

# NATIONAL AMERICAN UNIVERSITY



## CATALOG ADDENDUM

2008 - 2009

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*Quality higher education in a caring  
and supportive learning environment.*

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The following are additions to the Academic Programs section on pages 39 - 113:

(page 45)

Program additions to the Allied Health offerings are: Healthcare Coding and Health Information Technology.

**Allied Health**

- Healthcare Coding Diploma
- Health Information Technology
- Medical Administrative Assistant
- Medical Assisting
- Medical Staff Services Management
- Pharmacy Technician
- Therapeutic Massage

(pages 40 – 41)

Campus abbreviations are as follows: **AL** – Albuquerque, N.M.; **AU** – Austin, Texas; **BC** – Brooklyn Center, Minn.; **BL** – Bloomington, Minn.; **CS** – Colorado Springs, Colo.; **DN** – Denver, Colo.; **DL** – Distance Learning; **EL** – Ellsworth Air Force Base, S.D.; **IN** – Independence, Mo.

	AL	AU	BC	BL	CS	DN	DL	EL	IN
Accounting B.S.	X^		X^	X^	X^	X^	X	X^	X^
Accounting A.A.S.	X^		X^	X^	X^	X^	X	X^	X^
Healthcare Coding Diploma	X^	X^	X^	X^	X^	X^	X^		X^
Health Information Technology A.A.S.	X^	X^	X^	X^	X^	X^	X^	X^	X^
Medical Administrative Assistant A.A.S.	X		X	X	X	X			
Medical Assisting A.A.S.	X	X>	X	X	X	X			X
Medical Staff Services Management A.A.S.	X^		X^	X^	X^	X^	X^	X^	
Pharmacy Technician A.A.S.	X>	X	X	X	X	X			
Therapeutic Massage A.A.S.			X	X					
Therapeutic Massage Diploma			X	X					
General Education Studies A.S.	X				X		X	X	X
Athletic Training B.S.									
Applied Management B.S.	X	X	X	X	X	X	X	X	X
Applied Management A.A.S.	X	X	X	X	X	X	X	X	X
Business Administration B.S.	X	X	X	X	X	X	X	X	X
Business Administration A.A.S.	X	X	X	X	X	X	X	X	X
Business Administration B.S. w/emphasis in Accounting						X		X	
Business Administration B.S. w/emphasis in Financial Management			X^	X^	X^	X^	X	X^	X^
Business Administration B.S. w/emphasis in Hospitality Management							X*		
Business Administration B.S. w/emphasis in Human Resource Management	X		X	X	X	X^	X	X	X
Business Administration B.S. w/emphasis in Information Systems			X^	X^	X^	X^	X	X^	X^
Business Administration B.S. w/emphasis in International Business			X^	X^	X^	X^	X	X^	X^
Business Administration B.S. w/emphasis in Management			X	X	X	X	X	X	X
Business Administration B.S. w/emphasis in Marketing			X^	X^	X^	X^	X	X^	
Business Administration B.S. w/emphasis in Pre-Law									X
Business Administration B.S. w/emphasis in Tourism Management							X*		
Healthcare Management B.S.	X^	X^	X^	X^	X^	X^	X	X^	X^
Criminal Justice A.A.S.	X^	X^	X^	X^	X^	X^	X^	X^	X^
Criminal Justice B.S.	X^	X^	X^	X^	X^	X^	X^	X^	X^
Applied Information Technology B.S.	X	X	X	X	X	X	X	X	
Applied Information Technology A.A.S.	X	X	X	X	X	X	X	X	
Information Technology B.S. w/emphasis in Internet Systems Development	X	X					X	X^	X^

	AL	AU	BC	BL	CS	DN	DL	EL	IN
Information Technology B.S. w/emphasis in Management Information Systems	X^	X^	X^	X^	X^	X^	X	X^	X^
Information Technology B.S. w/emphasis in Network Administration/Microsoft					X				
Information Technology B.S. w/emphasis in Network Management/Microsoft			X	X			X	X	X
Information Technology A.A.S.	X^	X^	X^	X^	X^	X^	X	X^	X^
Information Technology Diploma Microsoft System Administrator									
Information Technology Diploma Microsoft System Engineer									
Information Technology Diploma Network and Server Engineer									
Paralegal Studies B.S.			X	X					X
Paralegal Studies A.A.S.			X	X					X
Organizational Leadership B.S.	X	X			X				X
Veterinary Technology A.A.S.									
Veterinary Assisting Diploma									
Nursing BSN				X					
Nursing Online RN to BSN	X+		X+	X+	X+	X+	X		X+
Nursing ASN						X			
Nursing Practical Nurse Diploma									
Nursing ASN Mobility									

+ General education courses for the online RN to BSN program are offered at this campus. HA4050 and the Nursing Major Core must be completed through the distance learning program.

^ Some of the courses in this program may be offered only through NAU's distance learning program.

\* This program is approved only through agreements with distance learning affiliates.

> Pending state approval

Campus abbreviations are as follows: **OP** – Overland Park, Kan.; **RC** – Rapid City, S.D.; **RR** – Rio Rancho, N.M.; **RV** – Roseville, Minn.; **SF** – Sioux Falls, S.D.; **WA** – Watertown, S.D.; **WI** – Wichita, Kan.; **ZR** – Zona Rosa, Kansas City, Mo.

	OP	RC	RR	RV	SF	WA	WI	ZR
Accounting B.S.		X^	X	X^	X^	X^		
Accounting A.A.S.		X^		X^	X^	X^		
Healthcare Coding Diploma	X^>	X^	X^	X^	X^	X^	X^>	X^
Health Information Technology A.A.S.	X^>	X^	X^	X^	X^	X^	X^>	X^
Medical Administrative Assistant A.A.S.				X			X^	
Medical Assisting A.A.S.	X			X	X		X^	X
Medical Staff Services Management A.A.S.		X^	X^	X^	X^	X^		
Pharmacy Technician A.A.S.				X	X			X
Therapeutic Massage A.A.S.	X			X	X			
Therapeutic Massage Diploma	X			X				
General Education Studies A.S.		X	X		X	X^		X
Athletic Training B.S.		X						
Applied Management B.S.	X	X	X	X	X	X^	X^	X
Applied Management A.A.S.	X	X	X	X	X	X^	X^	X
Business Administration B.S.	X	X	X	X	X	X^	X^	X
Business Administration A.A.S.	X	X	X	X	X	X^	X^	X
Business Administration B.S. w/emphasis in Accounting	X	X			X			
Business Administration B.S. w/emphasis in Financial Management	X^	X^		X^	X^	X^	X^	
Business Administration B.S. w/emphasis in Hospitality Management								
Business Administration B.S. w/emphasis in Human Resource Management	X	X	X	X	X	X^	X^	X
Business Administration B.S. w/emphasis in Information Systems	X^	X^		X^	X^	X^	X^	
Business Administration B.S. w/emphasis in International Business	X^	X^		X^	X^	X^	X^	

	OP	RC	RR	RV	SF	WA	WI	ZR
Business Administration B.S. w/emphasis in Management	X	X		X	X	X^	X^	
Business Administration B.S. w/emphasis in Marketing		X^		X^	X^	X^	X^	
Business Administration B.S. w/emphasis in Pre-Law	X	X			X			
Business Administration B.S. w/emphasis in Tourism Management								
Healthcare Management B.S.	X^	X^	X^	X^	X^	X^	X^	X^
Criminal Justice A.A.S.	X^	X^	X^	X^	X^	X^	X^	X^
Criminal Justice B.S.	X^	X^	X^	X^	X^	X^	X^	X^
Applied Information Technology B.S.		X	X	X	X	X^		
Applied Information Technology A.A.S.		X	X	X	X	X		
Information Technology B.S. w/emphasis in Internet Systems Development		X^						
Information Technology B.S. w/emphasis in Management Information Systems	X^	X^	X^	X^	X^	X^	X^	X^
Information Technology B.S. w/emphasis in Network Administration/Microsoft								
Information Technology B.S. w/emphasis in Network Management/Microsoft		X^		X^				
Information Technology A.A.S.	X^	X^	X^	X^	X^	X^	X^	X^
Information Technology Diploma Microsoft System Administrator								
Information Technology Diploma Microsoft System Engineer								
Information Technology Diploma Network and Server Engineer								
Paralegal Studies B.S.	X	X		X	X			X
Paralegal Studies A.A.S.	X	X		X	X			X
Organizational Leadership B.S.			X					
Veterinary Technology A.A.S.		X						
Veterinary Assisting Diploma		X						
Nursing BSN								
Nursing Online RN to BSN program BSN	X+		X+	X+	X+	X+	X+	X+
Nursing ASN								X
Nursing Practical Nurse Diploma	X							
Nursing ASN Mobility	X							

+ General education courses for the online RN to BSN program are offered at this campus. HA4050 and the Nursing Major Core must be completed through the distance learning program.

^ Some of the courses in this program may be offered only through NAU's distance learning program.

\* This program is approved only through agreements with distance learning affiliates.

> Pending state approval

**Medical Assisting  
Associate of Applied Science Degree  
104.5 Credits**

Offered at Austin

**Medical Assisting Major Core**

(A minimum of 28 of the following 55 credits must be earned at NAU.)

	Prerequisites	Credit Hours	
ME1100*	Introduction to Medical Assisting	4	_____
ME1150*	Medical Terminology	4	_____
ME1240*	First Aid and Safety	1	_____
ME2130*	Clinical Science Lab I	2	_____
ME2140*	Clinical Science Lab II	2	_____
ME2150*	Clinical Science Lab III	2	_____
ME2211*	Human Pharmacology	4	_____
ME2250*	Medical Law and Ethics	4	_____

ME2260	Medical Record Management	ME1100/CI1150	4	_____
ME2400*	Laboratory Techniques I	SC1221	3	_____
ME2410*	Laboratory Techniques II	ME2400	3	_____
ME2510*	Essentials of Pathophysiology I	ME1150/SC1221	3	_____
ME2520*	Essentials of Pathophysiology II	ME2510	3	_____
ME2600*	Healthcare Coding I	ME1150/SC1221	3	_____
ME2620*	Medical Office Procedures w/Software Applications	CI1500/ME1100	4	_____
ME3000*	Medical Assisting Exam Review	Advisor approval	3	_____
ME3310	Medical Assisting Externship	ME Core	<u>6</u>	_____
			<b>55</b>	

**GENERAL EDUCATION CORE (49.5)**

Not available for block transfer

**COMMUNICATIONS**

EN1150	Composition I		4.5	_____
EN1300	Composition II	EN1150	4.5	_____
EN2100 or EN2150	Speech or Interpersonal Prof. Communications	EN1150	<u>4.5</u>	_____
			<b>13.5</b>	

**SCIENCE**

SC1221*	Essentials of Anatomy and Physiology w/Lab		<u>6</u>	_____
			<b>6</b>	

**MATHEMATICS**

	Algebra Elective		<u>4.5</u>	_____
			<b>4.5</b>	

**HUMANITIES**

	Humanities Elective		<u>4.5</u>	_____
			<b>4.5</b>	

**BEHAVIORAL/SOCIAL SCIENCE**

PS2000	Human Growth and Development	#	4.5	_____
	History Elective	>>	4.5	_____
	Government Elective	>>	<u>4.5</u>	_____
			<b>13.5</b>	

**GENERAL EDUCATION**

CS2080	Career Management	Advisor approval	<u>3</u>	_____
			<b>3</b>	

**COMPUTER LITERACY**

CI1150	Introduction to CIS		<u>4.5</u>	_____
			<b>4.5</b>	

The Medical Assisting Core and science courses are scheduled for the full required contact hours.

\*Professional course (Minimum of "C" grade required)

# Program specific General Education requirement.

**Students residing in the state of Texas:**

>> must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents

*Graduation Requirements: A minimum of 2.0 GPA is required overall and in the Medical Assisting Major Core. See "Graduation Requirements" section of catalog for additional requirements.*

**Health Information Technology  
Associate of Applied Science Degree**

The health information technology program is designed to provide students with a solid foundation in analytical, technical and management skills associated with health information. Through practical approaches and professional domains, students will acquire the essential entry-level competencies to support the principles and management of health information and technologies.

The health information technology occupation is one of the fastest growing professions in one of the fastest growing industries. Health information professionals provide reliable and valid information that drives healthcare. Health information technicians are specialists in

managing medical records, coding and reimbursement, and possess the skills to critically think and problem solve. These professionals play a key role in preparing, analyzing and maintaining health records and are considered experts in assuring the privacy and security of health data.

The health information field is increasingly focusing on electronic patient records, database management and information privacy and security. They work in a variety of settings, such as hospitals, physician practices, long-term care, home healthcare, insurance, managed care, health technology firms and pharmaceutical companies.

**Program Goals**

The program will:

- Provide the knowledge to meet entry-level HIT learning competencies.
- Provide students with the fundamental knowledge to collect, analyze, and maintain health information.
- Provide students with an understanding of the ethical and regulatory issues within the health information management profession.
- Provide students with an understanding of current laws, accreditation, licensure, and certification standards related to health information.
- Provide the knowledge to apply basic skills in technology and application software to ensure appropriate use, storage and retrieval of health information.
- Provide the basic skills for coding diagnoses and procedures.
- Provide students with the necessary skills to develop oral and written communication skills.

**Student Learning Outcomes**

The graduates of the program will:

- Demonstrate knowledge to collect, analyze, and maintain health record content.
- Apply healthcare laws, regulations and ethics to the process of releasing medical information.
- Demonstrate accurate coding skills and utilization of coding software.
- Apply knowledge of accreditation and licensing standards.
- Demonstrate basic skills in performance improvement, total quality management and quality assurance activities.
- Demonstrate skills in the entry and retrieval of health information, using an electronic record system or imaging record technology.
- Support healthcare data analysis and management using applications software.
- Use database tools to manage health data and information.
- Demonstrate an understanding of the healthcare billing and reimbursement process.
- Demonstrate skill in organizing and supporting administrative activities.
- Show proficiency in written and oral communication.

**Health Information Technology  
Associate of Applied Science Degree  
99 Credits**

Offered at Albuquerque, Austin, Bloomington, Brooklyn Center, Colorado Springs, Distance Learning, Denver, Ellsworth, Independence, Overland Park\*, Rapid City, Rio Rancho, Roseville, Sioux Falls, Watertown, Wichita\*, and Zona Rosa.

\*Pending State Approval

<b>Health Information Technology Major Core</b>	<b>Prerequisites</b>	<b>Credit Hours</b>
<b>(A minimum of 27 of the following 54 credits must be earned at NAU.)</b>		
HA3010D*	Introduction to US Healthcare Delivery	4
HA3220D*	Health Information Systems	4
HT1100D*	Intro to Health Information Management	3
HT2110D*	ICD Coding I with Lab	3
HT2120D*	ICD Coding II with Lab	3
HT2130D*	CPT Coding with Lab	3
HT2210D*	Healthcare Data Quality and Management	4
HT2230D*	Healthcare Reimbursement	3
HT2240D*	Health Information Mgmt. and Supervision	3
HT2500D	Health Information Technology Practicum	6
ME1150*	Medical Terminology	4
ME2211*	Human Pharmacology	4
ME2250*	Medical Law and Ethics	4
ME2510*	Essentials of Pathophysiology I	3
ME2520*	Essentials of Pathophysiology II	3
		<b>54</b>

**GENERAL EDUCATION CORE (45)**

Not available for block transfer

**COMMUNICATIONS**

EN1150	Composition I		4.5	_____
EN1300	Composition II	EN1150	4.5	_____
EN2100 or EN2150	Speech or Interpersonal Prof. Communications	EN1150	<u>4.5</u>	_____
			<b>13.5</b>	

**SCIENCE**

SC1221* or SC1222D*	Essentials of Anatomy & Physiology w/Lab or Essentials of Anatomy and Physiology		<u>6</u>	_____
			<b>6</b>	

**MATHEMATICS ^**

	Algebra Elective		<u>4.5</u>	_____
			<b>4.5</b>	

**HUMANITIES**

HU2000	Critical Thinking and Problem Solving	EN1300	<u>4.5</u>	_____
			<b>4.5</b>	

**BEHAVIORAL/SOCIAL SCIENCE**

	Behavioral/Social Science Elective	>>	<u>4.5</u>	_____
			<b>4.5</b>	

**GENERAL EDUCATION**

CS1500	Strategies for Success	>>	4.5	_____
CS2080	Career Management	Advisor approval	<u>3</u>	_____
			<b>7.5</b>	

**COMPUTER LITERACY**

CI1150	Introduction to CIS		<u>4.5</u>	_____
			<b>4.5</b>	

- \* Professional course (Minimum of "C" grade required).
- \*\* HT1100D, ME1150, ME2211, ME2510 (or co-req) & SC1221 or SC1222D
- \*\*\* Academic advisor approval and completion of major core courses

**Students residing in the state of Texas:**

>> must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents (substitute one of these courses for CS1500 Strategies for Success)

**Students attending any Minnesota campus**

## must take this course at the Bloomington or Roseville campus  
 ^ must take MA2050 College Algebra

*Graduation Requirements: A minimum of 2.0 GPA is required overall and in the Health Information Technology Major Core. See "Graduation Requirements" section of catalog for additional requirements.*

**Healthcare Coding  
Diploma**

The diploma program in healthcare coding is designed to provide a comprehensive understanding of coding principles and standards for entry-level professionals. The program assist students in the interpretation of coding practices, for both inpatient and outpatient settings.

There are many demands within health care institutions for coding professionals. Coding skills are highly valued in within the healthcare industry, as the information is used in preparing claims for reimbursement, evaluating outcomes, quality assurance activities, and for clinical research. Coding professionals work in a variety of settings, such as hospitals, physician practices, long-term care, home healthcare, insurance, managed care and governmental agencies.

**Program Goals**

The program will:

- Provide students with an opportunity to develop coding skills through the practices of coding and interpretation of health records.

- Provide a balanced focus on coding in a physician’s office and acute care setting for both inpatient and outpatient coding.
- Provide students with the capabilities to identify the importance of coding documentation and its impact on reimbursement.
- Provide students with an understanding of the ethical and regulatory issues in coding practices.
- Provide students with the necessary background in health record content, medical terminology, and disease process.
- Provide students with the necessary skills to develop oral and written communication skills.

**Student Learning Outcomes**

The graduates of the program will:

- Demonstrate knowledge of standardized terminology, nomenclature, classification systems, and clinical vocabularies.
- Apply understanding of clinical classification systems and clinical vocabularies that support the collection and retrieval of health information.
- Recognize the common use and apply the coding process for the International Classification of Diseases (ICD), Current Procedural Terminology (CPT), Healthcare Common Procedure Coding System (HCPCS), and Evaluation and Management (E/M) coding systems.
- Demonstrate an understanding of the history, purpose, structure, content and uses of coding methodologies.
- Demonstrate a foundational knowledge in the accurate use of encoding software.
- Apply knowledge of fraud and abuse of coding practices and compliance program for unethical practices.
- Demonstrate the importance of quality clinical data and coded information.
- Demonstrate an understanding of coding within the reimbursement and billing processes.
- Show proficiency in written and oral communication.

**Healthcare Coding  
Diploma  
54.5 Credits**

Offered at Albuquerque, Austin, Brooklyn Center, Bloomington, Colorado Springs, Distance Learning, Denver, Independence, Overland Park\*, Rapid City, Rio Rancho, Roseville, Sioux Falls, Watertown, Wichita\* and Zona Rosa.

\*Pending State Approval

<b>Healthcare Coding Major Core</b>		<b>Prerequisites</b>	<b>Credit Hrs.</b>	
(A minimum of 16 of the following 32 credits must be earned at NAU, excluding externship)				
HT1100D*	Introduction to Health Information Management		3	_____
HT2110D*	ICD Coding I with Lab	**	3	_____
HT2120D*	ICD Coding II with Lab	HT2110D and ME2520 (or co-req)	3	_____
HT2130D*	CPT Coding with Lab	HT2120D (or co-req)	3	_____
HT2230D*	Healthcare Reimbursement	HT2130D (or co-req)	3	_____
HT2300D	Healthcare Coding Practicum	***	3	_____
ME1150	Medical Terminology		4	_____
ME2211*	Human Pharmacology	SC1221 or SC1222D	4	_____
ME2510*	Essentials of Pathophysiology I	ME1150 & SC1221 or SC1222D	3	_____
ME2520*	Essentials of Pathophysiology II	ME2510	3	_____
			<b>32</b>	
<b>GENERAL EDUCATION CORE (22.5)</b>				
<b>COMMUNICATIONS</b>				
EN1150	Composition I		4.5	_____
			<b>4.5</b>	
<b>SCIENCE</b>				
SC1221* or SC1222D*	Essentials of Anatomy & Physiology with Lab or Essentials of Anatomy & Physiology		6	_____
			<b>6</b>	
<b>BEHAVIORAL/SOCIAL SCIENCE</b>				
PS1050	Introduction to Psychology		4.5	_____
			<b>4.5</b>	
<b>GENERAL EDUCATION</b>				
CS2080	Career Management	Advisor approval	3	_____
			<b>3</b>	
<b>COMPUTER LITERACY</b>				
	Introduction to CIS or CI Elective		4.5	_____
			<b>4.5</b>	

- \*Professional course (minimum "C" grade required)
- \*\* HT1100D, ME1150, ME2211, ME2510 (or co-req) and SC1221 or SC1222D
- \*\*\* Academic advisor approval and completion of major core courses

*Graduation Requirements: A minimum of 2.0 GPA is required overall and in the Healthcare Coding Major Core. See "Graduation Requirements" section of catalog for additional requirements.*

**Pharmacy Technician  
Associate of Applied Science Degree  
102 Credits**

Offered at Austin

<b>Pharmacy Technician Major Core (37)</b> (All RX2000+ courses must be taken at NAU.)	<b>Prerequisites</b>	<b>Credit Hours</b>	
RX1000*      Introduction to Pharmacy		4	_____
RX1100*      Pharmacy Calculations	MA0900>	4	_____
RX1210*      Drug Therapeutics I	RX1000/SC1221	4	_____
RX1220*      Drug Therapeutics II	RX1210/EN1300	4	_____
RX2110*      Pharmacy Operations	RX1000	4	_____
RX2210*      Pharmaceutical Patient Care	RX1000	2	_____
RX2310*      Community Pharmacy Lab	RX1000/RX1100	2	_____
RX2410*      Preparing for the Pharmacy Profession	RX2210	3	_____
RX2510*      Infusion Pharmacy Lab	RX1000/RX1100	2	_____
RX3110      Infusion Externship	PC approval	4	_____
RX3120      Community or Outpatient Externship	PC approval	4	_____
		<b>37</b>	
<b>SUPPORT CORE (11)</b>			
ME1150*      Medical Terminology		4	_____
ME1240*      First Aid and Safety		1	_____
ME2510*      Essentials of Pathophysiology I	ME1150/SC1221	3	_____
ME2520*      Essentials of Pathophysiology II	ME2510	3	_____
		<b>11</b>	
<b>GENERAL EDUCATION CORE (54)</b>			
<b>COMMUNICATIONS</b>			
EN1150      Composition I		4.5	_____
EN1300      Composition II	EN1150	4.5	_____
EN2100 or EN2150      Speech or Interpersonal Prof. Communications	EN1150	4.5	_____
		<b>13.5</b>	
<b>SCIENCE</b>			
SC1221*      Essentials of Anatomy and Physiology w/Lab		6	_____
		<b>6</b>	
<b>MATHEMATICS</b>			
Algebra Elective		4.5	_____
		<b>4.5</b>	
<b>HUMANITIES</b>			
Humanities Elective		4.5	_____
		<b>4.5</b>	
<b>BEHAVIORAL/SOCIAL SCIENCE</b>			
PS1050      Introduction to Psychology	#	4.5	_____
PS3300*      Customer Service Relations	#	4.5	_____
History Elective	>>	4.5	_____
Government Elective	>>	4.5	_____
		<b>18</b>	
<b>GENERAL EDUCATION</b>			
CS2080      Career Management	Advisor approval	3	_____
		<b>3</b>	

The Major Core and science courses must be scheduled for the full required contact hours.

- >> Or placement recommendation
- # Program specific General Education requirement
- \*Professional course (minimum "C" grade required).

**Students residing in the state of Texas:**  
>> must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents

*Graduation Requirements: A minimum of 2.0 GPA is required overall and in the Pharmacy Technician Major Core. See "Graduation Requirements" section of catalog for additional requirements.*

**Applied Information Technology**  
**Associate of Applied Science Degree**

This program of study prepares graduates for various entry-level positions in the information system field with a balanced overview of technology in the major core. Students are encouraged to work with their advisors to design a program in their area of interest and their technology-related certifications, which may be in Microsoft networking, Cisco networking, or other technical disciplines. Graduates may qualify for positions such as network administrators, network engineers, or other technical positions.

**Program Goals**

The program will:

- assist students in developing the problem-solving skills needed to adapt technology to meet the needs of business.
- provide students with methods to analyze, design, implement and maintain computer-based information systems to support the decision-making function of management.
- prepare students to secure positions commensurate with their information technology specialty core.
- provide a balanced curriculum that addresses fundamental knowledge and skills related to business, programming, operating systems, and databases in business environments.
- encourage students to participate in continuing education activities and maintain professional memberships.
- continuously measure key student-learning outcomes

**Student Learning Outcomes**

Graduates of the program will:

- install, maintain, and troubleshoot current networking technologies including local area networks, wide area networks, the Internet, and the hardware and software used in constructing a network infrastructure.
- implement and manage commonly used computer operating systems, including both proprietary and open source systems.
- examine, install, and configure the hardware associated with personal computer systems.
- design, implement, and manage a network infrastructure to support management and production functions in business or industry.
- apply ethical decision-making models in the information technology environment.

**Applied Information Technology**  
**Associate of Applied Science**  
**93 Credits**

Offered at Albuquerque, Austin, Colorado Springs, Denver, Distance Learning, Ellsworth, Rapid City, Rio Rancho, Sioux Falls, and Watertown.

<b>Information Technology Major Core</b>	<b>Prerequisites</b>	<b>Credit Hours</b>
Business Elective		4.5
Operating Systems Elective		4.5

Programming Elective		4.5	
Database/Security Elective		<u>4.5</u>	_____
		<b>18</b>	

**Note:** Please refer to published advising guidelines and work with an academic advisor to select elective courses

**Specialty Information Technology Core++ (Maximum 40.5/Minimum 27)**

**If the maximum of 40.5 credits are not met in the specialty core, the difference must then be made up by choosing open electives.**

**GENERAL EDUCATION CORE (34.5)**

**COMMUNICATIONS**

EN1150	Composition I		4.5	_____
EN1300	Composition II	EN1150	4.5	_____
EN2100 or EN2150	Speech or Interpersonal Prof. Communications	EN1150	<u>4.5</u>	_____
			<b>13.5</b>	

**SCIENCE**

Science Elective		<u>4.5</u>	_____
		<b>4.5</b>	

**MATHEMATICS**

Algebra Elective		<u>4.5</u>	_____
		<b>4.5</b>	

**HUMANITIES/BEHAVIORAL/SOCIAL SCIENCE**

Elective ~		<u>4.5</u>	_____
		<b>4.5</b>	

**GENERAL EDUCATION**

CS1500	Strategies for Success ~		4.5	_____
CS2080	Career Management	Advisor approval	<u>3</u>	_____
			<b>7.5</b>	

++ Includes information technology, computer science, programming, networks, computer-aided design, and database programs.

*Graduation Requirements: THE FINAL 36 CREDITS OF THIS DEGREE PROGRAM MUST BE TAKEN IN RESIDENCE AT NAU. A minimum of 2.0 GPA is required overall and in Information Technology Major Core. See "Graduation Requirements" section of catalog for additional requirements.*

**Students attending the Austin campus**

~must take HI2050 *American History Since 1877* and SO2200 *US Government* or approved equivalents (substitute one of these courses for CS1500 Strategies for Success)

**Applied Information Technology  
Associate of Applied Science  
97.5 Credits**

Offered at Bloomington, Brooklyn Center, and Roseville

**Information Technology Major Core**

	Prerequisites	Credit Hours	
Business Elective		4.5	_____
Operating Systems Elective		4.5	_____
Programming Elective		4.5	
Database/Security Elective		<u>4.5</u>	_____
		<b>18</b>	

**Note:** Please refer to published advising guidelines and work with an academic advisor to select elective courses

**Specialty Information Technology Core++ (Maximum 40.5/Minimum 27)**

**If the maximum of 40.5 credits are not met in the specialty core, the difference must then be made up by choosing open electives.**

**GENERAL EDUCATION CORE (39)**

<b>COMMUNICATIONS</b>			
EN1150	Composition I		4.5 _____
EN1300	Composition II	EN1150	4.5 _____
EN2100 or	Speech or		
EN2150	Interpersonal Prof. Communications	EN1150	<u>4.5</u> _____
			<b>13.5</b>
 <b>SCIENCE</b>			
	Science Elective		<u>4.5</u> _____
			<b>4.5</b>
 <b>MATHEMATICS</b>			
	Algebra Elective^		<u>4.5</u> _____
			<b>4.5</b>
 <b>HUMANITIES</b>			
	Elective		<u>4.5</u> _____
			<b>4.5</b>
 <b>BEHAVIORAL/SOCIAL SCIENCE</b>			
	Elective		<u>4.5</u> _____
			<b>4.5</b>
 <b>GENERAL EDUCATION</b>			
CS1500	Strategies for Success		4.5 _____
CS2080	Career Management	Advisor approval	<u>3</u> _____
			<b>7.5</b>

++ Includes information technology, computer science, programming, networks, computer-aided design, and database programs.

*Graduation Requirements: THE FINAL 36 CREDITS OF THIS DEGREE PROGRAM MUST BE TAKEN IN RESIDENCE AT NAU. A minimum of 2.0 GPA is required overall and in Information Technology Major Core. See "Graduation Requirements" section of catalog for additional requirements.*

**Residents of the state of Minnesota or students attending any Minnesota campus**

^ must take MA2050 College Algebra

**Information Technology**

**Diploma**

**Microsoft System Administrator**

This program provides students with an in-depth knowledge of network administration. Graduates of this program have the necessary skills to administer a computer network. The focus is on Microsoft networking and prepares students to take the Microsoft Certified System Administrator (MCSA) Exams

**Program Goals**

**The program will:**

- assist students in developing the problem-solving skills needed to adapt technology to meet the needs of business.
- provide students with methods to analyze, design, implement and maintain computer-based information systems to support the decision-making function of management.
- prepare students to secure positions commensurate with their major core areas (network administration, network management, network and server management)
- encourage students to participate in continuing education activities and maintain professional memberships.
- measure key student learning outcomes continuously and identify and implement opportunities for improvement.

## Student Learning Outcomes

### Graduates of the program will:

- install, maintain, and troubleshoot current networking technologies including local area networks, wide area networks, the Internet, and the hardware and software used in constructing a network infrastructure.
- implement and manage commonly used computer operating systems, including both proprietary and open source systems.
- examine, install, and configure the hardware associated with personal computer systems.
- design, implement, and manage a network infrastructure to support management and production functions in business or industry.
- manage and troubleshoot current Windows operating systems.
- apply ethical decision-making models in the information technology environment.

## Microsoft System Administrator Professional Diploma 54 Credits

This program is only available through the university's affiliation between New Horizons and the NAU distance learning program. Students should visit with their academic advisor to determine whether this option may be available to them.

<b>Microsoft System Administrator Major Core</b>		<b>Prerequisites</b>	<b>Credit Hrs.</b>	
<b>(A minimum of 13.5 of the following 40.5 credits must be earned at NAU)</b>				
CI1420	Principles of Programming	Algebra elective/CI1150^	4.5	_____
CI2010	Database for Windows	CI1150^	4.5	_____
CI2211	Internetworking Fundamentals	CI1150^/EN1300	4.5	_____
CI2430	Computer Concepts	CI1150^	4.5	_____
CI3155	Computer Ethics	CI1150^	4.5	_____
CI3670D	Supporting Windows Vista	CI1150^	4.5	_____
CI4113	Microsoft Windows 2003 Server	CI3650 or CI3670D	4.5	_____
CI4114D	Maintaining Windows 2003 Server	CI4113>	4.5	_____
CI4123	Implementing Windows 2003 Infrastructure	CI4113>>	4.5	_____
			<b>40.5</b>	
<b>GENERAL EDUCATION CORE (13.5)</b>				
<b>COMMUNICATIONS</b>				
EN1150	Composition I		4.5	_____
EN1300	Composition II	EN1150	4.5	_____
			<b>9</b>	
<b>MATHEMATICS</b>				
	Algebra Elective		4.5	_____
			<b>4.5</b>	

^ Or placement recommendation

> Can be taken concurrently with CI4114D

>> Can be taken concurrently with CI4123

*Graduation Requirements: A minimum of 2.0 GPA is required overall and in the Microsoft System Administrator*

## Information Technology

### Diploma

### Microsoft System Engineer

This program provides students with an in-depth knowledge of network design and operation. Graduates of this program have the necessary skills to manage and provide technical support for a computer network. The focus is on Microsoft networking and prepares students to take the Microsoft Certified Systems Engineer (MCSE) Exams.

#### Program Goals

The program will:

- assist students in developing the problem-solving skills needed to adapt technology to meet the needs of business.
- provide students with methods to analyze, design, implement and maintain computer-based information systems to support the decision-making function of management.
- prepare students to secure positions commensurate with their major core areas (network administration, network management, network and server management)

- encourage students to participate in continuing education activities and maintain professional memberships.
- measure key student learning outcomes continuously and identify and implement opportunities for improvement.

**Student Learning Outcomes**

Graduates of the program will:

- install, maintain, and troubleshoot current networking technologies including local area networks, wide area networks, the Internet, and the hardware and software used in constructing a network infrastructure.
- implement and manage commonly used computer operating systems, including both proprietary and open source systems.
- examine, install, and configure the hardware associated with personal computer systems.
- design, implement, and manage a network infrastructure to support management and production functions in business or industry.
- analyze business requirements to define information systems solutions.
- apply ethical decision-making models in the information technology environment.

**Microsoft System Engineer  
Professional Diploma  
63 Credits**

This program is only available through the university's affiliation between New Horizons and the NAU distance learning program. Students should visit with their academic advisor to determine whether this option may be available to them.

<b>Microsoft System Engineer Major Core</b>		<b>Prerequisites</b>	<b>Credit Hrs.</b>	
<b>(A minimum of 18 of the following 49.5 credits must be earned at NAU)</b>				
CI2211	Internetworking Fundamentals	CI1150^/EN1300	4.5	_____
CI3155	Computer Ethics	CI1150^	4.5	_____
CI2430	Computer Concepts	CI1150^	4.5	_____
CI3670D	Supporting Windows Vista	CI1150^	4.5	_____
CI4113	Microsoft Windows 2003 Server	CI3650 or CI3670D	4.5	_____
CI4114D	Maintaining Windows 2003 Server	CI4113>	4.5	_____
CI4123	Implementing Windows 2003 Infrastructure	CI4113>>	4.5	_____
CI4133	Planning Windows 2003 Infrastructure	CI4123	4.5	_____
CI4143	Windows Server 2003 Active Directory	CI4113	4.5	_____
CI4163	Designing Active Directory	CI4143/EN1300	4.5	_____
CI4430	Security in Server 2003 Networks	CI4123	<u>4.5</u>	_____
			<b>49.5</b>	
<b>GENERAL EDUCATION CORE (13.5)</b>				
<b>COMMUNICATIONS</b>				
EN1150	Composition I		4.5	_____
EN1300	Composition II	EN1150	<u>4.5</u>	_____
			<b>9</b>	
<b>MATHEMATICS</b>				
	Algebra Elective		<u>4.5</u>	_____
			<b>4.5</b>	

^ Or placement recommendation  
 >Can be taken concurrently with CI4114D  
 >> Can be taken concurrently with CI4123

Graduation Requirements: A minimum of 2.0 GPA is required overall and in the Microsoft System Engineer Major Core. See "Graduation Requirements" section of catalog for additional requirements.

## Information Technology Diploma Network and Server Engineer

This program provides students with an in-depth knowledge of network design and operation. Graduates of this program have the necessary skills to manage and provide technical support for a computer network. The focus is on Microsoft and Cisco networking and prepares students to take multiple exams toward Microsoft Certified Systems Engineer (MCSE) and Cisco CCNA certifications.

### Program Goals

The program will:

- assist students in developing the problem-solving skills needed to adapt technology to meet the needs of business.
- provide students with methods to analyze, design, implement and maintain computer-based information systems to support the decision-making function of management.
- prepare students to secure positions commensurate with their major core areas (network administration, network management, network and server management)
- encourage students to participate in continuing education activities and maintain professional memberships.
- measure key student learning outcomes continuously and identify and implement opportunities for improvement.

### Student Learning Outcomes

Graduates of the program will:

- install, maintain, and troubleshoot current networking technologies including local area networks, wide area networks, the Internet, and the hardware and software used in constructing a network infrastructure.
- implement and manage commonly used computer operating systems, including both proprietary and open source systems.
- examine, install, and configure the hardware associated with personal computer systems.
- design, implement, and manage a network infrastructure to support management and production functions in business or industry.
- analyze business requirements to define information systems solutions.
- install, configure, secure, and manage CISCO switching and routing technologies in a network.
- apply ethical decision-making models in the information technology environment.

### Network and Server Engineer Professional Diploma 54 Credits

This program is only available through the university's affiliation between New Horizons and the NAU distance learning program. Students should visit with their academic advisor to determine whether this option may be available to them.

Network and Server Engineer Major Core (A minimum of 13.5 of the following 40.5 credits must be earned at NAU)		Prerequisites	Credit Hrs.
CI2211	Internetworking Fundamentals	CI1150^/EN1300	4.5
CI3155	Computer Ethics	CI1150^	4.5
CI2430	Computer Concepts	CI1150^	4.5
CI3670D	Supporting Windows Vista	CI1150^	4.5
CI4113	Microsoft Windows 2003 Server	CI3650 or CI3670D	4.5
CI4114D	Maintaining Windows 2003 Server	CI4113>	4.5
CI4123	Implementing Windows 2003 Infrastructure	CI4113>>	4.5
CI4291D	Interconnecting Cisco Network Devices I	CI2211/CI2430	4.5
CI4292D	Interconnecting Cisco Network Devices II	CI4291D	4.5
			<b>40.5</b>
<b>GENERAL EDUCATION CORE (13.5)</b>			
<b>COMMUNICATIONS</b>			
EN1150	Composition I		4.5
EN1300	Composition II	EN1150	4.5
			<b>9</b>
<b>MATHEMATICS</b>			
	Algebra Elective		4.5
			<b>4.5</b>

- ^ Or placement recommendation
- > Can be taken concurrently with CI4114D
- >> Can be taken concurrently with CI4123

Graduation Requirements: A minimum of 2.0 GPA is required overall and in the Network and Server Engineer Major Core. See "Graduation Requirements" section of catalog for additional requirements.

(pages 105 to 113)

The following program is an addition to the National American University School of Nursing:

## **Nursing**

### **Bachelor of Science in Nursing (BSN) Degree**

Today's health care environment demands nurses who can function in a constantly changing health care setting; deal with emerging health care needs, and incorporate evidence and research in their practice. The BSN nursing program is an innovative design that enables the graduate nurse to provide care to individuals, families, and communities in health promotion, acute or chronic illness, and at the end of life. By focusing on the current research in nursing education and nursing practice, the BSN program educates nurse generalists with a strong foundation for developing specialized clinical practice and the skills and credentials necessary to pursue graduate education.

#### **Student Learning Outcomes**

- Synthesize knowledge from nursing, the arts, and sciences in the holistic practice of professional nursing.
- Apply theory-based decision-making related to safe, competent, and culturally congruent nursing care to individuals, families, and communities in diverse settings across the lifespan emphasizing the concept of caring.
- Critically evaluate and utilize relevant findings of nursing research in professional nursing practice.
- Demonstrate professional values and behaviors consistent with professional standards.
- Assume responsibility for ongoing professional development in an ever-changing healthcare environment.

#### **Admission Requirements**

*Application to the nursing foundational core is contingent on application to NAU.*

*Admission to the nursing foundational core does not guarantee enrollment in the nursing clinical core. Admission to the nursing clinical core is selective and highly competitive.*

Completed applications to the nursing clinical core must be received at least 90 days prior to the start of each nursing clinical core fall cohort. Spaces for the nursing clinical core are assigned on a competitive and space available basis for each admission period. Acceptance is based on available resources and overall ranking in the following areas:

- Admission to National American University before application to the nursing clinical core.
- Students who have completed nursing foundational course work at National American University will be given priority consideration but not guaranteed admission into the nursing clinical core.
- Criteria to be considered for acceptance into the nursing clinical core:
  - Minimum cumulative GPA of 2.8 on all nursing foundational courses.
  - All nursing foundational courses must be completed by application.
  - All science courses must have been completed within five years of application. All science courses must have been achieved with a minimum "C."
- State specific verification of active certification of a nursing assistant must be included with the completed application for admission into the nursing clinical core.
- Prior to application to the nursing clinical core, applicants must successfully complete a pre-entrance examination (TEAS). The TEAS provides a means to determine the potential for professional competency. The TEAS score will remain valid as entry criteria for six months. Applicants may retake the test if desired in an attempt to gain a higher score.

Submitted with the application (the cost of the following items is the student's responsibility):

- Successful criminal background check through a company designated by National American University.
- Evidence of a physical exam (current within six months of admission) completed and signed by a physician, nurse practitioner or physician assistant.
- Evidence of up-to-date immunizations or evidence of serologic immunity as required by clinical agencies.

- Documentation of a negative TB skin test (taken within one year) or chest x-ray (taken within five years) signed by a licensed professional.
- Documentation of current active CPR certification (American Heart Association for Healthcare Providers).
- Evidence of active health insurance (NAU student policy application is available from student services).
- The functional abilities statement form, signed by an MD, declares one's ability to meet the required performance standards necessary for success in a nursing education program as well as in the nursing profession.

\* For a new start BSN clinical core, the application timeline may be modified.

In addition to meeting the NAU general admissions requirements, non-English speaking students must pass the official Test of English as a Foreign Language (TOEFL) with a minimum score of 500 paper-based exam, 173 computer-based exam, or 61 for an Internet-based exam.

The general education transfer courses for the nursing foundational core must meet the same NAU admissions criteria.

All nursing prefix (NS) courses must be completed at NAU.

**Bachelor of Science in Nursing  
BSN Degree  
186.5 Credits**

Offered at the Bloomington, MN campus.

<b>Nursing Clinical Core</b>		<b>Prerequisites</b>	<b>Credit Hours</b>	
<b>(All 107 credits must be earned at NAU.)</b>				
NS3320D	Pathophysiologic Concepts I	SC1232/SC1332	4	_____
NS3321	Holistic Health Assessment		4	_____
NS3325	Introduction to Professional Nursing Practice		3	_____
NS3326	Professional Role Development		2	_____
NS3330	Foundations of Holistic Nursing		7	_____
NS3331	Foundations of Holistic Nursing - Clinical		3	_____
NS3340D	Pathophysiologic Concepts II	NS3320D	4	_____
NS3343	Holistic Nursing Care in Chronic Illness I		6	_____
NS3345	Holistic Nursing Care in Chronic Illness - Clinical		4	_____
NS3346	Pharmacology for Nurses		4	_____
NS3360	Holistic Nursing Care in Acute Illness I		7	_____
NS3361	Holistic Nursing Care in Acute Illness I – Clinical		3	_____
NS4000D	Issues in Transcultural Nursing	EN1300	4	_____
NS4043	Holistic Nursing Care of the Community	EN1300	6	_____
NS4045	Holistic Nursing Care of the Community – Clinical		2	_____
NS4060D	Caring for Vulnerable Populations	EN1300	4	_____
NS4143	Holistic Nursing Care in Acute Illness II and end of life		6	_____
NS4145	Holistic Nursing Care in Acute Illness II and end of life – Clinical		4	_____
NS4210	Research and EBP	MA3000	4	_____
NS4243	Holistic Nursing Care in Chronic Illness II and end of life		6	_____
NS4245	Holistic Nursing Care in Chronic Illness II and end of life – Clinical		4	_____
NS4300	Concept Integration for the Professional Nursing Role I		5	_____
NS4310	Concept Integration for the Professional Nursing Role II		5	_____
NS4400D	Leadership and Management in Nursing**	All 3000 Level Nursing Courses	6	_____
			<b>107</b>	

**Nursing Foundational Core (79.5)**

**Note: Nursing Foundational Core courses can be completed at the Brooklyn Center, Bloomington, or Roseville campus.**

**(Not Available for Block Transfer)**

**COMMUNICATIONS**

EN1150	Composition I		4.5	_____
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EN1300	Composition II	EN1150	4.5	_____
EN2100 or	Speech			
EN2150D	Interpersonal Professional Communication	EN1150	4.5	_____
EN3050	Technical Communication	EN1300	<u>4.5</u>	_____
			<b>18</b>	
	<b>SCIENCE++</b>			
SC1200	Nutrition		4.5	_____
SC1232	Anatomy and Physiology I/Lab		6	_____
SC1332	Anatomy and Physiology II/Lab	SC1232	6	_____
SC1422	Microbiology/Lab		<u>6</u>	_____
			<b>22.5</b>	
	<b>MATHEMATICS</b>			
MA2050	College Algebra	MA1500^	4.5	_____
MA3000	Business Statistics	MA2050	<u>4.5</u>	_____
			<b>9</b>	
	<b>HUMANITIES</b>			
3000+	Elective		4.5	_____
3000+	Elective		<u>4.5</u>	_____
			<b>9</b>	
	<b>BEHAVIORAL/SOCIAL SCIENCE</b>			
SO1050	Introduction to Sociology		4.5	_____
PS1050	Introduction to Psychology		4.5	_____
PS2000	Human Growth and Development		<u>4.5</u>	_____
			<b>13.5</b>	
	<b>GENERAL EDUCATION</b>			
CS1500	Strategies for Success		4.5	_____
CS2080	Career Management		<u>3</u>	_____
			<b>7.5</b>	

\*\* Capstone Course

++ **NOTE: All science transfer courses have a 5-year limit at application.**

**All science courses must be completed with a C grade or higher.**

^ **Or placement recommended.**

All 3000-level Nursing Courses must be completed for progression to 4000-level Nursing Courses.

Students must have a state specific verification of active certification of a nursing assistant and be officially accepted into the Nursing Clinical Core to register for Nursing Courses (NS).

Minimum of a 2.8 CGPA in the Nursing Foundational Core.

Minimum course grade of "C" required for progression in all courses within the Nursing Clinical Core.

Admission to the Nursing Foundational Core does NOT guarantee enrollment in the Nursing Clinical Core.

For detailed admission/graduation requirements and policies, check the university's catalog.

**Residents of the state of Minnesota or students attending any Minnesota campus:**  
must take at least four courses at the 3000+ level in EN, FL, HI, HU, MA, PS, SC or SO.

The following are revisions to the Academic Programs section on pages 40 - 113:

(pages 42, 44 and 47)

The prerequisite to AC2050 has changed from AC1160/CI1150/EN1300 to AC1260/CI1150/EN1300.

(pages 56 and 95)

The Denver campus does not offer the Associate of Science Degree in General Education Studies.

(pages 7 and 8 of the catalog addendum, 2008 – 2009, published October 2008)

**Residents of the state of Minnesota or students attending any Minnesota campus:**

^ must take MA2050 – College Algebra

# must take a humanities elective

\*\* SO1100 satisfied the Social Science requirement for the state of Minnesota

(page 85, 127 and 128)

The research requirement and the EN1300 prerequisite have been dropped for HA4500D, Action Research Project. The research requirement and the prerequisite of EN1300 have been added to HA4070, Regulatory Environment in Health Care.

(page 139) A prerequisite of A&P course(s) has been added to NS 3050D.

The following are additions to the Course Descriptions section on pages 114 - 147:

**INFORMATION TECHNOLOGY-CI**

**CI3670D - Supporting Windows Vista**

This course is to provide individuals who are new to Windows Vista with the knowledge necessary to understand and identify the tasks involved in supporting Windows Vista networks. This course will help the students prepare for the following Microsoft Certified Professional exam: Exam 70-620; Installing, Configuring, and Administering Microsoft Windows Vista.

Prerequisite: CI1150 or placement recommendation

Delivery: online

**CI4114D - Maintaining Windows 2003 Server**

This course provides students with the knowledge and skills needed to effectively maintain server resources, monitor server performance, and safeguard data on a computer running one of the operating systems in the Microsoft Windows Server 2003 family.

Prerequisite: CI4113 (can be taken concurrently with CI4114D)

Delivery: online

**CI4291D - Interconnecting Cisco Network Devices I**

This course focuses on providing the skills and knowledge necessary to install, operate, and troubleshoot a small branch office Enterprise network, including configuring a switch, a router, and connecting to a WAN and implementing network security.

Prerequisite: CI221/CI2430

Delivery: online

**CI4292D - Interconnecting Cisco Network Devices II**

This course focuses on skills and knowledge necessary to install, operate, and troubleshoot a small to medium-size branch office Enterprise network, including configuring several switches and routers, connecting to a WAN and implementing network security.

Prerequisite: CI4291D

Delivery: online

**ENGLISH-EN**

**EN3275 - Transcultural Literature – 4.5 credits**

This literature course explores the multicultural and global perspectives of ethnic and cultural groups by examining the writings of people of color. Transcultural literature is comprised of writings that characterize the racial, ethnic, and social diversity in the world. These diverse cultures include voices typically omitted from the traditional canon. This course offers the opportunity for students to learn about the range of experiences and possibilities in the world and move beyond resistance to engagement. This course engages students in a process of questioning, research, presentation and reflection.

Prerequisite: EN1150 or EN1300

Delivery: on-ground and online

**HEALTH INFORMATION TECHNOLOGY/HEALTHCARE CODING-HT**

**HT1100D – Introduction to Health Information Management – 3 credits**

This course introduces the health information management profession and departmental functions related to filing and numbering methods, records management, retention and storage, and forms design. Various aspects related to health record documentation guidelines and standards will be explored, as well as the influence of accreditation and regulatory bodies. Health information processes and relationships among organizational departments and healthcare providers will also be addressed.

Delivery: online

**HT2110D – International Classification of Diseases Coding I with Lab – 3 credits**

This course covers clinical vocabularies and classification systems, as well the principles and guidelines for using ICD-9-CM to code diagnoses and procedures. Students will gain an understanding of ICD as it is used in an inpatient setting and contribution to the severity of illness and case-mix analysis systems. Assignments and practical examples of patient records will provide practice in coding and sequencing of diagnoses. The applications of coding principles are also explored through the use of encoding software tools. (2 hours of lecture and 2 hours of lab per week)

Prerequisite: HT1100D, ME1150, ME2211, ME2510 (or co-requisite), and SC1221 or SC1222D

Delivery: online

**HT2120D – International Classification of Diseases Coding II with Lab – 3 credits**

This course covers clinical vocabularies and classification systems, as well the principles and guidelines for using ICD-9-CM to code diagnoses and procedures. Students will gain an understanding of ICD as it is used in an inpatient setting and contribution to the severity of illness and case-mix analysis systems. Assignments and practical examples of patient records will provide practice in coding and sequencing of diagnoses. The applications of coding principles are also explored through the use of encoding software tools. (2 hours of lecture and 2 hours of lab per week)

Prerequisite: HT2110D and ME2520 (or co-requisite)

Delivery: online

**HT2130D– Current Procedural Terminology Coding with Lab – 3 credits**

This course will expand on the knowledge of clinical classification systems through the use of Current Procedural Terminology (CPT) coding principles. Assignments and practical examples of patient records will provide practice in coding and sequencing of diagnoses. Exercises will allow students to also apply guidelines for Evaluation and Management (E/M) code and modifier assignment, in addition to the purpose and use of the Healthcare Common Procedure Coding System (HCPCS). The applications of coding principles are also explored through the use of encoding software tools. (2 hours of lecture and 2 hours of lab per week)

Prerequisites: HT2120D

Delivery: online

**HT2210D – Healthcare Data Quality & Management – 4 credits**

This course will provide an overview of quality improvement methodologies and expand on the use of health information and data for utilization review, risk management, and organizational approaches to quality assessment activities. Methods, tools, technologies and processes for analyzing data are examined, to identify and prepare data for health-related purposes. Displays and reports to support quality improvement programs are explored.

Prerequisite: HT1100D and HA3220D

Delivery: online

**HT2230D – Healthcare Reimbursement – 3 credits**

This course will provide an overview of the reimbursement and payment methodologies that apply to various healthcare settings, inclusive of the forms, processes, and practices of health information professionals. Topics related to insurance, third party, prospective payment and managed care capitation are also explored along with issues of policy, regulatory information technology and data exchange among providers.

Prerequisites: HT2130D (or co-requisite)

Delivery: online

**HT2240D – Health Information Management and Supervision – 3 credits**

This course focuses on the principles of supervisory management in the health information environment and provides an overview of general management functions. Staffing, training, performance, and productivity procedures are explored, as well as work processes and policies and procedures design. The application of these functions will be explored in the inpatient, ambulatory, and physician office environments.

Prerequisite: HT2210D (or co-requisite) and HT2230D

Delivery: online

**HT2300D - Healthcare Coding Practicum – 3 credits**

The practicum is designed to allow students to participate in a supervised setting to gain practice experience in a health information department or other approved practice setting or organization. Through the application of concepts and theories, students will demonstrate skills focused on application of coding skills and observation of supervisory and planning activities. Students will prepare a written report of their practical learning experience.

Pre-requisite: Academic advisor approval and completion of major core courses

Delivery: online

**HT2500D – Health Information Technology Practicum – 6 credits**

The practicum is designed to allow students to participate in a supervised setting to gain practice experience in a health information department or other approved practice setting or organization. Through the application of concepts and theories, student will demonstrate skills in record retrieval, data abstraction and analysis; record retention, release of information, and coding; and observation of supervisory and planning activities. Students will prepare a written report of their practical learning experience.

Pre-requisite: Academic advisor approval and completion of, or current enrollment in all other courses in program.

Delivery: online

## **NURSING - NS**

### **NS3320D - Pathophysiologic Concepts I – 4 credits**

This online course introduces the concepts of pathophysiologic processes underlying disease states across the lifespan and human responses to those processes. As a basis for beginning nursing practice, students will link manifestations, diagnostic studies, complications, and disease management to specific disease states and pathologic processes. The focus is on specific processes involving stress response, immune function, cellular proliferation, fluid and electrolyte balance, acid-base imbalance, and selected body system disorders including renal, gastrointestinal, liver/biliary, endocrine, hematologic and integumentary.

Prerequisites: SC1232, SC1332

Delivery: online

### **NS3321 - Holistic Health Assessment – 4 credits**

This course introduces the nursing student to the principles and psychomotor skills necessary to provide holistic and culturally congruent health and physical assessments for clients across the lifespan. Health promotion and maintenance principles are incorporated throughout this course. Emphasis is placed on use of the nursing process, critical thinking skills, and holistic and cultural appropriate care in collecting and documenting the health history and physical assessment data for client's health experience. Students are provided faculty guided theory and laboratory experiences in order to develop competence and confidence in the performance of health history and physical assessments across the lifespan.

Delivery: on-ground

### **NS3325 - Introduction to Professional Nursing Practice – 3 credits**

Beginning with a brief historical overview of nursing, nursing is defined in its past, present and future roles. A review of educational paths in nursing leads the student into an exploration of the multiple roles, responsibilities and requisite skills of the nurse today and in the future. Nursing theory, legalities and ethics are introduced. The scope of practice of the professional nurse, as well as standards of professional practice will be explored. Nursing literature will be introduced and the student will begin to explore the evidence base of the discipline.

Delivery: on-ground

### **NS3326 - Professional Role Development – 2 credits**

This course focuses on the core competencies of critical thinking, therapeutic communication, assessment, and technical skill that progressive personal and professional role development of the beginning baccalaureate nurse. A review of educational paths in nursing leads the student into an exploration of the multiple roles, responsibilities and requisite skills of the nurse today and in the future. The emphasis will be on the role development as provider of direct and indirect care to individuals, families, groups, communities, and populations throughout the lifespan. Nursing roles will be further explored: designer, coordinator, manager of care, mandatory reporter, advocate, change agent, educator, and member of a profession.

Delivery: on-ground

### **NS3330 - Foundations of Holistic Nursing – 7 credits**

This course focuses on the role of the professional nurse in using therapeutic communication, maintaining professional boundaries, and giving, translating, or transmitting health information to meet the holistic health needs of the childbearing family. Health promotion and maintenance principles are incorporated throughout this course, as applied to self health and client health practices. Students will learn to apply growth and development theory, access research about risk factors in illness prevention, and work with clients in a culturally sensitive manner. Family nursing theory is applied throughout the health experience. In addition, teaching/learning theory and psychosocial health concepts will be applied to individuals, families and communities.

Delivery: on-ground

### **NS3331 - Foundations of Holistic Nursing Clinical – 3 credits**

This clinical course introduces the nursing student to the importance of therapeutic communication and professional relationships. This clinical course focuses on the role of the professional nurse in meeting the holistic health needs of the childbearing family in a variety of health care settings. Family nursing theory is applied throughout the health experience. Students will complete a teaching/learning project, family assessment, and family nursing intervention to meet the needs and desires of the family unit.

Delivery: on-ground

### **NS3340D – Pathophysiologic Concepts II – 4 credits**

This course builds on previous concepts of pathophysiologic processes underlying disease states across the lifespan. As a basis for beginning nursing practice, students will apply what they have learned in NS3320D to further their knowledge and to link manifestations, diagnostic studies, complications, and disease management to specific disease states and pathologic processes. The focus is on specific pathologic processes involving selected body system disorders with the emphasis on the respiratory, cardiovascular, peripheral vascular, neuropsychiatry, neurologic, sensory, and musculoskeletal systems, and multiple interacting systems/multi organ dysfunction.

Prerequisites: NS3320D

Delivery: online

**NS3343 - Holistic Nursing Care in Chronic Illness I – 6 credits**

This course will focus on the role of the professional nurse in application of the nursing process to meet the holistic health care needs of clients throughout the lifespan. Family-centered nursing interventions to promote health and prevent disease for families, introduction of developmental theories, and reinforcement of family stress and adaptation theories will be leveled up from prior courses. Emphasis is placed on physiologic alterations and nursing actions that incorporate play, pharmacological interventions, and medical treatments in the care of clients with chronic health conditions. Chronic illness theory and related concepts that impact the disease trajectory will be explored.

Delivery: on-ground

**NS3345 - Holistic Nursing Care in Chronic Illness I Clinical – 4 credits**

This clinical course will focus on the client and family experiencing chronic health conditions. Nursing students will apply the nursing process and utilize family theory to guide nursing actions that promote health and prevent disease for families with chronically ill family members. Students will appropriately communicate and engage in direct and indirect care of clients with chronic illness in a variety of health care settings. The physiologic and psychosocial needs and desires associated with chronic illness will be examined.

Delivery: on-ground

**NS3346 - Pharmacology for Nurses – 4 credits**

This course provides the theoretical background that enables the student to provide safe and effective nursing care related to drugs or herbal/natural products. Students will learn to base clinical decisions in the context of nursing by using current, evidence based information, and through the understanding of pharmacokinetics and pharmacodynamics. Developmental and physiological considerations across the lifespan and diverse populations as associated with drug therapy will be incorporated. Students will learn to monitor and evaluate the effectiveness of drug therapy, the reduction of adverse effects and appropriate teaching methods.

Delivery: on-ground

**NS3360 - Holistic Nursing Care in Acute Illness I – 7 credits**

This course builds on the foundational concepts and psychomotor skills necessary to provide holistic and culturally congruent nursing care for adult clients in the acute, sub-acute and long-term care setting in order to promote physical restoration, maintenance or independence. Emphasis is placed on the management of clients with acute illness, or chronic illness complicated by an exacerbation or acute illness. Students will learn to provide physical nursing care, and to perform delegated medical treatments.

Delivery: on-ground

**NS3361 - Holistic Nursing Care in Acute Illness I Clinical – 3 credits**

This clinical course builds on the foundational concepts and psychomotor skills necessary to provide holistic and culturally congruent nursing care for adult clients in the acute, sub-acute and long-term care setting in order to promote physical restoration, maintenance or independence. Emphasis is placed on the nursing actions necessary to manage clients with acute symptoms. Students will learn to provide direct nursing care, and perform delegated medical treatments such as medication administration, IV therapy, wound care, oxygen therapy, sterile technique and surgical care. Students will collect and interpret data to formulate nursing actions that meet the health care needs of the client.

Delivery: on-ground

**NS4043 - Holistic Nursing Care of the Community – 6 credits**

This course is intended to prepare nurses in the practice of community and public health nursing and apply for public health certification in Minnesota. This course will meet the entry level population-based public health nursing competencies. Students will be introduced to the basic public health nursing knowledge base and personal characteristics that contribute to effective nursing practice in the community health setting. Mental health needs of communities, systems, individuals and families will be incorporated in this course.

Prerequisite: EN1300

Delivery: on-ground

**NS4045 - Holistic Nursing Care of the Community Clinical – 2 credits**

This clinical course is intended to prepare nurses in the practice of community and public health nursing and apply for public health certification in Minnesota. Students will have clinical experiences with communities, systems, individuals, and families; with some exposure to home visiting during this educational experience. Each clinical experience has the potential to satisfy a variety of entry level population-based Public Health Nursing competencies. Mental health needs of communities, systems, individuals and families will be incorporated in a variety of clinical settings.

Delivery: on-ground

**NS4143 - Holistic Nursing Care in Acute Illness II and End of Life – 6 credits**

This course challenges the student to synthesize the multifaceted nursing roles associated with providing safe and effective care to complex patients in the emergent and/or acute care setting. Students will focus on the multiple dimensions of patient-centered care that promotes psychosocial and physiologic integrity of the client. The emphasis of this course will be focused on the ability of the student to synthesize knowledge from nursing, the arts, and sciences in the holistic practice of professional nursing.

Delivery: on-ground

**NS4145 - Holistic Nursing Care in Acute Illness II Clinical and End of Life – 4 credits**

This course challenges the professional nursing student to integrate and synthesize the knowledge gained in the previous acute care nursing course to be applied to clients throughout the lifespan. Students will be expected to care for complex multisystem conditions in the acute care

setting. The student will be challenged to apply and synthesize the nursing process, and the health experience of the client and their family. Students will be exposed to a multidisciplinary approach to providing care to emergent and/or complex acute clients. Students are expected to become proficient with diagnostic tests and procedures.

Delivery: On-ground

#### **NS4210 - Research and Evidence-Based Practice – 4 credits**

This course emphasizes the scientific inquiry behind the discipline of nursing. Empiric knowledge and evidence-based practice methods will be introduced. Quantitative and qualitative research processes along with outcomes research will be incorporated throughout the course. The method of integrated research reviews will be utilized to build an evidence-based practice and assist in the preparation for future graduate-level studies.

Prerequisite: MA3000

Delivery: on-ground

#### **NS4243 - Holistic Nursing Care in Chronic Illness II and End of Life – 6 credits**

This course focuses on the role of the professional nurse in applying the nursing process to meet the holistic health needs of clients throughout the lifespan. Emphasis is placed on nursing interventions in the care of client's with chronic health conditions across the health-illness continuum and end of life care. Geriatric and end-of-life competencies, psychosocial and physiologic integrity nursing strategies, and safe and effective care environments will be discussed throughout the course.

Delivery: on-ground

#### **NS4245 - Holistic Nursing Care in Chronic Illness II and End of Life Clinical – 4 credits**

This clinical course focuses on the role of the professional nurse in applying the nursing process to meet the holistic health needs of clients throughout the lifespan. Emphasis is placed on nursing interventions in the care of clients with chronic health conditions across the health-illness continuum and end of life care. Geriatric and end-of-life competencies, psychosocial and physiologic integrity nursing strategies, and safe and effective care environments will be demonstrated in the clinical setting.

Delivery: on-ground

#### **NS4300 - Concept Integration for the Professional Nursing Role I – 5 credits**

This integrative concept course enhances the student's understanding of the complex roles professional nurses must fulfill in the acute care setting. Students will experience clinical-intensive course content focused on one's ability to synthesize and apply nursing phenomenon in acute care settings. This precepted clinical experience will provide the student with in-depth perspective of nurses' patterns of knowing. Students are expected to apply theory-based decision making in the delivery of safe, competent, and culturally congruent nursing care.

Delivery: on-ground

#### **NS4310 - Concept Integration for the Professional Nursing Role II – 5 credits**

This integrative concept course enhances the student's understanding of the complex roles professional nurses must fulfill in a focus area. This course will assist with the difficult transition of nursing student into the professional practice role of a graduate nurse. It is hoped that this course will improve student satisfaction, confidence, retention, and readiness in an attempt to enhance patient safety and quality care. Students will experience the principles of leadership and management in a specific practice area of nursing.

Delivery: on-ground

### **ORGANIZATIONAL LEADERSHIP - OL**

#### **OL4200 – Learning Organizations – 4.5 credits**

Competition and globalization require an organization's leaders to think creatively and learn adeptly to ensure business survival. A learning culture is used strategically to help a company remain competitive within complex operating environments. This course discusses the driving forces that encourage the development of learning organizations and the necessary elements to create them. How organizational leaders strategically develop and sustain these elements is also presented.

Prerequisite: OL3100

Delivery: on-ground

#### **OL4300 – Organizational Development and Change – 4.5 credits**

Change is an inevitable part of life, and organizations must be able to anticipate and understand change in order to remain competitive. In this course, students will learn to use specific processes and techniques to implement planned change interventions in organizations to maximize effectiveness. Developing the individual, work teams, and the organization as a whole are also addressed.

Prerequisite: OL3100

Delivery: on-ground

### **SCIENCE-SC**

#### **SC1223D – General Anatomy and Physiology – 4 credits**

This bridging course in anatomy and physiology studies is available to students who have completed prior college-level course work in the field. Throughout the course, students will demonstrate knowledge of the complementary relationship between structure and function of the various body systems, as well as the integration of systems to maintain homeostasis.

Prerequisite: Prior Anatomy and Physiology course(s) (4 hours lecture)

Delivery: online

(pages 120 to 140)

The following courses have been omitted: CI2060, CI2070, OL3200, OL3300, OL3400 and OL4050.

(page 141)

The course number for PL2000, Law Office Technology, will change to PL3000 effective summer 2009.

The following course descriptions have been modified (pages 114 – 147):

### **ACCOUNTING-AC**

#### **AC2050/CI2040 - Accounting Software Applications – 4.5 credits**

This course provides experience in establishing and using computer-based accounting systems for service and merchandising businesses.

Prerequisite: AC1260/CI1150/EN1300 (The prerequisite of AC1160 has been changed to AC1260.)

Delivery: on-ground and online

#### **AC4050 - Advanced Accounting I – 4.5 credits**

Students in Advanced Accounting I will study how businesses account for investments, consolidations and mergers. Students will work through business combinations using a variety of accounting methods to include the purchase method, the equity method, and the partial equity method. Special consideration will be given to inter-company transactions that affect the consolidation process. (There has been a change to the course description.)

Prerequisite: AC3150

Delivery: on-ground and online

### **Criminal Justice-CJ**

(All Criminal Justice courses are delivered online.)

The course number for CJ3100D Policing in U.S. Society has been revised to CJ2150D Policing in U.S. Society.

#### **CJ1000D - Introduction to Criminal Justice – 4.5 credits**

This course provides an overview of the criminal justice system, explaining the system structure of criminal justice and the specific functions of policing, courts, and corrections. Major topics in policing, courts and corrections are introduced.

Delivery: online

#### **CJ1500D - Criminological Theory – 4.5 credits**

This course presents the historical development of the major theoretical schools of criminological explanations for crime and criminal behavior. The major assumptions, policies, and critiques of the classical and positivist theory schools are presented. New evolutions in crime and criminological theories are discussed.

Prerequisite: CJ1000

Delivery: online

#### **CJ2000D - Applied Research Methods – 4.5 credits**

This course introduces the criminal justice student to the applied research activities of the criminal justice professional, including how to interpret criminal justice research, how to evaluate a criminal justice policy or program, and how to design an applied study for a criminal justice organization and for grant program evaluation.

Prerequisite: CJ1500

Delivery: online

#### **CJ2100D - Criminal Law – 4.5 credits**

This course presents substantive criminal law which includes definitions of law, definitions of crime, general principles of criminal responsibility, elements of the major crimes, punishments, conditions or circumstances which may excuse individuals from criminal responsibility or mitigate punishment, the court system of the United States, and the basic concepts of criminal law.

Prerequisite: CJ1500

Delivery: online

#### **CJ2150D - Policing in U.S. Society – 4.5 credits**

This course presents the philosophy and history of law enforcement, the Constitutional controls imposed on law enforcement, the agencies and organizations of law enforcement and the role and function of law enforcement in the criminal justice process.

Prerequisite: CJ1500

Delivery: online

**CJ2200D - Professionalism and Ethics in Criminal Justice – 4.5 credits**

This course introduces the practice of professional behavior and decision making for criminal justice practitioners. The major decision-making tools for dealing with the potential for coercion, the misuse of authority in criminal justice work and managing temptation are presented.

Prerequisite: CJ1500

Delivery: online

**CJ3000D - Victimology – 4.5 credits**

This course presents a survey of the literature, research and current trends concerning the victim of crime with emphasis placed on victim rights and compensation in the criminal justice process, the extent of victimization and the impact of victimization on the individual.

Prerequisite: CJ1500

Delivery: online

**CJ3150D - Criminal Investigation – 4.5 credits**

This course provides an explanation of scientific crime detection and the techniques for case management and documentation, the concept of proof, and the impact of evolving technology on the investigative process.

Prerequisite: CJ3100

Delivery: online

**CJ3200D – U.S. Courts – 4.5 credits**

This course provides an overview of the court process from an organizational perspective. The roles of the prosecutor, judge, and defense attorney are presented from the concept of the courtroom workgroup dynamic and how court activity is conducted by the workgroup. Various courtroom dynamic theories are presented with emphasis on court workload processing and plea bargaining.

Prerequisite: CJ1500

Delivery: online

**CJ3300D – U.S. Corrections – 4.5 credits**

This course provides an overview of community and institutional corrections in the United States with an analysis and evaluation of contemporary correctional systems and discussion of recent research concerning institutional correctional issues and the issues facing community corrections.

Prerequisite: CJ1500

Delivery: online

**CJ4100D - Police Issues and Practices – 4.5 credits**

This course discusses contemporary issues in policing from a systems perspective. The practice of policing in a complex environment creates consequences for the community and the criminal justice system that must be addressed with analytical and appropriate solutions. Emphasis in this course is placed on those issues and the continuous evolving efforts to address the problems facing law enforcement.

Prerequisite: CJ3100

Delivery: online

**CJ4300D - Drugs and Alcohol in Criminal Justice – 4.5 credits**

This course presents an overview of the description, classification, and analysis of the extent of the drug problem and the role of drugs in criminal behavior, as well as an overview of the most serious drug abuse problem, alcohol abuse, with an emphasis on the physiological and social aspects of alcohol use and abuse, social control measures and its role in criminal behavior.

Prerequisite: CJ1500

Delivery: online

**CJ4400D - Juvenile Justice and Delinquency – 4.5 credits**

This course presents the nature and extent of juvenile delinquency, the theories of juvenile offending and rehabilitation, an overview of the juvenile justice system and how it differs from the adult system, the history and unique philosophy of the juvenile court, juvenile court practices and procedures, and the relationship between juvenile offenders and policing and corrections.

Prerequisite: CJ1500

Delivery: online

**CJ4500D - Homeland Security and Terrorism – 4.5 credits**

This course presents the various forms of terrorism and the explanations for terrorism from a theoretical and sociological perspective to be able to explain the causes of past, current and new forms of terrorist behavior. Operational responses to terrorism are discussed, with special emphasis on the role of Homeland Security.

Prerequisite: CJ 1500

Delivery: online

**CJ4600D - Criminal Justice Administration – 4.5 credits**

This course provides an overview of the principles and practices of administration and their applications to policing, courts and corrections with an emphasis on the application of theoretical administrative concepts to practical criminal justice problems.

Prerequisite: CJ1500

Delivery: online

**CJ4800D-CJ4890D - Criminal Justice Internship– 4.5 to 13.5 credits**

This course is a supervised work experience in an approved criminal justice or social agency setting completed during the senior year for the bachelor's degree and during the sophomore year for the associate degree. The experience is designed to provide the student with an opportunity to apply academic learning in professional situations. The work experience assignment must be approved by the department and the student must be assigned to a faculty supervisor.

Prerequisite: Sophomore Status for AAS/ Senior Status for BS.

Delivery: online

**CJ4850 - Applied Criminal Justice Policy Research Project – 4.5 credits**

This course is a supervised policy research experience in which the student, in conjunction with a faculty supervisor and a designated agency or organization, will design and conduct an applied policy study. Using applied methods of research, the student will develop a policy assessment for an agency or organization, collect appropriate data, analyze the data, and present the results of the policy study in a written report with policy implications.

Prerequisite: CJ2000/Senior Status

Delivery: online

**CJ4900D - Criminal Justice Capstone**

This course is the final application and explanation course for the criminal justice degree. In this course, students will focus on criminal justice employment for the entire field and learn about hiring and retention of personnel. Students will engage in application activities to obtain actual experience with some of the activities they will undertake in their careers. Emphasis will be placed on using theory to explain policy, the use of research results to inform and/or evaluate policy, enhanced understanding of criminal justice operations, the use of professional decision making and leadership skills and the enhancement of communications in criminal justice work.

Prerequisite: CJ2000/CJ2100/CJ2200/Senior Status

Delivery: online

**ENGLISH-EN****EN1300 – Composition II – 4.5 credits**

This course engages students in a continued exploration of the writing process. Students will learn how to locate research sources, utilizing electronic and print materials. Additionally, students will write and revise essays, business communications and a research paper. Emphasis is placed on expanding knowledge of the research process and improving the ability to evaluate and integrate various kinds of research in academic writing. Prerequisite: EN1150

Delivery: on-ground and online

**EN3050 – Technical Communications – 4.5 credits**

This course allows learners to apply the principles of writing and presentations used in business and industry. Various research report formats and styles are emphasized. Through written reports, learners will evaluate the design of primary and secondary research instruments. Graphic displays which depict and support technical data will be emphasized. Professional publications, abstracts, instructions, and technical documentation are also covered.

Prerequisite: EN1300

Delivery: on-ground and online

**FINANCE-FN****FN3100 - Risk Management and Insurance – 4.5 credits**

This course introduces different types of insurance risks, insurance policy contracts, types and problems of insurers, social insurance and risk management. The approach is broad with an emphasis on the basic unity of insurance.

Prerequisite: MT2050

Delivery: on-ground and online

**HEALTH CARE-HA****HA4070D – Regulatory Environment in Health Care - 4 credits**

This course emphasizes healthcare funding and reimbursement processes, and related compliance and regulatory mechanisms in healthcare organizations. Selected aspects of federal and state survey requirements are included. (The prerequisite of EN1300 has been added.)

Prerequisite: HA3010/EN1300

Delivery: online

**HA4500D - Action Research Project - 4 credits**

The course combines experience working on a health services project, writing a senior-level thesis and presenting the project. Learners will demonstrate critical, analytical and interpretive skills in their project and thesis. (The prerequisite of EN1300 has been removed.)

Prerequisite: Academic advisor approval and senior status/ HA3010

Delivery: online

## **MEDICAL-ME**

### **ME2183D – Medical Staff Services Management III - 4 Credits**

This course will provide in-depth knowledge of managing a medical staff services department to include the coordination of medical staff meetings and the creation of medical staff services related communications. Through analysis and discussion, students will learn and apply project management planning and process. Students will also explore the use of technology in managing confidential information and will develop a plan for public relations and marketing from a cross-functional team approach.

Prerequisite: ME2182D

Delivery: online

### **ME2250 - Medical Law and Ethics – 4 credits**

This course emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information, including HIPAA.

Prerequisite: ME1100/EN1300

Delivery: On-ground

### **ME2260 - Medical Records Management - 4 credits**

This course is designed to introduce the student to standard and electronic medical record systems and management. The medical record will be viewed from various aspects including the medical record release, standard information included in a medical record, medical record formats, types of filing systems, procedure to make corrections to a medical record, medical records storage, along with procedures for inactive record storage.

Prerequisite: ME1100/CI1150

Delivery: on-ground

## **NURSING - NS**

### **NS2140 - Nursing IV: Adult - Complex Healthcare Needs with Clinical – 6 Credits**

#### **Must be taken concurrently with NS2130**

Along with the role transition from LPN to RN, emphasis is placed on the differences in the scopes of practice, the nursing process and critical thinking. Focuses on the nursing process and clinical judgment as applied to the role of the professional nurse in caring of adult patients experiencing complex alterations in the health/illness/death continuum. The nursing process is used to promote the adaptive capabilities of patients experiencing physiological disruptions requiring medical/surgical interventions. Mental health nursing concepts are used in providing holistic nursing care for the mentally ill. Developing competency in initiating and managing parenteral therapies is included. To enhance experiential learning, skills lab practice is utilized, and clinical components encompass a variety of environments and community settings. (3 hours didactic and 3 hours clinical per week)

Prerequisite: NS1133/EN1150

Delivery: on-ground

### **NS2160 - Nursing VI: Maternity and Pediatric Community Health with Clinical – 6 Credits**

This course focuses on the role of the professional nurse in meeting the holistic health needs of the childbearing family. The nursing process is utilized to identify and meet the needs of the childbearing family and to provide family-centered psychosocial and culturally sensitive care. An overview of pediatric nursing with emphasis on the well-child and care of the hospitalized child is included. Concepts of pharmacology specific to the pediatric and maternity client will be presented. Communication, clinical judgment, therapeutic client relationships, documentation and health and physical assessment will be coupled with advanced nursing procedures. (3 hours didactic and 3 hours clinical per week)

Prerequisite: NS2150

Delivery: on-ground

### **NS3050D - Pathophysiology in Practice**

The focus of this course is on the mechanisms and clinical manifestations of high volume and high risk diseases/conditions common across the variety of nurse practice settings. Learners will explore the impact of episodic and chronic health challenges from a holistic individual, family and community cultural perspective. This knowledge will be applied to the nurse's role in management of disease, injury, and health restoration within a caring and culturally sensitive context.

Prerequisite: Prior A & P Course(s)

Delivery: online

### **NS4060D – Caring for Vulnerable Populations**

This course builds on Public Health and Community Nursing and focuses specifically on vulnerable populations. Assessment of and strategies for improving the health and wellness of vulnerable populations are developed using an epidemiological and culturally competent approach. The course explores the interface between government, culture, society, environment, policy, and barriers and resources as they relate to meeting the healthcare needs of an identified vulnerable population.

Prerequisites for Online RN to BSN: EN1300; NS4050D

Prerequisite for Bloomington BSN students: NS4043.

Delivery: online

**NS4400D**

The following changes have been made to the prerequisites only:  
Prerequisite for Online RN to BSN: NS3225D/NS3300D/NS4150D  
Prerequisites for Bloomington BSN: All 3000 level nursing courses

**PHARMACY-RX****RX 2410 - Preparing for the Pharmacy Profession – 3 credits**

This course provides students with the tools they will need to be successful as pharmacy technicians. Students are exposed to a variety of issues related to the attitudes, values and skills; in addition to the legal responsibilities of a pharmacy technician. Students will review areas of concentration presented throughout the entire program, such as: pharmacy calculations, aseptic compounding, non-sterile compounding, basic biopharmaceutics, and pharmacy laws and regulations. They also re-examine areas related to processing of prescriptions, purchasing, and inventory control. A final review of this information is essential to the successful passing of the national certification exam. Throughout this course, students gain an appreciation for the value of technician certification and active involvement in professional organizations.

Prerequisite: RX2210

Delivery: on ground

**SOCIOLOGY-SO****SO3100 – Human Geography - 4.5 credits**

This course explores the study of geography by emphasizing the relevance of geographic concepts to human problems. A central focus of the course is on the tension between globalization and cultural diversity. Students will explore how people are taking deliberate steps to protect their cultural identities as the world becomes more unified economically, culturally and environmentally. (There has been a change in the course title and description.)

Prerequisite: SO1050

Delivery: on-ground