

Davis University
2024–2026 Academic Catalog

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President's Message

When people walk through our doors and commit themselves to success, great things happen. Time and again, the power of increasing knowledge, skills, confidence, and the power of gaining a valuable education have changed students beyond their own expectations.

We have served many of your grandparents, aunts, uncles, sons, and daughters of Toledo since even before the Civil War in this effort. Our pride lies in the enduring tradition of offering career education programs to our local community while extending a warm welcome to international students from across the globe.

Our purpose is to provide you with marketable skills. We achieve this with dedicated faculty and staff who are committed to excellence. Our commitment to excellence is reflected by this institution's accreditation*. In fact, less than 10% of colleges similar to Davis University have attained the same accreditation.

I personally welcome you to the tradition of success at Davis University and to the excitement of fulfilling and exceeding your own expectations.

Diane Brunner
President

**Davis University is accredited by The Higher Learning Commission. Phone (312) 263-0456 www.hlcommission.org.*

Davis University Mission

Davis University, a private institution of higher education, serves students by teaching marketable skills that enhance the employability of our graduates in the ever-changing world.

To assure the realization of our mission, the following educational purposes, in addition to our program objectives, have been established.

General Education Core

The General Education Core is an integral part of each associate degree program at Davis University. The purpose of the General Education Core is to impart common knowledge, cultivate critical thinking, and develop values needed by every educated person. To this end, the General Education Core provides a foundation for comprehensive, life-long learning and will enable a graduate to:

- Read critically with understanding.
- Listen critically with understanding.
- Write clearly and effectively in Standard English.
- Speak clearly and effectively in Standard English.
- Apply critical thinking processes, abstract reasoning skills, and problem-solving methods.
- Locate, gather, process, and use information.

Business Core

The Business Core reflects the University's commitment to meeting the demands of the business community we serve and is an essential part of each associate degree program. The purpose of the Business Core is to develop character, teamwork, and professionalism valued by employers. To this end, the Business Core will enable a Davis University graduate to:

- Demonstrate professional behavior.
- Collaborate with people of different backgrounds, values, and experience.
- Demonstrate knowledge of the foundations, functions, and practices of business.
- Utilize technology that is common to general business practices.

- Develop effective job search skills and employment documentation.

The Davis University faculty, staff, and administration are committed to the mission and purposes of the University and, to this end, are committed to provide the educational programs, services, environment, resources, and knowledge to assure its attainment.

History

In 1881, Matthew H. Davis left his chairmanship in the mathematics department and his position as director of the business department at Albert College, Belleville, Ontario, to accept the management of Toledo Business College. The small school of 35 students, which had been established in 1858, rapidly grew to 350 students.

During the 23 years Davis directed the school, four other schools were absorbed, and the name was changed to Davis Business College. The curriculum was gradually changed from Latin, German, Greek, calculus, and epistolary writing to banking, mercantile trades, shorthand, and typing.

After Davis' death in 1904, his son, Thurber P. Davis, left the University of Michigan to take over the management of Davis Business College. Under the leadership of the younger Davis, electric typewriters were added, making the College one of the best equipped in the United States. Stenotype and data processing augmented the expanding curriculum.

In 1948, when Thurber became ill, his daughter, Ruth L. Davis, became the third generation of the Davis family to lead the school. In 1953, President Ruth Davis led the College to be among the first to be accredited by the Accrediting Commission for Business Schools. In 1964, the institution met commission requirements for a junior college of business. Office management, payroll accounting, and the Automation Institute were added to meet the growing needs of business and technology.

In 1983, John Lambert became President of Davis College. President Lambert expanded the curriculum to include allied health, aviation, computer, and graphic design programs, which doubled the College's enrollment. In 1986, Davis met the requirements for accreditation by the American Association of Medical Assistants. In 1991, Davis College was granted accreditation by the Higher Learning Commission.

In 1993, Diane Brunner became the fifth president of Davis College. At the time of her appointment, she was the youngest female college president in Ohio. In 2008, the College was honored as one of Ohio's best employers by the Ohio Chamber of Commerce. Davis College also earned the Better Business Bureau® Torch Award for marketplace ethics. In 2014, Davis College was chosen as a Top Workplace in Toledo.

As was true of all past Davis College leadership, President Brunner is dedicated to the promotion of higher educational standards and continuing the College's service to the community.

Accreditations and Approvals

Davis University is accredited by the Higher Learning Commission. The Higher Learning Commission is recognized by the U.S. Department of Education and the Council on Higher Education Accreditation (CHEA). The Higher Learning Commission may be contacted at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, (312) 263-0456 or (800) 621-7440 Fax: (312) 263-7462 or www.hlcommission.org.

Davis University is registered with the Ohio State Board of Career Colleges and Schools (Certificate of Registration No. 731), 30 East Broad Street, 24th Floor, Suite 2481, Columbus, OH 43215. http://scr.ohio.gov.

The Ohio Board of Higher Education authorizes Davis University's programs (since 2009).

Davis University is approved for the training of veterans by the Ohio State Approving Agency.

Davis University is authorized under Federal law to enroll nonimmigrant alien students.

Davis University's Ohio Pre-License Real Estate Certificate Program is recognized by the Ohio Division of Real Estate.

Non-Discrimination Policy

Davis University embraces the requirements of federal, state, and local laws and does not discriminate or tolerate harassment on the basis of race, color, ethnicity, national origin, religion, creed, gender, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, marital status, parental status, pregnancy, family medical history, genetic information, political affiliation or any other protected category in the recruitment, selection, and subsequent treatment of students and/or employees. In accordance with Section 504, Rehabilitation Act of 1973 (P.L. 93–112), interested persons can obtain information with respect to the existence of location of services, activities, and facilities that are accessible to and usable at Davis University by physically challenged persons by contacting the Vice President of Academic and Student Services.

Davis University prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at www.davisuniversity.edu/nondiscrimination.

Academic Calendar Quarter Start Dates for 2024–2026 Academic Years

Davis University's academic calendar is divided into four quarters—Fall Quarter, Winter Quarter, Spring Quarter, and Summer Quarter. This calendar offers students greater flexibility to enroll throughout the academic year.

2024–2026 Academic Calendar

Fall Quarter (2024)
August 26–November 8, 2024

Winter Quarter (2024)
November 18, 2024–February 14, 2025

Spring Quarter (2025)
February 24–May 9, 2024

Summer Quarter (2023)
May 19–July 25, 2025

Fall Quarter (2025)
August 25–November 7, 2025

Winter Quarter (2025)
November 13, 2025–February 9, 2026

Spring Quarter (2026)
February 23–May 8, 2026

Summer Quarter (2026)
May 18–July 24, 2026

Fall Quarter (2026)
August 24–November 6, 2026

Winter Quarter (2026)
November 16-February 12, 2026

The Admissions Process

- Review information about Davis University's academic programs on our website at www.davisuniversity.edu.
- Schedule an appointment with an admissions representative. The admissions representative will assist you in your program selection, career goal setting, campus tour, and other areas essential to your success.
- Complete an English and math placement evaluation instrument..
- Complete the Enrollment Agreement either in-person or online.
- Pay the $20 application fee.
- Provide proof of high school completion (standard high school diploma or HSE).
- Schedule a financial aid appointment (if applicable).
- Meet with your academic advisor to schedule your classes. You will meet individually with an academic advisor for scheduling before orientation and on an ongoing basis throughout your program.
- Attend new student orientation. An orientation program is held for new students prior to their first quarter. During orientation, students will meet with various school leaders, including academic advisors, to answer questions and to finalize the enrollment process.

High School Completion Requirement

High School Completion Requirement Applicants who have completed high school graduation requirements or have successfully completed the General Education Development Test (GED)/HSE are eligible to apply for admission. Formal acceptance to Davis University

will be determined once verification of successful completion of high school or GED requirements has been obtained. Verification includes high school diploma, GED/HSE certificate, or in extenuating circumstances, self-certification. Additional documentation may be requested from the student in cases where the institution chooses to validate the documentation provided for high school completion. Students who have successfully completed an advanced college degree and provide an official transcript are waived from the high school completion verification.

Procedures for High School Graduation Verification

- The admission representative asks the student to verify that he/she is a high school graduate.
- Three standard forms of verification are:

  - The student may request an official transcript to be sent to Davis University.

  - The student may present their high school diploma. The admission representative will verify the student's name, the offical school seal, an official signature, and the date of graduation. The admission representative scans a copy of the diploma into the SIS.

  - If the student has passed the GED test, they are required to request a copy be sent to Davis University from diplomasender.com. The representative will have the student send a copy to the representative's email.

- If the representative believes there is cause to further verify high school graduation, he/she can call the high school, speak to the records office, and get confirmation.
- The representative may request the student to request an official transcript if the high school diploma needs to be verified.

Admission Requirements for the Early Childhood Education program:
Background Check: Ohio Senate Bill 38, enacted October 29, 1993, requires individuals engaged in childcare activity to complete a background check by the Ohio Bureau of Criminal Investigation and Identification (BCII) and Federal Bureau of Investigation (FBI).

These background checks cannot reveal any convictions for any of the criminal offenses listed in the Ohio Senate Bill 38. In order for the student to be accepted to the program, he/she will be required to complete a background check and assume the cost for this background check.

Course and program requirements are subject to change as required by the Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Education (ODE).

Medical Assisting Students
A facility may require you to have your Covid and/or your flue shot prior to your externship/practicum and/or your employment after graduation.

Graphic and Interior Design Students
These two programs are designed to be transfer programs. Davis University has articulations in place for you to easily move on and complete a bachelor's program.

International Student Admissions

Davis University is authorized under Federal law to enroll nonimmigrant alien students in all associate degree programs, and the language program are eligible programs for students attending on an F-1 Student Visa.

International Student Admissions Process

Step 1: Complete the International Student Application
The International Student Application is available online at www.daviscollege.edu/admissions/international students or scan a completed International Student Application to international@davisuniversity.edu.

Submit unofficial academic records and transcripts from all secondary/high schools attended. In English and Certified English translations must accompany documents not available in English. Official documents should be submitted no later than the end of first quarter.

Submit photocopies of English proficiency required scores (*no more than five years old):

- 51-69 TOEFL iBT score
- 5.0-6.0 IELTS
- 36-5- PTE
- 75-100 Duolingo
- 33-50 LanguageCert International ESOL B2 Exam
- Gaokao English Subject, ≥ 100/150; ≥ 80/120;
- Gaokao English Subject, 90-99/150; 72-79/120 (an interview is required)
- Gaokao English Subject, ≤ 89/150; ≤ 71/120 (an internal exam is required)

There is no application fee.

Important: Send email to international@davisuniversity.edu with the student's name, date of birth, amount of money and date wired.

Step 2: Receive I-20 Form

After Davis University receives your complete application with required documents, an admissions package will be created for you. This contains an acceptance letter with guidelines for enrollment and an Affidavit of Support form. Please follow the steps specified in the package and pay the tuition deposit. Once we receive the required items, the Form I-20 will be issued.

International Student Enrollment Policy

New international students who use Davis University I-20 to enter the U.S. must:

- Check-in at orientation for new international students.
- Enroll for and attend the first quarter at Davis University.
- Present originals of passport, visa, and I-20.
- Carry health insurance while enrolled at Davis University.

For further information please contact the International Student Department:

Davis University
Four Seagate, Suite 202
433 N. Summit Street
Toledo, OH 43604

(419) 473-2700

international@daviscollege.edu

Intensive English Program

The Intensive English Program (I.E.P.) at Davis University is an in-class instructional intensive English language diploma designed to generally assist international students who are non-native speakers to improve all English language skills they need to succeed in their academic, professional, and social endeavors. If a student does not have the English skills to be successful in an associate degree program, students may enroll in an intensive English program. Students will be placed into the appropriate level course after an English placement exam. I.E.P. courses are eight weeks in length and there are 5 levels of courses. A certificate of completion will be received after successfully finishing Level 5 of the program. At that time, a student is eligible to enroll in the academic programs at Davis University. Please email international@daviscollege.edu for more information.

Student Body

The student population at Davis University is diverse and dynamic. In Fall 2023, the student body consists of 84% female, 16% male; 25% Caucasian; 41% African American; 4% Hispanic; 19% Asian Indian; 11% Other; student ages range from 18-60, and the average age of the Davis University student is 31. Students attend class on a full- or part-time basis, day and/or evening, four days a week or less (no regular Friday classes). Over 70% of our students are working and 59% are raising children. 80% of the students receive the Federal Pell Grant; 100% are committed to learning marketable skills.

Davis Facilities and Equipment

Davis University facilities are located on the second floor of the Four Seagate Building downtown Toledo. There are five general purpose classrooms, three computer labs, a medical lab, indoor and outdoor

student lounge areas, an IT help desk area/bookstore, and administrative offices on the campus. The campus has Wi-Fi access and live video conference capabilities for the Davis community.

Tuition and Fees

Tuition and fee charges are due and payable on or before the first day of each new quarter. See the Catalog Supplement for a complete description of fees. U.S. students pay the same tuition and fees regardless of the state in which they reside. International students may incur a surcharge or program charge.

Financing Your Education

Financial Aid

Davis University is accredited by the Higher Learning Commission and approved by the Department of Education allowing the institution to participate in federal financial aid programs. Student aid is conditional providing the recipient is eligible and maintains satisfactory academic progress including grade point average, completion of courses attempted, and attendance in courses. A student is required to attend a minimum of six credit hours each quarter to be eligible for the financial aid loan programs. All federal financial aid is subject to change by Congressional decisions.

Applying for Financial Aid

To apply for financial aid, a Contributor (Anyone asked to provide information on a student's FAFSA Application) will need to:

- Create a Federal Student Aid (FSA) ID and password at www.studentaid.gov.
- Fill out and submit the Free Application for Federal Student Aid (FAFSA).

Be sure to enter the Davis University Federal School Code (004855) on the School Selection Page. We are here to help you every step of the way!

Awarding Financial Aid

Once the FAFSA has been processed, you will receive an FSS (FAFSA Submission Summary) by e-mail within 3–5 days if you provided an e-mail address when you applied. This e-mail will contain a secure link so you can access your FSS online. Your FSS will usually contain your Student Aid Index (SAI), the number used in determining your eligibility for federal student aid. When Davis University receives your data, you will meet with the Financial Aid Office to determine your aid eligibility. You will receive a funding estimate that will tell you the type(s) of financial aid you are eligible to receive from federal, state and institutional sources and how much you may receive.

Professional Judgment/Dependency Overrides

The Financial Aid Office may take into account a student's special circumstances and unusual circumstances to make adjustments to a student's SAI for educational expenses, standard budget, and/or financial aid dependency status, as determined by federal guidelines. Additonal documentation may be necessary.

Financial Aid Programs

Federal Pell Grant

The Pell Grant is sponsored by the federal government. The amount of the Pell Grant varies depending on financial need and enrollment status. The Pell Grant is not repayable by the recipient except under certain conditions of withdrawal.

Ohio College Opportunity Grant (OCOG)

The OCOG is sponsored by the State of Ohio for Ohio residents enrolled in an associate degree program. The amount of the grant is based on financial need and enrollment status. The OCOG is not repayable by the recipient except under certain conditions of withdrawal. Eligibility is determined by the completion of the FASFA. The FASFA must be completed by October 1 to be considered for eligibility.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is administered by the University and proThe FSEOG is administered by the University and provides assistance to students with exceptional financial need. The grant varies in amount but is not to exceed 50% of the total amount of the student aid made available through the University. However, the University awards no more than $125.00 a quarter to students with exceptional need due to limited funding.

Subsidized Direct Loans

Subsidized direct loans are made by the Department of Subsidized direct loans are made by the Department of Education. While the student is in college, the federal government pays full interest. After separation from college, the student assumes repayment and the full annual interest on the loan. Under this loan program a student may be able to borrow $3,500 each award year. The second-year (After 36 credit hours are earned) Subsidized Loan may be increased to $4,500.

Subsidized Loans have a fixed interest rate not to exceed 8.25%. Repayment on this loan begins six (6) months after graduation, withdrawal from school, or if attendance drops below six (6) credit hours.

Unsubsidized Direct Loans

Independent students are eligible for a maximum amount per award year of $6,000. Unsubsidized loans have a fixed interest rate not to exceed 8.25%. The government does NOT pay the interest on this loan while the student is in attendance and starts accruing immediately upon disbursement. A student may make interest payments while in school. Repayment begins six (6) months after graduation, withdrawal from school, or if attendance drops below six (6) credit hours. This loan can be in addition to the Subsidized Direct Loan. Dependent students are eligible for a maximum amount per award year of $2,000 (or $6000 per academic year if there was a PLUS loan denial-see PLUS Loan below).**

Parent Loans for Undergraduate Students (PLUS)

Parents of students may borrow up to the cost of education minus any other financial aid per award year for each student who is a dependent undergraduate attending at least six credit hours. The interest rate for this loan is fixed with a cap at 9%. The borrower needs to begin repaying a PLUS loan within 60 days of the final check disbursed to the school for a loan period.

**If a parent is denied a PLUS loan for any reason, the student upon presenting the financial aid office with the denial, is eligible to receive up to $6000 an academic year instead of $2000.

Federal Work-Study Program (FWS)

The college is authorized to provide on- and/or off-campus employment to assist students whose applications for financial aid show need. Students work a maximum of 25 hours a week with the possibility for full-time employment during break weeks. Employment under this program is dependent on federal funds and requires minimum attendance of six credit hours per quarter. Priority is given to the student with the greatest demonstrated need. In addition, a student must successfully complete his or her first quarter in order to be considered for a FWS position.

Davis Plan

Davis University offers cash payment options with no interest to help students finance their education. Please visit the Business Office for more details.

Other Programs

The following specialized programs may also available: Ohio National Guard Scholarship program; Opportunities for Ohioans with Disabilities; Lucas County Workforce Inventory of Education and Training (WIET); Harbor; and Union Education Trust. Funding through these agencies is limited. Apply to the appropriate agency as early as possible. Also, local service clubs, businesses, churches, and community groups may offer some assistance.

Veterans Administration Educational Benefits

Davis University is proud to be approved for the training of eligible veterans and proud to be named a Military Friendly School.

The necessary Veterans Affairs (VA) forms can be obtained and completed online at http://va.gov at the link "Finding a VA Form." Veterans will need to complete the following forms online or supply to the Veterans' Coordinator:

- Form 22-1990 Application for VA Education Benefits
- Form DD 214 Separation Documents
- Certificate of Eligibility
- Form 22-1995 (Request for Change of Program or Place of Training) only if a Veteran has previously received VA benefits at another institution.

Eligible Dependents of Veterans will need to supply Form 22-5490 Dependents' Application.

Call the VA Education Customer Service Office at 1-888-442-4551 for assistance.

Davis University Foundation and Scholarships

The Davis University Foundation is a non-profit entity dedicated to creating opportunities for individuals and organizations to provide resources that enhance the education of Davis University students. Equipment donations and scholarship donations are welcome. Visit www.davisuniversityfoundation.org for more information.

Davis University Foundation Merit Scholarship

The Davis University Foundation Merit Scholarship is awarded to Davis University students who are enrolled in an associate degree or a diploma program, attending full-time (12 hours or more), exhibit outstanding academic achievement, and demonstrate community involvement.

The scholarship amount is $1500 for students enrolled in an associate degree program and $750 for students enrolled in a diploma program. It may be applied to tuition, books and supplies. Information and application are available in the Financial Aid Office.

Sharon Lynn Monday Memorial Scholarship

Sharon Lynn Monday Memorial Scholarship was created in honor of 2001 Davis University graduate, Sharon Lynn Monday. Sharon passed away on January 5, 2009 following a courageous fight against leukemia. Sharon maintained a 4.0 GPA despite undergoing chemotherapy treatments, working full time and attending school full time.

The scholarship is for students enrolled in an associate degree program and a cancer survivor. The scholarship may be applied to tuition, books and supplies. Scholarship amount varies. Information and application are available in the Financial Aid Office.

Thomas Bulone Memorial Scholarship

The Thomas Bulone Memorial Scholarship was created in honor of Tom Bulone, friend of Davis University and husband of Mary Ryan-Bulone. He passed away on October 15, 2011, following an aggressive battle with multiple myeloma. Because Tom was such a family-oriented person and loved his Davis family, the scholarship is awarded to a student who has lost a parent, sibling, or child from cancer. Scholarship amount varies. Information and application are available in the Financial Aid Office.

Global Scholarship

The Global Scholarship is awarded to first-year international students enrolled in an associate degree program. The applicant should demonstrate leadership in community and world efforts; a GPA of 2.8 or higher is required along with proof of English proficiency. Information and application are available in the Financial Aid Office.

Academic Policies for Enrolling Students

The complete list of academic policies is available in the Student Handbook, but here are a few important policies for enrolling students.

Transfer to Davis University

Students seeking credit for coursework completed at Students seeking credit for coursework completed at other colleges will need to request that official transcripts from each college attended be mailed directly from that college to Davis University, Attention: Registrar Office. The student is responsible for requesting this official transcript; it is highly recommended that the transcript be received before the first quarter of attendance begins. Transcripts from other institutions become part of the student's permanent academic file and cannot be copied or released for distribution.

The Registrar will evaluate each transcript and determine the total number of credit hours which may be transferred. The Registrar may elect to accept general education courses which are not offered by Davis. The maximum number of credit hours transferred cannot exceed 50% of the total credit hours required in the program or 50% of the hours required in the major. At least one half of the credit hours required for an associate degree or diploma are required to be earned at Davis. In addition, the final 12 credit hours are required to be earned at Davis University. Transferred credits will be counted as earned hours only and will not be calculated in the student's grade point average.

Experiential Learning Credit

The assessment of experiential learning is designed to provide students with an alternative method of obtaining college credit. Knowledge acquired from a combination of work experience, non-credit courses, seminar training and workshops may translate into college credit.

Credit awarded for experiential learning will be considered the same as transfer credit to Davis University. Credit is awarded only in areas which fall within the regular curricular offerings of the institution and are part of the academic program the student completes. Credit is awarded for learning, and not merely for experience.

Please contact the Registrar for more information about earning experiential learning credit.

Transfer Policy

Credits earned at other institutions of higher education are honored provided they are included in the Davis program for which the student has enrolled, and a minimum grade of "C" has been received.

Courses taken in the last seven years will be evaluated for transfer. Courses older than seven years will only be evaluated if deemed current and relevant. No nursing credits will be accepted if older than seven years.

Credit may be awarded as course equivalent credit. Credit for coursework which has no Davis University equivalent may be awarded as elective credit.

Coursework in a major technical area may be subject to validation by faculty.

Transfer Policy for International Schools

Schools Students with international transcripts are responsible for obtaining a course-by-course evaluation of their transcripts. They can be evaluated by World Education Services (WES) or another organization belonging to the Association of International Credential Evaluators, Inc. (AICE), or the National Association of Credential Evaluation Services (NACES).

Transferability of Davis University Credits

The acceptability of Davis University credits by other institutions is solely the decision of the accepting institution. However, as an institution accredited by the Higher Learning Commission (HLC), other colleges and universities accredited by HLC will evaluate Davis University credits. Additionally, the university maintains articulation agreements with other colleges and universities. Davis University makes no representations as to the acceptability of Davis University credits at other institutions.

Dual Enrollment for High School Students

A high school student who is in the Advanced Placement (AP) program at his/her school can take classes at Davis University. These classes will apply toward a degree/diploma at Davis University.

- The student will need to provide:
- Proof of high school AP class(es) .
- Proof of being at least 16 years old.
- There is no limit on the number of credits a student can take at Davis University concurrently while attending his/her high school.

Davis University tuition and fees apply to students in dual enrollment. Davis University policies as outlined in the Student Handbook apply to students in dual enrollment.

Real Estate Course Transfer Policy

Davis University's real estate courses are not college credit courses in and of themselves but are college credit eligible. The real estate courses may be transferred in as elective credits in Davis University's Business Management Associate Degree program.

Davis University does not issue transcripts for its real estate courses. However, the student does receive a certificate of completion for each course he/she completes. The student can use his/her certificates of completion in lieu of a transcript, if attempting to gain college credit at another institution. Some institutions may wish to view course descriptions which are available in the Course Description section of this Academic Catalog.

Student Services

Career Services

One of the outstanding benefits to Davis University graduates, at no additional cost, is job placement assistance. The mission of the Career Services Office is to provide recent graduates support in obtaining a job after college commensurate with their academic preparation, capabilities, and personal goals. The Career Services Office is the graduate's link to the business community. Assistance in resume writing strategies, career portfolio development, job search,

and networking is available to students. Although securing positions cannot be guaranteed, every effort is made to assist students with obtaining desirable employment. The Career Services Office is committed to each student's success.

Counseling

Our professional staff and faculty members will help guide you to the proper resources either at Davis University or in our community. Academic advisors, faculty, and the Vice President of Academic and Student Services are available for counseling concerning academic or personal problems.

Student Activities

To benefit the most from campus life and to get connected professionally, students are encouraged to participate in professional organizations such as:

- Business Professionals of America (BPA)
- International Interior Designers Association (IIDA)
- American Society of Interior Designers (ASID)
- American Institute of Graphic Arts (AIGA)
- American Association of Medical Assistants (AAMA)
- American Association of Professional Coders (AAPC)

Davis University Alumni Association

As the oldest institution of higher education in the Toledo area, Davis University is proud of our thousands of graduates who have contributed to the growth and success of our community. Many alumni have maintained ties with Davis University by serving on advisory committees, providing current students with externship experiences and mock interviews, and hiring graduates.

The goal of the Alumni Association is to strengthen our ties with alumni and to encourage them to help us build bridges within the community.

Alumni are encouraged to share personal and/or professional accomplishments and updates on Davis University's social media sites (Instagram, Facebook, LinkedIn and Twitter). We are eager to hear from you and to learn what's been happening in your life.

Davis University Alumni Association Mission Statement

- To facilitate a forum whereby Davis University alumni can network with each other on an ongoing basis to improve their business and personal lives.
- To maintain the value of their degree or diploma by ensuring that Davis retains its reputation for quality education.
- To provide current information about Davis University to its alumni so that they are motivated to promote both new student recruitment and the hiring of Davis graduates.
- To establish a line of communication between Davis University and its alumni for the purpose of sharing the latest information relevant to the fields of study offered at Davis and practiced by the alumni.
- To assist Davis in various tasks that help retain its public image as a caring, quality institution, such as promoting special events, programs, or activities, and providing scholarships that help promote pride among the current student body.

Security Policies at Davis University

Title IX

Title IX of the Education Amendments Act of 1972 and the Department of Education's implementing regulations prohibit discrimination on the basis of sex in education programs or activities by Title IV fund recipients of federal financial assistance.

Title IX: Sexual Discrimination/Harassment Policy

Davis University bars all forms of sex/gender-based discrimination and harassment including:

- Rape and sexual assault.
- Verbal or physical sexual harassment.
- Stalking.
- Dating and domestic violence.
- Harassment based on someone not conforming to sex/gender stereotypes.
- Sexual coercion.

- Discrimination against pregnant or parenting individuals.
- Other gender-based discrimination/harassment described in our policy.

Title IX Coordinator

The Title IX Coordinator is responsible for coordinating the University's compliance with Title IX and its non-discrimination and sexual harassment policies in general. Her responsibilities include overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Reporting Possible Title IX Violations

To report an incident of sexual discrimination and/or sexual harassment, or to make an inquiry regarding the application of Title IX and its implementing regulations, please contact: Diane Brunner, Title IX Coordinator, diane.brunner@daviscollege.edu, 419-473-2700 ext. 1016, or Office for Civil Rights, Cleveland Office, US Dept. of Education, 600 Superior Ave. East, Suite 750, Cleveland, OH 44114-2611, Phone: 216-522-4970, Fax: 216-522-2573, TDD: 877-521-2172, OCR.Cleveland@ed.gov.

Non-Retaliation Policy

No retaliatory actions may be taken against any person because he or she makes such a complaint against any member of the Davis community who serves as an advisor or advocate for any party in any such complaint. No retaliatory actions may be taken against any member of the Davis community merely because he or she is or has been the object of such a complaint. Retaliation is a serious violation of this Policy and one that should be immediately reported to the Title IX Coordinator.

Annual Security Report Policy

The Jeanne Cleary Disclosure of Annual Security Report and Campus Crime Statistics Act and Violence Against Women Reauthorization Act of 2013 (VAWA), require that colleges and universities make available to the student body, employees, and prospective students and employees certain crime statistics. Davis University issues an Annual Security Report which includes the Program to End Dating Violence, Domestic Violence, Sexual Assault, and Stalking.

This report and its policies are prepared and distributed annually to every Davis University community member and are available on the University's website.

Reporting Crimes

Incidents of domestic violence, dating violence, sexual assault and stalking occurring on campus and immediately adjacent to the campus and/or any crime should be reported to any campus security authority (such as an advisor or receptionist). A complete listing of campus security authorities can be found online at https://www.daviscollege.edu/Consumer Information/2023

Annual Security Report. It is encouraged to notify law enforcement of any of these occurrences.

All reported incidents of domestic violence, dating violence, sexual assault and stalking will be referred to the Title IX Coordinator for investigation. Reported incidents of any type are reviewed by the Title IX Coordinator to determine inclusion (less identifying information) in the Annual Security Report.

Anyone, including prospective students and employees, who would like further information on the Davis University Sexual Discrimination/Harassment Policy and Procedures including statistics, definitions, how to report a crime, Title IX, VAWA, Campus Security Authorities, sexual harassment/discrimination investigative procedures and sanctions, complainant and respondent rights, confidential resources, and the Davis University Program to End Dating Violence, Domestic Violence, Sexual Assault and Stalking; please see the Annual Security Report, available on the Davis University website at: https://www.daviscollege.edu/Consumer Information/2023 Annual Security Report and upon request from Diane Brunner, Title IX Coordinator and Campus Security Coordinator, diane.brunner@daviscollege.edu.



Programs of Study

Allied Health
Medical Assisting (D)

Medical Billing and Coding (D)

Medical Administrative Assistant (C)

Medical Assisting (AAS)**

Medical Billing and Coding (AAB)**

Business
Business (BS)

Accounting and Human Resources (AAB)***

Business Management (AAB)***

Digital Marketing (AAB)

Healthcare Administration (AAB)

Logistics and Supply Chain Management (AAB)

Project Management (AAB)

Real Estate (Online) (C)

Real Estate Broker (C)

Design
Graphic Design (AAB)

Interior Design (AAB)

Visual Communication Design (C)

Early Childhood
Early Childhood Education (AAS)

STEM
Data Science (AAB)

Electrical and Computer Engineering (AAB)

Intensive Language Learning
Intensive Language Learning Program (D)

BS = Bachelor of Science Degree

AAB = Association of Applied Business Degree

AAS = Associate of Applied Science Degree

D = Diploma

C = Certificate

*** Student may enroll in the associate degree program after successful completion of the diploma/certificate program.*

**** Student may enroll in the bachelor's degree program after successful completion of the associate program.*

General Education Core

The General Education Core is an integral part of each associate degree program at Davis University. The General Education Core is designed to impart common knowledge, cultivate critical thinking, and develop values needed by every educated person.

To this end, the General Education Core provides a foundation for comprehensive, life-long learning and will enable a graduate to:

- Read critically with understanding.
- Listen critically with understanding.
- Write clearly and effectively in Standard English.
- Speak clearly and effectively in Standard English.
- Apply critical thinking processes, abstract reasoning skills, and problem-solving methods.
- Locate, gather, process, and use information.

Each graduate from an associate degree program is required to complete the following hours of General Education courses to meet the Core Objectives:

- Communications—a minimum of 14 credit hours
- Humanities—a minimum of 4 credit hours
- Social Sciences—a minimum of 4 credit hours
- Mathematics—a minimum of 5 credit hours

Business Core

The Business Core reflects the University's commitment to meeting the demands of the business community we serve and is an essential part of each associate degree program. Business Core is designed to develop character, teamwork, and professionalism valued by employers.

To this end, the Business Core will enable a Davis University graduate to:

- Demonstrate professional behavior.
- Collaborate with people of different backgrounds, values, and experiences.
- Demonstrate knowledge of the foundations, functions, and practices of business.
- Utilize computer technology.
- Develop effective job search skills and employment documentation.

Associate degree graduates are required to complete an externship (practicum, or project) and a minimum of these classes to meet the Business Core Objectives:

- IDS110 Forum on Technology and Resources
- MGT102 Introduction to Business
- OAM223 Business Communications

Faculty Mission and Purpose

As faculty members and program directors of the academic programs of Davis University, we view our mission and purposes as the following:

- To provide the students with curriculum, appropriate training, externships, and technical skills that will help them become employable in the business community.
- To assess student learning utilizing multiple methods that blend formative and summative measures.
- To remain cognizant of the changing marketplace and technology through contact with Advisory Committees, local businesses, and Career Services.
- To promote the students, programs, and curricula of the academic programs.
- To pursue professional development opportunities to remain competent professionals and instructors.

Academic Programs

Medical Assisting Diploma

The Medical Assisting program prepares the students for employment in Allied Health care facilities as part of the allied healthcare team. Students will study both administrative and clinical procedures.

Upon completion of the Medical Assisting Diploma program, the Davis University graduate will be prepared to:

- Assist physicians with various medical procedures, minor surgeries, and administration of medications.
- Follow prescribed safety procedures in all areas of the medical office.
- Perform various administrative responsibilities in the medical office (telephone calls, appointment scheduling, EHR documentation, etc.).
- Demonstrate knowledge of medical terminology, and anatomy and physiology.
- Use communication skills to interact effectively with patients and coworkers in the health care setting.
- Demonstrate professional conduct with patients, coworkers, and other health care professionals.
- Perform procedural and diagnostic coding.
- Meet requirements to take a credentialing exam.

Medical Assisting Diploma Program Outline

Course No.	Course Title	Cr. Hrs.
MED101	Medical Terminology	4
MED106	Introduction to Medical Professions	4
MED114	Basic Billing and Coding	4
MED118	Anatomy and Physiology A	4
MED119	Anatomy and Physiology B	4
MED126	Administrative Procedures	4
MED138	First Aid & Emergency Preparedness	3
MED139	Introduction to Clinical Procedures	4
MED206	Clinic I	4
MED207	Clinic II	4
MED250	Clinical Practicum	6
BUS138	Workplace Saftey/CPR	1
Total Program Credit Hours		**46**

Medical Billing and Coding Diploma

The Medical Billing and Coding program prepares the students for employment in medical offices, clinics, medical billing companies, and insurance companies as part of the health care team. Students will be instructed in administrative skills using a practice management and electronic medical record program. Students will analyze medical records, assign codes for procedures, services, and diagnoses for reimbursement purposes.

Upon completion of the Diploma in Medical Billing and Coding, the Davis University graduate will be prepared to:

- Demonstrate knowledge of medical terminology, and anatomy and physiology.
- Demonstrate proficiency and knowledge of CPT, ICD, and HCPCS.
- Perform various administrative responsibilities using a practice management program including electronic health records.
- Use communication skills to interact effectively with patients and coworkers in the allied health care setting.
- Demonstrate professional conduct with patients, coworkers, and other health care professionals.
- Meet the requirements for certification.

Medical Billing and Coding Diploma Program Outline

Course No.	Course Title	Cr. Hrs.
MED101	Medical Terminology	4
MED106	Introduction to Medical Professions	4
MED114	Basic Billing and Coding	4
MED118	Anatomy and Physiology A	4
MED119	Anatomy and Physiology B	4
MED122	Coding and Applications A	4
MED123	Coding and Applications B	4
MED132	Electronic Health Records	2
MED134	Practice Management Software	2
MED215	Advanced Billing and Coding	4
MED220	Medical Billing & Coding Capstone	4
MED225	Medical Billing & Coding Externship	3
Total Program Credit Hours		**43**

Administrative Medical Assistant Certificate

The Administrative Medical Assistant program is designed to prepare competent entry-level administrative medical assistants for employment in medical offices and clinics as part of the allied health care team. Students will study administrative procedures.

Upon completion of the Administrative Medical Assistant Program, the Davis University graduate will be prepared to:

- Demonstrate knowledge of medical terminology.
- Perform various administrative responsibilities using practice management programs and electronic health records.
- Use communication skills to interact effectively with patients and coworkers in the allied health care setting.
- Demonstrate professional conduct with patients and other health care professionals.
- Perform various administrative responsibilities in the medical office (telephone calls, appointment scheduling, EHR documentation, etc.).

Administrative Medical Assistant Certificate Program Outline

Course No.	Course Title	Cr. Hrs.
MED101	Medical Terminology	4
MED106	Introduction to Medical Professions	4
MED114	Basic Billing and Coding	4
MED126	Administrative Procedures	4
MED132	Electronic Health Records	2
MED134	Practice Management Software	2
MED253	Practicum	3
CAS120	Word Processing	4
COM202	Interpersonal Communication	4
IDS110	Forum on Technology and Resources	5
Total Program Credit Hours		**36**

Medical Assisting Associate Degree

The Medical Assisting program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The Medical Assisting program prepares the students for employment in medical offices and clinics as part of

the health care team. Students will study both administrative and clinical procedures.

Upon completion of the Associate of Applied Science degree with a major in Medical Assisting, the Davis University graduate will be prepared to:

- Assist physician with various patient examinations, medical procedures, minor surgeries, and administration of medications.
- Follow prescribed safety procedures in all areas of the medical office.
- Perform various administrative responsibilities in the medical office (telephone calls, appointment scheduling, EHR documentation, etc.).
- Demonstrate knowledge of medical terminology; anatomy and physiology; and diseases, disorders, and diagnoses of the human body.
- Use oral and written communication skills to interact effectively with patients and coworkers in the health care setting.
- Demonstrate professional conduct with patients, coworkers, and other health care professionals.
- Utilize procedural and diagnostic coding.
- Meet requirements to take the RMA certification examination.
- Apply the principles of the General Education Core and the Business Core.

Medical Assisting Associate Degree Program Outline

Course No.	Course Title	Cr. Hrs.
MED101	Medical Terminology	4
MED106	Introduction to Medical Professions	4
MED114	Basic Billing and Coding	4
MED118	Anatomy and Physiology A	4
MED119	Anatomy and Physiology B	4
MED126	Administrative Procedures	4
MED132	Electronic Health Records	2
MED134	Practice Management Software	2
MED138	First Aid & Emergency Preparedness	3
MED139	Introduction to Clinical Procedures	4
MED206	Clinic I	4
MED207	Clinic II	4
MED250	Clinical Practicum	6
BUS138	CPR	1
CAS120	Word Processing	4
MGT102	Introduction to Business	5
OAM223	Business Communications	4
COM121	Composition I	5
COM122	Composition II	5
COM—	Communication Elective	4
HUM—	Humanities Elective	4
MTH102	Introductory Algebra I	5
SSC—	Social Science Elective	4
IDS110	Forum on Technology and Resources	5
Total Program Credit Hours		**95**

Medical Billing and Coding Associate Degree

The Medical Billing and Coding program prepares the students for employment in medical offices, clinics, medical billing companies, and insurance companies as part of the health care team. Students will be instructed in administrative skills using a practice management program and electronic medical records. Students will analyze medical records, assign codes for procedures, services, and diagnoses for reimbursement purposes.

Upon completion of the Associate of Applied Business degree with a major in Medical Billing and Coding, the Davis University graduate will be prepared to:

- Demonstrate knowledge of medical terminology; anatomy and physiology; and diseases, disorders, and diagnoses of the human body.
- Demonstrate proficiency and knowledge of CPT, ICD, and HCPCS.
- Perform various administrative responsibilities using a practice management program and electronic health records.
- Use oral and written communication skills to interact effectively with patients and coworkers in the health care setting.
- Demonstrate professional conduct with patients, coworkers, and other health care professionals.
- Meet requirements to take the American Academy of Professional Coders certification examination for Certified Professional Coders (CPC) or National Health Career Associations certification examination for Certified Billing and Coding Specialist (CBCS).
- Apply the principles of the General Education Core and the Business Core.

Medical Billing and Coding Associate Degree Program Outline

Course No.	Course Title	Cr. Hrs.
MED101	Medical Terminology	4
MED106	Introduction to Medical Professions	4
MED114	Basic Billing and Coding	4
MED118	Anatomy and Physiology A	4
MED119	Anatomy and Physiology B	4
MED122	Coding and Applications A	4
MED123	Coding and Applications B	4
MED132	Electronic Health Records	2
MED134	Practice Management Software	2
MED215	Advanced Billing and Coding	4
MED220	Medical Billing and Coding Capstone	4
MED225	Medical Insurance and Coding Externship	3
CAS122	Spreadsheet Applications	4
CAS120	Word Processing	4
MGT102	Introduction to Business	5
OAM223	Business Communications	4
COM121	Composition I	5
COM122	Composition II	5
COM—	Communication Elective	4
HUM—	Humanities Elective	4
MTH102	Introductory Algebra I	5
SSC—	Social Science Elective	4
IDS110	Forum on Technology and Resources	5
Total Program Credit Hours		**92**

Bachelor of Science In Business

Davis University Bachelor of Science in Business provides a ladder for students with business interest to attain a baccalaureate degree, combines theoretical preparation and pratical experience to prepare students for careers in business upon graduation, and connects students with externship sponsors in the community to assist development of employment opportunities.

Upon completion of the Bachelor of Science in Business, the Davis University graduate will be prepared to:

- Develop organizational communication and team-building skills through study of group behavior and collaborative activities.
- Understand traditional and contemporary management theories and apply analytical and problem-solving skills to solve basic business problems.
- Employ social considerations to business challenges through understanding of issues of race, class, sustainability, and ethics to positively affect businesses and communities.
- Demonstrate understanding of best practices in management, human resources, marketing, operations, and finance.
- Use financial concepts and Generally Accepted Accounting Principles to make an overall assessment of the strength of an organization.
- Identify consumer needs, develop customer profiles, and craft marketing strategies.

Bachelor of Science in Business

Course No.	Course Title	Cr. Hrs.
ACC101	Accounting Principles I	4
ACC202	Accounting Principles II	4
ACC400	Managerial Accounting	4
ACC410	Intro to Corporate Finance	4
CAS122	Spreadsheet Applications	4
CAS( )	CAS Electives (CAS138 or CAS212)	4
MGT102	Introduction to Business	5
MGT105	Business Law	4
MGT110	Personal Finance	4
MGT115	Human Resource Management	4
MGT160	Human Resource Training and Development	4
MGT118	Special Event Management	4
MGT205	International Business	4
MGT211	Management Principles	4
MGT311	Management Principles II	4
MGT213	Small Business Management	4

MGT301	Business Ethics	4
MGT305	Research Principles	4
MGT/MKT	Electives (MGT320, MGT325, MKT321, MKT325)	12
MGT410	Global Industries	4
MGT420	Organizational Behavior and Development	4
MGT425	Data Analytics	4
MKT201	Marketing Principles	4
MKT206	Principles of Selling	4
MKT310	Marketing Management	4
MGT450	Business Capstone	5
COM121	Composition I	5
COM122	Composition II	5
COM---	Communication Elective	4
COM400	Organizational Communication	4
HUM151	Literature and Culture	4
HUM201	Thinking Strategies	4
MTH102	Introductory Algebra I	5
MTH230	Algebra II	4
MTH310	Calculus	4
MTH330	Statistics	4
SCI( )	Science Elective	4
SSC201	Economics	4
SSC301	Principles of Microeconomics	4
SSC302	Principles of Microeconomics	4
OAM223	Business Communications	4
IDS110	Forum on Technology and Resources	5
Total Program Credit Hours		**182**

Accounting and Human Resources Associate Degree

Accounting and Human Resources graduates are highly valued members of many companies, ensuring important finance and HR tasks are completed to a high standard. They are responsible for a variety of essential duties, including managing accounts receivable/payable, payroll, and personal tax returns. They also provide mentorship and guidance to companies in areas of compensation and benefits, employee training and development, as well as recruiting and hiring techniques.

Upon completion of the Associate of Applied Business degree with a major in Accounting and Human Resources, the Davis College graduate will be prepared to:

- Apply Generally Accepted Accounting Principles (GAAP) to complete the accounting cycle manually and in a computer system to prepare financial statements and set up for the next Accounting period.
- Interpret financial statements to make sound financial and management decisions while ensuring the integrity of information.
- Apply ethical, legal and data-informed decision making to human resource management policies.
- Analyze industry standards to make data-driven human resource decisions.
- Evaluate compensation methods and benefits offerings.
- Interact effectively in the work environment by utilizing communication (oral and written), team interaction, negotiation, problem solving and creativity skills.
- Use oral and written communication skills to interact effectively in the work environment.
- Apply the principles of the General Education Core and the Business Core.

Accounting and Human Resources Associate Degree Program Outline

Course No.	Course Title	Cr. Hrs.
ACC101	Accounting Principles I	4
ACC102	Accounting Principles II	4
ACC109	Accounting Software Review	4
ACC111	Payroll Accounting	4
ACC135	Federal Income Tax	4
ACC225	Accounting/Human Res Externship	3
BUS—	Business Elective	1
CAS122	Spreadsheet Applications	4
CAS212	Advanced Spreadsheets	4
MGT102	Introduction to Business	5
MGT110	Personal Finance	4
MGT115	Human Resource Management	4
MGT160	Human Resource Training and Development	4
MGT220	Human Resource Law and Benefits	4
MGT—	Management Elective	4
OAM223	Business Communications	4
COM121	Composition I	5
COM122	Composition II	5
COM—	Communication Elective	4
HUM—	Humanities Elective	4
MTH102	Introductory Algebra I	5
SSC201	Economics	4
IDS110	Forum on Technology and Resources	5
Total Program Credit Hours		**93**

Business Management Associate Degree

The graduate will be qualified for a management position in a variety of organizations. Students are provided with the skills necessary for planning, organizing and directing activities that will lead to the effective fulfillment of organizational objectives. Students will develop a foundation in accounting, finance, marketing and management while learning soft skills such as the ability to communicate, adapt, create, lead and be a valued team member through simulations, group activities, discussions, and computer lab work.

Upon completion of the Associate of Applied Business degree with a major in Business Management, the Davis University graduate will be prepared to:

- Demonstrate foundational knowledge in finance, business management, accounting, economics, and marketing in application to current business situations.
- Utilize skills and competencies in areas of information technology.
- Exercise critical thinking and analytical skills to evaluate data, solve various problems, and make logical deductions that lead to effective, data-driven decision-making for managers.
- Understand teamwork–the role of groups and teams as contributors to organizational effectiveness and how each helps achieve goals.
- Understand the relationship between the law and ethics as well as the general standards of ethical behavior.
- Appreciate the differences in national cultures of businesses that operate in a global environment and exercise managerial sensitivity.
- Use oral and written communication skills to interact effectively in the work environment.
- Apply the principles of the General Education Core and the Business Core.

Business Management Associate Degree Program Outline

Course No.	Course Title	Cr. Hrs.
ACC101	Accounting Principles I	4
ACC102	Accounting Principles II	4
BUS—	Business Elective	1
CAS122	Spreadsheet Applications	4
CAS—	Computer Elective	4
MGT102	Introduction to Business	5
MGT105	Business Law	4
MGT110	Personal Finance	4
MGT205	International Business	4
MGT211	Management Principles	4
MGT250	Business Management Externship	3
MKT201	Marketing Principles	4
MKT206	Principles of Selling	4
———	Management, Marketing or Real Estate Elective (MGT, MKT, or REA)	8
OAM223	Business Communications	4
COM121	Composition I	5
COM122	Composition II	5
COM—	Communication Elective	4
HUM—	Humanities Elective	4
MTH102	Introductory Algebra I	5
SSC201	Economics	4
IDS110	Forum on Technology and Resources	5
Total Program Credit Hours		**93**

Healthcare Administration Associate Degree

The Healthcare Administration AAB program prepares students for entry-level health services administrator and health services manager positions. This program focuses on health systems planning, public health organization and management, public health policy formulation and analysis, finance, business and operations management, economics of health care, organizational and health communications, marketing, human resources management, and public health law and regulations.

Upon completion of the Associate of Applied Business degree with a major in Healthcare Administration, the Davis University graduate will be prepared to:

- Understand health services planning.
- Understand business and operations management.
- Understand marketing concepts and apply them to the healthcare industry.
- Understand healthcare law and regulations.
- Use oral and written communication skills to interact effectively in the work environment.
- Apply the principles of the General Education Core and the Business Core.

Healthcare Administration Associate Degree Program Outline

Course No.	Course Title	Cr. Hrs.
ACC101	Accounting Principles I	4
BUS—	Business Elective	1
CAS122	Spreadsheet Applications	4
CAS—	Computer Elective	4
MED106	Introduction to Medical Professions	4
MED118	Anatomy and Physiology A	4
MED119	Anatomy and Physiology B	4
MGT102	Introduction to Business	5
MGT115	Human Resource Management	4
MGT211	Management Principles	4
MGT160	Human Resource Training and Development	4
MKT201	Marketing Principles	4
MGT/MKT	Management, Marketing	8
HLT250	Healthcare Administration Externship	3
COM121	Composition I	5
COM122	Composition II	5
COM—	Communication Elective	4
HUM—	Humanities Elective	4
MTH102	Introductory Algebra I	5
OAM223	Business Communications	4
SSC201	Economics	4
IDS110	Forum on Technology and Resources	5
Total Program Credit Hours		**93**

Digital Marketing Associate Degree

The Digital Marketing, AAB program prepares the student for a variety of positions in the digital marketing, marketing and advertising professions. The program's focus is on providing a foundation in digital and social media marketing. Marketing strategies, data analytics, social media platforms, content marketing and eCommerce are covered in this program.

Upon completion of the Associate of Applied Business Degree in Digital Marketing, the Davis University graduate will be prepared to:

- Understand the foundations of Digital Marketing.
- Understand social media marketing strategies.
- Understand social media platforms and their respective characteristics.
- Understand digital marketing data analytics.
- Understand content marketing.
- Understand eCommerce principles and practices.
- Use oral and written communication skills to interact effectively in the work environment.
- Apply the principles of the General Education Core and the Business Core.

Digital Marketing Associate Degree Program Outline

Course No.	Course Title	Cr. Hrs.
DGM101	Digital Marketing Foundations	4
DGM103	Social Media Marketing Strategies	4
DGM201	Digital Marketing Analytics	4
DGM203	Content Management for Social Media	4
DGM205	Digital Marketing and eCommerce	4
DGM250	Digital Marketing Externship	3
MGT102	Introduction to Business	5
MGT205	International Business	4
MKT201	Marketing Principles	4
MKT206	Principles of Selling	4
MGT/MKT	Management, Marketing	8
BUS—	Business Elective	1
CAS122	Spreadsheet Applications	4
CAS—	Computer Elective	4
COM121	Composition I	5
COM122	Composition II	5
COM—	Communication Elective	4
HUM—	Humanities Elective	4
IDS110	Forum on Technology and Resources	5
MTH102	Introductory Algebra I	5
OAM223	Business Communications	4
SSC201	Economics	4
Total Program Credit Hours		**93**

Project Management Associate Degree

The Project Management AAB program prepares the student to apply quantitative and qualitative knowledge, skills, tools, and techniques to manage projects in a wide range of fields and occupations..

Upon completion of the Associate of Applied Business degree with a major in Project Management, the Davis University graduate will be prepared to:

- Understand the elements and principles of project planning.
- Apply ethical standards to the project management process.
- Understand the AGILE approach to project management.
- Understand the SCRUM framework.
- Use oral and written communication skills to interact effectively in the work environment.
- Apply the principles of the General Education Core and the Business Core.

Project Management Associate Degree Program Outline

Course No.	Course Title	Cr. Hrs
MGT102	Introduction to Business	5
MKT201	Marketing	4
MKT206	Principles of Selling	4
MGT205	International Business	4
MGT211	Management Principles	4
PRM101	Project Management Fundamentals	4
PRM103	AGILE Fundamentals	4
PRM201	SCRUM Fundamentals	4
PRM203	Capstone Project	4
PRM250	Project Management Externship	3
MGT/MKT	Management, Marketing Elective	8
BUS—	Business Elective	1
CAS122	Spreadsheet Applications	4
CAS—	Computer Elective	4
COM121	Composition I	5
COM122	Composition II	5
COM—	Communication Elective	4
HUM—	Humanities Elective	4
IDS110	Forum on Technology and Resources	5
MTH102	Introductory Algebra I	5
OAM223	Business Communications	4
SSC201	Economics	4
Total Program Credit Hours		**93**

Logistics and Supply Chain Management Associate Degree

The Logistics and Supply Chain Management AAB program prepares students to manage and coordinate logistical functions in an enterprise, ranging from acquisitions to receiving and handling. The student learns purchasing, inventory control, logistics planning, shipping and delivery management, transportation, quality control, resource estimation and allocation, and budgeting.Upon completion of the Associate of Applied Business degree with a major in Logistics and Supply Chain Management, the Davis College graduate will be prepared to:

Upon completion of the Associate of Applied Business degree with a major in Logistics and Supply Chain Management, the Davis University graduate will be prepared to:

- Identify supply chain system components, understand the role of ethics in supply chain management.
- Understand sustainability and how it relates to supply chain management.
- Identify quality frameworks, tools, and strategies.
- Identify the Six Sigma process stages.
- Identify the Lean five principles.
- Understand how Six Sigma can improve the performance of processes, products, and services.
- Use oral and written communication skills to interact effectively in the work environment.
- Apply the principles of the General Education Core and the Business Core.

Logistics and Supply Chain Management Associate Degree Program Outline

Course No.	Course Title	Cr. Hrs
MGT102	Introduction to Business	5
MGT205	International Business	4
MGT211	Management Principles	4
PRM101	Project Management Fundamentals	4
SCM101	Supply Chain Fundamentals	4
SCM103	Purchasing	4
SCM105	Inventory Management	4
SCM201	Quality Management	4
SCM203	Lean Six Sigma	4

SCM250	Logistics and Supply Chain Management Externship	3
MGT/MKT	Management, Marketing Elective	4
MGT/MRT	Management, Marketing Elective	4
BUS—	Business Elective	1
CAS122	Spreadsheet Applications	4
CAS—	Computer Elective	4
COM121	Composition I	5
COM122	Composition II	5
OAM223	Business Communications	4
COM—	Communication Elective	4
HUM—	Humanities Elective	4
IDS110	Forum on Technology and Resources	5
MTH102	Introductory Algebra I	5
SSC201	Economics	4
Total Program Credit Hours		**93**

Data Science Associate Degree Program

The Data Science Associate Degree Program is designed to prepare graduates for roles in various data-centric positions across a wide array of industries. Students will be endowed with the skills necessary for generating, analyzing, and interpreting complex datasets, leading to insightful and data-driven decision-making. Throughout the program, students will develop a foundation in analytical techniques, programming, data analysis, modeling, and data management, while also honing soft skills such as critical thinking, problem-solving, and effective communication through simulations, group activities, and hands-on lab work.

Upon completion of the Associate Degree in Data Science, the Davis University graduate will be prepared to:

• Develop a fundamental understanding of analytical techniques and software tools: Apply knowledge of tools such as Python, R, SQL, and data analysis libraries to generate meaningful information from both structured and unstructured datasets.

• Program algorithms in high-level languages: Demonstrate the ability to code simple algorithms in programming languages such as Python and R, optimizing code to solve data-related challenges.

• Perform data analysis: Conduct standard data visualization and formal inference procedures using tools like Tableau, Matplotlib, and Pandas, and provide insightful commentary on the results.

• Understand and utilize models: Grasp the concept of models and apply various types, including regression, classification, clustering, and neural networks, for predictive analytics and decision-making.

• Manage and utilize data effectively: Work with data post-collection and cleaning, transforming, storing, and retrieving data from databases to ensure readiness for analysis.

• Use oral and written communication skills to interact effectively in the work environment.

• Apply the principles of the General Education Core and the Business Core.

The Data Science Program at Davis University equips students with a comprehensive skill set that includes the ability to handle large datasets, apply statistical and machine learning models, and communicate findings effectively. These competencies will enable graduates to tackle complex data challenges and significantly contribute to their organizations, ensuring they are well-prepared for the dynamic field of data science.

Data Science Associate Degree Program Outline

Course No.	Course Title	Cr. Hrs.
ECT103	Fundamentals of Computer Science	5
DSC104	Introduction to Data Science	4
DSC106	Object-Oriented Programming (Python)	4
DSC110	Programming with Data	4
DSC202	Intermediate Programming with Data	4
DSC204	Foundation of Data Science	4
DSC206	Large-Scale Information Storage and Retrieval	4
DSC208	Database Systems (SQL)	4
DSC210	Data Mining with Python	4
DSC212	Computational Methods for Data Analytics	4
DSC220	Data Visualization and Presentation (Power BI)	4
MGT102	Introduction of Business	5
COM121	Composition I	5
COM122	Composition II	5
COM---	Composition Elective	4



HUM---	Humanities Elective	4
MTH310	Calculus I	4
MTH312	Calculus II	4
MTH330	Statistics	4
OAM223	Business Communications	4
SSC201	Economics	4
IDS110	Forum on Technology and Resources	5
Total Program Credit Hours		**97**

Electrical and Computer Engineering Associate Degree

The Electrical and Computer Engineering Program is crafted to equip students with the expertise needed to excel in diverse engineering roles across multiple industries. Graduates will possess the skills to generate and interpret data, program effectively, design and implement engineering solutions, and work ethically and responsibly in societal contexts. The program fosters a strong foundation in computer technology, programming, laboratory practices, and engineering design, while instilling a deep sense of societal responsibility and ethical standards through simulations, hands-on projects, and collaborative activities.

Upon completion of the Associate of Applied Science degree with a major in Electrical and Computer Engineering, the Davis University graduate will be prepared to:

- Develop a fundamental understanding of computer technology: Apply techniques and software tools necessary to effectively generate useful information from structured datasets, leveraging tools and methodologies essential for modern engineering practices
- Program algorithms in high-level languages: Demonstrate proficiency in coding simple algorithms using high-level programming languages such as Python, C++, and Java, enabling them to solve engineering problems through effective software solutions.
- Engage in hands-on laboratory work: Utilize state-of-the-art facilities and equipment in laboratories to accomplish assigned tasks and projects, gaining practical experience and honing technical skills critical for the engineering profession.
- Recognize societal responsibility and ethical standards: Understand the societal impact of engineering work and adhere to high ethical standards of professional behavior, ensuring that their contributions are responsible, sustainable, and beneficial to society.
- Execute effective engineering design: Develop and implement engineering designs with an awareness of cost, safety, sustainability, accessibility, and other associated constraints, preparing them to address real-world engineering challenges with innovative and practical solutions.
- The Electrical and Computer Engineering Program at Davis University prepares students with a robust skill set, enabling them to handle complex engineering tasks, design innovative solutions, and uphold the highest professional and ethical standards. These competencies ensure graduates are well-equipped to contribute significantly to their fields and address the evolving needs of the engineering landscape.
- Use oral and written communication skills to interact effectively in the work environment.
- Apply the principles of the General Education Core and the Business Core.

Electrical and Computer Engineering Associate Degree Program Outlinie

Course No.	Course Title	Cr. Hrs.
ECT101	Fundamentals of programming & Problem Solving	5
ECT103	Fundamentals of Computer Science	5
ECT105	Digital Logic Systems	5
ECT107	Circuits and Signals	5
ECT109	Fundamentals of Electronic	5
ECT201	Fundamentals of Electromagnetics	5
ECT203	Digital Design & Computer Organization	5
ECT205	Computer Systems & Architecture	5
ECT209	Electrical & Computer Engineering Capstone	5
DSC212	Computational Methods for Data Analytics	4
COM121	Composition I	5
COM122	Composition II	5
COM---	Communication Elective	4
HUM---	Humanities Elective	4

MTH102	Algebra I	5
MTH230	Algebra II	4
MTH310	Calculus I	4
MTH312	Calculus II	4
MTH330	Statistics	4
OAM	Business Communications	4
Total Program Credit Hours		**97**

Graphic Design Associate Degree

The Graphic Design Associate Degree program focuses on developing the student's creativity and problem-solving skills that are necessary to be a graphic designer. The program explores the relationship between client and audience and how visual messages are created and delivered. Emphasis is placed on digital technology, utilizing the computer and software to create visual messages.

Upon completion of the Associate of Applied Business degree with a major in Graphic Design, the Davis University graduate will be prepared to:

- Apply the elements and principles of design to create a visual language appropriate for graphic design, which includes the synthesis of typographic and visual elements to create effective visual messages.
- Use appropriate computer hardware and industry standard page layout, image editing, and interactive media software.
- Analyze and evaluate his/her work in terms of the design elements and principles, process, project requirements, and client needs.
- Apply the principles of the General Education Core and the Business Core.

Graphic Design Associate Degree Program Outline

Course No.	Course Title	Cr. Hrs.
DSN108*	Drawing Foundations	5
DSN110*	2D Design	5
DSN115*	3D Design	5
DSN125*	Typography	4
DSN131*	Digital Layout and Print Publishing	5
DSN135*	History of Graphic Design	4
DSN138*	Digital Image Making	5
DSN140*	Color Principles	5
DSN109	Drawing II	4
DSN120	Introduction to Graphic Design	5
BUS---	Business Elective	1
MKT101	Merchandising	4
MKT188	Merchandising Case Study	1
COM121	Composition I	5
COM122	Composition II	5
COM201	Oral Communication	4
COM188	Oral Communication Case Study	1
HUM160	Art History	4
HUM188	Art History Case Study	1
MGT102	Introduction to Business	5
MTH102	Introductory Algebra I	5
SSC213	Introduction to Pyschology	4
SSC188	Introduction to Psychology Case Study	1
IDS110*	Forum on Technology & Resources	5
Total Program Credit Hours		**96**

Interior Design Associate Degree

The Interior Design Associate Degree program is designed to prepare students for positions within the interior design profession. This program integrates problem-solving abilities, aesthetics, technical skills, and communication skills in planning and designing interior space.

Upon completion of the Associate of Applied Business degree with a major in Interior Design, the Davis University graduate will be prepared to:

- Apply the elements and principles of design to create a visual language appropriate for interior design, which includes the creation and drafting of functional space plans and floor plans and the incorporation of finishes, window treatments, and furniture into a cohesive interior environment.
- Use technology that is appropriate for interior design professional practice including industry standard computer aided drafting software.
- Analyze and evaluate his/her work in terms of the design elements and principles, project requirements, and client needs.
- Apply the principles of the General Education Core and Business Core purposes.



Interior Design Associate Degree Program Outlin

Course No.	Course Title	Cr. Hrs.
DSN108*	Drawing Foundations	5
DSN109*	Drawing II	5
DSN110*	2D Design	5
DSN115*	3D Design	5
DSN140*	Color Principles	5
INT101*	Introduction to Interior Design	5
INT122*	History of Interior Design	5
INT130*	Drafting Techniques	5
INT132*	Computer Aided Drafting and Design	5
INT138*	Textiles	5
BUS—	Business Elective	1
MGT102	Introduction to Business	5
MKT101	Merchandising	4
MKT188	Merchandising Case Study	1
COM121	Composition I	5
COM122	Composition II	5
COM201	Oral Communication	5
COM188	Oral Communication Case Study	1
HUM188	Art History	4
HUM188	Art History Case Study	1
MTH102	Introductory Algebra I	5
SSC213	Introduction to Psychology	4
SSC188	Introduction to Psychology Case Study	1
IDS110*	Forum on Technology and Resources	5
Total Program Credit Hours		**96**

Visual Communication Design Certificate

The Visual Communication Design Certificate programs provide guided instruction, project-based learning and exam preparation in Adobe Photoshop, Adobe Illustrator, and Adobe Indesign to prepare students for Adobe certifications in each of these areas.

Upon completion of the Certificate of Visual Communication Design, the Davis University graduate will be prepared to:

- Plan and create effective communications by utilizing multiple forms of digital media.
- Create print and digital publications.
- Use Adobe programs in a business setting and other real-world situations.
- Converse with marketing departments, advertisers, and sales teams to develop marketing strategies, prepare, and present concept layouts and designs.
- Demonstrate knowledge of technical implementation when using vectors, pixels, print and digital media.
- Determine appropriate typography based on design principles.
- Use oral and written communication skills to interact effectively in the work environment.

Visual Communication Design Certificate Program Outline

Course No.	Course Title	Clock Hrs
VCD100	Adobe Photoshop	30
VCD125	Adobe Illustrator	30
VCD115	Adobe InDesign	30
VCD125	Adobe Certified Associate (ACA) Exam Preparation	60
Total Program Clock Hours		**150**

Early Childhood Education Associate Degree

The Associate Degree Program in Early Childhood Education prepares students for careers in early childhood settings. The coursework in this program assists students in formulating a developmentally appropriate approach to the education of young children. In addition, the program prepares the student for administrative positions within early childcare settings.

Upon completion of the Associate of Applied Science Degree in Early Childhood Education, the Davis University graduate will be prepared to:

- Identify the domains of child development and appropriate teaching aids for each domain.
- Identify management theories and apply these techniques to day-to-day operations of an early childhood setting.
- Analyze and resolve conflicts within an early childhood setting.
- Earn CPR certification and First Aid Certifications.
- Incorporate various approaches to art, music, and play in early childhood curriculum.
- Use oral and written communication skills to interact effectively with parents, colleagues, and the community on a professional level.
- Apply the principles of the General Education Core and the Business Core.

Admissions Requirements for the Early Childhood Education program:

Background Check: Ohio Senate Bill 38, enacted October 29, 1993, requires individuals engaged in childcare activity to complete a background check by the Ohio Bureau of Criminal Investigation and Identification (BCII) and Federal Bureau of Investigation (FBI).

These background checks cannot reveal any convictions for any of the criminal offenses listed in the Ohio Senate Bill 38. In order for the student to be accepted to the program, he/she will be required to complete a background check and assume the cost for this background check.

Course and program requirements are subject to change as required by the Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Education (ODE).

Early Childhood Education Associate Degree Program Outline

Course No.	Course Title	Cr. Hrs.
ECE102	Introduction to Early Childhood Education	4
ECE121	Early Childhood Development, Prenatal to Kindergarten	4
ECE130	Special Education in Early Childhood	4
ECE140	Art, Music, and Play for Early Childhood Education	4
ECE150	Early Childhood Health and Safety	4
ECE205	Guidance and Classroom Management in Early Childhood	4
ECE209	Emergent Literacy for Young Children	4
ECE211	Early Childhood Organization/ Administration/Licensing	4
ECE250	Early Childhood Education Practicum	5
ACC101	Accounting Principles I	4
MGT102	Introduction to Business	5
MGT/MKT	Management or Marketing Elective	4
BUS138	CPR	1
OAM223	Business Communications	4
COM121	Composition I	5
COM122	Composition II	5
COM—	Communication Elective	4
CAS—	Computer Elective	4
HUM—	Humanities Elective	4
MTH102	Introductory Algebra I	5
SSC—	Social Science Elective	4
IDS110*	Forum on Technology and Resources	5
Total Program Credit Hours		**91**

Intensive English Program (I.E.P.) Certificate Program Outline

Course No.	Course Title	Clock Hours
IEP101	Practical English Level 1	132
IEP102	Practical English Level 2	132
IEP103	Practical English Level 3A	132
IEP203	Practical Level English 3B	132
IEP104	Academic English 4A	132
IEP204	Academic English 4B	132
IEP105	Academic English 5A	132
IEP205	Academic English 5B	132
Total Program Clock Hours		**1056**

Real Estate Certificate

The Real Estate Certificate program provides 120 hours of instruction required of applicants for a salesperson's license in Ohio. The courses prepare learners for the Ohio licensing exam and provide the knowledge and foundation necessary to be a successful real estate salesperson in Ohio.

Upon completion of the Real Estate Certificate program, the Davis University graduate will be prepared to:

- Apply real estate principles regarding real property ownership, agency, contracts, financing, land use controls and restrictions, and calculations used in real estate transactions.
- Apply real estate principles to solve problems of practice in a legal and ethical manner.
- Converse with lenders, appraisers, home inspectors, and escrow companies to ensure that terms and conditions of purchase agreements are met before closing-date.
- Act as an intermediary in negotiations between buyers and sellers, typically representing one or the other.
- Comply with federal and Ohio laws regarding real estate transactions, agency, contracts, fair housing, disclosures, and advertising.
- Explain the duties and powers of the Ohio Real Estate Commission and the requirements to obtain and maintain a real estate license in Ohio.
- Prepare documents associated with real estate related transactions.
- Demonstrate the steps in the appraisal process and the three approaches (sales comparison, cost, and income) to appraising the value of a property.
- Advise clients related to mortgage markets, sources of funds, and types of financing available to real estate consumers.

Real Estate Certificate Program Outline

Course No.	Course Title	Clock Hours
REA100	Real Estate Principles and Practices	40
REA105	Real Estate Law	40
REA110	Real Estate Finance	20
REA115	Real Estate Appraisal	20
Total Program Clock Hours		**120 Hours**

Real Estate Broker Certificate

This program prepares the student to become a real estate broker in Ohio. Instruction includes negotitations and real estate transactions. In addition the student will learn how to write contracts and oversee transactions for real estate sales and purchasing activities.

Real Estate Broker Certificate Program Outline

Course No.	Course Title	Cr. Hours
REA100	Real Estate Principles and Practices	2
REA105	Real Estate Law	2
REA110	Real Estate Finance	1
REA115	Real Estate Appraisal	1
MKT/MGT	Management/Marketing Elective	13
BUS---	Business Elective	1
MGT105	Business Law	4
MGT110	Personal Finance	4
MGT115	Human Resource Management	4
SSC201	Economics	4
Total Program Credit Hours		**36**

Course Descriptions

- The first number in parentheses is the number of lecture hours.
- The second number in parentheses is the number of lab hours.
- The third number in parentheses is the number of credit hours.
- Clock hours are indicated where applicable.

Accounting

ACC101 Accounting Principles I (3-2-4)
The student will complete the accounting cycle for a service business from recording transactions to producing financial statements and closing the books in preparation of a new fiscal period. The payroll process and cash flow accounting, including bank reconciliation, are also included. Problems will be worked manually and on the computer.

ACC102 Accounting Principles II (3-2-4)
This course builds on the basics learned in Accounting Principles I. The steps in the accounting cycle are reinforced with a study of a merchandising business. Receivables, payables, uncollectible accounts, merchandise inventory, depreciation and Generally Accepted Accounting Principles (GAAP) are studied. Prerequisite: ACC101 Accounting Principles I.

ACC109 Accounting Software Review (2-4-4)
This course introduces QuickBooks commercial accounting software utilizing a hands-on approach. Topics covered in the course include vendors, customers,

period ending procedures, receivables, payables, inventory, payroll and setting up a company. Prerequisite: ACC101 Accounting Principles I.

ACC111 Payroll Accounting (3-2-4)
This course encompasses the fundamental skills and basic knowledge of business payroll. The rules and regulations governing the payroll process will be explored in this course. The student will become familiar with calculating gross pay using various methods, Social Security and Medicare taxes, federal and state income taxes, and federal and state unemployment taxes. Prerequisite: ACC101 Accounting Principles I and CAS122 Spreadsheet Applications or equivalent.

ACC135 Federal Income Tax (4-0-4)
This course will explore fundamentals, terminology, and reporting for individual income tax returns. Students learn how to prepare individual tax returns including the appropriate schedules manually. Topics covered include analysis of tax problems, identification of tax issues, income inclusion and exclusion, deductible business and non-business expenses, gains and losses, tax credits, special taxes, and current tax laws and procedures.

ACC199 Independent Study/Seminar (1-5 Credit Hours)
The student will have the opportunity to research a topic or work on a project in the field of accounting. (Permission of the Business Department Program Director and the Vice President of Academic and Student Services is required.)

ACC225 Accounting/Human Resource Externship (0-9-3)
Students will work on a specific project(s) or participate in an off campus externship related to their area of study. This course will provide students with opportunities to integrate the academic curriculum with supervised work activities in both private and public sectors to gain real world experience.

ACC400 Managerial Accounting (3-2-4)
Students will be introduced to the fundamental concepts of Managerial Acounting appropriate for all organizations to assist in making sound business decisions regarding the overall management of a business. This course will examine information from the entity's accounting system relevant to decisions made by managers, internal users as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product cost, operation budgeting and planning, costs control, and management decision making. Topics include: product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.
Prerequisite: ACC101, ACC102, MTH102, and MTH310.

ACC410 Introduction to Corporate Finance (5-0-5)
Students will be introduced to the methods and concepts used by corporate financial managers to make profitable investment decisions. Topics such as venture capital, valuation, risks and returns, financial strategy, mergers and acquisitions, management communication, business law and dividend returns are examined in this class. Students will also learn how companies raise money for investments and the risks associated with those endeavors. Prerequisite: ACC101 Accounting Principles I, ACC102 Accounting Principles II, MTH102 Introductory Algebra I, MTH301 Calculus I.

BUS138 CPR (1-0-1)
In this course students will become CPR certified. Students do not learn how to maintain a safe work environment by identifying emergencies in the workplace and how to respond to them.

BUS142 Basic Money Management (1-0-1)
In this web-based course, students will learn basic personal finance concepts that will allow them to understand basic money management fundamentals such as income, expenses, assets, liabilities, and risk management. The knowledge gained from this course will allow students to incorporate these concepts into their everyday lives, thus providing them with knowledge and skills that will last a lifetime.

BUS146 Business Networking (1-0-1)
This interactive course is designed to prepare students to develop and execute an action plan for creating their personal mission statement, developing networking relationships, and expanding their network. Students will learn to use best practice to become more comfortable with their interpersonal skills and learn how to think on their feet. Assignments will include reflection papers, attendance at networking events, and the creation of a written action plan.

BUS154 Issues in Leadership (1-0-1)
Students will explore behaviors and concepts related to a leadership topic of interest.

BUS156 Leadership and Team Dynamics (1-0-1)
Team building, teamwork, and team leading draws information from a wide variety of disciplines to introduce students to the ever important topic of teaming.

BUS199 Independent Study/Seminar (1-5 Credit Hours)
The student will have the opportunity to research a topic or work on a project in the field of business. (Permission of the Business Department Program Director and Vice President of Academic and Student Services is required.)

Computer Applications

CAS120 Word Processing (2-4-4)
This course introduces and develops the basic procedures of entering, editing, formatting, printing, and storing documents using word processing software. Also studied are intermediate procedures such as find and replace, bullets and numbering, tabs and tabbed columns, and headers and footers. Prerequisite/Co-requisite: IDS110 Forum on Technology and Resources.

CAS122 Spreadsheet Applications (2-4-4)
This course provides the tools necessary to create and use basic spreadsheet techniques employing Microsoft Excel. Concepts include preparing an Excel workbook, enter and edit data, inserting formulas, formatting the worksheet, create and edit charts and graphics, save and print workbooks. Prerequisite: IDS110 Forum on Technology and Resources.

CAS138 Presentation Graphics (2-4-4)
This course introduces students to the basics of presentation graphics software. Students will develop basic oral presentation skills with emphasis placed on enhancing these presentations utilizing an electronic slide show. Lab time will be spent on developing a variety of slide shows which incorporate features such as animation, transitions, embedded graphics, tables, and charts. Prerequisite: IDS110 Forum on Technology and Resources.

CAS212 Advanced Spreadsheet Applications (2-4-4)
Students will generate and edit complex spreadsheets employing Microsoft Excel. Students will create complex formulas and functions, perform data lookups, produce IF statements, create/manage/format pivot tables and pivot charts, apply custom conditional formatting, construct and manage scenarios, work with sparklines, and use goal seek and solver. Prerequisite: CAS122 Spreadsheet Applications.

Communication

COM102 Introduction to Writing (1-0-1)
Course content will focus on the basics of Standard English, including parts of speech, correct sentence structure, and proper punctuation and mechanics.

COM121 Composition I (5-0-5)
Students will gain a foundation for college level writing valuable for nearly any field. This course focuses not only on writing but also on reading and critically engaging various texts. Students will read and write essays with a variety of rhetorical purposes: Observing, explaining, investigating, evaluating, problem solving and arguing. Also includes library and electronic research culminating in research papers. Prerequisite/Co-requisite: IDS110 Forum on Technology and Resources.

COM122 Composition II (3-4-5)
This course further develops students' ability to write for academic and professional contexts with increased emphasis on argumentation and research. Requires students to evaluate, integrate, and document print and digital sources to produce a range of academic and multimodal texts, culminating in a fully documented research paper. Composition II is a blended course using both classroom and web-based learning platforms. Prerequisites: COM121 Composition I with a grade of "C" or better or permission of the General Education Program Director; IDS110 Forum on Technology and Resources.

COM199 Communication Seminar (1-5 Credit Hours)
This course is designed to provide students with the opportunity to explore specific topics/projects in the field of communication. (Permission of the General Education Department Program Director and Vice President of Academic and Student Services is required.)

COM201 Oral Communication (4-0-4)
This course prepares students for a variety of academic and other situations in which formal presentations are required. Topics will include cultural conventions and speech, perceptions of others, verbal and nonverbal

messages, and techniques of oral presentation and persuasion. Students will learn how to research, outline, and deliver short, informal presentations as well as longer speeches. This course will give you the opportunity to develop and strengthen skills in preparing and presenting public oral presentations in a variety of situations.

COM202 Interpersonal Communication (4-0-4)
This course emphasizes interpersonal communication as a process. In this course students will be introduced to concepts historically central to interpersonal communication research. Interpersonal skills examine basic verbal and nonverbal elements affecting communication between individuals and family, peer groups, work, and social contexts. Students will learn strategies for managing self-disclosure, defensiveness, assertiveness, persuasion, emotional intelligence and conflict. Through participation in class activities and assignments students are encouraged to develop skills appropriate to managing communication problems experienced in real-life situations.

COM400 Organizational Communication (4-0-4)
This course studies contemporary philosophies, methods and designs for studying the communication systems within organziations of varying size. This course also considers organizational needs assessment and a variety of methods available for improving communication in organizations. To a large extent, in-class discussions will address the more sensitive and challenging issues facing manageers and employees in their efforts to communicate with each other. Through lecture, discussion, and activities, this course will focus on communication as a process and skill that can help individuals and their organizations gain competitive advantage. Prerequisites: COM121, COM122.

Computer Programming

CDP100 Principles of Computer Programming (5 Credit Hours)
This course covers the basic concepts of computer programming. Students use a structured approach using the Java programming language to design and program logic techniques such as iteration, initialization, conditional processing, accumulation and sequencing. Also considered are programming style and program efficiency. Logic techniques and data formats are illustrated using high level programming languages. This class utilizes classroom lecture and hands-on programming exercises. A working knowledge of the Windows PC including starting programs, saving files and copying files is required.

Data Science

DSC104 Introduction to Data Science (4-0-4)
Abstract Data Types using core programming library classes (such as stacks, queues, linked lists, and binary trees); Recursion; Sorting and Searching. Prerequisite: Fundamentals of Programming

DSC106Object-Oriented Programming (Python) (4-0-4)
The design and implementation of software using object-oriented programming techniques including inheritance, polymorphism, object persistence, and operator overloading. Students will analyze program specifications and identify appropriate objects and classes. Additional programming topics include dynamic memory recursion, using existing object libraries, and binary/ASCII file processing. Prerequisite: Fundamentals of Programming

DSC130 Data Management and Reporting (4-0-4)
The student is introduced to the theory and application of database management. Students design and build a database on personal computers using Microsoft Access. Prerequisite: IDS110 Forum on Technology and Resources.

DSC110 Programming with Data (4-0-4)
Introduces programming for data and information science through case studies in business, sports, education, social science, economics, and the natural world. Presents key concepts in programming, data structures, and data analysis through Python and Excel. Integrates the use of data analytics libraries and tools. Surveys techniques for acquiring and programmatically integrating data from different sources. Explains the data analytics pipeline and how to apply programming at each stage. Discusses the programmatic retrieval of data from application programming interfaces (APIs) and from databases. Introduces predictive analytics for forecasting and classification. Demonstrates the limitations of statistical techniques.

DSC202 Intermediate Programming with Data (4-0-4)
Offers intermediate to advanced Python programming for data science. Covers object-oriented design patterns using Python, including encapsulation, composition, and inheritance. Advanced programming skills cover software architecture, recursion, profiling, unit testing and debugging, lineage and data provenance, using advanced integrated development environments, and software control systems. Uses case studies to survey key concepts in data science with an emphasis on machine-learning (classification, clustering, deep learning); data visualization; and natural language processing. Prerequisite: Programming with Data

DSC204 Foundation of Data Science (4-0-4)
Introduces core modern data science technologies and methods that provide a foundation for subsequent Data Science classes. Covers: working with tensors and applied linear algebra in standard numerical computing libraries (e.g., NumPy); processing and integrating data from a variety of structured and unstructured sources; introductory concepts in probability, statistics, and machine learning; basic data visualization techniques; and now standard data science tools such as Jupiter notebooks. Prerequisite: Intermediate Programming with Data.

DSC206 Large-Scale Information Storage and Retrieval (4-0-4)
Introduces data and information storage approaches for structured and unstructured data. Covers how to build large-scale information storage structures using distributed storage facilities. Explores data quality assurance, storage reliability, and challenges of working with very large data volumes. Studies how to model multidimensional data. Implements distributed databases. Considers multitier storage design, storage area networks, and distributed data stores. Applies algorithms, including graph traversal, hashing, and sorting, to complex data storage systems. Considers complexity theory and hardness of large-scale data storage and retrieval. Requires use of nonrelational, document, key-column, key-value, and graph databases and programming in R, Python, and C++. Prerequisite: Foundations of Data Science.

DSC208 Database Systems (SQL) (4-0-4)
This course offers lecture, laboratory, and online interaction to provide a foundation in data management concepts and database systems. It includes representing information with the relational database model, manipulating data with an interactive query language (SQL) and database programming, database development including internet applications, and database security, integrity and privacy issues.

DSC210 Data Mining with Python (4-0-4)
Data mining (or Data Science in general) is the science of discovering structure and making predictions in large, complex data sets. This course serves as an introduction to data science/data mining methods. Students will learn Python for predictive and descriptive analytics tasks. They will also learn to assess the predictive and practical utility of various methods, challenges, and research frontiers in data mining. Prerequisites: Object-Oriented Programming and Foundations of Data Science.

DSC212 Data Analytics (4-0-4)
This course studies the ways in which enterprises such as businesses, non-profits, and governments can use data to gain insights and make better decisions. This foundational course will provide students with the hands-on skills and knowledge to gather, describe and analyze data and make meaningful recommendations. Students will also learn how to use advanced statistical tools to make decisions on marketing, finance, strategic planning among other functions in an organization.

DSC220 Data Visualization and Presentation (Power BI) (4-0-4)
This course is all about data visualization, the art and science of turning data into readable graphics. This course explores how to design and create data visualizations based on data available and tasks to be achieved. This process includes data modeling, data processing (such as aggregation and filtering), mapping data attributes to graphical attributes, and strategic visual encoding based on known properties of visual perception as well as the task(s) at hand. Students will also learn Power BI and Business AI.

Design

DSN108 Drawing Foundations (3-4-5)
A basic foundation of drawing and composing two-dimensional space are investigated. Students will be introduced to the human figure as well as linear perspective. Direct observation and interpreting photographic sources are used to develop the student's image-making.

DSN109 Drawing II (3-4-5)
Understanding form, positive and negative space relationships, and composition are emphasized. Direct observation and interpreting photographic sources are used to develop the student's image-making abilities.

DSN110 2D Design (3-4-5)
The elements and principles of design that form the foundation for composing two-dimensional space are explored. The relationship between form and space is emphasized, as well as design terminology.

DSN115 3D Design (3-4-5)
The elements and principles that form the foundation for creating forms in space are explored. The relation between form and three-dimensional space is emphasized as well as design terminology. This course also explores the concept of sustainability and green design.

DSN125 Typography (2-4-4)
Typographic form and syntax are explored. The student learns to arrange type into clear visual hierarchies that conform to the elements and principles of design.

DSN131 Digital Page Layout and Print Publishing (4-2-5)
This course is an introduction to digital page composition using industry standard software (Adobe InDesign). Students will also learn printing technologies for digital prepress (including file, font, and color management), and printing technologies (including letterpress, offset lithography, and screen printing).

DSN135 History of Graphic Design (4-0-4)
The history of graphic design from the Victorian era to the present is explored. Emphasis is placed on the relationship between graphic design and culture with regard to the creation of visual communication.

DSN138 Digital Image Making (4-2-5)
This course is an introduction to creating computer illustrations and image creation using industry standard software (Adobe Illustrator/Photoshop). Focus on the design elements and principles with regards to page composition and image solutions will be emphasized.

DSN140 Color Principles (3-4-5)
Color theory and principles are investigated. The relationship between color, light, and visual perception are emphasized as well as color terminology.

DSN199 Independent Study/Seminar (1-5 Credit Hours)
Independent Study/Seminar is designed to provide a student with the opportunity to work on special topics/ projects on an independent basis. Topics are designed to meet the interests of the student in relation to professional practice. (Permission of the Vice President of Academic and Student Services is required.)

Early Childhood

ECE102 Early Childhood Education Introduction to Early Childhood Education in a Diverse Society (4-0-4)
This course provides an overview of the history and philosophy of Early Childhood Education and how the philosophy can be used to support best practices. Discussion will include the NAEYC Code of Conduct, desirable qualities and characteristics in early childhood professionals, and what constitutes legal and ethical practices when working with young children and families in early childhood settings. Guidelines for appropriate presentation, demeanor, conduct and appearance will also be discussed as well as the need to access professional resources and literature. The ODE Early Learning Standards, ODJFS and SUTQ program expectations and how each relate to quality will be studied. This course will also focus on examining the diverse cultures, experiences & expectations of families and child care providers and how these differences can enhance a program. Prerequisite or Co-requisite: COM121 Composition I.

ECE121 Early Childhood Development, Prenatal to Kindergarten (4-0-4)
This course focuses on the early development (prenatal-kindergarten) of the whole child, including physical, social, emotional, cognitive, language, and creative domains. Child development theory and research will be discussed as well as the varying levels of development for each domain for individual children. Students enrolled in this course will share activity ideas for the classroom to support children's growth & development for all domains. Prerequisite/ Co-requisite: ECE102 Introduction to Early Childhood Education in a Diverse Society. Prerequisite: COM121 Composition I.

ECE130 Special Education in Early Childhood (4-0-4)
This course focuses on working with and the inclusion of children with special needs in an early childhood setting. Developmentally appropriate adaptations will be explored for a variety of exceptionalities. Methods for building family/child care/ community partnerships through good communication skills and healthy relationships will be covered. Prerequisite: ECE102 Introduction to Early Childhood Education in a Diverse Society and ECE121 Early Childhood Development, Prenatal to Kindergarten, COM121 Composition I

ECE140 Art, Music, and Play for Early Childhood Education (2-2-4)
This course focuses on the importance of art, music & play for young children's development in early childhood settings. The principles of fine and gross motor development, eye/hand coordination, intellectual development, as well as children's creative (art & music) growth and development will be explored. Prerequisite: ECE102 Introduction to Early Childhood Education in a Diverse Society and ECE121 Early Childhood Development, Prenatal to Kindergarten, COM121 Composition I.

ECE150 Early Childhood Health and Safety (4-0-4)
Knowledge of child development contributes to a safe, healthy, and organized early childhood environment. The course focuses on the importance of health, safety and nutrition needs of young children designed to prevent disease and promote wellness.

The connection between the environment and its influence on the growth and development of children (pre-natal to kindergarten) will be discussed. Students enrolled in this course will write and share developmentally appropriate lesson plans focused on teaching health and safety issues to preschool age children. Students will receive information about Common Childhood Illnesses and Child Abuse Recognition. Prerequisites: ECE102 Introduction to Early Childhood Education in a Diverse Society, ECE121 Early Childhood Development, Prenatal to Kindergarten, and ECE130 Special Education in Early Childhood.

ECE205 Guidance and Classroom Management (4-0-4)
The focus of this course is on child guidance and classroom management in early childhood settings. Special attention will be paid to (but not limited to) establishing rules & routines, the importance of a developmentally appropriate daily schedule, materials in the child's environment, lesson plans, as well as the caregiver's speech. Techniques for redirecting children who are off task will be explored while continuing to build positive self-concepts & individual strengths in preschool age children. Prerequisites: Completion of 100 Level ECE courses.

ECE209 Emergent Literacy for Young Children (4-0-4)
This course explores the foundations of emergent literacy from infancy to kindergarten, placing special emphasis on the relationship between emergent reading and early writing as well as the importance of speaking and listening to children's literacy development. Students will examine characteristics of a rich literacy environment, how to foster print and phonological awareness and ways to facilitate literacy development using the ODE Early Learning Content Standards. Prerequisites: Completion of 100 Level ECE courses.

ECE211 Early Childhood Organization/ Administration/Licensing (4-0-4)
The focus of this course is on the day-to-day operation of early childhood programs as well as the interrelationship between curriculum and the knowledge of early childhood development as a guide for planning lessons. Legal and ethical issues will be explored as well as the importance of accurate record keeping and using organizational skills to manage a variety of program resources. The importance of cooperation and collaboration in working as a successful member of a team will also be explored. This is a critical course in understanding the rules and regulations of ODJFS & SUTQ requirements and expectations as well as NAEYC and the Ohio Early Learning Content Standards. Prerequisites: Completion of 100 Level ECE courses.

ECE250 Early Childhood Education Practicum and Seminar (1-12-5)
Students enrolled in this course will complete 120 contact hours of on-site teaching in an approved early childhood setting where they will have the opportunity to apply the knowledge & skills learned. Although the age groups will vary, the concentration will be on 2-5 year olds. Observation will also include the administrative role in early childhood settings. Practicum students will be observed by a Davis University Early Childhood faculty member. Prerequisites: Successful completion of ECE classes.

Electrical and Computer Engineering

ECT101 Fundamentals of Programming and Problem Solving (5-0-5)
Algorithm development and refinement in problem solving. Modular programming using sequence, selection, and repetition control structures. Program debugging and testing. Formatted input/output. Data files. Fundamental data types. Arrays and arrays of structures. Simple sorting and searching algorithms. Character data and string processing. Algorithm efficiency considerations. Classes, objects, and introduction to object-oriented programming. Prerequisite: A study of algebra topics which are background knowledge for Precalculus.

ECT103 Fundamentals of Computer Science (5-0-5)
Introduces the fundamental ideas of computing and the principles of programming. Discusses a systematic approach to word problems, including analytic reading, synthesis, goal setting, planning, plan execution, and testing. Presents several models of computing, starting from nothing more than expression evaluation in the spirit of high school algebra.

ECT105 Digital Logic Systems (5-0-5)
Boolean algebra and logic primitives, simplification of Boolean functions, number systems and codes, digital encoder, decoder, multiplexer, de-multiplexer, Boolean based adding, subtraction, multiplication and different primitive elements of the CPU. Introduction to hardware description languages such as Verilog. Analysis and design of synchronous sequential circuits; applications to computation, measurement, and control. Prerequisite: ECT101 and ECT103

ECT107 Circuits and Signals (5-0-5)
Offers an integrated lecture/lab course that covers circuit theory, signal processing, circuit building, and MATLAB programming. Introduces basic device and signal models and circuit laws used in the study of linear circuits. Analyzes resistive and complex impedance networks. Uses the ideal operational amplifier model, focusing on differential amplifiers and active filter circuits. Introduces basic concepts of linearity and time-invariance for both continuous and discrete-time systems and concepts associated with analog/digital conversion. Demonstrates discrete-time linear filter design on acquired signals in the MATLAB environment. Prerequisite: ECT101

ECT109 Fundamentals of Electronics (5-0-5)
Covers the theory and practical uses of active semiconductors. Topics include the operating characteristics of diodes, field-effect transistors, bipolar junction transistors, MOS transistors, and op amps; the analysis and design of single-stage amplifiers, diode circuits, and transistor circuits; rectifier circuits, clamping and clipping circuits, voltage multipliers, Zener regulators, temperature measuring, discrete amplifiers, feedback, basic op amp circuits, and switching circuits. SPICE is used to simulate circuits. Prerequisite: ECT 101

ECT201 Fundamentals of Electromagnetics (5-0-5)
Introduces electromagnetics and high-frequency applications. Topics include transmission lines: transmission line model with distributed circuit elements, transmission line equations and solutions, one-dimensional traveling and standing waves, and applications; electromagnetic field theory: Lorentz force equations, Maxwell's equations, Poynting theorem, and application to the transmission line's TEM waves. Also studies uniform plane wave propagation along a coordinate axis and along an arbitrary direction; equivalent transmission lines for TEM, TE, and TM waves; reflection and refraction of uniform plane waves by conducting and dielectric surfaces. Prerequisite: Calculus II

ECT203 Digital Design and Computer Organization (5-0-5)
Covers the design and evaluation of control and data structures for digital systems. Uses hardware description languages to describe and design both behavioral and register-transfer-level architectures and control units. Topics covered include number systems, data representation, a review of combinational and sequential digital logic, finite state machines, arithmetic-logic unit (ALU) design, basic computer architecture, the concepts of memory and memory addressing, digital interfacing, timing, and synchronization. Prerequisite: ECT 103 and ECT107)

ECT205 Computer Systems and Architecture (5-0-5)
A study of the fundamental concepts of computer architecture and factors that influence the performance of a system. Topics include data representation, assembly language, central processing unit architecture, memory architecture, and input/output (I/O) architecture.Prerequisite: ECT 103 and ECT107

ECT209 Electrical and Computer Engineering Capstone (5-0-5)
Aims to give undergraduate engineering students significant experience in dealing with a senior design project. Students form teams and select a project requiring design and implementation of an electrical, electronic, and/or software system, including evaluation of multiple constraints, the use of appropriate engineering standards during the design to carry out the project, as well as the submission and presentation of a detailed proposal for the work. The project plan includes the consideration of public health, safety, and welfare and global, cultural, social, environmental, and economic factors.

Humanities

HUM135 Rhetoric of Film and Culture (4-0-4)
This course is designed to survey American and international cinema and determine through critical analysis the influence that culture has on the form and content of the film medium. Students will analyze and describe film as a significant art form and discuss cinematic formal elements, genre and narrative structure. The course will explore contemporary digital technology shaping the film industry.

HUM188 Art History Case Study (1-0-1)
This course is designed to provide a student with the opportunity to work on a special topic/project within the field of art history. This is part of the SCAD (Savannah College of Art and Design) pathway program.

HUM160 Art History (4-0-4)
This course presents an introductory overview of the history of Western art from the Renaissance to the present, including works from significant artists spanning from Leonardo da Vinci to Kara Walker. It covers works in a wide array of media, such as painting, architecture, prints, photography, performance, and the moving image. Emphasizing significant stylistic movements in Europe and the Americas, this class is an introductory course introducing visual analysis and other interpretative tools of art historical research. Students will also learn how the visual products of a culture relate to historical circumstances, societal values, and shifting personal and collective identities. The skills developed in this course provide important tools for navigating and interpreting media and visual representation in the twenty-first century.

HUM151 Literature and Culture (4-0-4)
The goal of the class is to read short stories, essays, poetry, biography, and fiction that will enable students to explore the similarities and differences among diverse groups of North America. Students also explore historical and cultural information related to authors and time periods.

HUM199 Independent Study/Seminar (1-5 Credit Hours)
Students are provided the opportunity to explore specific topics/projects in the field of humanities. (Permission of the Vice President of Academic and Student Services is required.)

HUM201 Thinking Strategies (4-0-4)
Students in this course will examine the thinking and decision-making process. They will be challenged to notice cultural influences in thinking, to express their own ideas logically, and to analyze the ideas of others through reading, writing, and discussion.

Intensive English Program

IEP101 Practical English Level 1 (132 Clock Hours)
This course is the first level course focusing on practical English, grammar, vocabulary, reading, and listening.

IEP102 Practical English Level 2 (132 Clock Hours)
This course is the second level course focusing on practical English, grammar, vocabulary, reading, and listening.

IEP103 Practical English Level 3A (132 Clock Hours)
This course is the first part of the third level course focusing on practical English, grammar, vocabulary, reading, and listening.

IEP203 Practical English 3B (132 Clock Hours)
This course is the second part of the third level course focusing on practical English, grammar, vocabulary, reading, and listening.

IEP104 Academic English 4A (132 Clock Hours)
This course is the first part of the fourth level focusing on Academic English.

IEP204 Academic English 4B (132 Clock Hours)
This course is the second part of the fourth level focusing on Academic English.

IEP105 Academic English 5A (132 Clock Hours)
This course is the first part of the fifth level focusing on Academic English.

IEP205 Academic English 5B (132 Clock Hours)
This course is the second part of the fifth level focusing on Academic English.

Interdisciplinary

IDS110 Forum on Technology and Resources (4-2-5)
This interdisciplinary course empowers students to be successful by providing opportunities to cultivate skills needed to enhance their careers and to be capable life-long learners. Essential computer applications that enhance marketability are integrated with self-management skills, critical thinking, learning strategies, and time management. Students will research topics for written and oral reports and develop a career portfolio

IDS201 Service Learning (1-4-3)
The course is designed to enhance understanding of social responsibility, volunteerism, community service, and civic engagement as it relates to the successful operating of today's society and social economy. Through service learning, students gain insights into the application of common business skills and also gain experience in organizations that may broaden their vision and better prepare them for their chosen professions. The service activity as well as specific assignments and reflections connect the activity to coursework, and it relates directly to academic studies and potentially to future careers. Each student will participate in a service learning experience for up to 40 hours during the term and share their experiences with peers through reflective web-based forums and presentations. Prerequisite: Permission of the Program Director.

Interior Design

INT101 Introduction to Interior Design (5-0-5)
This course is designed to teach students how to be an interior designer by focusing on interior design from a macro level.

INT122 History of Interior Design (5-0-5)
This course is a survey of historical styles of furnishings, architecture and interiors beginning with prehistoric periods through the present. Upon completion of the course, students will be able to identify period furniture and understand various cultures that influenced interior design.

INT130 Drafting Techniques (2-4-4)
This course is an introduction to drafting principles and techniques. The use of scale, dimensioning, and developing an architectural lettering style are emphasized.

INT132 Computer Aided Drafting and Design (3-4-5)
This course is an introduction to drafting techniques and space planning using CAD software applications. Prerequisite: INT130 Drafting Techniques.

INT138 Textiles (3-4-5)
Students will study the development of textiles from fiber to finished fabric. Fabric qualities are explored in detail and will be related to interior furnishings and fabric applications.

INT220 Interior Design: Residential (3-4-5)
The design of residential spaces and applying the elements and principles of design to solutions is the focus of this course. Depicting elevations, rendering techniques, choosing finishes, furniture pieces, and lighting for presentation boards are a major part of this course.

Medical

MED101 Medical Terminology (4-0-4)
Identification of medical terminology elements, proper pronunciation, spelling, and medical abbreviations are the focus of the course.

MED106 Introduction to Medical Professions (4-0-4)
The course introduces the student to the health care system, healthcare professions, ethics and law for the medical office. The student will learn how to maintain boundaries and respect in communication with other allied health professionals and patients. Medical asepsis, OSHA guidelines, and handwashing will be discussed and demonstrated.

MED114 Basic Billing and Coding (4-0-4)
Students will be introduced to the medical billing cycle. Students will learn the importance of assigning proper codes and the effect it has on the payment process. A comprehensive review of health insurance coverage and completion of the CMS-1500 insurance form will be discussed in the class. Students will be introduced to Current Procedural Terminology (CPT), International Classification of Diseases (ICD10-CM), and Healthcare Common Procedure Coding System (HCPCS) code books.



MED118 Anatomy and Physiology A (3-2-4)
The focus of this course is the study of particular body systems, their structures, functions, diseases, disorders, treatment, and terminology pertaining to each system. Included will be anatomical descriptors and body directions, the cell, integumentary, musculoskeletal, respiratory, and nervous systems. This course will focus on various diseases affecting the human body with the emphasis on disease definitions, etiology, diagnostic studies, and treatments.

MED119 Anatomy and Physiology B (3-2-4)
The study of particular body systems, their structures, functions, diseases, disorders, treatment, and terminology pertaining to each system will be the focus of this course. Systems included will be the circulatory, blood, lymphatic, digestive, urinary, reproductive, and endocrine. This course will focus on various diseases affecting the human body with the emphasis on disease definitions, etiology, diagnostic studies, and treaments.

MED122 Coding and Applications A (4-0-4)
This course teaches Current Procedural Terminology – CPT, published by the AMA and CMS, and used to report medical procedures and treatment along with ICD-10 when reporting disease, injuries, and external causes of disease as well as supplemental classifications of disease. The systems studied in this course include evaluation and management, anesthesia, surgery, radiology, pathology, general medicine, and Inpatient Coding. Prerequisite: MED114 Basic Billing and Coding; Co-requisite: MED118 Anatomy and Physiology A.

MED123 Coding and Applications B (4-0-4)
This course teaches Current Procedural Terminology – CPT, published by the AMA and CMS, and used to report medical procedures and treatment along with numerical and alphabetical codes when reporting disease, injuries, and external causes of disease as well as supplemental classifications of disease using the ICD-10-CM code book. The systems studied in this course include modifiers, cardiovascular, hemic and lymphatic, urinary, reproductive, endocrine, and nervous system. Prerequisite: MED114 Basic Billing and Coding; Co-requisite: MED119 Anatomy and Physiology B.

MED126 Administrative Procedures (3-2-4)
This administrative course will focus on medical records, patient reception, telephone techniques, and scheduling appointments.

MED132 Electronic Health Records (1-2-2)
This course will review the history of the electronic health record and current trends in the healthcare setting, and is designed to give students experience working with health information technology and electronic health records. The students will have hands-on experience working in an EHR system by creating an electronic medical record, creating electronic prescriptions and lab requisitions, performing electronic history, performing electronic scheduling functions, and documenting information regarding the professional encounter. Prerequisite: MED101 Medical Terminology.

MED134 Practice Management Software (1-2-2)
This course introduces the student to medical billing software and how it is used in a medical practice. The student will manage the revenue cycle, document patient encounters, enter charges, submit electronic insurance claim forms, post payments, produce reports, and learn collection processes through utilization of patient management software. In addition, the student will gain an understanding of office professionalism along with procedures in managing office supplies and equipment and proper telephone techniques. Prerequisite: MED101 Medical Terminology.

MED138 First Aid & Emergency Preparedness (2-2-3)
This course introduces the student to the effects of a disaster, an emergency action plan, office emergency situations, first aid, agents to promote tissue healing, and minor office surgery.

MED139 Introduction to Clinical Procedures (2-4-4)
This course introduces the student to sterilization and disinfection, vital signs, physical examination, and eye and ear assessment and procedures. Prerequisite: MED106 Introduction to Medical Professions.

MED199 Independent Study/Seminar (1-5 Credit Hours)
The student will have the opportunity to research a topic or work on a project in the medical field. (Permission of the Vice President of Academic and Student Services and Program Director is required.)

MED206 Clinic I (2-4-4)
This course introduces the student to gynecologic and prenatal care, pediatric care, administration of medication and intravenous therapy, cardiopulmonary examination, colon procedures, male reproductive health, radiology, and diagnostic imaging. Prerequisite: MED139 Introduction to Clinical Procedures.

MED207 Clinic II (2-4-4)
This course introduces the student to the clinical laboratory, urinalysis, phlebotomy, hematology, blood chemistry and immunology. Prerequisite: MED139 Introduction to Clinical Procedures.

MED215 Advanced Billing and Coding (4-0-4)
This course instructs students to continue to master the analysis of medical records and assignment of codes for indexing diagnoses, symptoms, diagnostic tests, procedures, treatments, and to provide information for insurance claims. Students will become familiar with manual and electronic claim forms and the effect of assigning the proper code on the reimbursement process for various payers in the insurance industry. Prerequisites: MED114 Basic Billing and Coding, MED122 Coding and Applications A, and MED123 Coding and Applications B.

MED220 Medical Billing and Coding Capstone (2-4-4)
Students will be provided the opportunity to utilize and reinforce the knowledge gained in coding and insurance billing with emphasis placed on practice and preparation for the Certified Professional Coder (CPC) or Certified Billing Coding Specialist (CBCS) exam. Eligibility requirements: completion of all required medical courses. Prerequisite: MED215 Advanced Billing and Coding. Co-requisite: MED225 Medical Billing and Coding Externship.

MED225 Medical Billing and Coding Externship (0-9-3)
Medical Billing and Coding majors have an opportunity at the end of their program to utilize and enhance knowledge and skills while receiving hands-on working experience. The student, under supervision, will complete 90 hours of externship in a medical billing facility. Eligibility requirements: successful completion of all medical courses, accumulative grade point average of 2.0 or higher.

MED250 Clinical Practicum (0-12-6)
This course will allow the student to utilize and enhance knowledge and skills while receiving hands-on experience working in an allied healthcare facility. The student will, under supervision, complete a minimum of 160 hours of practicum (externship) experience in an allied healthcare setting. Students will meet weekly for certification preparation and discussion of learning outcomes derived from their practicum experiences. To be eligible, the student must have a GPA of 2.0, have documentation of a completed physical with the necessary immunizations, and complete all core medical assisting courses.

MED253 Practicum (0-9-3)
Administrative Medical Assistant students have the opportunity at the end of their program to utilize and enhance knowledge and skills while receiving hands-on working experience. The student, under supervision, will complete 90 hours of externship in a medical facility. Eligibility requirements: successful completion of all medical courses, accumulative grade point average of 2.0 or higer.

Management

HLT250 Healthcare Administration Externship (0-9-3)
This course will allow the student to utilize and enhance knowledge and skills while receiving hands-on experience working in an allied healthcare facility.

MGT102 Introduction to Business (5-0-5)
The student will study the basic concepts of business operations in our society and the various functions within a business enterprise. Topics such as business environment, management, organization, marketing, finance, economics and accounting are discussed in an introductory manner. This course is a valuable starting point for further business management study or an excellent review of the fundamentals of business.

MGT105 Business Law (4-0-4)
The purpose of this course is to provide the student with a basic understanding of the legal system and its effect on our day-to-day activities. In this course, students will be introduced to the legal aspects of common business transactions, contract law, tort law, business organizations, agency law, and governmental regulations. Prerequisite: MGT102 Introduction to Business.

MGT110 Personal Finance (4-0-4)
Students taking this course will develop successful financial skills. The practical aspects of financial management with an emphasis on decision making to achieve financial goals will be explored. During this class, students will study auto, property, health and life insurance options, savings and investment alternatives and other money management activities. Each student will create a personal budget and overall personal financial plan. Prerequisite: MGT102 Introduction to Business.

MGT115 Human Resource Management (4-0-4)
As an introduction to the field of human resource management, students will have the opportunity to observe different human resource management systems. This introductory survey course covers the range of strategic human resource activities all human resource professionals need to understand such as laws and regulations, staffing, recruitment, performance management, training, compensation, and decision support software tools. Through interactive lectures and cases, students become familiar with the basic principles and techniques of human resource management.

MGT118 Special Event Management (4-0-4)
This course prepares students to successfully organize and manage special events. Students will explore the fundamentals of event planning from conception to on-site operations. Topics covered include selecting the venue, preparing and managing the budget, sponsorships, coordinating food and beverage, event safety, working with volunteers and customer service and satisfaction.

MGT160 Human Resource Training and Development (4-0-4)
This course incorporates basic concepts used in the training and developing of a company's human resources, including industry and organizational needs analysis, program planning, understanding and utilizing learning principles, and managing employee relations. In addition, students will learn how to evaluate the success of training initiatives and ways to identify methodologies for calculating return on investment in training. Prerequisite: MGT115 Human Resource Management.

MGT199 Independent Study/Seminar (up to 10 Credits)
Independent Study/Seminar is designed to provide a student with the opportunity to work on special topics/projects within the broad field of business including administration, management, real estate, human resources, accounting and/or other business areas. This independent study option will provide the student with an opportunity to gain marketable, real-world skills while exploring a specific interest. Application of classroom skills and knowledge will be applied. (Permission of the Business Program Director and the Vice President of Academic and Student Services is required.)

MGT205 International Business (4-0-4)
Students will learn basic international business concepts and skills necessary to function successfully as world-class employees in today's global economy. This course will incorporate international economics, global entrepreneurship, human resource management issues, exporting and importing, interacting with foreign governments, cultural geography, cultures and regulations, as well as domestic regulations affecting those firms who seek to do business outside their home country. Prerequisite: MGT102 Introduction to Business.

MGT211 Management Principles (4-0-4)
Management Principles is designed to acquaint the student with the fundamentals of management, administrative staff, and operations management. The student will conduct a thorough examination of contemporary management including different types of planning, organizational tools and trends, the various styles of leadership, and the management control process. Prerequisite: MGT102 Introduction to Business.

MGT213 Small Business Management (4-0-4)
This course introduces the student to management concepts specific to entrepreneurial and small business in the domestic and global environments. Students will engage in discussion on the current trends challenging entrepreneurs and small business owners. Students will develop an understanding of managerial planning and decision making, organizational structures and the dynamics of operating in small businesses. Prerequisite: MGT102 Introduction to Business.

MGT220 Human Resource Law and Benefits (4-0-4)
This course introduces students to procedures and laws including recruiting, interviewing, and conducting background checks. Special emphasis will be placed on how to manage a diverse workforce by understanding anti-discrimination, medical/family leave, worker's compensation, drug testing and all aspects of Title VII. Students will also focus on types of pay, benefits, union relations, and safety and health. Prerequisite: MGT115 Human Resource Management.

MGT250 Business Management Externship (0-9-3)
The externship experience will provide the student with an opportunity to gain marketable, real-world skills while exploring career interests. Application of classroom skills and knowledge will be applied to a work setting in a business-related environment. The student will work with the Program Director to secure a site and outline goals and expectations.

MGT301 Business Ethics (4-0-4)
This course focuses on ethical viewpoints as a basis to utilize business practices through examples and case studies. Because there is not a universal set of behaviors that one considers ethical or a "set" list of guidlines to follow with respect to ethics, management and employees are faced with unique challenges. Students will be equipped for today's business climate as the following topics will be explored: corporate responsibility, ethics, conflict of interest, employee rights, managing employee/company conflicts and values and disclosure of advertising and information.

MGT305 Research Principles (4-0-4)
This course evaluates the process of conducting research for improving decision making within an organization. Students will be introduced to the nature, scope, and significance of research and research methodologies. Additionally, the course studies primary and secondary research methods with applications to specific problems, using qualitative and quantitative designs. Students will learn to apply an understanding of commonly employed business research techniques to improve a situation, solve a problem, or change a process. Other topics include problem framing, data collection, data analysis, and data presentation. Prerequisites: MKT201 Marketing, MGT230 Statistics.

MGT311 Management Principles II (4-0-4)
Students will examine individual, interpersonal, and group behaviors within organizations. This course takes an integrated approach by studying the evolution of management and how it affects future managers. Students will learn project management and strategic managemnt skills and will apply decision-making and critical-thinking skills to the challenges that face today's managers working in a globally diverse enviornmnet. Further, the course will examine the techniques for controlling, planning and organizing resources and the workforce as well as the interaction of human, technological, structural, global, ethical, and evnironmental factors. Prerequisite: MGT211.

MGT320 Sustainable Business Practice (4-0-4)
This course examines the current state of business practice through the lens of sustainability. Coverage includes models and systems that businesses use to address the social, environmental and economic challenges faced by our global community. Prerequisite: MGT311 Management Principles II.

MGT325 Integrated Operations and Supply Chain Management (4-0-4)
Students will examine how supply management, operations, and logistics functions create value for customers and businesses. Concepts studied include the design of operations as well as supply chain strategies, systems, and processes. Students will also examine the coordination and control of material and information flows, decision making tools for supply chain management and integration with other business functions. Prerequisite: MGT311 Management Principles II.

MGT410 Global Industries (4-0-4)
This course introduces the enviornmental and operational aspects of International Business. Topics discussed include: international business background, comparative environmental frameworks, theories and institutions of trade and investment, world financial environment, dynamics of International Business, governmental relationships, corporate policy and strategy, functional management, operations and related concerns.

MGT420 Organization Behavior and Development (4-0-4)
Organizational behavior is the scientific study of how people think, feel, and behave in and around organizations. It is an interdisciplinary field of study that integrates knowledge from psychology, sociology, and organizational sciences. The purpose of this course is to examine the foundational theories in organizational behavior and their application for the purpose of improving organization effectiveness and individual well-being. Prerequisite: MGT211 Management Principles I.

MGT425 Data Analytics (4-0-4)
This course studies the ways in which enterprises such as businesses, non-profits, and governments can use data to gain insights and make better decisions. This foundational course will provide students with the hands-on skills and knowledge to gather, describe, and analyze data and make meaningful recommendations. Students will also learn how to use advanced statistical tools to make decisions on marketing, finance, strategic planning among other functions in an organization. Additioinal topics that will be convered include:

probability, statistics, hypothesis testing, regression, clustering, decision trees, and forecasting, operations, risk management, finance, and marketing. Prerequisite: MGT305, MGT230, MTH310.

MGT450 Business Administration Capstone (0-5-15)
Candidates for completion of the bachelor's degree in Business Administration will complete a ninety hour, independent project demonstrating their conceptual, analytical, research, and practical management skills. The courses in the program will prepare students for their next step in their career. The Capstone program consists of a 6-credit, one-term requirement that is completed at the end of the student's program. It is a closely supervised experience resulting in a student-written paper that demonstrates the student's ability to synthesize and utilize the skills and knowledge gained throughout the Business Administration program.

PRM101 Project Management Fundamentals (4-0-4)
This course introduces the student to the fundamentals of project management. Learning how to manage schedules, ensure quality, manage team development, apply ethical standards, plan and manage procurements, establish budgets, and employ communication strategies are covered in this course.

PRM103 Agile Fundamentals (4-0-4)
This course introduces the student to the Agile approach to project management. Values and principles of the "Agile Manifesto" are covered in this course.

PRM201 Scrum Fundamentals (4-0-4)
This course introduces the student to the Agile framework, SCRUM. The roles of "Product Owner", "SCRUM Master", and "SCRUM Team" are covered in this course.

PRM203 Capstone Project (4-0-4)
This course allows the student to apply the knowledge and skills learned to a capstone project.

PRM250 Project Management Externship (0-9-3)
The externship experience will provide the student with an opportunity to gain marketable, real-world skills while exploring career interests. Application of project management classroom skills and knowledge will be applied to a work setting environment. The student will work with the Program Director to secure a site and outline goals and expectations.

SCM101 Supply Chain Fundamentals (4-0-4)
This course introduces the student to supply chain fundamentals. Sourcing, procurement, conversion, and logistics are covered. In addition, purchasing and supplier relationships are explored along with distribution and delivery. Finally, the student is introduced to the role of ethics and sustainability.

SCM103 Purchasing (4-0-4)
This course introduces the student to the purchasing process. Evaluating, selecting, and managing supplier along with sourcing, and legal and ethical issues are covered.

SCM105 Inventory Management (4-0-4)
This course introduces the student to inventory management. The types of inventories along with associated costs and control systems are covered.

SCM201 Quality Management (4-0-4)
This course introduces the student to quality frameworks, tools, and strategies. Quality management to improve performance is covered.

SCM203 Lean Sig Sigma (4-0-4)
This course introduces the student to Lean Six Sigma. Six Sigma process stages along with Lean principles are covered.

SCM250 Logistics and Supply Chain Management Externship (0-9-3)
The externship experience will provide the student with an opportunity to gain marketable, real-world skills while exploring career interests. Application of logistics & supply chain management classroom skills and knowledge will be applied to a work setting environment. The student will work with the Program Director to secure a site, outline goals, and expectations.

Marketing

DGM101 Digital Marketing Foundation (4-0-4)
This course introduces the student to the foundations of digital marketing. Identifying target markets, establishing digital marking goals, and choosing digital marketing channels are covered.

DGM103 Social Media Marketing Strategies (4-0-4)
This course introduces the student to social media marketing strategies. Audience definition, customer loyalty, and effective communication using social media platforms such as Facebook, Instagram, Twitter and others are covered.

DGM201 Digital Marketing Analytics (4-0-4)
This course introduces the student to principles and practices of digital marketing data analytics. The student will learn how to set and track key performance indicators (KPIs). SEO optimization is also covered.

DGM203 Content Marketing for Social Media (4-0-4)
This course introduces the student to the principles and practices of content marketing. The student will learn to create relevant content that engages a specific target market or audience. Content marketing components such as blogs, video, infographics and others are covered.

DGM205 Digital Marketing and eCommerce (4-0-4)
This course introduces the student to eCommerce principles including business model selection, target marketing, product selection, selling, and promotion.

DGM250 Digital Marketing Externship (0-9-3)
This course has been developed to offer Digital Marketing students an opportunity to work in a digital marketing environment. The externship experience will provide the student with an opportunity to gain marketable, real-world skills while exploring career interests. Application of classroom skills and knowledge will be applied to a work setting in a digital marketing related environment. The student will work with the Program Director to secure a site and outline goals and expectations.

MKT101 Merchandising (4-0-4)
This course analyzes and examines the role of merchandising in retailing management. The course focuses on both the strategic and tactical issues, with an emphasis on financial considerations and implementation through merchandise and store management.

MKT188 Merchandising Case Study (1-0-1)
This course is designed to provide a student with the opportunity to work on a special topic/project within the field of marketing. This is part of the SCAD (Savannah College of art and Design) pathway progr

MKT201 Marketing (4-0-4)
Basic marketing principles covering product development and termination, distribution strategies, promotion, pricing, and marketing analysis are covered. Specifics such as conducting marketing research, ethics, the marketing environment, and target market analysis are also included. The student is expected to complete a marketing plan to enhance the theoretical and practical understanding of the marketing decision-making process. Prerequisite: MGT102 Introduction to Business.

MKT206 Principles of Selling (4-0-4)
This course explores the concepts and principles utilized in performing the role of the sales professional. Topics include trust-based relationship selling, customer value and overcoming buyer concerns and resistance. Students will examine effective communication styles that lead to customer satisfaction.

MKT221 Referral-Based Marketing (4-0-4)
This course examines contemporary professional selling, by exploring current practices that focus on strengthening relationships. Students will have extensive discussion on sales technology such as Customer Relationship Management (CRM) systems and social media tools. Students will explore various selling situations and develop active listening skills to uncover customer needs and head off challenges.

MKT230 Integrated Marketing Communications (3-2-4)
This course introduces the concept of integrated marketing communication by exploring the five elements of promotion: advertising, public relations, personal selling, sales promotion and social media. Students will be directed through the process of building an integrated marketing communications plan using the three goals of promotion: informing, reminding and persuading. Prerequisite: MKT206 Principles of Selling.

MKT310 Marketing Management (4-0-4)
This course utilizes case methods of instruction to develop skills in marketing decision making in a firm or other organization. Specific course topics include buyer behavior, marketing planning, product distribution, pricing, promotion, and development of collaborative marketing programs. Prerequisite: A completion of 16 credit hours of MKT courses needs to completed before taking this course.

Mathematics

MAC231 Analytic Geometry and Calculus I (5 Credit Hours)
This is a first course in analytic geometry and the theory and application of calculus. Selected topics include a review of functions, limits and continuity, the derivative, differentiation of algebraic and transcendental functions and their inverses, the MeanValue and Intermediate Value Theorems, extrema and graph sketching, area and the definite integral, anti-differentiation and the Fundamental Theorem of Calculus and integration of transcendental functions and their inverses. A graphing calculator will be used throughout the course. Students should ask the instructor which calculator will be used.

MTH100 Introduction to Math (3-0-3)
This course is designed to improve basic computation skills as well as introduce the student to some preliminary algebraic manipulations. The material covers order of operations, exponents, fractions, decimals, proportions, and percent. Correct terminology will be used. Application problems are used extensively throughout the course.

MTH102 Introductory Algebra I (5-0-5)
This course is an introduction to algebra. The content will cover the study of operations on integers and rational number, the solution of equations with one and two unknown variables, linear equation, and coordinate graphing. Application problems are used extensively throughout the course.

MTH121 Pre-Calculus (4-0-4)
An introduction to differential and integral calculus. Topics include limits, derivatives, exponential and logarithmic functions, and applications of the derivative. This class will also examine indefinite and definite integrals and applications to business problems.

MTH199 Independent Study/Seminar (1-5 Credit Hours)
Independent study/seminar is designed to provide a student with the opportunity to work on special topics/projects within the field of math. (Permission of the Vice President of Academic and Student Services is required.)

MTH225 Linear Algebra and Matrix Theory (4-0-4)
This course is intended for students in mathematically rich disciplines including those who want to choose Electrical and Computer Engineering. An introduction to vectors, matrices, systems of linear equations, and three-dimensional geometry.

MTH230 Algebra II (4-0-4)
This course covers a review of number systems, elementary theory of equations and inequalities, functions and relations, exponentials and logarithms, system of equations and topics in alaytic geometry.
Prerequisite: MTH102

MTH310 Calculus I (4-0-4)
This course covers definitions of functions, and differential calculus of algebraic, including limits, continous, derivatives, maxima/minima, Concavity, Points of inflection, and curve sketching.
Prerequisite: MTH102

MTH312 Calculus II (4-0-4)
An introduction to the following covered in this course: Methods of collections, tabulations, presentations, and analysis of numerical data including frequency distribution, construction of tables and graphs, probability, sampling, decision making, under uncertainty, study of indexes, simple regression, and correlation.
Prerequisite: MTH102

MTH330 Statistics (4-0-4)
An introduction to the following is covered in this course: methods of collection, tabulation, presentation, and analysis of numerical data including frequency distribution, constrution of tables and drafts, probability, sampling, decision-making under uncertainty, study of indexes, simple regression, and correlation.
Prerequisites: MTH102.

Office Administration

OAM223 Business Communications (3-2-4)
This course will enable students to develop communication skills that will be effective in job search, performance, career advancement, and organizational success. Students will develop effective writing, listening, presenting, and interview skills through the process of practice, application, and meaningful feedback. For maximum student benefit, this course should be taken in a student's last quarter.
Prerequisites: COM121 Composition I; IDS110 Forum on Technology and Resources.

OAM234 Professional Development (1-0-1)
The overall goal of professional development is to help prepare the student to begin the job search and gain employment. The student will prepare professional employment communications, participate in a mock interview, and complete a portfolio review. Professional development students should contact the current Business Communications instructor during the first week of the quarter to set up meeting dates and times. This course should be taken in a student's last quarter. (Required of students receiving transfer credit for OAM223 Business Communications).

Political Science

POL204 U.S. Federal Government (5 Credit Hours)
In this course basic aspects of the federal government are studied. Emphasis is placed upon content and interpretation of the Constitution, Federalism, the Congress, the Presidency, the federal court system and the citizen's connection to the federal government by means of elections, political parties, interest groups and public opinion.

Real Estate

REA100 Real Estate Principles and Practices: Online Course (40 Clock Hours*)
This course provides 40 hours of instruction in real estate principles and practices, required of applicants for a salesperson's license in Ohio. The course prepares learners for the Ohio licensing exam and provides the real estate principles and practices knowledge and foundation necessary to be a successful real estate salesperson in Ohio. Topics include real estate brokerage, real property, agency, real estate contracts, financing, and deeds and transfer of title.

REA105 Real Estate Law: Online Course (40 Clock Hours*)
This course provides 40 hours of instruction in Ohio real estate law, including instruction in civil rights, housing discrimination, and desegregation problems, required of applicants for a salesperson's license in Ohio. The course prepares learners for the Ohio licensing exam and provides the real estate law knowledge and foundation necessary to be a successful real estate salesperson in Ohio. Topics include license law, agency relationships, state and federal laws, ethical conduct, real estate contracts, and closing transactions.

REA110 Real Estate Finance: Online Course (20 Clock Hours)**
This course provides 20 hours of instruction in real estate finance required of applicants for a salesperson's license in Ohio. The course prepares learners for the Ohio licensing exam and provides the real estate finance knowledge and foundation necessary to be a successful real estate salesperson in Ohio. Topics include sources of funds, loan types, lender loan processes, mortgage markets, government loans, and foreclosures.

REA115 Real Estate Appraisal: Online Course (20 Clock Hours)**
This course provides 20 hours of instruction in real estate appraisal, required of applicants for a salesperson's license in Ohio. The course prepares learners for the Ohio licensing exam and provides the real estate appraisal knowledge and foundation necessary to be a successful real estate salesperson in Ohio. Topics include the appraisal process, the sales comparison approach, the cost approach, income approaches, and appraisal reports.

**May be transferred in as a two credit hour course elective in the Business Management program.*

***May be transferred in as a one credit hour course elective in the Business Management program.*

Social Science

SSC145 Child Psychology (4-0-4)
This course focuses on levels of development of children (conception through middle childhood) focusing on the physical, emotional, cognitive, social, and language theories and research. Emphasis is placed on the environment and its relationship to development in a holistic approach.

SSC118 Introduction to Psychology Case Study (1-0-1)
This course is designed to provide a student with the opportunity to work on a special topic/project within the field of psychology. This is part of the SCAD (Savannah College or Art and Design) pathway program.

SSC201 Economics (4-0-4) This course will utilize real-world economic applications to create a basic understanding of economic concepts and the U.S. economic system. It includes an introductory range of both macro and microeconomic concepts. The basics of consumer demand, supply decision-making, competition, the labor market, government intervention, the Business Cycle, as well as an overview of Monetary and Fiscal Policies will be covered.

SSC213 Introduction to Psychology (4-0-4)
This course examines behavior and mental processes including topics such as human development, sensation and perception, states of consciousness, learning, memory, thinking, language, intelligence, motivation, emotion, personality, psychological disorders, therapies, health and well-being.

SSC301 Princoples of Microeconomics (4-0-4)
This course analyzes the economic behavior of individuals, households, and firms and examines how their interactions in markets determine the prices and quantities of goods and services. The material covered will build on concepts presented in Economics 201. Rigorous, quantitative and analytical approaches are utilized to study domestic and global issues. Prerequisite: MTH310 and SSC201.

SSC302 Principles of Macroeconomics (4-0-4)
Basic techniques and fundamental concepts are used to study the overall macro economy and policies that affect it. Student will study the determinants of national income and long-run growth; causes and consequences of unemployment, inflation, and business cycle fluctuations; determination of foreign exchange rates and current account imbalances; and the role of government policy in various settings. Prerequisite: MTH310 and SSC201.

Science

SCI121 Introduction to Biology (4-0-4)
This is an introductory course overviewing biology for students who are not majoring in science. This course emphasizes the methods of scientific inquiry as a way to answer a variety of questions by exploring, describing and explaining how science is done and what the biological sciences contribute to our understanding of the real world. This course will train students to apply critical thinking to observe, analyze and synthesize to understand scientific inquiry, chemistry of life, cell structure and function, genetics, evolution, ecology, and an overview of the diversity of life.

SSI300 Enviornmental Issues (4-0-4)
The goal of this course is to prepare students to make responsible decisions regarding environmental issues as individuals, citizens, and members of their chosen career communities. The course will challenge students to think critically about various points of view proposed by scientists investigating environmental problems.

SSI305 Nutrition (4-0-4)
This course presents a cumulative approach to the study of nutrition. Scientific principles regarding the body's use of food and nutrients and how they impact cellular health are examined. Students apply critical thinking to various theories surrounding nutrition, food labeling, and diet planning. Dietary needs of various age groups and disease states are explored.

Visual Communication Design

VCD100 Adobe Photoshop (30 clock hours)
This course introduces the student to Adobe Photoshop. Photo editing and image creation using a variety of the application's tools are covered. The course also prepares the student to take the Adobe Certified Associate (ACA) Photoshop exam.

VCD110 Adobe Illustrator (30 clock hours)
This course introduces the student to Adobe Illustrator. Vector image creation using a variety of the application's tools are covered. The course also prepares the student to take the Adobe Certified Associate (ACA) Illustrator exam.

VCD115 Adobe InDesign (30 clock hours)
This course introduces the student to Adobe InDesign. Layout and page design using a variety of the application's tools are covered. The course also prepares the student to take the Adobe Certified Associate (ACA) InDesign exam.

VCD 125 Adobe Certified Associate (ACA) Exam Preparation (60 clock hours)
This course prepares the student to take the Adobe Photoshop, Illustrator, and InDesign Adobe Certified Associate exams. Prerequisites: VCD100, VCD110, VCD115.



Directory

Organization Ownership

Davis University is a wholly owned subsidiary of AmeriCan Education Group, Inc., an Ohio corporation. The governing body is the Davis University Board of Directors.

Davis University Board of Directors

The governing body of Davis University is its Board of Directors. The Board of Directors is a group of experienced, dedicated individuals who benefit Davis University with their commitment to excellence and to the quality of Davis University. The Board of Directors provides direction and focus to Davis University ensuring quality education and preserving institutional integrity.

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Shawn Orr, Ph.D.
Dean of eAshland

Vicky Ryan
Davis College Vice President of Academic Affairs
Retired; Anthony Wayne Public Schools Board Member, Retired

Lee Wong, PhD.
Township Trustee for West Chester Twp.

Administration

Diane Brunner (1984)
President
Title IX Coordinator M.Ed., University of Toledo; B.A., Michigan State University

Mary Ryan-Bulone (1978)
Vice President of Academic and Student Services
Registrar
Academic Advisor
M.A.O.M., Spring Arbor University; B.A., University of Toledo; A.A.B., Davis College

Staff

Marie Cordes (2023)
Bursar, HR Coordinator, Assistant to the President

David Flowers (2018)
Bookstore Manager
Assistant Registrar
IT Support
A.A.B., Davis College

Jasmine Gardner (2024)
Admissions Representative
A.A.b., Davis University

Jared Grunberg (2020)
Director of Enrollment & Engagment Management
A.A.B., Davis College

Sherry Miller (2022)
Dean of Faculty
BA, BS, Louisiana State University
MA, MS, Abilene Christian University
EdD, University of New England

Nancy Powers (2019)
Financial Aid Director
A.A.B., Davis College

Adam Young (2011)
Network Director
A.A.B., Davis College

Tracy Williams (2022)
Receptionist

Sara Grunberg (2022)
Veteran Administrative Representative

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Academic Advisor, Academic Assistant, Master Instructor
B.A., Art, University of Toledo; B.A., Art History, University of Toledo
Certification: LEED AP

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Academic Assistant
Advisor
M.E., University of Cincinnati; M.A. Shanghai Jiaotong University; M.A., The University of Lancaster

Faculty

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Allied Health Program Director
Master Instructor
B.S., University of Toledo; AAB, Davis College

Dr. Jie Chen (2021)
Professor
Ph.D., Purdue University; M.A Nankai University; B.A. Nankai University

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Medical Assisting Program Coordinator, Instructor
AAS, Davis College
Certification: CMA

Lauri Cole (2018)
Instructor
AD, Baker College
Certifications: AAPC and CPC

Kelley Colston (2015)
Assistant Professor
M.B.A., Cleary University; B.B.A., University of Toledo

Mary Deloe (2001)
Assistant Professor
M.B.A., LeTourneau University; B.S., Butler University

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Early Childhood Education Director
Academic Program Coordinator
Assistant Professor
M.A., University of Toledo; B.Ed., University of Toledo

Samantha Hamman (2021)
Design Department Program Director
Master Instructor
B.S., Eastern Michigan University

Dr. Yuan (Jay) Hu
STEM and Business Department Chairperson
Professor
Ph.D. in Mechanical, Industrial & Manufacturing Engineering, University of Toledo
Ph.D. Candidate in Operations & Supply Chain Management, University of Toledo
M.S., Mechanical, Industrial & Manufacturing Engineering, University of Toledo
B.S., Mechanical Engineering, Yanshan University

Dr. Imbenzi George Ma (2021)
Professor
Ph.D., Walden University; M.S., Trinity Western University (Canada); B.S., Columbia Bible College (Canada)

Jill Malloy (2018)
Instructor
Licensed Associate Broker

Megan Martin (2019)
Medical Billing & Coding Program Coordinator
Instructor
Phlebotomy Technician
A.A.S., Davis College
Certifications: CMA , NRCPT, Certified CPR/BLS Instructor, American Heart Association

Laura Mitchell (2018)
General Education Program Director
Assistant Professor
M.A., University of Toledo; B.S., University of Toledo

Dr. Liping Mo (2021)
Professor
Ph.D., Louisiana Tech University; M.S., Louisiana Tech University; B.S. Jianghan University (China)

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Business Department Program Coordinator
Assistant Professor
M.B.A., University of Arizona Global Campus
B.A., University of Arizona Global Campus
Certifications: CAPM & Six Sigma Black Belt Professional

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Dr. Bo Qu (2021)
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Ph.D., Huazhong University of Science & Technology (China); M.S., University of Newcastle (Australia); B.S., Henan Institute of Finance and Economics (China)

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BBA, Cleveland State University

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Professor
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Certification: LEED AP

Dr. Ellen (Yang) Zhang (2021)
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Dr. Ling Zhang (2021)
Professor
Ed.D., University of South Dakota (United States); M.S., Dakota Wesleyan University; B.S., Hefei Normal University (China)

Davis University Foundation Board of Directors

The Davis University Foundation (DUF) is a non-profit entity dedicated to creating opportunities for individuals and organizations to provide resources that enhance the education of Davis University students. The DCF Board of Directors is comprised of talented and dedicated individuals who are committed to the mission of Davis University and are responsible for overseeing the activities of the Foundation.

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Advisory Committees

Advisory Committees provide Davis University with valuable information including employment trends, employer expectations for new hires, and utilization of technology that impacts the quality and relevance of the institution's academic programs. Community and business leaders including alumni, employers, college educators, and high school educators join Davis University faculty and representatives to form Advisory Committees. Davis University is grateful to the following individuals for their guidance and support.

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American Association of Medical Assistants (AAMA)
American Heart Association (AHA)
American Legion
American Society of Interior Designers (ASID)
Davis University Alumni Association
Cancer Connection of Northwest Ohio (CCNWO)
Golden Key International Honor Society
Humane Society of Fulton County-Board Member and Humane Agent
IIE (The Power of International Education)
International Nurses Association (INA)
Junior League of Toledo
Kappa Gamma Pi
Mercy Community and Patient Advocacy Member
Metroparks of Toledo
Michigan State University Alumni Association
National Art Education Association (NAEA)
National Notary Association (NNA)
National Rifle Association
Ohio Association of Collegiate Registrars and Admissions Officers (OACRAO)
Ohio-Michigan Association of Career Colleges and Schools
Phi Sigma Pi National Honor Society Sigma Gamma Rho Sorority, Inc.
Project Management Institute (PMI) –local PMI chapter and national
SALUTE veteran's honor society alpha tier
St. Benedict's Board of Trustees
Sigma Tau Delta
Sigma Theta Tau International: Honor Society of Nursing
State Board of Career Colleges and Schools, Board Member
Toledo Museum of Art
Toledo Zoo
University of Toledo Alumni
Victory Center

Glossary

Academic Advisor: Personnel who assist students in scheduling and curriculum planning.

Associate Degree: Awarded to a student who has completed 90–110 credit hours pertaining to a specific program as outlined in the college catalog.

Admission Representative: A person representing the admissions department who speaks with prospective students and enrolls them in the college.

Blended Course: Students attend regularly scheduled class and participate in web-based learning.

Catalog Supplement: Information regarding current tuition and fees.

Corequisite: A course that needs to be taken before or at the same time as the listed course.

Credit Hours: Units of measurement assigned to courses based upon the amount of time spent in the classroom and/or lab.

Diploma: Awarded to a student who has completed a program of 36–89 credit hours or six hundred but less than fifteen hundred clock hours.

Elective: A course a student may take which is not specifically required in a major but will count toward graduation. (Students should consult their advisors about electives appropriate for their major.)

Hybrid: Class is offered via live Zoom.

Online: Class is offered totally online.

Prerequisite: A course that needs to be successfully completed before another course can be taken. Information concerning prerequisites is noted in the college catalog.

Program of Study: Courses required to be taken to complete a specific degree or diploma.

Quarter: One-third of the academic year (excluding summer session).

Registrar: The person responsible for maintaining each student's academic record.

Transcript: A copy of the student's academic record which may be obtained from the Registrar. It requires a signature and a seal to be considered official.

Transferred Credits: Credits given for courses taken at another institution; determination is made by the College's Registrar.

Undergraduates: College or university students who have not yet earned a baccalaureate degree. (Diplomas and associate are undergraduate awards.)

The Catalog Supplement, Student Handbook, and the Allied Health Policy Handbook (Medical Assisting students only) are additional essential components of this Academic Catalog. These documents are available either online at www.daviscollege.edu or by request.

It is an attitude toward worthwhile change that keeps the University at peak effectiveness in meeting its mission. Davis University therefore reserves the right to change any statement contained herein without prior notice.

Although the editor of this catalog has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printing errors, or errors occasioned by mistake. The editor has attempted to present information which, at the time of preparation for printing, most accurately describes the course offerings, faculty listings, policies, procedures, regulations, and requirements of the University. However, it does not establish contractual relationships.



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