-9)

(4 CREDITS)

This course provides instruction in the use of the International Classification of Diseases, 9th Revision, Clinical Modification, ICD-9-CM. The students will learn how to code diagnoses using the electronic ICD-9-CM. They will also learn to use the ICD-9-CM Official Guidelines for Coding and Reporting. Accurate ICD-9-CM code selection is the focus of the course. An introduction to the International Classification of Diseases, 10th Revision, Clinical Modification, ICD-10-CM, is covered in this course. Prerequisites: MCC 104, MCC 105, MCC 106 MCC 109

MCC 111 MEDICAL CODING IV (ICD-9)

(4 CREDITS)

This course provides instruction in the use of the International Classification of Diseases, 9th Revision, Clinical Modification, ICD-9-CM. The students will learn how to code diagnoses using the electronic ICD-9-CM. They will also learn to use the ICD-9-CM Official Guidelines for Coding and Reporting. Accurate code selection is the focus of the course. Study of the ICD-10-CM continues in MCC 111. Cases studies provide practical experience coding for various medical specialties. Prerequisite: MCC 110

MCC 201 EVALUATION AND MANAGEMENT (E/M)

(4 CREDITS)

The focus of this class is to become familiar with the auditing process through a thorough review and practice of 17 subsections presented in AMA’s CPT manual. Prerequisite: MCC 109

MCC 208 APPLIED MEDICAL CODING

(4 CREDITS)

This course provides instruction in the use of the International Classification of Diseases, 9th Revision, Clinical Modification, ICD-9-CM, CPT and HCPCS Level II coding. The students will learn how to code diagnoses, procedures and other services using the electronic ICD-9-CM, the CPT and HCPCS Level II code books. They will also learn to use the latest ICD-9-CM Official Guidelines for Coding and Reporting as well as the CPT and HCPCS Level II coding guidelines. Effective medical record analysis and accurate code selection is the focus of this course. Prerequisites: MCC 108, MCC 109, MCC 110, MCC 111, MCC 201

MCC 210 HEALTHCARE INSURANCE AND REIMBURSEMENT

(4 CREDITS)

This course is designed to provide the students with an understanding of the medical claims process. Additionally, the student will complete the medical claim forms used within a medical office setting. Prerequisites: MCC 108, MCC 109, MCC 110, MCC 111, MCC 208

MCC 212 MEDICAL CODING PRACTICE AND REVIEW

(4 CREDITS)

This course will focus on the specific rules and steps necessary in physician and facility-based coding. It utilizes a case study approach to improve the students’ overall coding ability and prepare them for the CPC or CCS-P certification examinations. Prerequisites: MCC 108, MCC 109, MCC 110, MCC 111, MCC 201

UNDERGRADUATE COURSE DESCRIPTIONS
MEDICAL SCIENCES

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 the body systems, anatomy and physiology, examinations, procedures, treatment, and abbreviations used in oral communications, written correspondence, and medical records.

MSS 115 ANATOMY AND PHYSIOLOGY I
(4 CREDITS)
This class will include the introductory study of cells and tissues and the concepts of anatomical position. The integumentary, skeletal, and muscular systems are presented. The disease processes of these systems and their medical treatment are also discussed. Prerequisite: None

MSS 124 ANATOMY AND PHYSIOLOGY II
(4 CREDITS)
This course continues the study of the body as a whole begun in MSS 115, with emphasis on the respiratory, circulatory and nervous systems. Presented as well are specific concepts of hematology and of the special senses with particular attention to vision, hearing and equilibrium. Study will include the pathologies and treatments associated with these systems. Prerequisite: MSS 115

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: MSS 124

MSS 144 MEDICAL LABORATORY PROCEDURES I
(4 CREDITS)
This is a lecture and laboratory class designed to introduce the student to the clinical aspects of their profession. Some areas covered are: obtaining vital signs, concepts of medical asepsis, sterile technique, use of autoclave, preparing and assisting with physical examinations and performing such minor procedures as eye and ear insulations and irrigations. Prerequisite: MSS 124

MSS 154 HEALTH AND SAFETY TECHNIQUES
(4 CREDITS)
The student becomes CPR certified in this class and also learns First Aid guidelines for the community. Emergency Preparedness is discussed in detail to include natural and man-made disasters and the effect on ambulatory healthcare. Prerequisites: MSS 104, MSS 124

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. Prerequisites: MSS 104, WPR 101

MSS 204 MEDICAL ETHICS
(4 CREDITS)
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.

MSS 214 MEDICAL SOFTWARE APPLICATIONS
(4 CREDITS)
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: CSC 118, MSS 104

MSS 234 MEDICAL LABORATORY PROCEDURES II
(4 CREDITS)
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 (i.e. urinalysis), blood counts and differential smears and blood chemistries. Prerequisites: MSS 134, MSS 144, MSS 154

MSS 244 MEDICAL LABORATORY PROCEDURES III
(4 CREDITS)
This course continues instruction in basic clinical procedures. Covered areas include: specimen collections other than blood (e.g. urine, stool and throat cultures), serology, microbiology, and specialty procedures, such as performing electrocardiograms. Prerequisites: MSS 134, MSS 144, MSS 234

MSS 254 PHARMACOLOGY
(4 CREDITS)
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. Prerequisites: MSS 134, MSS 144, MSS 154

MSS 274 MEDICAL OFFICE PROCEDURES
(4 CREDITS)
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. Prerequisites: SEC 214

MSS 275 CLINICAL ASSISTING EXTERNSHIP
(4 CREDITS)
The student is assigned to a specific location to serve a minimum of 160 hours practicing clinical procedures. The location may be in a physician's office, hospital, clinic or allied health agency. Valuable work experience is gained, but the student is not permitted to receive remuneration for these efforts. Prerequisites: MSS 134, MSS 204, MSS 244, MSS 254

MSS 276 MEDICAL ASSISTING EXTERNSHIP
(4 CREDITS)
Each student is assigned to a specific location to serve a minimum of 160 hours practicing the clinical and administrative duties of a Medical Assistant. The location may be in a physician’s office, hospital, clinic or allied health agency. Students receive valuable work experience, but are not allowed to receive remuneration for their efforts. Prerequisites: MSS 134, MSS 204, MSS 214, MSS 234, MSS 244, MSS 254, MSS 274

TYP 101 SPEED DEVELOPMENT
(1 CREDIT)
Timed writings and drills are used to improve techniques, increase typing rates, decrease errors, and sharpen proofreading abilities. Prerequisite: KEY 105 (Available only to Medical Assisting program students)
NATURAL SCIENCES AND MATHEMATICS

BIO 103 HUMAN ANATOMY AND PHYSIOLOGY
(6 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: None

BIO 201 MEDICAL MICROBIOLOGY
(6 CREDITS)
The basic principles of microbiology with emphasis on the nature and behavior of microorganisms and the principles of prevention and control of infectious disease. Prerequisite: None

BIO 202 ANATOMY AND PHYSIOLOGY I
(6 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. (Theory: 4.5 hours; Lab: 1.5 hours).

BIO 204 ANATOMY AND PHYSIOLOGY II
(6 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. (Theory: 4.5 hours; Lab: 1.5 hours). Prerequisite: Grade of C or better in BIO 202

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.

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: 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: None

GEO 274 GLOBAL ENVIRONMENT
(4 CREDITS)
This course focuses on environmental issues in the world today. The first section of the course covers the foundations of environmental science, while the second section focuses on specific environmental problems and solutions. Real-life case studies are used to accompany the material. Prerequisite: None

MTH 100 BASIC MATHEMATICS (4 CREDITS)
This course is designed to give students further basic principles of mathematics. It is designed to review ratios, percents, and applications thereof. It is also designed to familiarize students with statistical data in various forms and to introduce linear equations. Prerequisite: 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: MTH101

MTH 201 COLLEGE ALGEBRA (4 CREDITS)
This algebra course includes the following concepts: simplifying rational expressions and equations, solving systems of equations, solving quadratic equations with exponential and radical expressions, as well as learning properties and applications of exponential and logarithmic functions. Prerequisite: MTH101

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: MTH 201

MTH 300 CALCULUS (4 CREDITS)
This course covers the calculus that pertains to benefits and cost, and unconstrained maximization and minimization used in simple price and volume decisions based on differently structured markets. Prerequisite: MTH 201

MTH 301 QUANTITATIVE METHODS
(4 CREDITS)
This course involves statistical theory and problems relating to business and industry in supporting administrative decision making. Prerequisites: 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: MTH 201

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: MTH 300

MTH 499 FOUNDATIONS OF RESEARCH
(4 CREDITS)
Foundations of Research is concerned with developing the mathematical skills necessary to successfully complete classes in the MBA program. This includes a review of basic algebra including polynomials and their applications. Differential calculus and some applications are examined. Studies in statistics include measures of the center, variation and position as well as estimating population parameters. Single variable linear correlation and regression is covered. Studies in probability include basic probability theory, Bayes Theorem, discrete random variables, Binomial Distributions and Normal Distributions.
SCI 204 HUMAN NUTRITION (4 CREDITS)
This course is an introductory course in human nutrition in which topics include an explanation of the Recommended Dietary Allowances (RDA), a discussion of the nutritional status of the U.S. population, and the misuse of vitamins. Misconceptions about organic foods, the relation of diet to heart disease, the interest in fad diets, and other current topics in nutrition are discussed. Prerequisite: None

SCI 224 INTRODUCTION TO ANATOMY AND PHYSIOLOGY (4 CREDITS)
This course examines the basic systems of the body and the functions of each. Prerequisite: None

NURSING

NUR 301 INTRODUCTION TO ACCELERATED LEARNING IN NURSING (2 CREDITS)
This is an introductory course to accelerated study in nursing. Focus is on an overview to mission, philosophy, and program of study and on collaborative learning and teaching strategies utilized in accelerated courses. In addition, the course is designed to prepare the student with knowledge and to locate library resources essential to nursing and healthcare. The student will explore and evaluate professional writings including APA writing style. Prerequisites: Completion of all General Studies requirements; Admitted to RN to BSN Program or Permission of the RN to BSN Program

NUR 302 INTRODUCTION TO ONLINE LEARNING AND MODERN COMPUTING (2 CREDITS)
This course is designed to enhance student success in online learning. Content includes concepts to modern computing, basic computer applications. Prerequisites: NUR 301 or Permission of the RN to BSN Program

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. Prerequisites: NUR 302 or Permission of the RN to BSN Program

NUR 304 HOLISTIC NURSING AND COMPLEMENTARY AND ALTERNATIVE THERAPIES (3 CREDITS)
This course is an introduction to holistic nursing and complementary and alternative therapies (CAT) to advance the knowledge, research, and evidence-based practice in the discipline. Consideration is given to the role of the professional nurse in holistic health care as a transformational leader in CAT and the cultural aspects of care. Emphasis is on the role of self as healer and integrating complementary and alternative therapies into nursing practice. Prerequisites: NUR 303 or Permission of the RN to BSN Program

NUR 305 GENETICS IN HEALTHCARE (3 CREDITS)
This is an introductory genetics course to provide the baccalaureate nurse with basic concepts, principles, and application of human genetics including inheritance, genetic disorders, genetic technology, and gene therapy. Ethical and legal issues will be explored with focus on the role of professional nurse. Prerequisites: Anatomy and Physiology, Microbiology, Chemistry, NUR 304 or Permission of the RN to BSN Program

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. Prerequisites: 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. Prerequisites: NUR 306 or Permission of the RN to BSN Program

NUR 308 EVIDENCE BASED NURSING PRACTICE (6 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 skills in evaluating existing research findings as the basis for providing evidence-based professional nursing practice. Prerequisites: NUR 307 or Permission of the RN to BSN Program

NUR 309 DIVERSITY 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 vulnerable. 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, advocate for social justice and participation in culture competence development will be explored. 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. Prerequisites: Completion of general studies, NUR 308 or Permission of the RN to BSN Program
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 public health nursing. Community theory is on the idea and theory of association, social capital, and the importance of community in relation to contemporary concerns of health policy, health promotion, and social determinants of health. Community theory explores the community 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. Prerequisites: NUR 309 or Permission of the RN to BSN Program

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 is 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. Prerequisites: NUR 401 or Permission of the RN to BSN Program

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 on the history and current status of computer 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 is explored. Prerequisites: NUR 402 or Permission of the RN to BSN Program

NUR 404 HEALTHCARE MANAGEMENT, ECONOMICS, AND FINANCE (3 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. Prerequisites: NUR 403 or Permission of the RN to BSN Program

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 improvement plans, assist in monitoring the result within the clinical Microsystems. The student will explore principles of quality improvement (CQI) vs. 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 Analysis (FMEA). Prerequisites: NUR 404 or Permission of the RN to BSN Program

NUR 406 COMMUNITY AND PUBLIC HEALTH NURSING (6 CREDITS)
This course combines theory and experiential practice based on 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-economical 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. Prerequisites: 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 os 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. Prerequisites: NUR 406 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. Prerequisites: NUR 207 or Permission of the RN to BSN Program
OFFICE TECHNOLOGY

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. Prerequisites: WPR 101

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. Prerequisites: CED 105

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. Prerequisites: CED 105

KEY 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: CED 100 or placement

KEY 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: KEY 105

LSS 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: None

LSS 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: None

LSS 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. Prerequisites: LSS 134, WPR 101

LSS 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. Prerequisites: LSS 200, SEC 214

LSS 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: Advisor Approval

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 the body systems, anatomy and physiology, examinations, procedures, treatment, and abbreviations used in oral communications, written correspondence, and medical records.

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. Prerequisites: MSS 104, WPR 101

MSS 204 MEDICAL ETHICS (4 CREDITS)
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.

MSS 214 MEDICAL SOFTWARE APPLICATIONS (4 CREDITS)
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: CSC 118, MSS 104

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: Advisor Approval

SEC 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: CSC 118
WPR 101 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: CSC 118

WPR 201 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: WPR 101

PARALEGAL STUDIES

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 variety of 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. Prerequisite: None

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. The student is taught the practical approach to finding and interpreting constitutional provisions, administrative regulations and statutes, as well as researching and analyzing case law. The student is given hands-on experience in using case reporters, digests, citators, statutory codes, encyclopedias, hornbooks and other legal materials. Corequisite: PLS 114

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: PLS 114, PLS 134

PLS 154 TORT LAW (4 CREDITS)
This course is designed to give the student general knowledge and understanding of the legal principles of tort law such as negligence, strict liability, intentional torts and the various forms of damages. 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, 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 by these entities. This course further provides an overview of commercial practice including an introduction to contracts, sales, commercial paper, and secured transactions. Prerequisite: 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. The student learns to prepare the necessary pleadings and other documents in order to assist and participate in the criminal justice system. Prerequisite: 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: 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: PLS 114

PLS 234 REAL ESTATE LAW (4 CREDITS)
This course provides the basic concepts of the law 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: PLS 114

PLS 244 DOMESTIC RELATIONS/FAMILY LAW (4 CREDITS)
This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents and to perform research relative to the practice of family law and domestic relations matters. The student develops an understanding of laws relating to marriage, divorce, annulment, custody and support, adoption, name change, guardianship and patriarchy. Prerequisite: 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 range from the ABA Code and Rules of Professional Conduct, which provide the framework for most ethical codes applying to attorneys, to various paralegal standards, including the NALA Model Standards and the NFPA Affirmation of Professional Responsibility. Prerequisite: 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 professional. The student must periodically submit written reports to the Director of Legal Studies describing the student’s experiences during the 110–hour externship. The student is evaluated by his or her supervisor at the conclusion of the externship. In limited circumstances, a student may substitute a research project for the externship experience. The project must receive prior approval of the Director of Legal Studies. The student is also required to compile and maintain a notebook of legal documents drafted by the student throughout the student’s course of study. The notebook must be formally submitted to the Director of Legal Studies for review and approval.
Prerequisites: PLS 114 and approval by the Director of Legal Studies.
PLS 284 COMPUTERS IN THE LAW OFFICE (4 CREDITS)
This course provides a practical introduction to: 1) the use of computers in the legal environment, with concentration on various computer applications for the legal professional and 2) legal research utilizing the Internet and the Westlaw® and Lexis/Nexis® 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. Prerequisites: PLS 114, WPR 101

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: 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 and Unemployment Compensation. (Must be enrolled in the BSPS Program). Prerequisite: 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: 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: 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: None

PLS 434 CONTEMPORARY 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: 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.

PROFESSIONAL CATERING
CAT 144 CATERING (4 CREDITS)
The purpose of this class is to provide the student with an in-depth knowledge of Professional Catering, both on and off-premise. The course is designed to acquaint the student with general marketing principles, as well as catering management. The student will be exposed to legalities and contracts, menu planning, beverage service, staff scheduling and dealing with sub-contractors. Prerequisite: BFS 106

CAT 154 ADVANCED CATERING BUSINESS TECHNIQUES (4 CREDITS)
This course is a study of the challenges involved in starting and operating a successful catering business. Subjects discussed include business plans, securing funds, purchasing, cost controls, marketing plan, and menu costing. Prerequisite: CAT 144

CAT 172 CATERING INTERNSHIP I (3 CREDITS)
This class places the student in an actual catering experience while working for Julep’s Catering–Sullivan University’s own off-premise catering company. The student has opportunities to apply what has been learned in the classroom. Prerequisite: CAT 144

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: None

CAT 264 CATERING PRODUCTION AND SPECIALTY DESSERTS (6 CREDITS)
This kitchen course allows students to spend “hands-on” time working with and understanding dishes and bakery products that work well in off-premise catering. Students are also taught cooking techniques used in off-premise catering. Prerequisite: BFS 106

CAT 294 CATERING INTERNSHIP II (3 CREDITS)
This second internship again places students in actual experiences with Julep’s Catering. Students perform actual management duties at the catering site and sales office management. Prerequisite: CAT 172

UNDERGRADUATE COURSE DESCRIPTIONS
PROFESSIONAL PHARMACY TECHNICIAN

PHT 101 INTRODUCTION TO PHARMACY TECHNICIAN (4 CREDITS)
This course reviews the contributions made by nations of the world to the practice of pharmacy, past and present. The course reviews the role of professional pharmacy organizations in improving the practice of pharmacy and the role of the pharmacy personnel, including national certification. Throughout the course the student will analyze the role of Pharmacy Technicians in various job settings. Prerequisite: None

PHT 103 HUMAN ANATOMY AND PHYSIOLOGY (4 CREDITS)
The purpose of this course is to understand the structural makeup of the human body and how the various organs systems function individually and collectively. Prerequisite: PHT 101

PHT 105 PHARMACEUTICAL CALCULATIONS (4 CREDITS)
This course is a mathematics review with calculations encountered in pharmacy practice, to include converting between measurement systems, interpreting, dosage calculation methods, routes of administration, various dosage calculations, and calculations in special care areas. Prerequisite: MTH 101, PHT 101

PHT 150 PHARMACOTHERAPEUTICS I (4 CREDITS)
This course will introduce the concept of Pharmacotherapeutics applied to different disease states. It will be organized by organ systems. Pharmacotherapeutics I will discuss therapeutics related to the central nervous system, cardiovascular system, respiratory system, and gastrointestinal organ system. Prerequisite: PHT 101

PHT 151 PHARMACOTHERAPEUTICS II (4 CREDITS)
This course will introduce the concept of Pharmacotherapeutics applied to different disease states. It will be organized by organ systems. Pharmacotherapeutics II will discuss the genitourinary system, the kidney system, bloodline disease, and infection. Prerequisite: PHT 150

PHT 201 PHARMACY LAW AND ETHICS (4 CREDITS)
This course is designed to introduce students to federal and state laws governing the practice of pharmacy. Special emphasis is given to areas of state laws regulating activities of pharmacy technicians. This course will also explore commonly encountered ethical dilemmas from pharmacy practice. On completion of this course, students will have attained skills that will enable them to identify unethical behaviors, identify possible solutions, and analyze solutions for appropriateness using ethical decision-making models. Prerequisite: PHT 101

PHT 203 RETAIL PHARMACY OPERATIONS (4 CREDITS)
This course is a hands-on guide through the day to day practice of retail pharmacy. The course reviews the skills sets required to work in a retail pharmacy, including interpreting, entering, filling, and billing prescription orders. Students will receive instruction on communications and interactions with retail pharmacy customers. Students will learn about various types of automated dispensing systems employed by retail 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 calculation, 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: PHT 101

PHT 204 HOSPITAL PHARMACY OPERATIONS (4 CREDITS)
This course is a hands-on guide through the day to day practice of hospital pharmacy. The course reviews the skills sets required to work in a hospital pharmacy, including entering and filling medication orders, stocking automated dispensing cabinets, making hospital runs, and problem solving in a hospital 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 and performing pharmaceutical calculations. 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: PHT 101

PHT 205 PRINCIPLES OF CUSTOMER SERVICE FOR PHARMACY TECHNICIANS (4 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: PHT 101

PHT 206 STERILE AND NON-STERILE COMPOUNDING (4 CREDITS)
This course is a hands-on guide through the best pharmacy practices related to sterile and non-sterile compounding of medications. The course reviews the compounding skills sets required to work in a hospital or home care pharmacy. Students will learn how to interpret compounding sheets and master batch formulas. Students will receive instruction on extemporaneous compounding, aseptic technique, sterile IV compounding with special attention given to USP 797. Students will learn about various types of automated compounding devices (ACD). Students will learn best practices related to punching capsules, compounding suspensions, creams and suppositories. Students will receive hands-on practice simulating chemotherapy compounding and hazardous drug handling related to NIOSH and OSHA. Finally, students will be exposed to MSDS sheets, and hazard drug cleanup. Prerequisite: PHT 150
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 primary objective of externship is to be sure the student gains practical experience, knowledge, skills, and insight into the various aspects of the pharmacy technician job. The externship includes 100 hours of hospital-based experience and 100 hours of retail experience. Prerequisites: PHT 101, PHT 103, PHT 105, PHT 150, PHT 151, PHT 201, PHT 203, PTH 204, PTH 206

SOCIAL AND BEHAVIORAL SCIENCES

ECO 201 MICROECONOMICS (4 CREDITS)
This course is a descriptive and analytical study of the market economy, including market structures, pricing, and distribution of wealth and income. Prerequisite: None

ECO 202 MACROECONOMICS (4 CREDITS)
This course is a study of the principles and aggregate forces related to economics as a whole. Emphasis is placed on the problems resulting from the business cycle, the components of GDP, monetary and fiscal policy, and some elements of international trade. Prerequisite: ECO 201

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: None

PSY 224 MARRIAGE AND FAMILY THERAPY
(4 CREDITS)
Analysis of historical context, theoretical formulas, counseling techniques/strategies, research findings, training issues, and ethical/social concerns in marriage and family counseling are covered in this course. Prerequisite: 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: 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: 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: None

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: None

SUPPLY CHAIN MANAGEMENT

SCM 101 THE HISTORY AND EVOLUTION OF LOGISTICS AND SUPPLY CHAIN MANAGEMENT
(4 CREDITS)
This course will familiarize students with the problems and issues resulting from the business cycle, the components of logistics, and the potential options to solve problems. Prerequisite: None

SCM 102 THE LOGISTICS/SUPPLY CHAIN MANAGEMENT PROCESSES
(4 CREDITS)
This course will examine the day-to-day operating details of a Logistics Department. It will describe specific positions and 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: 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.

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.
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 Supply Chain 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. Prerequisites: 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: 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: 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: 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: 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. Prerequisites: SCM 302, SCM 401, SCM 402

EVENT MANAGEMENT AND TOURISM

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: None

NTA 215 TOURISM/EVENT PLANNING PRACTICUM (2 CREDITS)
This course provides the student with the knowledge and hands-on experience of actual industry operation to include event planning, hospitality, or tourism procedures. Prerequisite: None

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: None

TGE 214 GEOGRAPHY OF THE SOUTHERN HEMISPHERE (4 CREDITS)
This course involves a study of the geography of Mexico, Central America, South America, Africa, Australia, and New Zealand, including major gateway cities, resorts, and tourist attractions. Differences of cultures and lifestyles are discussed as well as points of interest to the world traveler. Prerequisite: None

TGE 224 EURASIAN GEOGRAPHY (4 CREDITS)
This course covers a study of the geography of Europe, Asia, Malaysia, and Indonesia, including major gateway cities, resorts, and tourist attractions. Differences of cultures and lifestyles are discussed as well as points of interest to the world traveler. Prerequisite: 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: None

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: None

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: TRV 205

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: None
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: MGT 510, QNT 550

ACT 560, INTERNATIONAL ACCOUNTING (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 – ACT510

ACT 610, CONTEMPORARY FINANCIAL REPORTING ISSUES (4 CREDITS)
This course focuses on various interpretations of areas of generally accepted accounting procedures and their application to multi-national enterprises. Prerequisite – ACT510

ACT640, CORPORATE GOVERNANCE AND REPORTING (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 – ACT 510

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. Prerequisite: MGT 510 (same as MPM 671)

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: 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: 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: CSC 530

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: 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: MGT 510

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: 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: 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 specific, 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. Prerequisites: CSC 550, CSC 610, FIN 540, LDR 550, MGT 590

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. Prerequisite: None (This is the first course students in the MSCM or Graduate Certificate in CM program will take)

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: MGT 510

CMM 521 MANAGING ORGANIZATIONAL CONFLICTS (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: MGT 510

CMM 530 FAMILY CONFLICT AND MEDIATION (4 CREDITS)
This elective course surveys the broad spectrum of U.S. family conflicts. Special attention is given to how family conflicts, including divorce, child custody, wills, and probate, appear in family and civil courts. Mediation methods discussed include mediator objectivity, communication with legal representatives, the role of children in interest-based applications, and cooperation with the courts. Prerequisite: MGT 510

CMM 540 CONFLICT AND CULTURE (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: 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: None

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: MGT 510

CMM 557 FACILITATION THEORY AND PRACTICE (4 CREDITS)
This course will help students learn to facilitate the unique dynamics of group problem-solving. It will explore obstacles to communication, examine the role of the facilitator in group problem-settings, and identify desirable facilitator skills and styles. Students will review current research on facilitation methods and approaches, with an emphasis on skills, methods, and approaches for problem-solving and consensus building. Prerequisite: MGT 510

CMM 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: MGT 510

CMM 691 CONFLICT MANAGEMENT PRACTICUM (4 CREDITS)
Students may elect to take a practicum. This course provides guided learning, mentored experiences, and on-the-job knowledge and skills. Prerequisites: (1) Submission of a completed Practicum Plan; (2) Completion of all core courses; (3) petition and approval of the Dean of Conflict Management programs; (4) satisfactory completion of prior coursework.

CMM 695 CONFLICT 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 CMM courses. This course will review the myriad of areas where conflict occurs, including interpersonal (family and relationships), organizational, and societal. It takes a critical analysis and problem-solving approach to conflict management, and it incorporates self-awareness, communication, negotiation, group dynamics, and cultural conflicts. Prerequisites: All core MSCM courses

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: MGT 510, QNT 550

FIN 540 MANAGERIAL FINANCE (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: MGT 510, QNT 550

FIN 542 FINANCE FOR EXECUTIVES (4 CREDITS)
An in-depth look that surveys the principles and tools executives need to know in order to manage for value creation. The course reviews the technical techniques used to assess a firm's financial health, evaluate and plan its future development, and make decisions that enhance its chances of survival and success. The case method approach is utilized to apply the principles learned to actual company situations. Prerequisite: None

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: MGT 510 or concurrent

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: MGT 510 or concurrent

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: MGT 510, QNT 550

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: MGT 510, QNT 550
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: MGT 510

HRL 585 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: MGT 510, QNT 550

HRL 590 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: 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: MGT 510 or concurrent
LDR 550 LEADERSHIP AND TEAM DEVELOPMENT (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 evolution 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: MGT 510

MGT 510 MANAGERIAL COMMUNICATION SKILLS (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: None

MGT 511 MANAGERIAL ETHICS (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: 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 resolution skills, and 3) what managers can do to develop not only their own conflict resolution skills, but also help others in the organization develop effective skills. (Same as CMM 521) Prerequisite: MGT 510

MGT 545 LEADERSHIP AND TEAM DEVELOPMENT (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 evolution 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. (Same as LDR 550) Prerequisite: MGT 510

MGT 561 ORGANIZATIONAL SYSTEMS ANALYSIS AND DESIGN (4 CREDITS)
This course is designed to prepare students to analyze organizations and the effectiveness of their designs. It integrates concepts and models from organizational theory and conflict management with changing events in the real world of organizations. The course enables students to: apply theoretical frameworks to actual organizational problems in order to solve real-life problems, conduct a systematic and critical analysis of how organization’s structure effects organizations’ effectiveness, analyze systems design, and determine whether organizational structures are designed to achieve optimal effectiveness. Students will be able to apply assessment tools for measuring and evaluating organizational systems and design. Prerequisite: 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: 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: 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: MGT/HRL 580 or concurrent

MGT 610 STRATEGIC LOGISTICS AND SUPPLY CHAIN MANAGEMENT (4 CREDITS)
This course essentially deals with flows, the movement of both materials and information. The most important topic is how logistics and supply chain management (LSCM) fits into an enterprise’s competitive strengths. Addresses how LSCM functions might be organized and managed in an age of rapid deployment of advancing information technology and business process reengineering. Prerequisite: MGT 510

MGT 620 OPERATIONS STRATEGY (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: MGT 510, QNT 550
MGT 650 ORGANIZATIONAL EFFECTIVENESS (4 CREDITS)
This course examines the various tools, interventions and techniques to improve and 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. (Same as HRL 660). Prerequisite: MGT/HRL 580

MGT 680 INTEGRATIVE MANAGEMENT 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). Prerequisites: Last Quarter

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: MKT 510 or concurrent

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.

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.

MKT 620, 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.

MPM 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: MGT 510 and QNT 550

MPM 511 JUSTICE AND PUBLIC SAFETY ADMINISTRATION MANAGEMENT (4 CREDITS)
This course is designed to examine the external and internal factors that have an impact on intra- organizational and inter- organizational relationships and policy formulation. The course focuses on the conversion of inputs into decisions and policies. The course also includes a consideration of strategies for formulating, implementing and assessing administrative decisions. The overall purpose of the course is to provide the student with the tools to produce informed decisions as managers. Prerequisites: MGT 510 and QNT 550

MPM 520 HEALTHCARE SYSTEMS MANAGEMENT (4 CREDITS)
This course examines the status and changes in the healthcare industry, including the forces and policies shaping its performance. Students will examine the complex organizational dynamics and structures of health care systems, the role of public policy in healthcare, and the changing relationships among payers, providers, and suppliers. Prerequisite: MGT 510 and QNT 550. Same as HCA 510.

MPM 535 HEALTHCARE INFORMATION SYSTEMS (4 CREDITS)
This course examines health care information systems with a 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: MGT 510 and QNT 550. Same as HCA 535.

MPM 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: MGT 510 and QNT 550

MPM 546 HEALTHCARE FINANCIAL MANAGEMENT (4 CREDITS)
This course 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. The course emphasizes the practical financial analysis skills to use for immediate application in the healthcare industry. Prerequisite: MGT 510 and QNT 550. Same as HCA 545.
MPM 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: MGT 510 and QNT 550.

MPM 551 JUSTICE AND PUBLIC SAFETY ADMINISTRATION POLICY ANALYSIS (4 CREDITS)
This course is an overview of policy implementation and effectiveness in the Justice and Public Safety Administration Systems. This includes the criminal and juvenile justice systems, fire protection, emergency management system and other systems of social control. Policies are considered on an informal and formal level with special attention to ways in which research can be used to evaluate and inform the creation and successful implementation of crime related policies. Prerequisites: MGT 510 and QNT 550.

MPM 580 LEADING EDUCATIONAL ORGANIZATIONS (4 CREDITS)
This course examines the similarities and differences between educational organizations and other public organizations. Students will analyze the internal and external factors that affect the structure, function, policies and culture of educational organizations and the roles of leaders in those organizations. Prerequisite: MGT 510 and QNT 550.

MPM 581 MANAGING EDUCATIONAL TECHNOLOGY (4 CREDITS)
This course examines technologies that enhance the teaching, learning, communication and administration within educational organizations. These include enterprise resource planning, learning management systems, classroom-based technologies and e-learning. Students will analyze issues and decisions faced by those who oversee technology at the organizational level. Prerequisite: MGT 510 and QNT 550.

MPM 582 EDUCATIONAL INNOVATION AND ENTREPRENEURSHIP (4 CREDITS)
This course examines how public managers may benefit from trends, models and ideas outside the traditional public sector. Students will analyze for-profit versus non-profit institutions, charter schools, open education initiatives, public-private partnerships, online and hybrid learning, education reform and other topics within a context of educational change and entrepreneurship. Prerequisite: MGT 510 and QNT 550.

MPM 590 PROJECT MANAGEMENT (4 CREDITS)
This course provides an overview of the theory and practice of managing projects in any organization. Emphasis is on leadership in project management: managing projects or tasks in a team environment; building teams; and utilizing communication, organization and conflict management skills. Discussion covers the various phases of a project, including initiating, planning, executing, monitoring and controlling, and closing the project. Project management knowledge areas are examined and linked to industry practices for successful management of projects. The goal is to gain a solid understanding of how to successfully manage each phase of the project life cycle, work within organizational constraints, set goals linked directly to stakeholder needs and utilize proven project management tools to complete projects on time and within budget while meeting specifications. Prerequisites: MGT 510 and QNT 550. Same as MGT 590.

MPM 670 RESEARCH METHODS FOR THE JPSA PROFESSIONAL (4 CREDITS)
This course is an introduction to the methods of research in the field of justice and public safety. It includes a review of the philosophy of science, research ethics, research methods and issues such as sampling and measurement, methods of data collection, and evaluation research. The course focuses on the particular methods and problems associated with research in the field. Prerequisites: MGT 510 and QNT 550.

MPM 671 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. Prerequisites: MGT 510 and QNT 550. Same as CSC 550.

MPM 672 MANAGING UNDER CONDITIONS OF RISK & UNCERTAINTY (4 CREDITS)
This course provides an in-depth analysis of risk management methodologies, from both strategic and tactical perspectives. State-of-the-art tools and techniques for identifying, measuring and monitoring risks in a variety of contexts include: project management, operational processes, financial, and supply chain. Focus is on quantitative methods of risk analysis and how a comprehensive risk management approach can enable an organization to proactively manage issues that adversely impact the successful implementation of initiatives. Prerequisites: MGT 510 and QNT 550.

MPM 680 PROGRAM AND POLICY EVALUATION (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 MPM 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: Last Quarter of Program.

QNT 550 ADVANCED QUANTITATIVE METHODS (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: MGT 510 or concurrent.
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 THE EXTERNAL ENVIRONMENT (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: 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. Prerequisites: 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: 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. Prerequisites: 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: None

**CONFLICT MANAGEMENT CONCENTRATION COURSES (16 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: 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: Second year of full-time course work or equivalent.

**CMM 728 CONTEMPORARY ISSUES IN CONFLICT MANAGEMENT (4 CREDITS)**

This course focuses on the major contemporary issues in conflict management and assists students in selecting topics for research. The course surveys current knowledge and reviews the mechanisms for generating and communicating this knowledge in the field of strategy. Topics may cover a wide array of areas of current relevance to strategy research. Prerequisite: Second year of full-time course work or equivalent.

**CMM 729 DIRECTED READINGS IN CONFLICT MANAGEMENT (4 CREDITS)**

This course examines current theoretical and empirical research relating to emerging areas of knowledge in the conflict management field and assists students in locating and referencing their research. Reflecting the emphasis of current research on conflict management, topics may vary based on individual student interests and research agendas. Prerequisite: Second year of full-time course work or equivalent.

**HUMAN RESOURCE LEADERSHIP CONCENTRATION COURSES (16 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.
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.

HRL 728 CONTEMPORARY ISSUES IN HUMAN RESOURCE LEADERSHIP (4 CREDITS)
This course focuses on the major contemporary issues in research into Human Resource leadership issues and assists students in selecting topics for research. The course surveys current knowledge and reviews the mechanisms for generating and communicating this knowledge in the field of human resources. Topics may cover a wide array of areas of current relevance to human resource research.

HRL 729 DIRECTED READINGS IN HUMAN RESOURCE LEADERSHIP (4 CREDITS)
This course examines current theoretical and empirical research relating to emerging areas of knowledge in the field of Human Resource leadership and assists students in locating and referencing their research. Reflecting the emphasis of current research on strategic and organizational phenomena, topics may vary based on individual student interests and research agendas.

INFORMATION TECHNOLOGY MANAGEMENT CONCENTRATION COURSES (16 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: None

CSC 724 KNOWLEDGE MANAGEMENT (4 CREDITS)
Knowledge management (KM) can be defined as a strategy for improving organizational performance through a set of processes, tools, and incentives designed to help people to create, share, and integrate knowledge. Information systems that support KM efforts are collectively known as Knowledge Management Systems (KMS). To understand the purpose and functioning of KMS within organizations requires a solid understanding of KM from both operational and strategic standpoints. This course thus builds a foundation for understanding KMS by establishing an awareness of the core underlying issues that must be addressed in any KM initiative. With a firm grounding in KM, students can develop an integrated perspective of how technology can help (or hinder) organizational performance. The objectives of this course are 1) to understand what KM is and how it can enhance organizational performance; 2) to outline various types of IT solutions to KM problems; and 3) to explore the challenges associated with deploying these solutions and identify strategies and tactics for addressing these challenges. Prerequisite: None

CSC 728 CONTEMPORARY ISSUES IN INFORMATION TECHNOLOGY MANAGEMENT STRATEGY (4 CREDITS)
This course focuses on the major contemporary issues in information technology research and assists students in selecting topics for research. The course surveys current knowledge and reviews the mechanisms for generating and communicating this knowledge in the field of information technology. Topics may cover a wide array of areas of current relevance to information technology research. Prerequisite: Second year of full-time course work or equivalent.

CSC 729 DIRECTED READINGS IN INFORMATION TECHNOLOGY MANAGEMENT (4 CREDITS)
This course examines current theoretical and empirical research relating to emerging areas of knowledge in the information technology field and assists students in locating and referencing their research. Reflecting the emphasis of current research on information technology, topics may vary based on individual student interests and research agendas. Prerequisite: Second year of full-time course work or equivalent.

STRATEGIC MANAGEMENT CONCENTRATION COURSES (16 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: 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. Prerequisites: None

MGT 728 CONTEMPORARY ISSUES IN STRATEGIC MANAGEMENT (4 CREDITS)
This course focuses on the major contemporary issues in strategy research and assists students in selecting topics for research. The course surveys current knowledge and reviews the mechanisms for generating and communicating this knowledge in the field of strategy. Topics may cover a wide array of areas of current relevance to strategy research. Prerequisite: Second year of full-time course work or equivalent
MGT 729 DIRECTED READINGS IN STRATEGIC MANAGEMENT (4 CREDITS)
This course examines current theoretical and empirical research relating to emerging areas of knowledge in the strategic management field and assists students in locating and referencing their research. Reflecting the emphasis of current research on strategic and organizational phenomena, topics may vary based on individual student interests and research agendas. Prerequisite: Second year of full-time course work or equivalent

RESEARCH CORE

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: 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: 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: GRAD 710

GRAD 718 ADVANCED QUANTITATIVE RESEARCH AND ANALYSIS (4 CREDITS)
This course prepares students for dissertations and other research projects requiring the design, collection, analysis and reporting of quantitative data. Prerequisite: GRAD 710, GRAD 712

GRAD 719 MIXED METHODS RESEARCH AND ANALYSIS (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. Prerequisites: GRAD 710, GRAD 712, GRAD 716, and GRAD 718

MGT/CMM/CSC 795 DOCTORAL SEMINAR: PROPOSAL DEVELOPMENT (4 CREDITS)
This course allows a 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: Last quarter of course work

COMPREHENSIVE EXAM, DISSERTATION AND RESIDENCIES

MGT/CMM/CSC 798 DOCTORAL COMPREHENSIVE 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: Last quarter of course work

MGT/CMM/CSC 799 DISSERTATION (1-12 CREDITS)
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.

MGT/CMM/CSC 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.

College of Pharmacy Course Index

PHARMACEUTICAL SCIENCES

PBS 504 ANATOMY AND PHYSIOLOGY (4 CREDITS)
This course is a review of the basic principles of human physiology and anatomy with applications to disease states. Prerequisite: Admission to the College of Pharmacy

PBS 505 PHARMACEUTICS I (3 CREDITS)
This course underlines the basic physiochemical principles that govern pharmaceutical systems, particularly in light of the way in which they affect dosage forms and various drug products. Prerequisite: Admission to the College of Pharmacy

PBS 506 PHARMACEUTICAL CALCULATIONS WITH LAB (3 CREDITS)
Students will be prepared to perform accurate dosage calculations for the preparation of solid and liquid dosage forms, injectable medications and extemporaneously compounded prescription products to ensure patients’ safety. Students will have time reserved to practice calculation techniques in the laboratory sessions. Prerequisite: Admission to the College of Pharmacy

PBS 511 BIOTECHNOLOGY (2 CREDITS)
This course provides an introduction to biotechnology and its relationship to pharmacy. Topics include how biotechnology is used to produce drugs, how those drugs work and the predicted potential and current limitations of biotech drugs. Prerequisite: Admission to the College of Pharmacy

PBS 513 BIOCHEMISTRY (4 CREDITS)
A review of the structure, physical/chemical properties, function and interactions of amino acids, peptides and proteins, nucleotides, and nucleic acids, carbohydrates, lipids, and hybrid molecules with an emphasis on its application to medication and clinical uses. Prerequisite: Admission to the College of Pharmacy

PBS 514 MICROBIOLOGY/IMMUNOLOGY (4 CREDITS)
A review of the principles of microbiology and immunology with an emphasis on the aspects that pertain to pharmaceutical science, pharmacotherapeutics and patient-centered care. Prerequisite: Admission to the College of Pharmacy
PBS 515 BIOPHARMACEUTICS II/CLINICAL PHARMACOKINETICS (4 CREDITS)
This will be an integrated course by the Pharmaceutical Sciences and Clinical and Administrative Sciences Departments. Principles in how drugs perform in a human being and how a physiology system affects the drugs as they relate to absorption, distribution, metabolism, and excretion will be presented. Clinical Pharmacokinetics will build on those concepts to teach 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. Prerequisite: Passing grade in PBS 505

PBS 524 PHARMACEUTICS III WITH LAB (3 CREDITS)
This course is an introduction to drug delivery systems and their physical and chemical properties. Emphasis will be placed on solid and semi-solid dosage forms. Quality control guidelines and standards of practice will be covered. Prerequisite: Passing grade in PBS 515

PBS 534 PHARMACOLOGY/MEDICINAL CHEMISTRY I (5 CREDITS)
Pharmacology and Medicinal Chemistry I is designed to coordinate with the Pharmacotherapeutics sequence and provides the chemical and pharmacological basics for the Pharmacotherapeutic courses. This course furnishes the detail of molecular, cellular and the physiologic 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. Prerequisites: PBS 513

PBS 535 PHARMACOLOGY/MEDICINAL CHEMISTRY II (5 CREDITS)
Pharmacology and Medicinal Chemistry II is designed to coordinate with the Pharmacotherapeutics sequence and provides the chemical and pharmacological basics for the Pharmacotherapeutic courses. This course furnishes the detail of molecular, cellular and the physiologic 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. Prerequisites: Passing grade professional year one

PBS 537 INTRODUCTION TO PHARMACOGENOMICS (1 CREDIT)
This will be an integrated course by the Pharmaceutical Sciences and Clinical and Administrative Sciences Departments. An introduction to the human genome, the science of genetics and how it relates to medication and treatments will be presented. Prerequisite: Admission to the College of Pharmacy

PBS 623 PHARMACOLOGY/MEDICINAL CHEMISTRY III (5 CREDITS)
Pharmacology and Medicinal Chemistry III is designed to coordinate with the Pharmacotherapeutics sequence and provides the chemical and pharmacological basics for the Pharmacotherapeutic courses. This course furnishes the detail of molecular, cellular and the physiologic 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. Prerequisites: Passing grade professional year one

PBS 632 PHARMACOLOGY/MEDICINAL CHEMISTRY IV (5 CREDITS)
Pharmacology and Medicinal Chemistry IV is designed to coordinate with the Pharmacotherapeutics sequence and provides the chemical and pharmacological basics for the Pharmacotherapeutic courses. This course furnishes the detail of molecular, cellular and the physiologic 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. Prerequisite: Passing grade in professional year one

CLINICAL AND ADMINISTRATIVE SCIENCES

PCAS 501 INTRODUCTION TO PHARMACY (1 CREDIT)
This course will cover the history of pharmacy, the patient-centered care concept, medical terminology, the various pharmacy organizations, and team work concept. Prerequisite: Admission to the College of Pharmacy

PCAS 502 INITIATION TO THE PRACTICE OF PHARMACY (1 CREDIT)
Students will visit different settings and will come back to classrooms for discussions and debriefing. The delivery of patient-centered care will be examined from the different types of services in various settings. This will help the students to be introduced from the start to the variety of pharmacy practices. Prerequisite: Admission to the College of Pharmacy

PCAS 503 INTRODUCTION TO HEALTH CARE SYSTEM (2 CREDITS)
An overview of the basic structures and operations of the U.S. health care delivery system, including its historical origins; the changing roles of the components of the system; and the technical, economic, political and social forces responsible for these changes. Prerequisite: Admission to the College of Pharmacy

PCAS 507 MEDICAL INFORMATICS (2 CREDITS)
This course is an introduction to the availability of various technology applicable to the delivery of pharmacy care, its impact on pharmacy practice, and its applications to patient care. Prerequisite: Admission to the College of Pharmacy

PCAS 512 MEDICATION SAFETY (2 CREDITS)
Students will learn the mechanism, roots of medication errors, its consequences on patients and health care in general. Mechanisms to promote medication safety will be examined. Prerequisite: Admission to the College of Pharmacy

PCAS 516 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. Prerequisite: Admission to the College of Pharmacy
PCAS 521 PHARMACY LAW AND ETHICS
(3 CREDITS)
The laws, regulations and related ethical issues regarding to
the practice of pharmacy; the regulation and control of drugs,
cosmetics, medical devices, mail order and “Internet” pharmacy will
be presented. Prerequisite: Admission to the College of Pharmacy

PCAS 522 COMPLEMENTARY ALTERNATIVE
MEDICINE (3 CREDITS)
This course covers different aspects of natural products used as
pharmaceuticals, including both plant-derived and microbial-
derived (antibiotics) products. Also included will be an overview
of whole extracts, herbal products, and purified components of
plant and animal extracts. Diverse alternative treatments will be
presented. Prerequisite: Admission to the College of Pharmacy

PCAS 523 RESEARCH DESIGN AND LITERATURE
EVALUATION I (3 CREDITS)
The structure of a drug information center as well as the role and
functions of a drug information pharmacist will be reviewed. The
students will be familiarized with the skills required to handle
different types of drug information questions and the techniques
on how to fully evaluate health care related literature. Students
will be introduced to the different phases of a research protocol.
Prerequisite: Admission to the College of Pharmacy

PCAS 525 STERILE DOSAGE FORMS WITH LAB
(2 CREDITS)
Students will be familiarized with the organization and
administration of an admixture program, admixture techniques,
the proper utilization of different types of parental products, and
students will have the opportunity to practice in the laboratory
the techniques related to the compounding of sterile dosage forms.
Prerequisite: PBS 524

PCAS 526 PUBLIC HEALTH ISSUES
(2 CREDITS)
Issues pertaining to the health of the public and public health
policy will be discussed. Their impact on health care and the
population will be explored. Pharmacoepidemiology will be
emphasized. Prerequisite: Admission to the College of Pharmacy

PCAS 531 LITERATURE EVALUATION II
(1 CREDIT)
Application of the information learned in the course Research
Design and Literature Evaluation I will be emphasized. Prerequisite:
PCAS 523

PCAS 532 CLINICAL LABORATORY
(3 CREDITS)
This course will introduce students to the basics of clinical
laboratory reports. A majority of the courses will cover the normal
and abnormal laboratory values from different organ systems and
disease states. Prerequisites: PBS 504, PBS 514

PCAS 533 PHYSICAL ASSESSMENT WITH LAB
(2 CREDITS)
The students will learn the basics in physical assessment of different
organ systems and the art of monitoring the effects of drugs in
patients. Prerequisites: PBS 504, PCAS 516

PCAS 601, PCAS 602 INTERMEDIATE PHARMACY
PRACTICE EXPERIENCE
(10 CREDITS)
Students will practice as a pharmacy extern five weeks in a
community setting and 5 weeks in an institutional setting. They
will learn the distribution of a drug from the prescription received
to the safe administration of the drug to the correct patient.

Students will also learn the operational aspects with all its related
issues during the experiences. Prerequisites: Passing grade in
professional year one and fulfilling the conditions as listed in the
student handbook for this rotation.

PCAS 611 PHARMACY PRACTICE MANAGEMENT (2
CREDITS)
Emphasis is given to the managerial aspects of pharmacy practice
within the different settings of the health care system. This
course provides the basic financial and operational management,
knowledge, and skills necessary for a successful professional
practice. Prerequisite: Passing grade in professional year one

PCAS 612 PHARMACOTHERAPEUTICS
(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.

PCAS 614 APPLIED THERAPEUTICS LAB
(1 CREDIT)
Students will learn to apply the knowledge gained from the
Pharmacotherapeutics courses and other related pharmacy
courses to real or simulated clinical situations. Active learning,
role modeling, case study, and problem based learning will be
emphasized.

PCAS 615 PROFESSIONAL ELECTIVE I
(2 CREDITS)
This course may be offered by both departments, the Sullivan
University, or the University of Louisville and will cover topics
related to the profession of pharmacy. This course is designed to
enhance professional knowledge and promote self-learning.

PCAS 616 PROFESSIONAL ELECTIVE II
(2 CREDITS)
This course may be offered by both departments, the Sullivan
University, or the University of Louisville and will cover topics
related to the profession of pharmacy. This course is designed to
enhance professional knowledge and promote self-learning.

PCAS 617 PROFESSIONAL ELECTIVE III
(2 CREDITS)
This course may be offered by both departments, the Sullivan
University, or the University of Louisville and will cover topics
related to the profession of pharmacy. This course is designed to
enhance professional knowledge and promote self-learning.

PCAS 621 CLINICAL NUTRITION (2 CREDITS)
Students will learn the basic principles of enteral and parenteral
nutrition. Students will learn how to write/adjust a parenteral/ enteral
nutrition formula, adapted to patients’ disease state. Students
will learn how to monitor the effects of nutrition on
patients. Prerequisite: Passing grade in professional year one

PCAS 622 RESEARCH PROJECT (1 CREDIT)
The students will present the results of their projects to the Faculty
and peers of the College of Pharmacy. Prerequisite: Passing grade in
professional year one

PCAS 623 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.
PCAS 624 APPLIED THERAPEUTICS LAB
(1 CREDIT)
Students will learn to apply the knowledge gained from the Pharmacotherapeutics courses and other related pharmacy courses to real or simulated clinical situations. Active learning, role modeling, case study, and problem based learning will be emphasized.

PCAS 625 PROFESSIONAL ELECTIVE IV
(2 CREDITS)
This course may be offered by both departments, the Sullivan University, or the University of Louisville and will cover topics related to the profession of pharmacy. This course is designed to enhance professional knowledge and promote self-learning.

PCAS 626 PROFESSIONAL ELECTIVE V
(2 CREDITS)
This course may be offered by both departments, the Sullivan University, or the University of Louisville and will cover topics related to the profession of pharmacy. This course is designed to enhance professional knowledge and promote self-learning.

PCAS 631 PHARMACOECONOMICS AND OUTCOMES
(2 CREDITS)
Students are introduced to the principles and tools of pharmacoeconomics and outcomes assessment that are commonly used to study the impact of pharmaceutical care services on the health and health care of a patient or community. Prerequisite: Passing grade in professional year one

PCAS 632 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.

PCAS 633 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.

PCAS 634 APPLIED THERAPEUTICS LAB
(1 CREDIT)
Students will learn to apply the knowledge gained from the Pharmacotherapeutics courses and other related pharmacy courses to real or simulated clinical situations. Active learning, role modeling, case study, and problem based learning will be emphasized.

PCAS 635 PRE-ROTATION REVIEW (1 CREDIT)
Students review the basic tenets of the eight clinical rotations that they will complete during the third year of the program and discuss the protocols involved, the expectations of each rotation, expected professional behavior and performance, requirements for performance levels, and completion activities for graduation. Prerequisite: Passing grade in professional year one. Taken in the quarter prior to the third year clinical rotations

PCAS 636 PROFESSIONAL ELECTIVE VI
(2 CREDITS)
This course may be offered by both departments, the Sullivan University, or the University of Louisville and will cover topics related to the profession of pharmacy. This course is designed to enhance professional knowledge and promote self-learning.

PCAS 701, PCAS 702, PCAS 711, PCAS 712, PCAS 721, PCAS 722, PCAS 731, PCAS 732 ADVANCED PHARMACY PRACTICE EXPERIENCES
(TOTAL 40 CREDITS)
The students will go through eight clinical rotations of five weeks each. The rotations include a core of Adult Medicine, Ambulatory Care, Advanced Hospital Pharmacy, and Advanced Community Pharmacy, and four electives. This will be the time for students to integrate and apply their knowledge to real patients' situations. It will also be an opportunity for the student to function as a team member of a health care team. Prerequisites: Passing grade in professional year one and two

PCAS 700 RESEARCH PROJECT (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.

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LOUISVILLE
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 National Center for 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 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 new Doctor of Pharmacy program. The remodeled section includes faculty and administrative offices, a faculty lounge, a conference room, a model pharmacy, a 50-station compounding lab, a Drug Information Center, two 100-seat theater-style lecture halls, five research labs, a student lounge, and student study rooms.

The Global e-Learning division, including the e-Learning director and dean, admissions, financial planning, online student and faculty support personnel, and e-Learning curriculum designers are also located in the Nolan Building.

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, a travel lab, three culinary labs, a medical sciences lab, and a Tutoring and Writing Center. All classrooms and non-culinary labs are equipped with a computer and projector to give the faculty greater teaching flexibility.

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 10 classrooms and several administrative offices. Also provided are 52" TVs, instructor computers and wireless Internet in the classrooms as faculty resources. Three of the classrooms serve as computer labs and are equipped with projectors and wireless Internet as well.

Facilities on all three campuses are specifically designed to meet the educational and support needs of the students. In addition to traditional classrooms, offices, labs, and meeting rooms, the facilities incorporate program-specific resources such as equipment and software for technology-related courses, practice and skills labs for culinary instruction, use of doctor’s offices, clinics, and hospitals for medical students and fully-equipped research laboratories for Doctor of Pharmacy students. Resources such as “Winston’s Restaurant,” a three and one half star fine dining restaurant on the Louisville Campus, and “The Bakery,” a retail pastry shop are illustrations of student practicum sites on campus. These facilities assist the educational program to provide the essential skills graduates need to gain employment in their chosen field.

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 and can house 400+ students. In the summer of 2011, an additional wing was added bringing potential capacity to 500+.

Rooms are available with two students assigned to each room. Each room has two double or twin beds, two study desks and chairs, TV, dressers, closet space, separate vanity and bathroom, free cable, wireless internet, and local phone service. Students at Gardiner Point Residence Hall also enjoy:

- An on-premise 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 (foosball/ping pong/shuffleboard, etc. and a “Wii” video game room)
- Dining Center
- Outdoor basketball court
- Large outdoor patio for cookouts
- Private mailbox for all rooms
- Student laundry

GLOBAL E-LEARNING
Although not a physical facility, the University provides a stable, functional online platform within which all courses are taught. For all online courses, Sullivan University utilizes the Angel® platform which is a user-friendly, intuitive, and interactive means by which academic courses are delivered. The Angel® learning management system is a commercial package purchased by the University to support its online course needs. The software, student course work, etc., is housed by Angel® at its headquarters in Indianapolis, Indiana and, by contract, Sullivan University is guaranteed that the servers are backed up daily, and, that power loss mitigation is maintained.

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 e-Learning Student Services Coordinators or the e-Learning Technical Help Desk. Online faculty contracts prescribe faculty turnaround response times for student inquiries.
Maps of the University Campuses

Louisville Campus
3101 Bardstown Road
Louisville, KY 40205
502-456-6505
800-844-1354

Global e-Learning
2100 Gardiner Lane
Louisville, KY 40205
502-456-0042
866-755-7887

Lexington Campus
2355 Harrodsburg Road
Lexington, KY 40504
859-276-4357
800-467-6281

Fort Knox Campus
63 Quartermaster Street
Fort Knox, KY 40121
502-942-8500
800-562-6713
LOUISVILLE CAMPUS
3101 Bardstown Road
Louisville, KY 40205
800-844-1354 | 502-456-6505

E-LEARNING DIVISION
online@sullivan.edu
866-755-7887 | 502-413-8830

LEXINGTON CAMPUS
2355 Harrodsburg Road
Lexington, KY 40504
800-467-6281 | 859-276-4357

FORT KNOX CAMPUS
63 Quartermaster Street
Fort Knox, KY 40121
800-562-6713 | 502-942-8500

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