**EDUCATION: LEADERSHIP, FOUNDATIONS & HUMAN RESOURCE EDUCATION (ELFH)**

Subject-area course lists indicate courses currently active for offering at the University of Louisville. Not all courses are scheduled in any given academic term. For class offerings in a specific semester, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm).

500-level courses generally are included in both the undergraduate- and graduate-level course listings; however, specific course/section offerings may vary between semesters. Students are responsible for ensuring that they enroll in courses that are applicable to their particular academic programs.

### Course Fees

Some courses may carry fees beyond the standard tuition costs to cover additional support or materials. Program, subject- and course-specific fee information can be found on the Office of the Bursar website (http://louisville.edu/bursar/tuitionfee).

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**ELFH 250. A+ Certification: Core Hardware**

- **Grading Basis:** Pass/Fail
- **Description:** Installation, configuration, upgrading and troubleshooting computer components. Offered through distance education online, prepares student for industry certification exam.
- For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

**ELFH 251. A+ Certification: Operating System Technologies**

- **Grading Basis:** Pass/Fail
- **Description:** Install, configure, upgrade and troubleshoot computers and computer networks. Offered through distance education (online), prepares student for industry certification exam.
- For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

**ELFH 252. Network + Certification**

- **Grading Basis:** Pass/Fail
- **Description:** Study of Internet, Intranets and Extranets infrastructure and services. Offered through distance education online, prepares student for industry certification exam.
- For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

**ELFH 253. Master Certified Internet Webmaster Designer (CIW: E-Commerce Designer)**

- **Grading Basis:** Pass/Fail
- **Description:** Standards, technologies and practices of business-to-business and business-to-consumer models, relationship of purchasing, payment and processing online web enabled sites. Offered through distance education (online), prepares student for industry certification exam.
- For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

**ELFH 254. Master Certified Internet Web Designer (CIW): Site Designer**

- **Grading Basis:** Pass/Fail
- **Prerequisite(s):** ELFH 253.
- **Description:** Create and manage Web sites using HTML, Dream Weaver, Flash, Homesite, Dynamic HTML, XML, various multimedia and Commercial Site Services standards. Offered through distance education online, prepares student for industry certification exam.
- For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

**ELFH 255. I Net +**

- **Grading Basis:** Pass/Fail
- **Description:** Study of Internet, Intranets and Extranets infrastructure and services. Offered through distance education (online), prepares student for industry certification exam.
- For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

**ELFH 256. Microsoft MCDST-Supporting Users**

- **Grading Basis:** Pass/Fail
- **Description:** This course prepares students to support Windows operating system, the desktop environment, and basic networking. It is intended for those who support end users in the Windows desktop environment.
- For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

**ELFH 257. Microsoft MCDST-Supporting Applications**

- **Grading Basis:** Pass/Fail
- **Prerequisite(s):** ELFH 256.
- **Description:** This course prepares students to install, support, customize, and secure applications in the Windows desktop environment.
- For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

**ELFH 258. Microsoft Certified System Engineer (MCSE) Implementing and Administering Microsoft Windows 2000 Net**

- **Grading Basis:** Pass/Fail
- **Prerequisite(s):** ELFH 257.
- **Description:** Implementation and administration of a Microsoft Windows 2000 Network. Offered through distance education (online), prepares student for industry certification exam.
- For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

**ELFH 259. Microsoft Certified System Engineer (MCSE)**

- **Grading Basis:** Pass/Fail
- **Prerequisite(s):** ELFH 258.
- **Description:** Implementation and administration of a Microsoft Windows 2000 Active Directory and the associated components with Active Directory. Offered through distance education online, prepares student for industry certification exam.
- For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)
ELFH 260. Microsoft Certified System Engineer (MCSE) Installing, Configuring, and Administering Microsoft Exchange Server 2000 Server, Fall, Spring, Summer 2 Units
Grading Basis: Pass/Fail
Prerequisite(s): ELFH 259.
Description: Implementation and administration of a Microsoft Windows Server 2000 Server. Offered through distance education, prepares students for industry certification exam.
For class offerings for a specific term, refer to the Schedule of Classes.

ELFH 261. Microsoft Certified System Engineer (MCSE) Installing, Configuring and Administering Microsoft SQL Server, Fall, Spring, Summer 1 Unit
Grading Basis: Pass/Fail
Prerequisite(s): ELFH 260.
Description: Implementation and administration of a Microsoft Windows SQL Server. Offered through distance education, prepares students for industry certification exam.
For class offerings for a specific term, refer to the Schedule of Classes.

ELFH 290. Occupational Courses, Fall, Spring, Summer 2-42 Units
Term Typically Offered: Fall, Spring, Summer
Prerequisite(s): 12 semester hours in the program courses with a B or better average in 4 courses.
Description: Vocational and occupational credit from accredited institutions such as universities, community colleges, and private and public schools accredited by agencies recognized by the National Commission on Accrediting.
For class offerings for a specific term, refer to the Schedule of Classes.

ELFH 291. Occupational Learning, Fall, Spring, Summer 2-48 Units
Term Typically Offered: Fall, Spring, Summer
Prerequisite(s): 12 semester hours in program courses with a B or better average in the four courses.
Description: Credit may be earned by documenting learning from experience in a teachable occupation or family of occupations.
For class offerings for a specific term, refer to the Schedule of Classes.

ELFH 300. Prior Learning Assessment, Fall, Spring, Summer 3 Units
Term Typically Offered: Fall, Spring, Summer
Prerequisite(s): Provisional admission to the program, and extensive prior work experience and/or job related college credit.
Description: Introduces students to the process/product of documentation of workplace learning and assessment of their mastery of the program standards. Must be taken within the first year.
For class offerings for a specific term, refer to the Schedule of Classes.

ELFH 301. Basic Skills for Success, Fall, Spring, Summer 1 Unit
Term Typically Offered: Fall, Spring, Summer
Description: Introduces students to key university and program resources. Students will also assess their personal learning style in relationship to the competencies needed for success in this program.
For class offerings for a specific term, refer to the Schedule of Classes.

ELFH 302. Prior Learning Documentation, Fall, Spring, Summer 1 Unit
Term Typically Offered: Fall, Spring, Summer
Prerequisite(s): Extensive prior work experience and/or job related college credit.
Description: Introduces students to the process of documentation, and creation of product for documentation, of workplace learning. Students will be able to identify appropriate standards to evaluate college-level, credit-worthy work-related learning.
For class offerings for a specific term, refer to the Schedule of Classes.

ELFH 303. Self-Assessment, Fall, Spring, Summer 1 Unit
Term Typically Offered: Fall, Spring, Summer
Description: This course will assist students in identifying their own personal and professional competencies. Students will make connections between these competencies and the skills/competencies required for success in this program.
For class offerings for a specific term, refer to the Schedule of Classes.

ELFH 304. Understanding Needs Assessments, Fall, Spring, Summer 1 Unit
Term Typically Offered: Fall, Spring, Summer
Description: Students will be introduced to conceptual and theoretical foundations of organizational needs assessment. Particular focus will be paid to developing and understanding the basics of the needs assessment process.
For class offerings for a specific term, refer to the Schedule of Classes.

ELFH 305. Identifying Needs Assessments, Fall, Spring, Summer 1 Unit
Term Typically Offered: Fall, Spring, Summer
Description: Students will learn the needs assessment process for gathering information related to workforce specific organizational needs. Particular attention is paid to identification of appropriate needs assessment processes.
For class offerings for a specific term, refer to the Schedule of Classes.

ELFH 306. Applying Needs Assessments, Fall, Spring, Summer 1 Unit
Term Typically Offered: Fall, Spring, Summer
Description: Students will learn the needs assessment process and to applying these steps to real world situations.
For class offerings for a specific term, refer to the Schedule of Classes.

ELFH 307. Prior Learning Assessment for Healthcare Leaders, Fall, Spring, Summer 3 Units
Term Typically Offered: Fall, Spring, Summer
Description: To provide healthcare leadership students with key university and program resources with learning the process of documentation, and creation of a product for documentation, for workplace learning. In addition, students will be able to identify their own personal and professional competencies while making connections between these competencies and the skills/competencies required for success in the program.
For class offerings for a specific term, refer to the Schedule of Classes.
ELFH 308. Needs Assessment in Healthcare Organizations 3 Units
Term Typically Offered: Fall, Spring, Summer
Description: Students will be introduced to the conceptual and theoretical foundations and process of organizational needs assessment in healthcare organizations. Particular focus will be paid to developing an understanding of the basics of the needs assessment process. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 309. Managing Projects in Healthcare Organizations 3 Units
Term Typically Offered: Fall, Spring, Summer
Description: The course provides an overview of project planning and management tools/techniques used in managing projects in healthcare organizations. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 310. Healthcare Presentations and Group Facilitation 3 Units
Term Typically Offered: Fall, Spring, Summer
Description: Develop instructional design strategies for successful healthcare workforce advancement. Explore the dynamics of teams, along with groups and facilitating group decision-making through the development of meeting agendas and objectives, managing meetings, and team decision-making strategies in healthcare organizations. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 311. Needs Assessment 3 Units
Term Typically Offered: Fall, Spring, Summer
Prerequisite(s): Admission to the College of Education and Human Development.
Description: Needs assessment related to occupationally specific training and/or organizational needs is addressed. Students develop a proposal to conduct a needs assessment and a customized data collection instrument.
Course Attribute(s): CBL - This course includes Community-Based Learning (CBL). Students will engage in a community experience or project with an external partner in order to enhance understanding and application of academic content.
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 312. Designing Learning 3 Units
Term Typically Offered: Fall, Spring, Summer
Prerequisite(s): Admission to the College of Education and Human Development.
Description: Development of curriculum relevant to specific job requirements in occupations. Includes development of analyses, measurable performance objectives, lesson designs and course materials.
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 314. Diversity in the Workplace - D1, SB 3 Units
Term Typically Offered: Fall, Spring, Summer
Description: This class examines various aspects of diversity and inclusion from a societal perspective, and within the workplace environment. Various human resource management principles will be discussed, and this course will also review, analyze, and ascertain themes of diversity including (but not limited to): race, ethnicity, culture, socio-economic status, world view, the LGBTQ community, persons with disabilities, socio-cultural factors, gender equity, legal perspectives, and social justice.
Course Attribute(s): CBL - This course includes Community-Based Learning (CBL). Students will engage in a community experience or project with an external partner in order to enhance understanding and application of academic content.
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 315. Supervised Work Experience Internship 3-24 Units
Term Typically Offered: Fall, Spring, Summer
Description: Includes job skills and knowledge, management-worker-union relations, supervised instruction, conferences and evaluations. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 316. Instructional Strategies and Group Facilitation Techniques 3 Units
Term Typically Offered: Fall, Spring, Summer
Prerequisite(s): Admission to the College of Education and Human Development.
Description: Develop instructional design strategies and group facilitation techniques for education and workplace initiatives. Teach critiqued lessons to communicate knowledge and skills needed for successful workforce advancement.
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 317. Instructional Techniques & Strategies 1 Unit
Term Typically Offered: Fall, Spring, Summer
Description: Develop instructional design strategies for educational and workplace initiatives. Teach critiqued lessons to communicate the knowledge and skills needed for successful workforce advancement.
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 318. Managing Group Dynamics 1 Unit
Term Typically Offered: Fall, Spring, Summer
Description: Explore the dynamics of groups and learn how to manage them by identifying functions of groups and teams, types of groups, stages of team development, and components of teams.
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)
ELFH 319. Facilitating Group Decision Making  
**Term Typically Offered:** Fall, Spring, Summer  
**Description:** Learn how to facilitate group decision-making through the development of meeting agendas and objectives, managing meetings, and team decision-making strategies.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

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ELFH 320. Related Science, Mathematics, and Technology in Training  
**Prerequisite(s):** At least 9 semester hours coursework in the program.  
**Description:** May be used in the specialization component of the BS in Occupational Education with concentration in Teacher Preparation. Credit may be earned only through examination.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

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ELFH 321. Manipulative Skills in Occupations  
**Prerequisite(s):** At least 9 semester hours coursework in the program.  
**Description:** Credit may be earned only through examination.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

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ELFH 322. Knowledge of Related Subjects in Training and Development  
**Term Typically Offered:** Occasionally Offered  
**Prerequisite(s):** Admission to the College of Education and Human Development.  
**Description:** A study of curriculum, methods, and facilities modifications necessary to meet the needs of disadvantaged and handicapped learners.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

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ELFH 330. Special Needs and Technical Education  
**Prerequisite(s):** Admission to the College of Education and Human Development.  
**Description:** A study of curriculum, methods, and facilities modifications necessary to meet the needs of disadvantaged and handicapped learners.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

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ELFH 332. Measuring and Evaluating Effectiveness  
**Term Typically Offered:** Fall, Spring, Summer  
**Prerequisite(s):** Admission to the College of Education and Human Development.  
**Description:** Theories and procedures involved in assessing the effectiveness of instructional programs and learning in the cognitive, psychomotor and affective domains.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

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ELFH 341. Managing Projects in the Workplace  
**Term Typically Offered:** Fall, Spring, Summer  
**Prerequisite(s):** Admission to the College of Education and Human Development.  
**Description:** Overview of techniques used in managing work projects.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

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ELFH 344. Project Planning Elements  
**Term Typically Offered:** Fall, Spring, Summer  
**Description:** The course provides an overview of project management terminology, tools, and techniques used in managing a work-related project. Elements introduced are SWOT analysis, stakeholder analysis, project contract, and kickoff meeting.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

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ELFH 345. Managing Projects Effectively  
**Term Typically Offered:** Fall, Spring, Summer  
**Description:** The course provides an overview of project management terminology, tools, and techniques used in managing a work-related project. Elements introduced are SWOT analysis, stakeholder analysis, project contract, and kickoff meeting.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

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ELFH 346. Project Oversight  
**Term Typically Offered:** Fall, Spring, Summer  
**Description:** The course provides techniques used in the oversight of a work-related project. Elements introduced are Gantt chart, communication plan, risk management, and quality management plan.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

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ELFH 350. Oracle Certified Professional Database Administrator (OCPDBA): SQL and PL/SQL  
**Grading Basis:** Pass/Fail  
**Description:** Implementation and understanding of Oracle relational database concepts and the use of SQL for data storage, and database manipulation. Offered through distance education-online, prepares student for industry certification exam.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

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ELFH 351. Oracle Certified Professional Database Administrator (OCPDBA): Architecture & Administration  
**Grading Basis:** Pass/Fail  
**Description:** Implementation and understanding of Oracle relational database concepts and the use of SQL for data storage and database manipulation. Offered through distance education (online), prepares student for industry certification exam.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)
ELFH 352. Oracle Certified Professional Database (OCPDBA): Backup and Recovery 3 Units
Grading Basis: Pass/Fail
Description: Implementation and understanding of Oracle backup recovery goals and functions of Oracle 8i. Offered through distance education (online), prepares student for industry certification exam. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 353. Oracle Certified Professional Database Administrator (OCPDBA): Network Administrator 3 Units
Grading Basis: Pass/Fail
Description: Oracle 8i architectural; administration and centralized naming concepts, advanced security options, concepts of encryption, authentication with Oracle 8i databases. Offered through distance education (online), prepares student for industry certification exam. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 354. Oracle Certified Professional Database Administrator (OCPDBA): Performance and Tuning 3 Units
Grading Basis: Pass/Fail
Description: Deploying Oracle 8i, and fine tune operations with Oracle databases utilizing the tools and technologies with the product. Offered through distance education (online), prepares student for industry certification exam. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

Grading Basis: Pass/Fail
Description: Primary emphasis on controlling traffic over LANs and WANs. Offered through distance education (online), prepares for industry certification exam. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 356. Cisco Certified Network Professional (CCNP): Building Scalable Cisco Networks 2 Units
Grading Basis: Pass/Fail
Description: Primary emphasis on controlling traffic over LANs and WANs. Offered through distance education (online), prepares for industry certification exam. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 357. Cisco Certified Network Professional (CCNP): Building Cisco Multilayer Switching Networks 2 Units
Grading Basis: Pass/Fail
Description: Identify basic features of VLANs, characteristics of Bridge Protocol Data Units, features of the distribution layer and of external route processors. Offered through distance education (online), prepares students for industry certification exam. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 358. Cisco Certified Network Professional (CCNP): Building Scalable Cisco Networks 2 Units
Grading Basis: Pass/Fail
Description: Primary emphasis on controlling traffic over LANs and WANs. Offered through distance education (online), prepares for industry certification exam. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 359. Cisco Certified Network Professional (CCNP): Internetworking Troubleshooting Support 2 Units
Grading Basis: Pass/Fail
Description: Internetworking, troubleshooting and background understanding of routers and switches utilized for multi-protocol client hosts and servers. Offered through distance education (online), prepares student for industry certification exam. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 360. Advanced Occupational Courses 2-18 Units
Term Typically Offered: Fall, Spring, Summer
Prerequisite(s): 12 semester hours in the program courses with B or better average in the 4 courses.
Description: Upper level vocational credit from accredited institutions such as colleges and universities, both private and public, and other agencies recognized by the National Commission on Accrediting. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 361. Advanced Occupational Learning 2-18 Units
Term Typically Offered: Fall, Spring, Summer
Prerequisite(s): 12 semester hours in the program courses with B or better average in 4 courses.
Description: Credit may be earned by documenting learning from experience in a teachable occupation or family of occupations. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 401. Strategic Human Resources Management and HR Law 1 Unit
Term Typically Offered: Fall, Spring, Summer
Description: Overview of the field of human resource management (HRM), and the roles and competencies required in HRM. Federal laws affecting HRM are investigated. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 402. Human Resources Recruitment and Selection 1 Unit
Term Typically Offered: Fall, Spring, Summer
Description: Study of the staffing function in healthcare organizations. Skills and processes needed for job analysis, recruitment, and selection are investigated. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)
ELFH 403. Human Resource Performance Management and Compensation 1 Unit
Term Typically Offered: Fall, Spring, Summer
Description: Study of the human resource functions of performance management and compensation in healthcare organizations. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 404. Career Management 1 Unit
Term Typically Offered: Fall, Spring, Summer
Description: This course addresses knowledge, skills, and dispositions for workforce leaders in career management to maximize performance and goal attainment at individual, group, and organizational levels. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 405. Assessing Talent 1 Unit
Term Typically Offered: Fall, Spring, Summer
Description: This course addresses knowledge, skills, and dispositions for growing leaders in healthcare through talent assessment to maximize performance and goal attainment at individual, group, and organizational levels. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 406. Coaching for Performance 1 Unit
Term Typically Offered: Fall, Spring, Summer
Description: This course addresses knowledge, skills, and dispositions for workforce leaders in coaching in order to maximize performance and goal attainment at individual, group, and organizational levels. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 407. Diversity and Inclusion in the Workplace 1 Unit
Term Typically Offered: Fall, Spring, Summer
Description: To uncover aspects of diversity from cultural, workplace and global perspectives. To examine theoretical and practical means of cross-cultural understanding, inclusion, and various laws and legislation that are relevant within the workplace. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 408. Competing Perspectives and Rules 1 Unit
Term Typically Offered: Fall, Spring, Summer
Description: Examination of equity and fairness in employment, and non-discrimination practices within the workplace. To analyze various leadership and interpersonal relationship best practices, to foster a more inclusive workplace setting. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 409. Global Workforce 1 Unit
Term Typically Offered: Fall, Spring, Summer
Description: Examination of theoretical and practical means of cultural diversity, worldview and multicultural awareness in the workplace from a global perspective. To uncover workplace practices that are incorporated internationally, and to examine human resource-related practices from a global perspective. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

Term Typically Offered: Fall, Spring, Summer
Description: This course provides an opportunity to study the human resources management (HRM) functions and roles of performance management and compensation in healthcare organizations. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 411. Human Resource Fundamentals 3 Units
Term Typically Offered: Fall, Spring, Summer
Prerequisite(s): Admission to the College of Education and Human Development.
Description: Overview of roles in the field of resource management in context of the overall field of HRM, the relationship to workplace performance improvement, and roles and competencies required in workforce leadership.
Course Attribute(s): CBL - This course includes Community-Based Learning (CBL). Students will engage in a community experience or project with an external partner in order to enhance understanding and application of academic content.

ELFH 412. Coaching and Talent Development 3 Units
Term Typically Offered: Fall, Spring, Summer
Prerequisite(s): Admission to the College of Education and Human Development.
Description: This course addresses knowledge, skills, and dispositions for workforce leaders in talent management, career development and coaching strategies to maximize performance and goal attainment at individual, group, and organizational levels. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 413. Management of Diversity in Healthcare Organizations 3 Units
Term Typically Offered: Fall, Spring, Summer
Description: Examination of theoretical and practical means of cultural diversity, worldview and multicultural awareness in the workplace from a global perspective. To cover workplace practices that are incorporated internationally, and to examine human resource-related practices from a global perspective within the area of healthcare. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)
ELFH 415. Organizational Change in Healthcare  
**Term Typically Offered:** Fall, Spring, Summer  
**Description:** Focus on strategies for effecting whole organization and process change in healthcare organizations. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 416. Principles of Healthcare Leadership and Management  
**Term Typically Offered:** Fall, Spring, Summer  
**Description:** This course provides an introduction to healthcare management, along with concepts, theories, and application of strategic leadership and management principles for increasing the effectiveness of healthcare organizations. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 417. Coaching and Talent Management in Healthcare  
**Term Typically Offered:** Fall, Spring, Summer  
**Description:** This course addresses knowledge, skills, and dispositions for growing leaders in healthcare to maximize performance and goal attainment at individual, group, and organizational levels. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 418. Conflict Management in Healthcare Organizations  
**Term Typically Offered:** Fall, Spring, Summer  
**Description:** Students will be introduced to different aspects of conflicts, negotiation, mediation and other alternative dispute resolution mechanisms in healthcare organizations. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 419. Healthcare Workplace and Information Ethics  
**Term Typically Offered:** Fall, Spring, Summer  
**Description:** Study and application of ethical perspectives at individual, group, organizational, and societal levels, as they apply to leadership in healthcare workplaces. Includes examination of social responsibility. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 420. Conflict Management in the Workplace  
**Term Typically Offered:** Fall, Spring, Summer  
**Description:** Study and discussion of conflict, its types, sources, and process with special emphasis in conflict in organizations. Introduction to negotiation, mediation and other alternative dispute resolution mechanisms. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 421. Understanding Conflict in Organizations  
**Term Typically Offered:** Fall, Spring, Summer  
**Description:** Students will study and discuss different aspects of conflict, its types, sources, and process with special emphasis on conflict in organizations. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 422. Conflict Management  
**Term Typically Offered:** Fall, Spring, Summer  
**Description:** Student will study strategies to manage and transform conflict in organizations so that it is constructive or functional. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 423. Dispute Resolution  
**Term Typically Offered:** Fall, Spring, Summer  
**Description:** Students will be introduced to negotiation, mediation and other alternative dispute resolution mechanisms. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 427. Principles of Management  
**Term Typically Offered:** Fall, Spring, Summer  
**Description:** This course provides an introduction and application of the management functions of planning, organizing, leading and controlling as they apply to healthcare leadership. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 428. Understanding Leadership  
**Term Typically Offered:** Fall, Spring, Summer  
**Description:** This course provides an introduction to leadership, exploring: what it is, ideal leaders, followers, different perspectives, self-leadership, trait theories and creativity. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 429. Leading and Leadership  
**Term Typically Offered:** Fall, Spring, Summer  
**Description:** This course provides an introduction to leading and leadership. Concepts of power, influence, conflict and change as it relates to leadership will be explored. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 430. Healthcare Finance and Accounting  
**Term Typically Offered:** Fall, Spring, Summer  
**Description:** Introduction to healthcare finance and accounting including: health business basics; how services are paid; pricing decisions and profit analysis; planning and budgeting; capital investment decisions; reporting profits, assets, financing, and cash flows; assessing organizational financial condition. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 431. Healthcare Information Management  
**Term Typically Offered:** Fall, Spring, Summer  
**Description:** Students will be introduced to conceptual and theoretical foundations of healthcare information management. Focus will be paid to developing an understanding about processes used to manage healthcare information management. For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)
ELFH 432. Healthcare Quality Evaluation 3 Units
Term Typically Offered: Fall, Spring, Summer
Description: Students will be introduced to conceptual and theoretical foundations of healthcare quality evaluation. Particular focus will be on developing an understanding of the basics of the quality evaluation process.
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 433. Healthcare Law and Ethics 3 Units
Term Typically Offered: Fall, Spring, Summer
Description: Students will explore and examine the legal, policy and ethical issues that engage healthcare professionals in the ever-changing healthcare system. Particular focus will be on developing professionalism, both personally and organizationally.
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 442. Supporting Organizational Change 3 Units
Term Typically Offered: Fall, Spring, Summer
Prerequisite(s): Admission to College of Education and Human Development.
Description: Focus on the reasons for and causes of change in organizations, and the professional and personal competencies to support change.
Course Attribute(s): CBL - This course includes Community-Based Learning (CBL). Students will engage in a community experience or project with an external partner in order to enhance understanding and application of academic content.
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 444. Leading Change 1 Unit
Term Typically Offered: Fall, Spring, Summer
Description: Focus on the reasons for and causes of change in organizations, and the professional and personal competencies to support change.
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 445. Organization Development 1 Unit
Term Typically Offered: Fall, Spring, Summer
Description: Focus on organization development and change and interventions.
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 446. Whole Organization and Process Change Interventions 1 Unit
Term Typically Offered: Fall, Spring, Summer
Description: Focus on strategies for effecting whole organization and process change in healthcare organizations.
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 450. Healthcare Leadership - CUE 3 Units
Term Typically Offered: Fall, Spring, Summer
Prerequisite(s): Successful completion of all previous CBE Healthcare Leadership courses.
Description: The course includes a Culminating Experience reflection, a Program Exit Portfolio, and a Capstone Project.
Course Attribute(s): CUE - This course fulfills the Culminating Undergraduate Experience (CUE) requirement for certain degree programs. CUE courses are advanced-level courses intended for majors with at least 90 earned credits/senior-level status.
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 460. Adult Learning and Diversity 3 Units
Term Typically Offered: Fall, Spring, Summer
Prerequisite(s): Admission to College of Education and Human Development.
Description: An overview of the theories and principles of adult learning and diversity with an emphasis on their application to the education and helping professions. Applications of career planning and talent management.
Course Attribute(s): CBL - This course includes Community-Based Learning (CBL). Students will engage in a community experience or project with an external partner in order to enhance understanding and application of academic content.
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 490. Leadership and Management 3 Units
Term Typically Offered: Fall, Spring, Summer
Prerequisite(s): Admission to College of Education and Human Development.
Description: Introduction and application to the management functions of planning, organizing, leading and controlling as they apply to leadership of workplace learning and performance.
Course Attribute(s): CBL - This course includes Community-Based Learning (CBL). Students will engage in a community experience or project with an external partner in order to enhance understanding and application of academic content.
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 498. Special Topics in Organizational Leadership & Learning 3 Units
Term Typically Offered: Fall, Spring, Summer
Description: To enable students to gain knowledge, skills, and competencies on topics related to organizational leadership. Provides advanced study on selected topics or emerging issues related to leading, managing, influencing and understanding people, processes, and positions within organizations.
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)
ELFH 501. Independent Study: Training or Technical Education  1-3 Units  
Term Typically Offered:  Occasionally Offered  
Description: Provides Training and Development students with course credit for special investigation into areas not currently subsumed in existing courses.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)  

ELFH 510. Teaching Career and Technical Education  3 Units  
Term Typically Offered:  Occasionally Offered  
Prerequisite(s): Admission to the College of Education and Human Development.  
Description: A study of teaching practices as they apply to beginning teachers. Emphasis on practical procedures needed to succeed in teaching.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)  

ELFH 511. Ethical Theories and Ethical Problem-Solving  1 Unit  
Description: Students will study and apply ethical perspectives at the individual level in healthcare workplaces.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)  

ELFH 512. Individual Ethics in the Organization  1 Unit  
Description: Study and application of ethical perspectives at individual, group, and organizational levels, as they apply to leadership in healthcare workplaces.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)  

ELFH 513. Building Ethical Organizations  1 Unit  
Description: Study and application of ethical perspectives at individual, group, organizational, and societal levels, as they apply to leadership in healthcare workplaces. Includes examination of social responsibility.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)  

ELFH 515. Supervised Staff-Industry Exchange  1-3 Units  
Prerequisite(s): Career & Technical Education Teacher Certification.  
Description: Provides essential improvement experience for the occupational education teacher through placement in occupationally oriented job situations which are evaluated to assist the teacher in implementing new skills and updating techniques in the classroom.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)  

ELFH 540. Program Exit Experience - CUE  2-8 Units  
Term Typically Offered:  Occasionally Offered  
Prerequisite(s): Approval of instructor; admitted to College of Education and Human Development.  
Description: Capstone experience, includes supervised professional work experience related to student’s program and professional goals, and a program exit portfolio with program reflection paper.  
Course Attribute(s):  CUE - This course fulfills the Culminating Undergraduate Experience (CUE) requirement for certain degree programs. CUE courses are advanced-level courses intended for majors with at least 90 earned credits/senior-level status. CBL - This course includes Community-Based Learning (CBL). Students will engage in a community experience or project with an external partner in order to enhance understanding and application of academic content.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)  

ELFH 574. Using Productivity Tools  3 Units  
Description: Overview of applications of microcomputers and electronic media systems for instruction and management. Emphasis is placed upon use of general purpose integrated computer software. Current issues involving technology use for training/instruction and work/classroom/school management will be the focus for the course.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)  

ELFH 575. Instructional Technology  3 Units  
Term Typically Offered:  Occasionally Offered  
Prerequisite(s): ELFH 311.  
Description: This course provides knowledge and hands-on experience of current and emerging workforce instructional technologies. Students will learn theory and various technology-enhanced learning solutions.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)  

ELFH 577. Knowledge Management and Information Systems  3 Units  
Term Typically Offered:  Occasionally Offered  
Prerequisite(s): Admission to the College of Education and Human Development.  
Description: Overview of knowledge management strategies and applications. Examinations of tools and technologies used in organizations to support knowledge management and transfer.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)  

ELFH 578. Workplace and Information Ethics  3 Units  
Term Typically Offered:  Occasionally Offered  
Course Attribute(s):  CBL - This course includes Community-Based Learning (CBL). Students will engage in a community experience or project with an external partner in order to enhance understanding and application of academic content.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)
ELFH 581. Culminating Experience on Personal Growth  1 Unit  
**Description:** Student analyzes changes in competency-related learning from pre-to-post-program.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 582. Program Exit Experience  1 Unit  
**Description:** Student completes a Program Exit Portfolio, which provides the student the opportunity for reflection on accumulated content and experiences.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 583. Capstone Project  1 Unit  
**Description:** Student completes a capstone project that is the culmination of the student internship experiences, program portfolio, and reflection paper.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

ELFH 596. Seminar  1-9 Units  
**Term Typically Offered:** Occasionally Offered  
**Description:** The investigation of special problems in training and development.  
For class offerings for a specific term, refer to the Schedule of Classes (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)