

NATIONAL AMERICAN UNIVERSITY



CATALOG ADDENDUM

2007-2008

Published November 2007

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

Accredited by the Higher Learning Commission and a member of the North Central Association
www.ncahlc.org (312) 263-0456

The following has been added to Accreditation – Approvals – Affiliations on page 2:

National American University is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 141.21 to 141.32. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

The following revision has been made to the fees policy on pages 24 and 180:

** The application fee will be refunded if the applicant withdraws within three days of making payment, provided the student has not entered classes. (Exceptions: Five days in the state of Minnesota regardless of whether the course of instruction has started. Three days in the state of Missouri, excluding Saturday, Sunday and holidays, regardless of whether the student has entered classes.)*

The following is a revision of the table on page 40:

**Satisfactory Academic Progress Table
RN to BSN Degree Completion Program
Nursing Associate of Science Degree Program
Nursing 1 + 1 Program**

ONLY

(Minimum Cumulative Grade Point Average)

	A.S. in Nursing	B.S. in Nursing
0-12	1	1
13-24	1.12	1.07
25-36	1.23	1.13
37-48	1.35	1.2
49-60	1.46	1.26
61-72	1.58	1.33
73-84	1.69	1.39
85-96	1.81	1.46
97-108	1.92	1.52
109-120	2.04	1.59
121-132	2.15	1.65
133-144	2.27	1.72
145-156	2.38	1.78
157-168	2.5	1.85
169-180		1.91
181-192		1.98
193-204		2.04
205-216		2.11
217-228		2.17
229-240		2.24
241-252		2.3
253-264		2.37
265-276		2.43
277-288		2.5

The following is a revision of the table on pages 43 - 44:

Campus abbreviations are as follows: **AL** – Albuquerque, NM; **AU** – Austin, TX; **BC** – Brooklyn Center, MN; **BL** – Bloomington, MN; **CS** – Colorado Springs, CO; **DN** – Denver, CO; **DL** – Distance Learning; **EL** – Ellsworth Air Force Base, SD; **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^
Medical Administrative Assistant A.A.S.	X		X	X	X	X			
Medical Assisting A.A.S.	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			
Therapeutic Massage A.A.S.			X	X					
Therapeutic Massage Diploma			X	X					
General Education Studies A.S.	X				X	X	X	X	X
Athletic Training B.S.									
Applied Management B.S.	X	X	X	X	X	X	X	X	X
Applied Management B.S. w/Emphasis in Equine Management									
Equine Science A.A.S.									
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*		
Health Care Management B.S.	X^		X^	X^	X^	X^	X	X^	X^
Information Technology B.S. w/Emphasis in Internet Systems Development							X	X^	X^
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^
Paralegal Studies B.S.			X	X					X
Paralegal Studies A.A.S.		X	X	X					X
Nursing R.N. to B.S.N. Degree Completion Program B.S.	X+		X+	X+	X+	X+	X		X+
Nursing A.S.									
Nursing Practical Nurse Diploma 1 + 1 Nursing Program									
Nursing A.S. 1 + 1 Nursing Program									
Organizational Leadership B.S.	X								
Veterinary Technology A.A.S.									
Veterinary Assisting Diploma									

+ General education courses for the RN-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 in Kansas, Minnesota and Missouri

Campus abbreviations are as follows: **OP** – Overland Park, KS; **RC** – Rapid City, SD; **RR** – Rio Rancho, NM; **RV** – Roseville, MN; **SF** – Sioux Falls, SD; **WA** – Watertown, SD; **WI** – Wichita, KS; **ZR** – Zona Rosa, MO

	OP	RC	RR	RV	SF	WA	WI	ZR
Accounting B.S.		X^		X^	X^	X^		
Accounting A.A.S.		X^		X^	X^	X^		
Medical Administrative Assistant A.A.S.				X				
Medical Assisting A.A.S.	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
Therapeutic Massage A.A.S.	X			X	X			
Therapeutic Massage Diploma				X				
General Education Studies A.S.		X	X		X			X
Athletic Training B.S.		X						
Applied Management B.S.	X	X	X	X	X	X^	X^	X
Applied Management B.S. w/Emphasis in Equine Management		X						
Equine Science A.A.S.		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^	
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								
Health Care Management B.S.	X^	X^	X^	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^
Paralegal Studies B.S.	X	X		X	X			X
Paralegal Studies A.A.S.	X	X		X	X			X
Nursing R.N. to B.S.N. Degree Completion Program B.S.	X+		X+	X+	X+	X+	X+	X+
Nursing A.S.								X
Nursing Practical Nurse Diploma 1 + 1 Nursing Program	X							
Nursing A.S. 1 + 1 Nursing Program	X							
Organizational Leadership B.S.								
Veterinary Technology A.A.S.		X						
Veterinary Assisting Diploma		X						

+ General education courses for the RN-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.

> Pending state approval in Kansas, Minnesota and Missouri.

The following is an addition to the Academic Programs section:

**Business Administration
Bachelor of Science Degree
Emphasis in Human Resource Management**

This emphasis program is designed for students who have an interest in the human resource management functions of business organizations. The program explores the broad human resource activities required to attract, maintain and develop an effective workforce, including strategic planning; recruitment and selection; training and development; appraising employee performance; and compensation and benefits administration. This exploration also includes a review of recent laws, court decisions, new technologies and social forces that make human resource management a rapidly evolving career field. In addition, the program of study encourages students to develop a strategic mindset in the context of human resource management policies and practices and empowers them to become effective decision makers in this specialized field of business management.

**Business Administration
Bachelor of Science
With Emphasis in Human Resource Management
186 Credits**

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

* Pending state approval in Minnesota

Business Administration Major Core

(44 of the following 86 credits must be taken at NAU)

		Prerequisites	Credit Hrs.	
AC1060	Principles of Accounting I		5	_____
AC1160	Principles of Accounting II	AC1060	5	_____
AC3200	Cost Accounting	AC1160	4	_____
CI1230	Spreadsheets for Windows	CI1150	4	_____
EC2050	Macroeconomics		4	_____
EC2100	Microeconomics	EC2050	4	_____
FN3000+	Elective	~	4	_____
FN3000	Business Finance I	AC1160/MA1500	4	_____
LA3100	Business Law I		4	_____
MG1050	Principles of Marketing		4	_____
MG/MT3000+	Elective		4	_____
MG/MT4000+	Elective		4	_____
MT2050	Principles of Management		4	_____
MT3000	International Business	MT2050 or MG1050	4	_____
MT3050	Human Resource Management	MT2050/EN1300	4	_____
MT3250	Organizational Behavior	MT2050/EN1300	4	_____
MT4000	Operations Management	MT2050/MA2050	4	_____
MT4200	Business Ethics	MT2050/EN1300	4	_____
MT4210	Quantitative Analysis	MA2050/MA3000	4	_____
MT4440	Business Management Review	***	4	_____
MT4450	Strategic Management **	MT4440/EN1300	4	_____
			86	

Human Resource Management Core

(16 of the following 28 credits must be taken at NAU – excluding externship or internship)

MT3080	Compensation and Benefits	MT3050	4	_____
MT3100	Employee & Labor Relations	MT2050	4	_____
MT3230	Employment Law	LA3100/MT2050	4	_____
MT4050	Training and Development	MT2050/EN2100	4	_____
MT4300	Management Across Cultures	MT3250	4	_____
MT4420	Strategic HR Management	(1)	4	_____
MT4501 <i>or</i>	HRM Internship <i>or</i>	(2)		
MT4505	Action Research Project	MT4420	4	_____
			28	

Open Elective

	4	_____
	4	

General Education Core

GENERAL EDUCATION (Available for block transfer – 36) ##

COMMUNICATIONS				
EN1150	Composition I		$\frac{4}{4}$	_____
SCIENCE				
	Science Electives		$\frac{8}{8}$	_____
HUMANITIES				
	Humanities Electives		$\frac{8}{8}$	_____
BEHAVIORAL/SOCIAL SCIENCE				
	Behavioral/Social Science Electives		$\frac{8}{8}$	_____
GENERAL EDUCATION				
	General Education Electives		$\frac{8}{8}$	_____

GENERAL EDUCATION (Course-by-course transfer - 32)

COMMUNICATIONS				
EN1300	Composition II	EN1150	4	_____
EN2100 or	Speech or			_____
EN2150	Interpersonal Prof. Communications	EN1150	4	_____
EN3050	Technical Communications	EN1300	$\frac{4}{12}$	_____
MATHEMATICS				
MA2050	College Algebra	MA1500^	4	_____
MA3000	Business Statistics	MA2050 ^	$\frac{5}{9}$	_____
GENERAL EDUCATION				
CS1500	Strategies for Success		4	_____
CS2080	Career Management	Advisor approval	$\frac{3}{7}$	_____
COMPUTER LITERACY				
	Introduction to CIS or CI Elective		$\frac{4}{4}$	_____

**CAPSTONE COURSE – Senior, minimum "C" grade required

***AC1160, EC2100, FN3000, LA3100, MA3000, MG1050, MT2050, MT4200

~ Finance II recommended.

^ Or placement recommendation.

(1) MT3080/MT3100/MT3230/MT4050/MTMT4300

(2) MT4220 maybe be taken as a co-requisite with MT4501

Block transfer is not available to students attending Minnesota campuses.

Students attending any Minnesota campus must take at least 4 courses at the 3000+ level in EN, FL, HI, HU, MA, PS, SC or SO.

Graduation Requirements: A minimum of 2.0 GPA is required overall and in Business Administration Major Core. See "Graduation Requirements" section of catalog for additional requirements.

**Business Administration
Bachelor of Science Degree
Emphasis in Human Resource Management**

This emphasis program is designed for students who have an interest in the human resource management functions of business organizations. The program explores the broad human resource activities required to attract, maintain and develop an effective workforce, including strategic planning; recruitment and selection; training and development; appraising employee performance; and compensation and benefits administration. This exploration also includes a review of recent laws, court decisions, new technologies and social forces that make human resource management a rapidly evolving career field. In addition, the program of study encourages students to develop a strategic mindset in the context of human resource management policies and practices and empowers them to become effective decision makers in this specialized field of business management.

**Business Administration
Bachelor of Science
With Emphasis in Human Resource Management
184.5 Credits**

Offered at the Watertown Education Center.

Business Administration Major Core**(40.5 of the following 77.5 credits must be taken with NAU)**

			Prerequisites	Credit Hrs.
AC1060D	Principles of Accounting I		5	_____
AC1160D	Principles of Accounting II	AC1060D	5	_____
AC3200D	Cost Accounting	AC1160D	4.5	_____
CI1230D	Spreadsheets for Windows	CI1150D	4.5	_____
EC2050D	Macroeconomics		4.5	_____
EC2100D	Microeconomics	EC2050D	4.5	_____
FN3000D	Business Finance I	AC1160D/MA1500D	4.5	_____
LA3100D	Business Law I		4.5	_____
MG1050D	Principles of Marketing		4.5	_____
MT2050D	Principles of Management		4.5	_____
MT3000D	International Business	MT2050D or MG1050D	4.5	_____
MT3050D	Human Resource Management	MT2050D/EN1300D	4.5	_____
MT3250D	Organizational Behavior	MT2050D/EN1300D	4.5	_____
MT4000D	Operations Management	MT2050D/MA2050D	4.5	_____
MT4200D	Business Ethics	MT2050D/EN1300D	4.5	_____
MT4210D	Quantitative Analysis	MA2050D/MA3000D	4.5	_____
MT4450D	Strategic Management **	EN1300D	4.5	_____
			<u>77.5</u>	

Human Resource Management Core**(18 of the following 31.5 credits must be taken at NAU – excluding externship or internship)**

MT3080D	Compensation and Benefits	MT3050D	4.5	_____
MT3100D	Employee & Labor Relations	MT2050D	4.5	_____
MT3230D	Employment Law	LA3100D/MT2050D	4.5	_____
MT4050D	Training and Development	MT2050D/EN2100D	4.5	_____
MT4300D	Management Across Cultures	MT3250D	4.5	_____
MT4420D	Strategic HR Management	(1)	4.5	_____
MT4501D <i>or</i>	HRM Internship <i>or</i>	(2)	4.5	_____
MT4505D	Action Research Project	MT4420D	4.5	_____
			<u>31.5</u>	

Open Electives

9
9

General Education Core (Available for block transfer – 31.5)

COMMUNICATIONS				
EN1150D	Composition I		4.5	_____
			<u>4.5</u>	
SCIENCE				
	Science Electives		9	_____
			<u>9</u>	
HUMANITIES				
	Humanities Electives		9	_____
			<u>9</u>	
BEHAVIORAL/SOCIAL SCIENCE				
	Behavioral/Social Science Electives		9	_____
			<u>9</u>	

General Education (course-by-course transfer – 35)

COMMUNICATIONS				
EN1300D	Composition II	EN1150D	4.5	_____
EN2100D <i>or</i>	Speech <i>or</i>			
EN2150D	Interpersonal Prof. Communications	EN1150D	4.5	_____
EN3050	Technical Communications	EN1300	4.5	_____
			<u>13.5</u>	
MATHEMATICS				
MA2050D	College Algebra	MA1500D^	4.5	_____
MA3000	Business Statistics	MA2050 ^	5	_____
			<u>9.5</u>	
GENERAL EDUCATION				
CS1500D	Strategies for Success		4.5	_____
CS2080	Career Management	Advisor approval	3	_____
			<u>7.5</u>	
COMPUTER LITERACY				
	Intro. to CIS or CI Elective		4.5	_____
			<u>4.5</u>	

** CAPSTONE COURSE--Senior Level, minimum "C" grade required.

^ Or placement recommendation.

(1) MT3080D/MT3100D/MT3230D/MT4050D/MT4300D

(2) MT4220 maybe be taken as a co-requisite with MT4501

Graduation Requirements: A minimum of 2.00 GPA is required overall and in Business Administration Major Core. See "Graduation Requirements" section of catalog for additional requirements.

**Business Administration
Bachelor of Science Degree
Emphasis in Human Resource Management**

This emphasis program is designed for students who have an interest in the human resource management functions of business organizations. The program explores the broad human resource activities required to attract, maintain and develop an effective workforce, including strategic planning; recruitment and selection; training and development; appraising employee performance; and compensation and benefits administration. This exploration also includes a review of recent laws, court decisions, new technologies and social forces that make human resource management a rapidly evolving career field. In addition, the program of study encourages students to develop a strategic mindset in the context of human resource management policies and practices and empowers them to become effective decision makers in this specialized field of business management.

**Business Administration
Bachelor of Science
With Emphasis in Human Resource Management
186 Credits**

Offered at Wichita Education Center.

Business Administration Major Core

(40.5 of the following 77.5 credits must be taken with NAU)

		Prerequisites	Credit Hrs.
AC1060D	Principles of Accounting I	5	_____
AC1160D	Principles of Accounting II	AC1060D	5
AC3200D	Cost Accounting	AC1160D	4.5
CI1230D	Spreadsheets for Windows	CI1150D	4.5
EC2050D	Macroeconomics	4.5	_____
EC2100D	Microeconomics	EC2050D	4.5
FN3000D	Business Finance I	AC1160D/MA1500D	4.5
LA3100D	Business Law I	4.5	_____
MG1050D	Principles of Marketing	4.5	_____
MT2050D	Principles of Management	4.5	_____
MT3000D	International Business	MT2050D or MG1050D	4.5
MT3050D	Human Resource Management	MT2050D/EN1300D	4.5
MT3250D	Organizational Behavior	MT2050D/EN1300D	4.5
MT4000D	Operations Management	MT2050D/MA2050D	4.5
MT4200D	Business Ethics	MT2050D/EN1300D	4.5
MT4210D	Quantitative Analysis	MA2050D/MA3000D	4.5
MT4450D	Strategic Management **	EN1300D	4.5
		77.5	_____

Human Resource Management Core

(18 of the following 31.5 credits must be taken at NAU – excluding externship or internship)

MT3080D	Compensation and Benefits	MT3050D	4.5	_____
MT3100D	Employee & Labor Relations	MT2050D	4.5	_____
MT3230D	Employment Law	LA3100D/MT2050D	4.5	_____
MT4050D	Training and Development	MT2050D/EN2100D	4.5	_____
MT4300D	Management Across Cultures	MT3250D	4.5	_____
MT4420D	Strategic HR Management	(1)	4.5	_____
MT4501D or	HRM Internship or	(2)	4.5	_____
MT4505D	Action Research Project	MT4220D	4.5	_____
			31.5	_____

Open Electives

9
9 _____

General Education Core (Available for block transfer – 31.5)

COMMUNICATIONS

EN1150D	Composition I	4.5	_____
		4.5	_____

SCIENCE				
	Science Electives		<u>9</u>	_____
			9	
HUMANITIES				
	Humanities Electives		<u>9</u>	_____
			9	
BEHAVIORAL/SOCIAL SCIENCE				
	Behavioral/Social Science Electives		<u>9</u>	_____
			9	
General Education (course-by-course transfer – 36.5)				
COMMUNICATIONS				
EN1300D	Composition II	EN1150D	4.5	_____
EN2100D or	Speech or			
EN2150D	Interpersonal Prof. Communications	EN1150D	4.5	_____
EN3050	Technical Communications	EN1300	<u>4.5</u>	_____
			13.5	
MATHEMATICS				
MA2050D	College Algebra	MA1500D^	4.5	_____
MA3000	Business Statistics	MA2050 ^	<u>4.5</u>	_____
			9	
GENERAL EDUCATION				
CS1500D	Strategies for Success		4.5	_____
CS2080	Career Management	Advisor approval	3	_____
CS2081D	Career Management Seminar		<u>1.5</u>	_____
			9	
COMPUTER LITERACY				
	Intro. to CIS or CI Elective		<u>4.5</u>	_____
			4.5	

** CAPSTONE COURSE--Senior Level, minimum "C" grade required.

^ Or placement recommendation.

(1) MT3080D/MT3100D/MT3230D/MT4050D/MT4300D

(2) MT4220 maybe be taken as a co-requisite with MT4501

Graduation Requirements: A minimum of 2.00 GPA is required overall and in Business Administration Major Core. See "Graduation Requirements" section of catalog for additional requirements.

The following are revisions to the Academic Programs section:

- Minnesota students enrolled in the Pharmacy Technician programs may take courses listed in the major core at either the Bloomington or Roseville campus.
- The Pre-Engineering Associate of Science Degree program is no longer offered at the university, effective June 1, 2007.

The following is a revision to the nursing program section:

**Nursing
RN – BSN Degree Completion Program
Bachelor of Science Degree
187 Credits**

General Education courses are offered at Albuquerque, Bloomington, Brooklyn Center, Colorado Springs, Denver, Independence, Overland Park, Rio Rancho, Roseville, Sioux Falls and Zona Rosa. HA4050 and the Nursing Major Core (48 credits) must be completed through NAU's distance learning program.

**Nursing
RN – BSN Completion Program
Bachelor of Science Degree
189 Credits**

General education courses are offered at Watertown and Wichita Education Centers. HA4050 and the Nursing Major Core (48 credits) must be taken through NAU's distance learning program

The following courses have been revised or added to the Course Descriptions section on pages 146 – 177:

CI3380 – Client Side Scripting and Open Communications – 4 credits

This course develops basic competency in the HTML, XHTML and JavaScript programming concepts. This course will start out with an explanation of HTML and then guides the student into learning how to create web pages that actually respond to and interact with the web browser through JavaScript. They will learn how to write not only JavaScript that can stand on its own within a web page, but also how to write scripts that call functions or otherwise interact with applications written in other development languages.

Prerequisite: CI2370

CI4113 – Microsoft Windows 2003 Server – 4 credits

This course provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft® Windows Server™ 2003 environment.

This course will help the student prepare for the following Microsoft Certified Professional exam: Exam 70-290; Managing and Maintaining a Microsoft Windows Server 2003 Environment.

Prerequisite: CI3650/EN1150

CS2081 - Career Management Seminar – 1.5 credits

This course provides the graduating student with a review of the tools to master future personal and professional success. The course focuses on understanding the employment and economic environment and securing professional employment. Special emphasis will be placed on addressing personal finance concepts that include building a strong FICO score and establishing investments for long-term goals.

Prerequisite: to be taken concurrently with CS2080

EN3010 – Creative Writing – 4 credits

This course explores the creative abilities of the student writer and will introduce and examine major forms of creative writing, including fiction, creative nonfiction and poetry. The student will study, read and write in each form with the objective of developing quality work that may lead to publication.

Prerequisite: EN1150

ME2211 - Human Pharmacology – 4 credits

This course introduces the allied health student to the study of drugs and drug therapy. Emphasis is placed on identifying drug actions, drug names, routes of administration, and adverse effects.

Prerequisite: SC1221

MG4150 - Marketing Research - 4 credits

This course is an introduction to the purpose and nature of problem identification and definition, information collection and analysis, and application of research for management decision making. Case problems and individual student projects are featured.

Prerequisite: Senior status/MA3000/MG1050/EN1300

MT3080 – Compensation and Benefits – 4 credits

This course is designed to guide the student through an in-depth study of compensation and benefit programs within business organizations. From strategy to implementation, students will examine the issues surrounding compensation and benefits from the standpoint of currently approved policies, objectives and techniques. Topics include treatment of pay models, external competitiveness policy and linking organizational strategy to compensation and performance management.

Prerequisite: MT3050

MT3100 – Employee and Labor Relations – 4 credits

This course has been designed to aid students who desire a deeper understanding of union-management relations. The course focuses on negotiation and administration of labor agreements with emphasis on the development and application of the more significant bargaining issues. The transaction between two organizations--management and the labor union are also discussed.

Prerequisite: MT2050

MT3230/PL3230 – Employment Law – 4 credits

This course introduces students to laws and regulations that impact directly on employers and managers, including the Fair Labor Standards Act, Title VII of the Civil Rights Act of 1964, the Employee Retirement Income Security Act, and workers' compensation. As part of their course work, students examine workplace issues such as affirmative action, sexual harassment and various discrimination topics. Critical analysis of employment issues will be conducted to assist students in understanding the legal framework in which management decisions are made.

Prerequisite: LA3100/MT2050

MT4050 – Training and Development – 4 credits

The focus of this course is on training and development (T&D), one of the eight processes in the human resources field. The class will provide an overview of the role of T&D in the organization. Various elements of T&D will be examined as elements of a training program. Students will develop and present a limited training class.

Prerequisite: MT2050/EN2100

MT4420 – Strategic Human Resource Management – 4 credits

This course provides a comprehensive review and integration of human resource management topics from a strategic perspective. Students will study the structure and conceptual model for strategic human resource practice and the implementation of human resource programs and policies using strategic approaches in order to attract, maintain and develop an effective workforce.

Prerequisite: MT3080/MT3100/MT3230/MT4050/MT4300

MT4501 – HRM Internship – 4 credits

The human resource management internship is designed to allow students to obtain experience in an approved human resource management setting through the application of concepts and theories learned in the classroom. Successful completion requires a written report, detailing the experience gained during the internship, and successful completion of the projects assigned by the internship supervisor.

Prerequisite: MT4220/ may be taken concurrently with MT4420

MT4505 – Action Research Project – 4 credits

The course combines experience working on a human resources management project, writing a senior-level thesis and presenting the project. Learners will demonstrate critical, analytical and interpretive skills in their project and thesis.

Prerequisite: MT4420

RX1220 – Drug Therapeutics II – 4 credits

This course provides students detailed information on the therapeutic use and side effects of prescription medications, nonprescription medications, and alternative therapies. For each medication studied, students learn the brand and generic name, standard pronunciation, and dosage forms, and routes of administration. Therapeutic areas covered include the gastrointestinal, renal, reproductive, immune, eyes/ears/nose/throat, hematologic and dermatologic systems.

Prerequisite: RX1000/RX1210/SC1221/EN1300

SO1800 – Community Volunteer Practicum – 4 credits

This practicum course provides students with the opportunity to serve as a volunteer in a community non-profit organization which has been approved by the university.

The following courses are no longer offered:

- MA2170 – Pre-Calculus
- MA2970 – Pre-Calculus Project
- MA3100 – Calculus I
- MA3150 – Calculus II
- MA3250 – Calculus III
- MA3300 – Linear Algebra
- MA3350 – Differential Equations
- SC1700 – General Chemistry
- SC3170 –Physics I
- SC3180 – Physics I Lab
- SC3210 – Physics II
- SC3220 –Physics II Lab
- SC3250 – Statics
- SC3260 –Physics III
- SC3270 – Optics and Modern Physics
- TH2010 – Acupressure
- TH2040 – Acupressure Lab

The following is an addition to the Online Academic Programs section:

**Business Administration
Bachelor of Science Degree
Emphasis in Human Resource Management**

This emphasis program is designed for students who have an interest in the human resource management functions of business organizations. The program explores the broad human resource activities required to attract, maintain and develop an effective workforce, including strategic planning; recruitment and selection; training and development; appraising employee performance; and compensation and benefits administration. This exploration also includes a review of recent laws, court decisions, new technologies and social forces that make human resource management a rapidly evolving career field. In addition, the program of study encourages students to develop a strategic mindset in the context of human resource management policies and practices and empowers them to become effective decision makers in this specialized field of business management.

**Business Administration
Bachelor of Science
With Emphasis in Human Resource Management
184.5 Credits**

Business Administration Major Core

(40.5 of the following 77.5 credits must be taken with NAU)

		Prerequisites	Credit Hrs.
AC1060D	Principles of Accounting I		5
AC1160D	Principles of Accounting II	AC1060D	5
AC3200D	Cost Accounting	AC1160D	4.5
CI1230D	Spreadsheets for Windows	CI1150D	4.5
EC2050D	Macroeconomics		4.5
EC2100D	Microeconomics	EC2050D	4.5
FN3000D	Business Finance I	AC1160D/MA1500D	4.5
LA3100D	Business Law I		4.5
MG1050D	Principles of Marketing		4.5
MT2050D	Principles of Management		4.5
MT3000D	International Business	MT2050D or MG1050D	4.5
MT3050D	Human Resource Management	MT2050D/EN1300D	4.5
MT3250D	Organizational Behavior	MT2050D/EN1300D	4.5
MT4000D	Operations Management	MT2050D/MA2050D	4.5
MT4200D	Business Ethics	MT2050D/EN1300D	4.5
MT4210D	Quantitative Analysis	MA2050D/MA3000D	4.5
MT4450D	Strategic Management **	EN1300D	4.5
			<u>77.5</u>

Human Resource Management Core

(18 of the following 31.5 credits must be taken at NAU – excluding externship or internship)

MT3080D	Compensation and Benefits	MT3050D	4.5
MT3100D	Employee & Labor Relations	MT2050D	4.5
MT3230D	Employment Law	LA3100D/MT2050D	4.5
MT4050D	Training and Development	MT2050D/EN2100D	4.5
MT4300D	Management Across Cultures	MT3250D	4.5
MT4420D	Strategic HR Management	(1)	4.5
MT4501D <i>or</i>	HRM Internship <i>or</i>	(2)	4.5
MT4505D	Action Research Project	MT4420D	4.5
			<u>31.5</u>

Open Electives

9
9

General Education Core (Available for block transfer – 31.5)

COMMUNICATIONS			
EN1150D	Composition I		4.5
			<u>4.5</u>
SCIENCE			
	Science Electives		9
			<u>9</u>
HUMANITIES			
	Humanities Electives		9
			<u>9</u>
BEHAVIORAL/SOCIAL SCIENCE			
	Behavioral/Social Science Electives		9
			<u>9</u>

General Education (course-by-course transfer – 35)

COMMUNICATIONS				
EN1300D	Composition II	EN1150D	4.5	_____
EN2100D or	Speech or			
EN2150D	Interpersonal Prof. Communications	EN1150D	4.5	_____
EN3050	Technical Communications	EN1300	<u>4.5</u>	_____
			13.5	
MATHEMATICS				
MA2050D	College Algebra	MA1500D^	4.5	_____
MA3000	Business Statistics	MA2050 ^	<u>5</u>	_____
			9.5	
GENERAL EDUCATION				
CS1500D	Strategies for Success		4.5	_____
CS2080	Career Management	Advisor approval	<u>3</u>	_____
			7.5	
COMPUTER LITERACY				
	Intro. to CIS or CI Elective		<u>4.5</u>	_____
			4.5	

** CAPSTONE COURSE--Senior Level, minimum "C" grade required.

^ Or placement recommendation.

(1) MT3080D/MT3100D/MT3230D/MT4050D/MT4300D

(2) MT4220 maybe be taken as a co-requisite with MT4501

Graduation Requirements: A minimum of 2.00 GPA is required overall and in Business Administration Major Core. See "Graduation Requirements" section of catalog for additional requirements.

The following is a revision in the Information Technology Bachelor of Science Emphasis in Network Management/Microsoft program on page 213:

Students should be directed to choose one of the following courses in the Emphasis Core:

CI4430D	Security in Server 2003 Network	CI4123D	4.5	_____
CI4530D	Designing MS Windows 2003 Security	CI4430D/EN1150D	4.5	_____

Courses CI4070D and CI4075D have been discontinued.

The following courses have been revised or added to the Course Descriptions section on pages 217 – 227:

CI3380D – Client Side Scripting and Open Communications – 4.5 credits

This course develops basic competency in the HTML, XHTML and JavaScript programming concepts. This course will start out with an explanation of HTML and then guides the student into learning how to create web pages that actually respond to and interact with the web browser through JavaScript. They will learn how to write not only JavaScript that can stand on its own within a web page, but also how to write scripts that call functions or otherwise interact with applications written in other development languages.

Prerequisite: CI2370D

CI4113D - Microsoft Windows 2003 Server – 4.5 credits

This course provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft® Windows Server™ 2003 environment.

This course will help the student prepare for the following Microsoft Certified Professional exam: Exam 70-290; Managing and Maintaining a Microsoft Windows Server 2003 Environment.

Prerequisite: CI3650D/EN1150D

HA4120D – Management of Continuum Care Services – 4 credits

This course examines the role, organization, and management characteristics of health care programs and institutions that provide long-term patient services in acute & extended care, home care, outreach, wellness & health promotion, housing, and ambulatory care.

Prerequisite: HA3010D

ME1181D – Medical Staff Services Management I – 4 credits

This course will discuss the role of the medical staff services professional in various healthcare settings. Medical staff management topics will be addressed, including major accrediting bodies, state laws and regulatory organizations, credentialing, recredentialing and privileging.

ME2182D – Medical Staff Services Management II – 4 credits

This course is a review of the medical staff organization, bylaws, rules and regulations and how they are useful to medical staff leadership and the medical staff services professional. The support required between medical staff leadership and the medical staff services professional will be emphasized. Legal, accreditation and regulatory compliance issues related to the medical staff will also be examined.

Prerequisite: ME1181D

ME2183D – Medical Staff Services Management III – 4 credits

This course addresses the knowledge and skills needed to manage the medical staff services department. Topics emphasized include the management functions of planning, organizing, leading and controlling, as well as communications, meeting coordination, project management, and the use of technology to maintain medical staff services information.

Prerequisite: ME2182D

ME3330D – Medical Staff Services Management Externship – 4 credits

The medical staff services management externship is designed to allow students to obtain practical experience in a credentialing verification setting. The externship provides the student an opportunity to apply the principles and practices of credentialing and medical staff services management in a supervised setting at an approved site.

Prerequisite: Program Coordinator Approval

MG4150D - Marketing Research – 4.5 credits

This course is an introduction to the purpose and nature of problem identification and definition, information collection and analysis, and application of research for management decision making. Case problems and individual student projects are featured.

Prerequisite: Senior status/MA3000D/MG1050D/EN1300D

MT3080D – Compensation and Benefits – 4.5 credits

This course is designed to guide the student through an in-depth study of compensation and benefit programs within business organizations. From strategy to implementation, students will examine the issues surrounding compensation and benefits from the standpoint of currently approved policies, objectives and techniques. Topics include treatment of pay models, external competitiveness policy and linking organizational strategy to compensation and performance management.

Prerequisite: MT3050D

MT3100D – Employee and Labor Relations – 4.5 credits

This course has been designed to aid students who desire a deeper understanding of union-management relations. The course focuses on negotiation and administration of labor agreements with emphasis on the development and application of the more significant bargaining issues. The transaction between two organizations--management and the labor union are also discussed.

Prerequisite: MT2050D

MT3230D/PL3230D – Employment Law – 4.5 credits

This course introduces students to laws and regulations that impact directly on employers and managers, including the Fair Labor Standards Act, Title VII of the Civil Rights Act of 1964, the Employee Retirement Income Security Act, and workers' compensation. As part of their course work, students examine workplace issues such as affirmative action, sexual harassment and various discrimination topics. Critical

analysis of employment issues will be conducted to assist students in understanding the legal framework in which management decisions are made.

Prerequisite: LA3100D/MT2050D

MT4050D – Training and Development – 4.5 credits

The focus of this course is on training and development (T&D), one of the eight processes in the human resources field. The class will provide an overview of the role of T&D in the organization. Various elements of T&D will be examined as elements of a training program. Students will develop and present a limited training class.

Prerequisite: MT2050/EN2100

MT4420D – Strategic Human Resource Management – 4.5 credits

This course provides a comprehensive review and integration of human resource management topics from a strategic perspective. Students will study the structure and conceptual model for strategic human resource practice and the implementation of human resource programs and policies using strategic approaches in order to attract, maintain and develop an effective workforce.

Prerequisite: MT3080D/MT3100D/MT3230D/MT4050D/MT4300D/ may be taken concurrently with MT4501

MT4501D – HRM Internship – 4.5 credits

The human resource management internship is designed to allow students to obtain experience in an approved human resource management setting through the application of concepts and theories learned in the classroom. Successful completion requires a written report, detailing the experience gained during the internship, and successful completion of the projects assigned by the internship supervisor.

Prerequisite: MT4220D/may be taken concurrently with MT4420D

MT4505D – Action Research Project – 4.5 credits

The course combines experience working on a human resources management project, writing a senior-level thesis and presenting the project. Learners will demonstrate critical, analytical and interpretive skills in their project and thesis.

Prerequisite: MT4420D

The following courses are no longer offered:

- CI4070D – SQL Server Administration
- CI4075D – Designing and Implementing Databases with Microsoft SQL Server
- FL1725D – English for Health Care

The following is an addition to the Campus Administration section on pages 230 - 234:

Austin

Academic Dean

Ricardo Garres-Valdez, B.S., University of Nuevo Leon (1966), M.B.A., National University (1978), D.B.A., United States International University (1980)

Bloomington/Brooklyn Center/Roseville

Regional Librarian

Sherri Douglas, B.A., University of Wisconsin-Oshkosh (1998); B.A., University of Wisconsin-Eau Claire (2001); M.A., University of Wisconsin-Madison (2003).

Overland Park

Academic Dean

Michael Christensen-Bell, B.S., Shorter College (1992); M.Ed., West Georgia State University (1997); Ed.S., Argosy University (2007).

Nursing Program Chair

Deborah G. Smith, R.N., B.S.N., University of Central Arkansas (1974); M.S.N., University of Central Arkansas (1982).

Wichita

Regional President of the Kansas City Metropolitan Campuses

Michaelle Holland, B.S., National American University (1995); M.A. Ed., Mid America Nazarene University (2004).

Campus Director

William Gault, A.A.S., Community College of the Air Force (1994); B.A.A.S., Midwestern State University (1994); M.Ed., University of Oklahoma (1995); M.A., Human Resources and Counseling, Midwestern State University (1996).

Academic Dean

Randy Smith, B.S.Ed., Northwestern Oklahoma State University (1975); M.S.Ed., Northwestern Oklahoma State University (1979); Ed.D., Oklahoma State University (1993)

The following is an addition to the Program Advisory Committees section on pages 236 – 240:

Nursing Programs – Overland Park

Lynn Parsons, RN MS, PNP, Director of Professional Practice , Children’s Mercy Hospital, Kansas City, MO & Overland Park, KS

Val Ramonas, RN, Ph.D., Department of Veteran Affairs, VA Eastern Kansas Health Care System, Topeka and Leavenworth, KS

Michele Nobel, RN, MN, ARNP, Education Coordinator, Olathe Med Center, Olathe, KS

Jackie McComas, LPN, Director of WOLC, The Groves, Independence MO

Kay Van Fleet, RN BSN, Vice President of Nursing, The Groves, Independence, MO

Brenda S. Ball , RN, BSN, Quality Assurance/Infection Control/Staff Development Coordinator, Olathe Good Samaritan Center, Olathe, KS

Dawn Ohnstad, RNC, Department of Nursing, Monterey Park Nursing Center, Independence MO

Kim Leakey, RN, Chief Nurse Officer, Lafayette Regional Health Center, Lexington, MO

Tracy Rogers, RN Nurse Educator, Lafayette Regional Health Center, Lexington, MO

The following is an addition to the National American University Faculty/Overland Park on page 248:

Jason Robertson, RN, B.S.N., Saint Luke’s College (2004); Board Certified in Emergency Nursing (CEN); Board Certified in Critical Care Nursing (CCRN)

Eileen Derks, RN, B.S.N., Pittsburg State University (1995); Board Certified in Emergency Nursing (CEN)

Linda Pfeffer, RN, B.A., Secondary Education, Park University (1976); B.S.N., Ft. Hayes State University (1998); M.S., Adult Education (1994)

Scott Sullivan, RN, B.S.N., William Jewell College (2000).