

Davis College

2020–2022 Academic Catalog



Davis College

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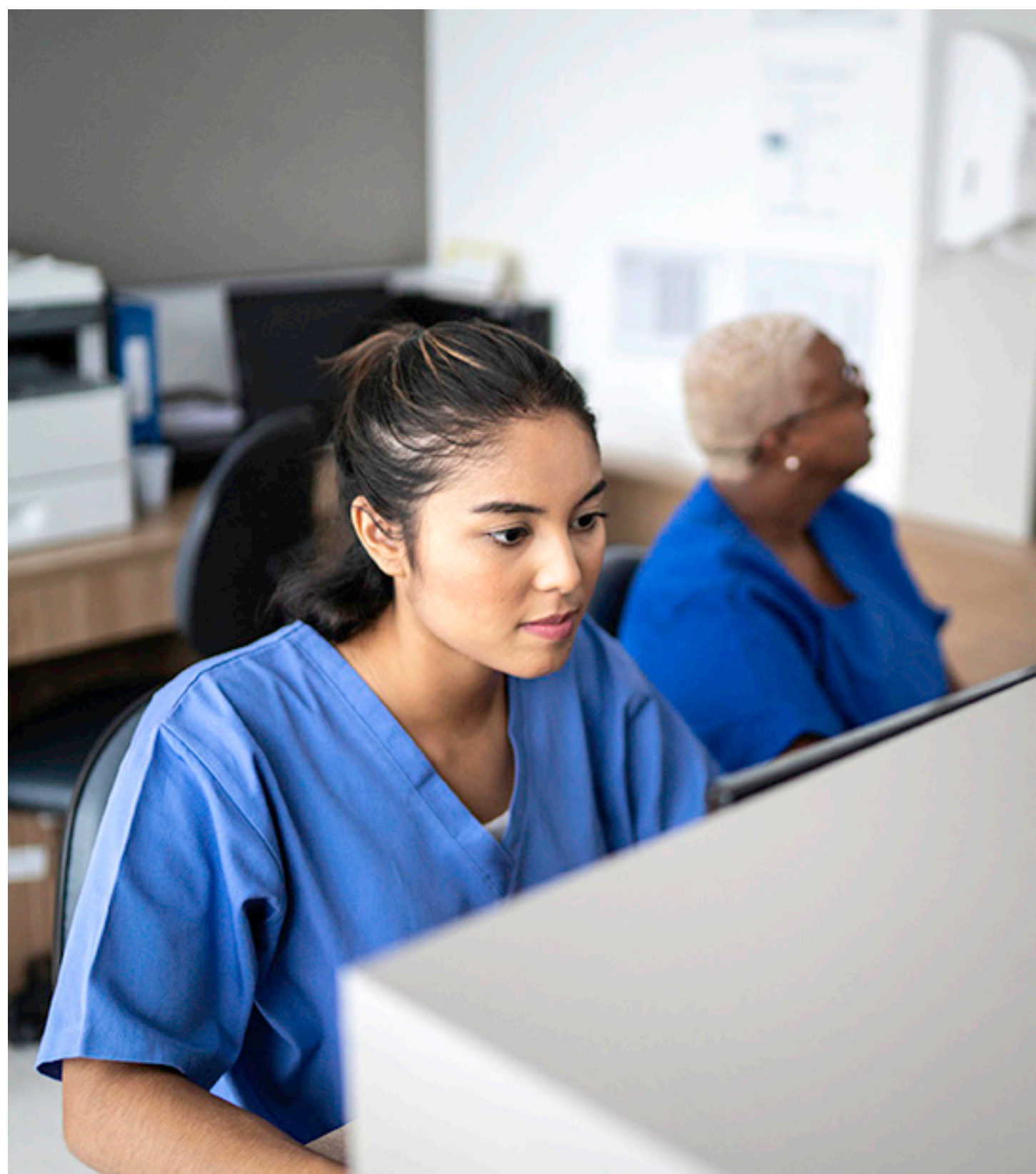
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President's Message

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. We are proud of our tradition in providing this valuable service to our community.

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 College have attained the same accreditation.

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

A handwritten signature in black ink that reads "Diane Brunner". The script is fluid and cursive.

Diane Brunner
President

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

Davis College Mission

Davis College, a private, two-year institution of higher education, serves our community by offering quality educational programs and services that meet the ever-changing demands of business. Our mission is to provide marketable skills that enhance the employability of our graduates.

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 College. 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 College'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 College 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 College faculty, staff, and administration are committed to the mission and purposes of the College 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 Col-

lege'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 of the North Central Association.

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 College is accredited by The Higher Learning Commission. 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 (312) 263-0456 or (800) 621-7440 Fax: (312) 263-7462 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604 or www.hlcommission.org.

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

Davis College is registered with the Ohio State Board of Career Colleges and Schools (State of Ohio Certificate of Registration No. 81-02-0731B), 30 East Broad Street, 24th Floor, Suite 2481, Columbus, OH 43215. <http://scr.ohio.gov>.

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

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

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

Non-Discrimination Policy

Davis College 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 College by physically challenged persons by contacting the Vice President of Academic and Student Services.

Academic Calendar Quarter Start Dates for 2020-2022 Academic Years

Davis College'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.

2020-2022 Academic Calendar

Fall Quarter (20204)

August 24 – November 6, 2020

Winter Quarter (20205)

November 16 – February 12, 2021

Spring Quarter (20212)

February 22 – May 7, 2021

Summer Quarter (20213)

May 17 – July 23, 2021

Fall Quarter (20214)

August 23 – November 5, 2021

Winter Quarter (20215)

November 15, 2021 – February 11, 2022

Spring Quarter (20222)

February 21 – May 6, 2022

Summer Quarter (20223)

May 16 – July 22, 2022

Fall Quarter (20224)

August 22 – November 4, 2022

The Admissions Process

- Review information about the Davis College academic programs on our website at www.daviscollege.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, provide proof of high school completion, and submit the application fee.
- Schedule a financial aid appointment.
- 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

Applicants who have completed high school graduation requirements or have successfully completed the General Education Development Test (GED) are eligible to apply for admission. Formal acceptance to Davis College will be determined once verification of successful completion of high school or GED requirements has been obtained. Verification includes high school diploma, GED 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.

International Student Admissions

Davis College is authorized under Federal law to enroll nonimmigrant alien students. 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 application is available online at www.daviscollege.edu/admissions/international students or scan a complete International Student Application to international@daviscollege.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 TOEFL iBT score; 5.0 IELTS; 36 PTE; 75 Duolingo

Submit application fee: \$100 (\$75 transfer in U.S.)

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

Step 2: Receive I-20 Form

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

International Student Enrollment Policy

New international students who use Davis College 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 College
- Present originals of: passport, visa and I-20**
- Carry Health Insurance while enrolled at Davis College

**International students transferring from other U.S. schools must present their most recent I-20 instead of an I-20 issued by Davis College.

For further information please contact the International Student Department:

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

international@daviscollege.edu

Intensive English Program

Intensive English Program (I.E.P.) at Davis College 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 College. Please email international@daviscollege.edu for more information.

Student Body

The student population at Davis College is diverse and dynamic. 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 College 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.

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. Students pay the same tuition and fees regardless of the state in which they reside.

Financing Your Education

Financial Aid

Davis College is accredited and approved by the Department of Education 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 begin the process for applying for financial aid, a student 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 College Federal School Code (004855) on the School Selection Page. Remember, we are here to help you every step of the way!

Awarding Financial Aid

Once the FAFSA has been processed, you will receive your Institutional Student Information Record (ISIR)/Student Aid Report (SAR) 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 ISIR/SAR online. Your ISIR/SAR will usually contain your Expected Family Contribution (EFC), the number used in determining your eligibility for federal student aid. When Davis College

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 to make adjustments to a student's EFC for educational expenses, standard budget, and/or financial aid dependency status, as determined by federal guidelines.

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 Grant 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 Grant is not repayable by the recipient except under certain conditions of withdrawal. The grants 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 College 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 College.

Federal Direct Student Loan Programs

Subsidized Direct Loans

Subsidized direct loans are made by the Department of Education. While the student is in college, the federal government pays the full interest. After separation from college, the student assumes repayment and the full annual interest on the loan. Under this program a student may be able to borrow

\$3,500 each award year. The second-year Subsidized Loan may be up 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 a student attends less than six 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%. Repayment begins six (6) months after graduation, withdrawal from school, or if a student attends less than six 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).**

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 College 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); 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 College 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 College Foundation and Scholarships

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

Davis College Foundation Merit Scholarship

The Davis College Foundation Merit Scholarship is

awarded to Davis College 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

The Sharon Lynn Monday Memorial Scholarship was created in honor of 2001 Davis College graduate, Sharon Lynn Monday. Sharon passed away on January 5, 2009 following a courageous fight against leukemia.

The scholarship amount is \$1500 for students enrolled in an associate degree program and may be applied to tuition, books and supplies. 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 College 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 had a parent, sibling, or child with cancer. 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.

Pandemic Hardship Scholarship

The Pandemic Hardship Scholarship is awarded to negatively impacted financially by the COVID-19

pandemic including:

- Job loss, furloughed, or had wages or hours reduced since March 2020
- Significant or complete depletion of savings since March 2020
- Struggle paying bills, affording medical care or other financial problems.
- Negatively impacted by pandemic

Students enrolled in a Diploma or Associate Degree program are eligible to apply. Award amounts are \$2,400 for students enrolled in a Diploma program and \$4,000 for students enrolled in an Associate degree program. 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 College

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 College, 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 College. 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 College. 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 for Regionally Accredited Schools

Davis College is accredited by The Higher Learning Commission and therefore credits earned at other regionally accredited institutions 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.

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

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

Transfer Policy for Non-Regionally Accredited Schools

Transfer credits from non-regionally accredited institutions having accreditation by another agency recognized by the Department of Education are evaluated as follows:

The student is required to earn a GPA of 2.00 or higher in the first 12 credit hours completed at Davis College before credits can be transferred. If the student does not meet this criterion, credits will not be transferred.

Credits may be accepted only upon the recommendation of the faculty in specific content areas.

Before credit is awarded, previous coursework may be subject to validation.

Transfer Policy for International 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 College Credits

The acceptability of Davis College credits by other institutions is solely the decision of the accepting institution. However, the College does maintain articulation agreements with other colleges and universities. Most importantly, as an institution accredited by The Higher Learning Commission, other regionally accredited schools will evaluate Davis College credits. Davis College makes no representations as to the acceptability of Davis College credits at other institutions.

Dual Enrollment for High School Students

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

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 College concurrently while attending his/her high school.

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

Real Estate Course Transfer Policy

Davis College'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 College's Business Management Associate Degree program.

Davis College 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 College 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 of 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 employment success.

Counseling

Our professional staff and faculty members will help guide you to the proper resources either at Davis College 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 College Alumni Association

As the oldest college in the Toledo area, Davis College 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 College 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 College'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 College Alumni Association Mission Statement

- To facilitate a forum whereby Davis College 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 College 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 College 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 College

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 College 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 College'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 inquiry regarding the application of Title IX and its implementing regulations, please contact: Diane Brunner, Title IX Coordinator, 419-473-2700 ext. 1016, or diane.brunner@daviscollege.edu; 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 College 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 College community member and are available on the College's website.

Non-Confidential Reporting

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/2020 Annual Security Report](https://www.daviscollege.edu/Consumer%20Information/2020%20Annual%20Security%20Report). 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 College 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 College Program to End Dating Violence, Domestic Violence, Sexual Assault and Stalking; please see the Annual Security Report, available on the Davis College website at: [https://www.daviscollege.edu/Consumer Information/2020 Annual Security Report](https://www.daviscollege.edu/Consumer%20Information/2020%20Annual%20Security%20Report) and upon request from Diane Brunner, Title IX Coordinator and Campus Security Coordinator, diane.brunner@daviscollege.edu.



Programs of Study

Allied Health

Medical Administrative Assistant (C)
Medical Assisting (AAS)**
Medical Assisting (D)
Medical Billing and Coding (AAB)**
Medical Billing and Coding (D)

Business Administration

Accounting and Human Resources (AAB)
Business Management (AAB)
Digital Marketing (AAB)
Early Childhood Education (AAS)
Logistics and Supply Chain Management (AAB)
Project Management (AAB)
Real Estate (Online) (C)

Design

Graphic Design (AAB)
Interior Design (AAB)
Visual Communication Design (C)

Intensive Language Learning

Intensive Language Learning Program (D)

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.

General Education Core

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

To this end, the Business Core will enable a Davis College 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 computer technology.
- Develop effective job search skills and employment documentation.

Each associate degree graduate is 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 Purposes

As faculty members and program directors of the academic programs of Davis College, 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

Allied Health

Medical Administrative 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 College graduate will be prepared to:

- Demonstrate knowledge of medical terminology, and anatomy and physiology.
- 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, HER documentation, etc.)

Medical Administrative 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
COM121	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 College 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
COM121	Composition I	5
COM122	Composition II	5
COM---	Communication Elective	4
HUM---	Humanities Elective	4
IDS110	Forum on Technology and Resources	5
MGT102	Introduction to Business	5
MTH102	Introductory Algebra I	5
OAM223	Business Communications	4
SSC---	Social Science Elective	4

Total Program Credit Hours 95

Medical Assisting Diploma

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

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

- Assist physician 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
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

Total Program Credit Hours 46

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 College 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
COM121	Composition I	5
COM122	Composition II	5
COM---	Communication Elective	4
HUM---	Humanities Elective	4
IDS110	Forum on Technology and Resources	5
MGT102	Introduction to Business	5
MTH102	Introductory Algebra I	5
OAM223	Business Communications	4
SSC---	Social Science Elective	4

Total Program Credit Hours 92

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 College 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.

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

Accounting and Human Resources Associate Degree

The Accounting and Human Resources program prepares students with the skills for employment in a variety of work environments in business and industry. Specific emphasis will be placed on the accounting cycle, accounts receivable/payable, payroll, personal tax returns, accounting software, and payroll accounting. In addition, knowledge and skills in the areas of compensation and benefits, employee training and development, employment law and regulations, and employee recruitment and planning will be emphasized.

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 and to prepare financial statements.
- Process payroll and related tax returns.
- Review compensation and benefit plans.
- Understand employment laws and ethics related to human resource management.

- 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.

Assessment of Student Learning

When a student has completed the Accounting and Human Resources program, he/she will participate in an interview with the program director. This interview will focus on assessing the skills to ensure the program objectives have been met, and that the student possesses the necessary skills for accounting/human resources positions.

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 Resource 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
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

Business

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, directing, and controlling activities that will lead to the effective fulfillment of organizational objectives.

Students also develop a foundation in accounting, marketing, management, written and oral communication, and leadership through simulations, group activities, discussions, and lab work.

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

- Identify and assess current business situations and resolve problems within a variety of business settings.
- Apply Generally Accepted Accounting Principles (GAAP) to complete the accounting cycle manually and prepare financial statements.
- Articulate traditional and contemporary management theories and apply these techniques to real-life situations.
- Develop an understanding of how to satisfy consumer needs utilizing the marketing mix that facilitates exchanges.
- 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.

Assessment of Student Learning

When a student has completed the Business Management program, he/she will participate in an interview with the program director. This interview will focus on assessing the skills to ensure the program objectives have been met, and that the student possesses the necessary skills for business positions.

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	4
MKT206	Principles of Selling	4
-----	Management, Marketing or Real Estate Elective (MGT, MKT, or REA)	8
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

Digital Marketing Associate Degree

The Digital Marketing 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 with a major in Digital Marketing, the Davis College graduate will be prepared to:

- Understand the foundations of digital marketing.
- Understanding 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	4
MKT206	Principles of Selling	4
MGT/MKT	Management or Marketing Electives	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

Early Childhood Education Associate Degree

The Associate Degree program in Early Childhood Education prepares students for careers in early childhood settings. The course work in this degree

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 with a major in Early Childhood Education, the Davis College 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.
- 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 and Seminar	5
ACC101	Accounting Principles I	4
BUS138	CPR	1
MGT102	Introduction to Business	5
MGT/MKT	Management or Marketing Elective	4
COM121	Composition I	5
COM122	Composition II	5
COM---	Communication Elective	4
CAS---	Computer Elective	4
HUM---	Humanities Elective	4
IDS110*	Forum on Technology and Resources	5
MTH102	Introductory Algebra I	5
OAM223	Business Communications	4
SSC---	Social Science Elective	4
Total Program Credit Hours		91

Logistics and Supply Chain Management Associate Degree

The Logistics and Supply Chain Management program prepares students to manage and coordinate all 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 The Logistics and Supply Chain Management, the Davis College 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.
- Indentify 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 with parents, colleagues, and the community on a professional level.
- 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
MGT/MKT	Management or Marketing Electives	8
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
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 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 The Logistics and Supply Chain Management, the Davis College 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 with parents, colleagues, and the community on a professional level.
- 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
MGT205	International Business	4
MGT211	Management Principles	4
MKT201	Marketing	4
MKT206	Principles of Selling	4
MGT/MKT	Management or Marketing Electives	8
PRM101	Project Management Fundamentals	4
PRM103	AGILE Fundamentals	4
PRM201	SCRUM Fundamentals	4
PRM203	Capstone Project	4

PRM250	Project Management Externship	3
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

Real Estate Certificate

The Real Estate Certificate program provides 120 hours of instruction in real estate principles and practices, real estate law, real estate finance, and real estate appraisal, 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 College 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.

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

Total Program Clock Hours 120 Hours

Design

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 College 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.
- Develop a Career Portfolio.

The student must complete Mid-Program and End-of-Program Assessment. The Student Handbook provides more detail on this process.

Graphic Design Associate Degree Program Outline

Course No.	Course Title	Cr. Hrs.
DSN108	Drawing Foundations	5
DSN110	2D Design	4
DSN115	3D Design	4
DSN125	Typography	4
DSN131	Digital Layout and Print Publishing	5
DSN135	History of Graphic Design	4
DSN138	Digital Image Making	5
DSN140	Color Principles	4
DSN220	Packaging Design	4
DSN240	Visual Identity Systems	4
DSN270	Design Externship	4
DSN275	Portfolio Preparation and Professional Practices	4
MKT239	Visual Merchandising	4
COM121	Composition I	5
COM122	Composition II	5
COM---	Communication Elective	4
HUM---	Humanities Elective	4
IDS110	Forum on Technology and Resources	5
MGT102	Introduction to Business	5
MTH102	Introductory Algebra I	5
OAM223	Business Communications	4
SSC---	Social Science Elective	4
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 College 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.
- Develop a Career Portfolio

The student needs to complete Mid-Program and End-of-Program Assessment. Student Handbook provides more detail on this process.

Interior Design Associate Degree Program

Outline

Course No.	Course Title	Cr. Hrs.
DSN108*	Drawing Foundations	5
DSN110*	2D Design	4
DSN115*	3D Design	4
DSN140*	Color Principles	4
INT122*	History of Interior Design	5
INT130*	Drafting Techniques	4
INT132*	Computer Aided Drafting and Design	5
INT138*	Textiles	4
INT220	Interior Design: Residential	4
INT230	Interior Design: Commercial	4
INT231	Space Planning	4
INT243	Interior Design Externship	4
MGT102	Introduction to Business	5
MKT239	Visual Merchandising	4

OAM223	Business Communications	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
SSC---	Social Science Elective	4
Total Program Credit Hours		96

Visual Communication Design Certificate

The Visual Communication Design Certificate program provides 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 Visual Communication Design Certificate program, the Davis College graduate will be prepared to:

- Plan, create and run 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.

Course No.	Course Title	Clock Hours
VCD100	Adobe® Photoshop	30 Hours
VCD110	Adobe® Illustrator	30 Hours
VCD115	Adobe® InDesign	30 Hours
VCD115	Adobe® Certified Associate (ACA) Exam Preparation	60 Hours
Total Program Clock Hours		150 Hours

Intensive English Program

Intensive English Program (I.E.P.)

Certificate

The intensive English language learning program is designed to improve the English language proficiency for non-native speakers.

Upon completion, graduates will be qualified to;

- Ask, understand, and respond appropriately to oral questions
- Converse with native speakers of English and write formal essays about your chosen profession and your ambitions in the field, your hometown, neighborhood, and neighbors
- Deliver oral presentations using Zoom and PowerPoint
- Show improvement in pronunciation and rate of speech, grammar usage and self editing
- Comprehend and use new vocabulary in different spoken and written contexts
- Write simple, compound, and complex sentences
- Write focused, coherent paragraphs with specific examples.

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



Course Descriptions

Credit hours are indicated in parentheses. Clock hours are indicated where applicable. Courses may be offered as classroom, blended (where a portion of the classroom instruction is replaced by online delivery) or online. See class schedule for details.

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, Generally Accepted Accounting Principles (GAAP). 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)

The rules and regulations governing the payroll process will be explored. The student will fill out various federal and state forms. Journal entries related to the payroll process will be reviewed, and a comprehensive problem will be completed manually and on the computer. 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. Problems will be worked manually.

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 specific projects, externships, or service learning activities in conjunction with their specific learning objectives as well as participate in activities to work on their professional portfolio and business network.

Allied Health

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 (ICD-10-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 treatments.

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)

The 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. Prerequisites: 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. Prerequisites: 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 completed all core medical assisting courses.

ART**ART1000 Approaching the Arts (5 Credit Hours)**

This course will provide the fundamental elements necessary for reading and understanding the visual arts. An emphasis will be placed on the vocabulary of the visual arts, and students will be expected to use this terminology often and correctly when describing and analyzing art objects. Students will be familiarized with the various media that comprise the visual arts, as well as the tools required for basic interpretation. The functions of the visual arts in society will be addressed, as well as the role of culture and society in the development of art.

ART2500 Computer Art I (5 Credit Hours)

The computer has become an essential tool for anyone working in the fields of design, photography, videography, illustration, architecture, industrial design, animation, and multimedia and web design. This course will explore many facets of making art using computer hardware and software. This course will explore how using a computer in a generative, uniquely "computer" way new forms can emerge. We will begin by exploring the state-of-the-art digital tools contained in Adobe's Photoshop CC. Using appropriated images, we will learn to make selections, tonal and color control, apply filters, write action scripts and more. Next, we will try our hand at open source software for fractal rendering, and recording time based digital art.

Art History

ARH205 Art History (5 Credit Hours)

This course explores masterworks of art, their artistic styles and movement from the Renaissance to Post Modernism with a focus towards the western perspective. It also will provide students with an understanding of how art functions in society and our daily lives by studying the creation, purpose and meaning of art. With slide lectures, readings, discussions, and in-class activities, students will learn how to interpret and critically evaluate major works of art and history.

Biology

BIO1240 Principles of Biology I with Lab (6 Credit Hours)

In this course, students learn about the chemical and molecular basis of living organisms, cell structure and function, gene structure, expression and heredity, animal anatomy and physiology, and animal development. In addition to learning concepts in biology, students practice critical thinking and problem-solving. This course also covers experimental approaches used in molecular and cellular biology, genetics, and animal physiology. Students will learn to use scientific instruments and techniques implemented in these fields. Students will propose and test hypotheses.

Business

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, develop-

ing 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.)

Chemistry

CHM1110 General Chemistry I with Lab (6 Credit Hours)

This general chemistry course introduces the fundamental principles of chemistry and their applications including lectures and labs. Topics include the states and classes of matter, stoichiometry, gas laws, thermochemistry, quantum theory and atomic structure, electron configurations and the law of periodicity, bonding and intermolecular forces, phase diagram and liquid properties.

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: Observ-

ing, 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)

The major focus of this course is writing a research paper. Students complete each stage of the research project, culminating in a paper that uses MLA documentation. Writing with supporting evidence, clear organization, effective expression, and correct mechanics is emphasized. 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 faculty; 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, and conflict. Understanding will be evaluated by tests, essays, discussions, and short presentations.

COM2500 Introduction to Research Methods (5 Credit Hours)

This course prepares the student to do and to evaluate social science research using a variety of research methods. Basic issues regarding the formulation of research questions, research design, and data collection and analysis are addressed. The course material encompasses both quantitative and qualitative methods in the discussion of the basic components of the research process: conceptualization and measurement, sample selection, and causal modeling. In addition to teaching techniques and conventions of doing research, the course also acquaints the student with critical issues in the philosophy of science, ethical questions, and how to write a research proposal.

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)

In this course the students will work with spreadsheets in accounting and business situations. Concepts include entering data into a workbook, using formulas for mathematical operations, copying data and formulas from one cell to another, and setting up a presentable spreadsheet. Prerequisite: IDS110 Forum on Technology and Resources.

CAS130 Data Management and Reporting (2-4-4)

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.

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 (1-5-3)

Students will create and edit complex spreadsheets to manipulate data associated with finances or other numbers-based information. Students will also work with advanced formulas and functions; tables and data features; data analysis features; protection and sharing workbook; macros; importing, exporting, and distributing data. Prerequisite: CAS122 Spreadsheet Applications

CAS222 Medical Word Processing (2-4-4)

Throughout this course students become familiar with a variety of medical documents commonly produced in a medical office. Proofreading, medical terminology, and keyboarding of medical documents are also emphasized. Students will be introduced to tables, Smart Art, and merge functions of a word processing program. Medical Word Processing may be offered in a blended or web-based format. Prerequisites: IDS110 Forum on Technology and Resources and WPR120 Word Processing

Computer Programming**COP100 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.

Design Foundation**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.

DSN110 2D Design (2-4-4)

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 (2-4-4)

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.

Digital Marketing**DGM101 Digital Marketing Foundations (4-0-4)**

This course introduces the student to the foundations of digital marketing. Identifying target markets, establishing digital marketing 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.

Graphic 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 (2-4-4)

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.)

DSN220 Packaging Design (2-4-4)

Formats and materials for packaging design are explored. Emphasis is placed on conceptual design solutions based on package requirements and audience analysis. Prerequisite: Successful completion of Mid-Program Assessment.

DSN240 Visual Identity Systems (2-4-4)

Corporate identity systems are researched and analyzed. Elements and applications are emphasized. Students create an identity system that reflects corporate history, organizational structure, corporate philosophy, and market position. Prerequisite: Successful completion of Mid-Program Assessment.

DSN270 Design Externship (0-12-4)

The culmination of the skills learned is applied to hands-on experience at an appropriate facility. The student will perform 90 contact hours. Prerequisites: Student needs to have completed 30 credit hours in major courses and have a 3.0 GPA in those courses.

DSN275 Portfolio Preparation and Professional Practices (3-2-4)

The student develops a design portfolio in preparation for a job interview. Representative work that demonstrates appropriate visual language, critical thinking, and technology skills required for entry into the design profession is selected and prepared for the portfolio. Interview practices are also covered. Prerequisite: Successful completion of Mid-Program Assessment.

DSN299 Contemporary Graphic Design Issues (1-5 Credit Hours)

Technological, professional, societal, and cultural issues related to graphic design are explored. Topics vary each quarter. (Permission of the Design Faculty is required.)

VCD 100 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.

VCD 110 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.

VCD 115 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, Adobe® Illustrator, and Adobe® InDesign Adobe® Certified Associate exams.

Early Childhood Education**ECE102 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.

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

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 are covered in this course. Prerequisite: ECE102 Introduction to Early Childhood Education in a Diverse Society and ECE121 Early Childhood Development, Prenatal to Kindergarten

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

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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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 during the morning hours 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 College Early Childhood faculty member. Prerequisite: Successful completion of ECE classes.

English Language**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.

By end of the I.E.P. program, the student will converse with native speakers of English, respond to oral questions, deliver oral presentations using meeting software and PowerPoint, write simple and compound sentences, write focused, coherent paragraphs, show improvement in grammar usage and pronunciation of words.

History**HST1610 History of the United States Since 1865 (5 Credit Hours)**

This course covers the political, economic, social, and cultural development of the United States since the Civil War. It will use a variety of resources (a textbook, articles, primary sources, novels, songs, and documentaries) to give depth to this rich history. Students will enhance their understanding of the nation's past, draw connections to the future, develop their critical thinking abilities, and improve their writing skills.

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 rhetorical means of influencing and communicating culture.

Coursework includes an introduction to film terminology, discussions and writing critiques.

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 class 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.

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: Successful completion of Mid-Program Assessment or permission of Program Director.

Interior Design

INT122 History of Interior Design (5-0-5)

This course is a survey of historical styles of furnishings, architecture and interiors beginning with pre-historic 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: DSN130 Drafting Techniques.

INT138 Textiles (2-4-4)

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.

INT199 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 interior design. (Permission of the Vice President of Academic and Student Services is required.) Prerequisite: Successful completion of Mid-Program Assessment.

INT220 Interior Design: Residential (2-4-4)

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. Prerequisite: Successful completion of Mid-Program Assessment.

INT230 Interior Design: Commercial (2-4-4)

This course investigates the design of commercial spaces. Depicting elevations, learning and choosing furniture, fixtures, lighting, and finishes for commercial use are a major part of this course. Ergonomic and sustainable design are also introduced. Prerequisite: Successful completion of Mid-Program Assessment.

INT231 Space Planning (2-4-4)

The principles of space planning for residential and commercial applications are investigated. Prerequisite: Successful completion of Mid-Program Assessment.

INT243 Interior Design Externship (0-12-4)

The culmination of the skills learned in interior design is applied to hands-on experience at an appropriate facility. The student will perform 90 contact hours. Prerequisites: Student needs to have completed 30 credit hours in major courses and have a 3.0 GPA in those courses.

INT299 Contemporary Interior Design Issues (1-5 Credit Hours)

Technological, professional, societal, and cultural issues related to interior design are explored. Topics vary each quarter. (Permission of the Design faculty is required.) Prerequisite: Successful completion of Mid-Program Assessment.

Management

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.

MGT110 Personal Finance (4-0-4)

Students taking this course will use an active approach to help develop successful financial skills. The practical aspects of financial management with an emphasis on decision making in order to achieve financial goals will be explored. During this class students will create a personal budget and develop an understanding of money management activities.

MGT115 Human Resource Management (4-0-4)

As an introduction to the field of human resource management, the role and responsibility of the human resource manager will be explored. The activities involved in acquiring, maintaining, and developing an organization's human resources in order to meet organizational objectives will be examined. Students will have the opportunity to observe different human resource management systems.

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 needs assessment, program planning, understanding and utilizing learning principles, and managing employee relations. 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 Department 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 they will need to function successfully as world-class employees in today's global economy. This course will incorporate cultural geography, international economics, global entrepreneurship, and human resource management issues in the study of international 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 management thought including historical management philosophy and contemporary philosophy. The course includes a study of successful management principles and techniques.

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.

MGT220 Human Resource Law and Benefits (4-0-4)

This course focuses on all aspects of employment law. Students will learn the procedures and laws surrounding the hiring process which includes recruiting, the application and interview process, and conducting background checks. Special emphasis will be placed on how to manage a diverse workforce by understanding affirmative action, harassment law, and all aspects of Title VII. Students will also focus on



pay, benefits, union relations, and safety and health issues. Prerequisite: MGT115 Human Resource Management

MGT230 Statistics (4-0-4)

An introduction to the following are covered in this course: methods of collection, tabulation, presentation, and analysis of numerical data including frequency distributions, measures of central tendency and dispersion, construction of tables and graphs, probability, sampling, decision-making under uncertainty, study of indexes, simple regression, and correlation. Prerequisite: MTH102 Introductory Algebra I.

MGT250 Business Management Externship (0-9-3)

This course has been developed to offer business management students an opportunity to work in a business 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 business related environment. The student will work with the Program Director to secure a site and outline goals and expectations.

Marketing

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.

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

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 Mean-Value 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 will cover the study of integers, the solution of equations with one and two unknowns, and coordinate graphing. Correct terminology will be taught. Application problems are used extensively throughout the course.

MTH1300 Elementary Statistics with Computers (5 Credit Hours)

Data production and analysis; probability basics, distributions; sampling, estimation with confidence intervals, hypothesis testing, t-test; correlation and regression; cross tabulations and chi-square.

MTH1400 Pre-Calculus (5 Credit Hours)

The main objectives of this course are to sharpen the student's knowledge and skills involving basic functions and their properties, and to introduce the topic of Trigonometry. The course starts with a brief review of rational and polynomial functions, followed by a quick look at logarithmic and exponential functions and their applications to word problems. Trigonometric functions are studied in detail along with their applications to real life problems. Some topics in Analytic Geometry such as conic sections, polar coordinates and parametrization of curves will also be studied.

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.)

Music**MUS101 Music Fundamentals 5 Credit Hours**

This course is a study of such rudiments of music as notation, the structure of scales, intervals, keys,

triads, and simple harmonic progressions.

Office Administration**OAM108 Proofreading and Voice Recognition (2-2-3)**

This course is designed to develop and reinforce proofreading skills. Rules of basic grammar, spelling, and punctuation will be reviewed as students will proofread, edit, and correct documents. Students will practice using a reference manual effectively and efficiently. Throughout the course, students will use voice recognition software to produce documents.

OAM223 Business Communications (3-2-4)

Students will write various types of business correspondence such as letters, e-mail, and reports. The importance of correct mechanics, clear expression, correct style, and thorough planning will be emphasized. The student will prepare professional employment communications, participate in a mock interview, and complete a portfolio review. 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).

Physics**PHS1220: General Physics I (6 Credit Hours)**

Lectures, demonstrations, and laboratory in mechanics and heat comprises this course.

PHYS1240: General Physics II (6 Credit Hours)

Lectures, demonstrations and laboratory in electricity, magnetism, wave motion, sound, optics and modern physics comprises this course.

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.

Project Management

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 (2-4-4)

This course allows the student to apply the knowledge and skills learned to a capstone project.

PRM250 Project Management Externship (0-9-3)

This course has been developed to offer Project Management 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.

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 all 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 all 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 all 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 all 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.

SSC199 Social Science Seminar (1-5 Credit Hours)

Students will have the opportunity to explore specific topics/projects in the field of the social sciences. (Permission of the Vice President of Academic and Student Services is required.)

SSC201 Economics (4-0-4)

This class will utilize real-world economic applications to create a basic understanding of economic concepts and our economic system. It includes a range of both macro and microeconomic concepts. The basics of supply and demand, consumer demand, supply decisions, competition, the labor market, government intervention, the Business Cycle, as well as 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.

Supply Chain Management

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 Six 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)

This course has been developed to offer Logistics and Supply Chain Management 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.

Organization Ownership

Davis College, Inc. is an Ohio corporation. Diane Brunner is the stockholder of record of Davis College, Inc., and President of the Corporation.

Davis College Board of Directors

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

John Han, Ph.D., Chairman

Chairman and CEO of Ameri-Can Education Group Corp. and Professor of Leadership at Trinity Western University.

Kenneth Searfoss, Ph.D.,

Executive Director of the Division of Vocational, Technical, Career Education and Guidance Services, Toledo Board of Education, Retired

Steve Nathanson

Regional Vice President Strategic Planning, Mercy Health Partners, Retired

Vicky Ryan

Davis College Vice President of Academic Affairs, Retired. Anthony Wayne Public Schools Board Member

Administration**Diane Brunner (1984)**

President
Title IX Coordinator
M.Ed., University of Toledo; B.A., Michigan State University

Timothy Brunner (1987)

Vice President of Enrollment Management
M.A., Eastern Michigan University; B.F.A., University of Toledo

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**Amy Berg (2020)**

Director of Admissions
B.A., Lourdes College

Lauren Crookton (2020)

Academic Administrative Assistant
A.A.B., Davis College

David Flowers (2018)

Academic Support
Bookstore Manager
IT Lab Technician
A.A.B., Davis College

Jared Grunberg (2020)

Marketing Assistant
A.A.B., Davis College

Brittany Gunnnett (2021)

Career Services Coordinator
A.A.B., Davis College

Dr. Jing Han (2021)

Director of Business & Institutional Partnerships
Ph.D., The Ohio State University; B.S., Capital Normal University

Barb Helmlinger (1983)

Bursar
VA Coordinator
A.A.B., Davis College

Dr. Ming Liu (2021)

Assistant to the President
Ph.D., University of South Dakota; M.S. Central Michigan University; BS, Anhui Science and Technology University

Nancy Powers (2019)

Financial Aid Director
A.A.B., Davis College

Lee Smalley (2013)

Lab Technician
A.A.B., Davis College

Katy Wang (2020)

Assistant Director of International Recruitment and Marketing
M.B.A., Graduate School of Management; B.S., Jishou University

Dr. Olivia Wang (2020)

Dean of Faculty
Instructional Designer
Ph.D., University of Toledo; M.S., Bloomsburg University of Pennsylvania; B.S., Bloomsburg University of Pennsylvania

Jenee Williams (2020)

Admissions Representative
B.S., The Master's University

Adam Young (2011)

Network Coordinator
A.A.B., Davis College

Faculty

Diane Brunner (1984)

Assistant Professor
M.Ed., University of Toledo; B.A., Michigan State University

Jeni Cleary (2020)

Instructor
AAS, Davis College
Certification - CMA

Lauri Cole (2018)

Instructor
AD, Baker College
Certification - AAPC - 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

Alexandria Frye (2021)

Assistant Professor
M.Ed., University of Toledo; B.E. University of Toledo

Tondrika Hayes (2020)

Assistant Professor
M.A., University of West Georgia; B.S., University of West Georgia

Marsha Klingbeil (1974)

Assistant Professor
M.Ed., University of Toledo; B.S.Ed., Otterbein College

Dr. Ming Liu (2021)

Professor
Ph.D., University of South Dakota; M.S. Central Michigan University; BS, Anhui Science and Technology University

Jill Malloy (2018)

Instructor
Licensed Associate Broker

Megan Martin (2019)

Instructor
A.A.S., Davis College
Certification-CMA
NRCPT, Phlebotomy Technician
Certified CPR/BLS Instructor, American Heart Association

Jane Mintun (2013)

Business Program Director
Assistant Professor
M.S., Cornell University; B.S., The Ohio State University

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. Jiangnan University

Teddi Moorman (2015)

Assistant Professor
M.Ed., University of Toledo; A.B., Ohio University

Diane Morlock (2018)

Assistant Professor
M.H.A., Capella University; B.S., Spring Arbor University

Ellen Pfaff (2019)

Assistant Professor
M.B.A. University of Phoenix; B.A., Spring Arbor University

Karen Roadruck (2017)

Assistant Professor
M.Ed., University of Toledo; B.S., The Ohio State University

James Scharer (2015)

Master Instructor
B.E., University of Toledo

Andy Sheng (2020)

Assistant Professor
M.B.A., Brock University
B.I.B., Shanghai University

Uma Vora (2017)

Master Instructor
B.A., Sophia College; A.A.S Indiana-Purdue
University

Janet Weber (1990)

Master Instructor
B.A., Art, University of Toledo; B.A., Art History,
University of Toledo
LEED AP

Facilities and Equipment

Davis College 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 wifi access for the Davis community as well as 30 computers for student access. Classrooms are equipped with Smart Board technology and live video conference capabilities.

Davis College Foundation Board of Directors

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

Sue Frownfelter, President

Area Director/Developer, Young Life of Genesee County

Linda Knepp, Secretary/Treasurer

Magistrate, Lucas County Probate Court

Julie Leggett

Vice-President of Interiors, Modern Builders Supply, Inc.

Shari Munch, Ph.D.

Associate Professor, School of Social Work – Rutgers University

Shawn Orr

Director of Faculty Services, College of Online and Adult Education, Ashland University

Advisory Committees

Advisory Committees provide Davis College 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 College faculty and representatives to form Advisory Committees. Davis College is grateful to the following individuals for their guidance and support.

Allied Health Advisory Committee**Judie Alessi, CMA**

Davis College Faculty

Michelle Bassiouni, PA

Mercy Health Partners

Julie Eick

The Toledo Clinic

Sandra Ellis

Davis College, Retired

Karen Fitzgerald

ProMedica Physicians Group

Casey Hem

Dr. Anders

Annie Hogan

ProMedica Physicians Group

Amy Horak

Toledo Clinic Pulmonary/Sleep Medicine/Critical Care

Drs. Ahmed, Mahboob, Zeitouni and Ali (retired)

Cherie Sexton, NP

Navarre Park Pediatricians, Mercy Health

Marjorie Smith

ProMedica, Toledo Hospital

Mary Kay Stobinski

Davis College, retired

Renee Wendt, CMA, RMA, CPC

NWOPCP Inc.

Tiffany Westhoven

ProMedica

Jeanna Williamson, CPC

APS Medical Billing

Leslie Zenz, RN

Clinical Operations Director

ProMedica Physicians

Business Advisory Committee**Julie Bolfa**

Convention & Visitor's Bureau

Kelley Colston

Davis College

Heather Dunzweiler

YWCA

Suzanne Gall

YWCA Child Care Resource & Referral

Gina Lundquist

Bedford High School

Neil Neukam

Executive Vice President & General Manager Toledo

Walleye Hockey Club

Lisa Nowak

Maria Early Learning Center

Claire Proctor

Sylvania Community Services

Laura Randall

Willy's Fresh Salsa

Alina Rodriguez

Toledo Public Schools

Jim Scharer

Fremont Ross High School, retired

Lori Schoch-Mann SPRH

Signature Bank

Cindi Taylor

ECE Center Director, retired

Desiree Thompson

Sylvania Community Services

Angela Wingerd, CFP

Mass Mutual NW Ohio

Design Advisory Committee**Suzanne Brockway**

King Business Interiors, Inc.

Brian Houdashelt

The Andersons Retail Group

Doug Kisor

College for Creative Studies, Retired

Rebecca Knorek

MDC Wallcoverings

Steve Lark

Penta Career Center

Julie Leggett

Modern Builders Supply, Inc.

Kim Marion

Clair David Office Furniture & Design

W. Gene Powell

Spoke LLC

Uma Vora

Davis College

General Education Advisory Committee**Katherine Beutel**

College of Arts & Sciences, Lourdes University

Dan Dippman

Secondary Education Instructor, Retired

Katharine Heintschel

Davis College Instructor, Retired

Marsha Klingbeil

Davis College

Peggy Peterson-Seniuk

Davis College Librarian, retired

Linda Schlachter

Davis College General Education Instructor, Retired

Roger Smith

Davis College General Education Instructor, Retired

Real Estate Advisory Committee

Andrew Berkhoudt

Key Realty, LTD

Daniel Harris

The CE Shop

David Kerscher

Miller-Danberry Commercial Realty, LLC

Michael Matoush

The CE Shop

Timothy Schlachter

Miller-Danberry Commercial Realty, LLC

Staff and Faculty Memberships

American Academy of Professional Coders Board
(Toledo, Ohio Chapter)

American Association of Medical Assistants (AAMA)

American Heart Association (AHA)

Board of Trustees Zepf Center

Davis College Alumni Association

Cancer Connection of Northwest Ohio (CCNWO)

Junior League of Toledo

Kappa Gamma Pi

Mercy Community and Patient Advocacy Member

Metroparks Toledo

Michigan State University Alumni Association

National Art Education Association (NAEA)

Ohio Association of Collegiate Registrars and Admissions Officers (OACRAO)

Ohio-Michigan Association of Career Colleges and Schools Board

Phi Sigma Pi National Honor Society

Sigma Gamma Rho Sorority, Inc.

Sigma Tau Delta

Toledo Museum of Art

Toledo Zoo

University of Toledo Women's Basketball Fan Club
(UTWBFC)

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.)

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 degrees are undergraduate awards.)

2020-2022 Academic Calendar

WINTER QUARTER 2020 (20205)

NOVEMBER 16 – FEBRUARY 12, 2021

Thanksgiving Break: November 25 – 27, 2020
Christmas Break: December 21 – January 3, 2021
Martin Luther King Jr. Day: January 18, 2021
Finals Week: February 8 – 12, 2021
Break Week: February 15 – 19, 2021

SPRING QUARTER 2021 (20212)

FEBRUARY 22 – MAY 7, 2021

New Student Orientation: February 18, 2021
Finals Week: May 3 – 7, 2021
Break Week: May 10 – 14, 2021

SUMMER QUARTER 2021 (20213)

MAY 17 – JULY 23, 2021

New Student Orientation: May 13, 2021
Memorial Day Holiday: May 31, 2021
Fourth of July Holiday: July 2, 2021 (Friday)
Finals Week: July 19 – 23, 2021
Break: July 27 – August 20, 2021

FALL QUARTER 2021 (20214)

AUGUST 23 – NOVEMBER 5, 2021

New Student Orientation: August 19, 2021
Labor Day Holiday: September 6, 2021
Finals Week: November 1 – 5, 2021
Break Week: November 8 – 12, 2021

WINTER QUARTER 2021 (20215)

NOVEMBER 15 – FEBRUARY 11, 2022

New Student Orientation: November 11, 2021
Thanksgiving Break: November 24 – 26, 2021
Christmas Break: December 20 – January 2, 2022

Martin Luther King Jr. Day: January 17, 2022
Finals Week: February 7 – 11, 2022
Break Week: February 14 – 18, 2022

SPRING QUARTER 2022 (20222)

FEBRUARY 21 – MAY 6, 2022

New Student Orientation: February 17, 2022
Finals Week: May 2 – 6, 2022
Break Week: May 9 – 13, 2022

SUMMER QUARTER 2022 (20223)

MAY 16 – JULY 22, 2022

New Student Orientation: May 12, 2022
Memorial Day Holiday: May 30, 2022
Fourth of July Holiday: July 4, 2022
Finals Week: July 18 – 22, 2022
Break: July 25 – August 19, 2022

FALL QUARTER 2022 (20224)

AUGUST 22 – NOVEMBER 4, 2022

New Student Orientation: August 18, 2022
Labor Day Holiday: September 5, 2022
Finals Week: October 31 – November 4, 2022
Break Week: November 7 – 11, 2022

The Catalog Supplement, Student Handbook, and the Allied Health Policy Manual (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 College at peak effectiveness in meeting its mission. Davis College 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 College. However, it does not establish contractual relationships.







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