Quality higher education in a caring and supportive learning environment
Central Administration
www.national.edu
5301 S. Highway 16
Rapid City, SD 57701
(605) 721-5200
(605) 721-5241 (FAX)

Albuquerque
4775 Indian School Road NE, Suite 200
Albuquerque, NM 87110-3976
(505) 348-3700
(505) 348-3705 (FAX)

Albuquerque West
10131 Coors Blvd, Suite I-01
Albuquerque, NM 87114
(505) 348-3750
(505) 348-3755 (FAX)

Austin
13801 Burnet Road, Suite 300
Austin, TX 78727
(512) 651-4700
(512) 651-4705 (FAX)

Austin South Education Center
6800 Westgate Boulevard, Suite 102
Austin, TX 78745-4868
(512) 651-4750
(512) 651-4755 (FAX)

Bellevue
3604 Summit Plaza Drive
Bellevue, NE 68123-1065
(402) 972-4250
(402) 972-4255 (FAX)

Bloomington
7801 Metro Parkway, Suite 200
Bloomington, MN 55425
(952) 356-3600
(952) 356-3605 (FAX)

Brooklyn Center
6200 Shingle Creek Pkwy, Suite 130
Brooklyn Center, MN 55430
(763) 852-7500
(763) 852-7505 (FAX)

Burnsville
513 West Travelers Trail
Burnsville, MN 55337
(952) 563-1250
(952) 563-1255 (FAX)

Centennial
8242 South University Blvd, Suite 100
Centennial, CO 80122-3157
(303) 542-7000
(303) 542-7005 (FAX)

Colorado Springs
1915 Jamboree Drive, Suite 185
Colorado Springs, CO 80920
(719) 590-8300
(719) 590-8305 (FAX)

Colorado Springs South
1079 Space Center Drive
Colorado Springs, CO 80915
(719) 208-3800
(719) 208-3805 (FAX)

Denver
1325 S. Colorado Boulevard, Suite 100
Denver, CO 80222-3308
(303) 876-7100
(303) 876-7105 (FAX)

Distance Learning
www.national.edu/distance
5301 S. Highway 16
Rapid City, SD 57701
(605) 394-4953
(800) 209-0182 Admissions
(605) 394-5082 (FAX)

Ellsworth AFB Extension
1000 Ellsworth St., Suite 2400-B
Ellsworth AFB, SD 57706
(605) 718-6550
(605) 718-6555 (FAX)

Ellsworth AFB
8242 South University Blvd, Suite 100
Centennial, CO 80122-3157
(303) 542-7000
(303) 542-7005 (FAX)

Harold D. Buckingham Graduate School
6836 Austin Center Boulevard, Suite 270
Austin, TX 78731
(512) 813-2305 (FAX)

Independence
3620 Arrowhead Avenue
Independence, MO 64057
(816) 412-7700
(816) 412-7705 (FAX)

Lee’s Summit
401 N.W. Murray Road
Lee’s Summit, MO 64081
(816) 600-3900
(816) 600-3905 (FAX)

Lewisville Education Center
475 State Highway 121-Bypass
Lewisville, TX 75067-8193
(972) 829-2150
(972) 829-2156 (FAX)

Mesquite
18600 LBJ Freeway
Mesquite, TX 75150-5628
(972) 773-8800
(972) 773-8805 (FAX)

Minnetonka Education Center
10901 Red Circle Dr, Suite 150
Minnetonka, MN 55343
(952) 562-4200
(952) 562-4205 (FAX)

Overland Park
10310 Mastin
Overland Park, KS 66212-5451
(913) 981-8700
(913) 981-8705 (FAX)

Rapid City
5301 S. Highway 16
Rapid City, SD 57701
(605) 286-1650
(605) 286-1655 (FAX)

Richardson
300 N. Colt Road, Suite 225
Richardson, TX 75080
(972) 773-8650
(972) 773-8655 (FAX)

Rochester
3906 E Frontage Rd NW/Hwy 52
Rochester, MN 55901
(507) 286-1650
(507) 286-1655 (FAX)
Roseville
1550 W. Highway 36
Roseville, MN 55113-4035
(651) 855-6300
(651) 855-6305 (FAX)

Sioux Falls
5801 South Corporate Place
Sioux Falls, SD 57108
(605) 336-4600
(605) 336-4605 (FAX)

Tulsa
8040 South Sheridan Road
Tulsa, OK 74133
(918) 879-8400
(918) 879-8405 (FAX)

Watertown Education Center
925 29th St. S.E., Suite E
Watertown, SD 57201
(605) 884-7200
(605) 884-7205 (FAX)

Weldon Spring
1030 Wolfrum Road
Weldon Spring, MO 63304-7795
(636) 229-3200
(636) 229-3205 (FAX)

Wichita
7309 E 21st St. N., Suite G40
Wichita, KS 67206
(316) 448-5400
(316) 448-5405 (FAX)

Wichita West
8428 West 13th St, Suite 110-120
Wichita, KS 67212
(316) 448-3150
(316) 448-3155 (FAX)

Zona Rosa
7490 NW 87th Street
Kansas City, MO 64153
(816) 412-5500
(816) 412-5505 (FAX)
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MISSION STATEMENT
National American University welcomes students of diverse interests, cultures and abilities and prepares them for careers in technical and professional fields by providing quality higher education in a caring and supportive environment.

The university builds learning partnerships with students and other institutions and organizations locally, nationally and internationally through its private, regionally accredited system of campuses and education centers offering courses in traditional, accelerated and distance learning formats.

As a comprehensive technical and professional institution of higher learning, the university responds to the changing needs of students, employers, and their communities by providing undergraduate and graduate programs and continuing education opportunities to serve an evolving global society.

CORE VALUES
• A caring and supportive learning environment
• Quality instructional programs and services
• Technical and professional career programs

PURPOSES
1. Offer quality technical and professional degree programs, as documented by institutional and academic assessment processes at the associate, bachelor’s and graduate level, diplomas, certificates and adult degree completion programs to traditional, adult and international learners.
2. Provide a general education program to build awareness, abilities and interests to empower lifelong learners as knowledgeable citizens of the global community.
3. Provide a collegiate experience through instructional and support services that creates a stimulating, caring and supportive learner-centered environment in which students are encouraged to achieve the educational goals established by the university.
4. Promote a learning and working environment by providing new technologies, methodologies and practices that enhance and extend quality programs and services.
5. Prepare students to provide leadership and services for the employment needs of business, industry and government worldwide.
6. Pursue communication, cooperation and alliances with educational institutions, organizations and associations on a local, regional, national and international basis.
7. Respond to the ever-changing societal demands for personal and professional development and continuing education through flexible scheduling and convenient access via traditional, accelerated and distance delivery methodologies.
8. Assist students in the development of ethical values and behaviors.
9. Foster an environment that encourages involvement by employees in the innovation and solution-seeking processes and provide an opportunity for personal and leadership development while promoting diversity in culture and perspective.
10. Provide a stable institutional environment where human, financial and physical resources are sufficient to accomplish its educational and institutional goals as a sound basis for continued growth and development.

Adopted by the National American University Board of Governors, January 2012

ACCREDITATION - APPROVALS - AFFILIATIONS
National American University is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago, IL, 60604, www.ncahlc.org, 800-621-7440.

In addition, the following National American University programs are separately accredited or approved by national educational and professional associations.

National American University has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE), located in Lenexa, Kansas, USA. The business programs in the following degrees are accredited by the IACBE:
• Master of Business Administration
• Master of Business Administration with emphasis in Accounting
• Master of Business Administration with emphasis in Health Care Administration
• Master of Business Administration with emphasis in Human Resource Management
• Master of Business Administration with emphasis in International Business
• Master of Business Administration with emphasis in Management
• Master of Management
• Master of Management with emphasis in Criminal Justice Management
• Master of Management with emphasis in Health Care Administration
• Master of Management with emphasis in Human Resource Management
• Master of Management with emphasis in Proprietary Higher Education
• Bachelor of Science in Accounting
• Bachelor of Science in Management
• Bachelor of Science in Business Administration
• Bachelor of Science in Business Administration with emphasis in Accounting
• Bachelor of Science in Business Administration with emphasis in Entrepreneurship
• Bachelor of Science in Business Administration with emphasis in Financial Management
• Bachelor of Science in Business Administration with emphasis in Human Resource Management
• Bachelor of Science in Business Administration with emphasis in Information Systems
• Bachelor of Science in Business Administration with emphasis in International Business
• Bachelor of Science in Business Administration with emphasis in Management
• Bachelor of Science in Business Administration with emphasis in Marketing
• Bachelor of Science in Business Administration with emphasis in Pre-Law
• Bachelor of Science in Business Administration with emphasis in Supply Chain Management
• Bachelor of Science in Business Administration with emphasis in Tourism and Hospitality Management
• Associate of Applied Science in Accounting
• Associate of Applied Science in Management
• Associate of Applied Science in Business Administration

The HIT Associate degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The medical assisting programs offered at Albuquerque, Bloomington, Colorado Springs, Denver, Independence, Overland Park, Roseville, and Sioux Falls are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) on the recommendation of the Medical Assisting Education Review Board (MAERB). The Commission on Accreditation of Allied Health Education Programs can be contacted at 1361 Park Street, Clearwater, FL 33756, phone (727) 210-2350.

The paralegal studies program offered at the Rapid City and Sioux Falls campuses are approved by the American Bar Association (ABA).

The pharmacy technician programs offered at Bloomington, Brooklyn Center, Roseville and Sioux Falls are accredited by the American Society of Health-System Pharmacists (ASHP).

The veterinary technology program is accredited by the Committee on Veterinary Technician Education and Activities (CVTEA).

Initial approval was granted by the New Mexico Board of Nursing for the university's Bachelor of Science in Nursing (BSN) program (Albuquerque campus).

Full approval was granted by the Missouri State Board of Nursing for the university’s Associate of Science in Nursing (ASN) program (Zona Rosa campus).

Full approval was granted by the Colorado Board of Nursing for the university’s ASN program (Denver campus).

Program approval was granted by the Minnesota Board of Nursing for the university’s Bachelor of Science in Nursing (BSN) program (Bloomington campus).
Interim approval was granted by the South Dakota Board of Nursing for the university’s BSN program (Rapid City and Sioux Falls campuses).

Initial approval was granted by the Kansas State Board of Nursing for the university’s BSN program, including LPN Bridge to BSN (Overland Park and Wichita West campuses).

Full approval was granted by the South Dakota Board of Nursing for the university’s Online RN to BSN program.

The National League for Nursing Accrediting Commission (NLNAC) granted initial accreditation for the NAU Zona Rosa, Missouri ASN program for spring 2009 through spring 2014. Information concerning NLNAC accreditation can be obtained at www.nlnac.org.

The baccalaureate and master’s degree programs in nursing at National American University are accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington DC 20036, (202) 887-6791.

National American University is approved for veteran's training and for administering the various educational programs sponsored by state and federal agencies.

National American University is registered with the Maryland Higher Education Commission, 6 N. Liberty Street Baltimore, MD 2120. Toll free number (800) 974-0203 or (410) 767-3301

National American University is registered with the Minnesota Office of Higher Education pursuant to section 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

National American University is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

National American University is regulated by: The Indiana Commission on Proprietary Education, 302 W. Washington St., Room E201, Indianapolis, IN 46204. Toll free number: 1-800-227-5695 or (317) 232-1320.

Oregon- This school is a business unit of a corporation authorized by the State of Oregon to offer and confer the academic degree described herein, following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning these standards or the school’s approval may be directed to the Office of Degree Authorization, Higher Education Coordinating Commission, 775 Court St. NE, Salem, Oregon 97301.

National American University is authorized by the Washington Higher Education Coordinating Board (HECB) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes National American University to offer specific degree programs. The HECB may be contacted for a list of currently authorized programs. Authorization by the HECB does not carry with it an endorsement by the board of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the HECB at P.O. Box 43430, Olympia, WA 98504-3430.

ADMISSIONS STATEMENT
National American University admits students of any age, religion, race, sex, sexual orientation, cultural background, or national and ethnic origin to all of the programs, activities, rights, and privileges generally accorded or made available to students at the university. The university does not discriminate on the basis of these characteristics in the administration of its educational policies, admissions policies, scholarship and loan programs, or other university-administered programs.

No qualified disabled person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any university-related program or activity. National American University reserves the right to make changes at any time in its policies and procedures, fees, class schedules, and/or programs.

EQUAL EDUCATIONAL OPPORTUNITY POLICY
National American University is committed to providing equal educational and employment opportunity regardless of sex, marital status, race, color, religion, age, ancestry, national origin, disability or veteran status. Equal educational opportunity includes: recruitment and admission; access to courses and facilities; access to academic advising, placement testing, and tutoring services; financial assistance and student employment; health and insurance services; and extracurricular programs and activities.

Questions and comments concerning the university's EEO Policy may be directed to Mr. Jason Warr, System Vice President for Academic Administration and Regulatory Affairs, 5301 S. Highway 16, Rapid City, SD 57701, or (605) 721-5274.
THE CATALOG

This catalog reflects the regulations, policies, procedures, programs, and fees for National American University as of September 2012. National American University reserves the right to adopt, amend, and implement its policies and procedures as it deems appropriate and necessary. Under certain circumstances, National American University may grant exceptions to its policies and procedures in individual cases when it is determined, in the sole and absolute discretion of the university, that such action would be appropriate to further the mission and purposes of the university.

For the convenience of our university community, the undergraduate and graduate catalogs have been published online. Students may access the catalog at www.national.edu or through the student portal. The most current version of the catalog will always be posted online. The university also reserves the right to correct clerical errors. Therefore, students should refer to the online version for updates, clerical corrections and other changes.

The provisions of this catalog are not to be regarded as a contract between the student and National American University.

Prospective students should contact the admissions office for information regarding any such possible changes. Currently enrolled students should consult the campus executive officer, academic dean, or other appropriate administrators.
ACADEMIC CALENDAR 2012 - 2013

Fall 2012

September 4  Quarter begins
September 10  Last day to drop or add classes without penalty  (Drop/add paperwork must be submitted to the campus office by 6:00 p.m., September 11)
September 25  Interim begins
October 1  Last day to drop or add interim classes without penalty  (Drop/add paperwork must be submitted to the campus office by 6:00 p.m., October 2)
October 19  Last day to drop regular term classes without punitive grade
October 27  Last day to drop interim classes without punitive grade
November 10  Make-up day for Veteran’s Day Holiday
November 12  Veteran’s Day Holiday - No classes
November 13 - 19  Final exams
November 19  Quarter ends
November 20 - 22  Quarter break
December 2

Winter 2012 – 2013

December 3  Quarter begins
December 9
December 24 - January 1  Winter break
January 2  Classes resume
January 2  Interim begins
January 8  Last day to drop or add interim classes without penalty  (Drop/add paperwork must be submitted to the campus office by 6:00 p.m., January 9)
January 21  Martin Luther King Jr. Holiday – No classes
January 25  Last day to drop regular term classes without punitive grade
January 26  Make-up day for Martin Luther King Jr. Holiday
February 3  Last day to drop interim classes without punitive grade
February 20 - 26  Final exams
February 26  Quarter ends
February 27 - March 5  Quarter break

Spring 2013

March 6  Quarter begins
March 12  Last day to drop or add classes without penalty  (Drop/add paperwork must be submitted to the campus office by 6:00 p.m., March 13)
March 27  Interim Begins
March 29  Good Friday Holiday – No classes
April 2  Last day to drop or add interim classes without penalty  (Drop/add paperwork must be submitted to the campus office by 6:00 p.m., April 3)
April 6  Make-up day for Good Friday Holiday
April 20  Last day to drop regular term classes without punitive grade
April 28  Last day to drop interim classes without punitive grade
May 15 - 21  Final exams
May 21  Quarter ends
May 22 - June 2  Quarter break
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| June 9      | **Last day to drop or add classes without penalty**  
               (Drop/add paperwork must be submitted to the campus office by 6:00 p.m., June 10) |
| June 24     | Interim begins                                  |
| June 30     | **Last day to drop or add interim classes without penalty**  
               (Drop/add paperwork must be submitted to the campus office by 6:00 p.m., July 1) |
| July 4      | Independence Day Holiday – No classes           |
| July 6      | Make-up day for Independence Day Holiday         |
| July 18     | Last day to drop regular term classes without punitive grade |
| July 26     | Last day to drop interim classes without punitive grade |
| August 12 - 18 | Final exams                                    |
| August 18   | Quarter ends                                    |
| August 19 - September 2 | Quarter break                                |
| **Fall 2013** |                                                 |
| September 3 | Quarter begins                                  |
| September 9 | **Last day to drop or add classes without penalty**  
               (Drop/add paperwork must be submitted to the campus office by 6:00 p.m., September 10) |
| September 24 | Interim begins                                  |
| September 30 | **Last day to drop or add interim classes without penalty**  
               (Drop/add paperwork must be submitted to the campus office by 6:00 p.m., October 1) |
| October 18  | Last day to drop regular term classes without punitive grade |
| October 26  | Last day to drop interim classes without punitive grade |
| November 9  | Make-up day for Veteran’s Day Holiday            |
| November 11 | Veteran's Day Holiday - No classes               |
| November 12 - 18 | Final exams                                  |
| November 18 | Quarter ends                                    |
| November 19 - December 1 | Quarter break                                |
HISTORY

National American University (NAU) has been a cornerstone of higher education in western South Dakota since its humble beginnings in 1941. Originally known as National School of Business, the institution first opened its doors in downtown Rapid City with offerings in specialized business training that centered primarily on its secretarial and accounting programs.

Anticipating a post-war demand for business education, the college's administrators designed a business administration curriculum that featured new classes in accounting, marketing, and management. When the demand came, the institution was ready with programs geared toward the educational needs of returning veterans, and other men and women who wanted business training and sought an expanded role in the developing business world.

It was in late 1960 that the university, now nearly two decades old and growing rapidly, moved its operations to its new facilities at 321 Kansas City Street in downtown Rapid City, where it remains today. The expanded campus location included a new two-story brick building that housed classrooms, administrative offices, the library, and the university bookstore. Three years later, construction of the new student residence hall was completed, which resulted in a significant influx of students from outside of the region. Students arrived from all corners of the United States, and from all around the world, creating a vibrant student population that was diverse and energized.

With the dramatic increase in student enrollment, the number of faculty and staff increased as well. As National American University's stature in the educational community grew, the university soon expanded its base of programs, as well as its campus facilities. Throughout the late 1960's and the early 1970's, the university added several new buildings, including a library, a gymnasium, as well as additions to the classroom/administration building and the student residence hall.

In 1996, NAU began to develop online courses to be offered through the emerging resource of the World Wide Web. Since that time, the university's distance learning program has created a thriving virtual campus offering degree programs in a number of academic areas. With the addition of online course offerings and degrees, National American University students have access to learning 24 hours a day from anywhere on the Internet can be accessed.

In May of 1997, the university changed its name from National College to its current name of National American University to reflect its standing as a multi-campus institution offering postgraduate programs. Today National American University continues to offer quality business-related degree programs to students from all walks of life through its affiliations with colleges and universities throughout the United States and from around the world. NAU offers a Master in Business Administration program, a Master in Management program, and a Master of Science in Nursing program for students wishing to extend their education beyond a bachelor's degree. The university has also expanded its program offerings to include allied health and nursing programs.

For more than 70 years, National American University has been a recognized leader in academic excellence. Students from all over the globe are enrolled in NAU's master's, bachelor's, associate degree and diploma programs. With dedicated staff and faculty guiding these students to their ultimate goals, it is easy to recognize that from National School of Business in 1941 through National American University in 2012, the university has experienced a dramatic and perhaps unprecedented evolution as an academic institution.

CAMPUS LOCATIONS

Albuquerque
4775 Indian School Road NE, Suite 200
Albuquerque, NM 87110-3976
(505) 348-3700
(505) 348-3705 (FAX)

National American University's Albuquerque campus is conveniently located in the heart of the Albuquerque metro area. The Albuquerque campus has been serving students in the central New Mexico area since 1975, and has long been considered one of NAU’s flagship campus locations. In addition to its strong business and information technology curriculum, the Albuquerque campus offers excellent degree programs in medical assisting, medical administrative assistant, and healthcare management. Located at the intersection of San Mateo and Indian School Road, the campus is convenient to Interstate 40 East and the Uptown Area.

Albuquerque West
10131 Coors Blvd, Suite I-01
Albuquerque, NM 87114
(505) 348-3750
(505) 348-3755 (FAX)

National American University's Albuquerque West campus is conveniently located on the West side of the Albuquerque metro area. The Albuquerque campus has been serving students on the West side and in surrounding communities since 1997, and has grown into NAU’s more prominent campus locations. In addition to its strong business and information technology curriculum, the Albuquerque campus offers excellent degree programs in medical assisting, medical administrative assistant, and healthcare management. Conveniently located near the Cottonwood Mall at the intersection of Seven Bar Loop and Coors Boulevard in the Alameda West Shopping Center, this location is close to shopping, restaurants and transportation services which gives our students easy access from any part of Albuquerque.
General Information

Austin
13801 Burnet Road, Suite 300
Austin, TX 78727
(512) 651-4700
(512) 651-4705 (FAX)

National American University’s Austin campus is conveniently located in the heart of the Austin metro area with easy access from North Mo Pac, I-35 and MetroRail. Established in 2007, the Austin campus offers excellent degree programs in business, information technology and allied health. Our faculty and staff are committed to providing higher education in a caring and supportive environment.

Austin South Education Center
6800 Westgate Blvd. Suite 102
Austin, TX 78745
(512) 651-4750
(512) 651-4755 (FAX)

National American University’s Austin South Education Center is located in the heart of South Austin, with easy access from South Mo Pac, Interstate 35 and US 290. Opened in 2011, the Austin South Education Center offers excellent degree programs in business, allied health, information technology and criminal justice. Our faculty and staff are committed to providing quality higher education in a caring and supportive environment. Located at the corner of William Cannon Drive and Westgate Boulevard, the campus serves students in communities from Austin to San Antonio, on campus, online and on Fort Sam Houston.

Bellevue
3604 Summit Plaza Drive
Bellevue, NE 68123-1065
(409) 972-4250
(409) 972-4255

National American University’s Bellevue campus is conveniently located in the heart of the Omaha metro area. The Bellevue campus has been serving students in Nebraska since fall 2011, and is considered one of NAU’s premier campus locations. In addition to its strong business and health care curriculum, the Bellevue campus offers excellent degree programs in information technology, medical assisting, and criminal justice. Located at the intersection of Highway 370 and 36th Street in Bellevue, the campus is convenient to anywhere in the metro area and surrounding communities.

Bloomington
7801 Metro Parkway, Suite 200
Bloomington, MN 55425
(952) 356-3600
(952) 356-3605 (FAX)

National American University’s Bloomington campus has been serving students in the Twin Cities area since 1997, and is a perfect location for students who want the convenience of shopping, transportation, jobs and entertainment. In addition to its strong business and information technology curriculum, the Bloomington campus offers excellent degree programs in medical assisting, paralegal studies, therapeutic massage, and pharmacy technician. Located in the Metro Office Park, directly across from Minneapolis St. Paul International airport, the Bloomington campus is easily accessible from Interstate 494 and Highway 77. It is one of four convenient NAU campuses in the Twin Cities area.

Brooklyn Center
6200 Shingle Creek Parkway, Suite 130
Brooklyn Center, MN 55430-4100
(763) 852-7500
(763) 852-7505 (FAX)

National American University’s Brooklyn Center campus is conveniently located in the heart of Minneapolis. The Brooklyn Center campus has been serving students in the Twin Cities area since 2000, and is considered one of NAU’s best campus locations. In addition to its strong business and information technology curriculum, the Brooklyn Center campus offers excellent degree programs in medical assisting, medical administrative assistant, and pharmacy technician. Located in the Brookdale Corporate Center, the Brooklyn Center campus is easily accessible from Interstate 694 and Highway 100. It is one of four convenient NAU campuses in the Twin Cities area.

Burnsville Education Center
513 West Travelers Trail
Burnsville, MN 55337
(952) 563-1250
(952) 563-1255 (FAX)

National American University’s Burnsville campus is conveniently located in the heart of the I 35 W and Burnsville Parkway in the south metro area. The Burnsville campus has been serving students in the south metro area since May of 2011. In addition to its strong academic curriculum, the Burnsville campus offers excellent degree programs in business, criminal justice, nursing and other allied health programs. It is located at the intersection of Burnsville Parkway and Interstate 35 West.

Centennial
8242 South University Boulevard, Suite 100
Centennial, CO 80122-3157
(303) 542-7000
(303) 542-7005 (FAX)

National American University’s Centennial campus is conveniently located in the heart of the Southwest Denver metro area. The Centennial campus has been serving students in the Denver metro area for the past two years with state of
the art classrooms on campus and is considered one of NAU’s newest locations. In addition to its strong business and online curriculum, the Centennial campus offers excellent degree programs in all the allied health areas and IT programs. Located at the intersection of University Boulevard and County Line Road, just off C-470, the campus is convenient to Centennial, Littleton, Highlands Ranch and central Denver.

Colorado Springs
1915 Jamboree Drive, Suite 185
Colorado Springs, CO 80920
(719) 590-8300
(719) 590-8305 (FAX)

National American University’s Colorado Springs campus is conveniently located in the heart of Colorado Springs. The Colorado Springs campus has been serving students in the southern Colorado area since 1974, and has long been considered one of NAU’s flagship campus locations. In addition to its strong business and information technology curriculum, the Colorado Springs campus offers excellent medical degree programs in medical assisting, medical administrative assistant, medical staff services, RN foundation courses, and healthcare management. Located at 1915 Jamboree Drive, Suite 185, at the intersection of Chapel Hills Drive and Jamboree Drive, the Colorado Springs campus is easily accessible from Interstate 25 or Academy Boulevard, and is convenient to downtown as well as all suburban areas and military bases.

Colorado Springs South
1079 Space Center Drive
Colorado Springs, CO 80915
(719) 208-3800
(719) 208-3805 (FAX)

National American University’s Colorado Springs South campus is conveniently located to all military installations and communities within Colorado Springs. The Colorado Springs South offers students the opportunity to take classes on campus or online and provides students with the one-on-one support necessary to their success. The Colorado Springs South campus offers a variety of degree programs designed to help students achieve their goals and further their professional career. Located at the intersection of Powers Boulevard and Galley Road, the education center is convenient to the Security, Widefield and Fountain communities.

Denver
1325 S. Colorado Boulevard, Suite 100
Denver, CO 80222-3308
(303) 876-7100
(303) 876-7105 (FAX)

National American University’s Denver campus is conveniently located in the heart of the Denver metro area. The Denver campus has been serving students in the central Colorado area since 1974, and has long been considered one of NAU’s flagship campus locations. In addition to its strong business and information technology curriculum, the Denver campus offers an Associate of Science in Nursing degree which is taught at the campus with state-of-the-art equipment where students practice hands-on learning. Located at the intersection of Colorado Boulevard and Interstate 25, the campus is convenient to downtown, Cherry Creek, and the Denver Tech Center.

Distance Learning
www.national.edu/online
5301 S. Highway 16
Rapid City, SD 57701
(605) 794-4953
(800) 770-2959 General Information
(800) 209-0182 Admissions
(605) 394-5072 (FAX)

NAU’s distance learning program provides online courses and degree options to students across the United States as well as internationally. Students access classes and extensive campus resources anytime, anywhere through National American University’s student portal. Online courses are asynchronous with courses designed with the latest navigation software. Some courses contain asynchronous interactive enhancement features to allow students to interact with faculty and other students in a real-time classroom environment. The university offers students an array of learner services to support their academic endeavors such as the electronic Learning Resource Center/Online Library services, tutoring services, counseling services, help desk support, and other support services.

Ellsworth Air Force Base Extension
1000 Ellsworth St., Suite 2400-B
Ellsworth AFB, SD 57706
(605) 718-6550
(605) 718-6555 (FAX)

National American University’s Ellsworth campus is conveniently located in the heart of Ellsworth Air Force Base in western South Dakota. Since 1974, the Ellsworth campus has been serving active duty, reserve, National Guard, and retired military personnel, as well as military families, veterans receiving VA benefits, DOD employees and their dependents, base contractors, and residents of nearby Box Elder. NAU’s Ellsworth campus offers Bachelor of Science and Associate of Applied Science degree programs and classes that meet the Community College of the Air Force (CCAF) requirements for oral communications, written communications, humanities, math, and social science. The Ellsworth campus is located in the Rushmore Center at 1000 Ellsworth Street.

Georgetown
1015 W. University Avenue, Suite 700
Georgetown, TX 78628
(512) 942-6750
(512) 942-6755 (FAX)
National American University’s Georgetown campus is located in the county seat of Williamson County, TX and serves the Central Texas region as well as online students from across the state. Opened in March 2011, the campus offers a blend of on-campus and online courses. With a prime location just off of I-35 in the beautiful Wolf Ranch Town Center shopping area, Georgetown serves students of all ages and backgrounds. Featuring degree programs in a wide range of areas such as Business, Accounting, IT, Allied Health, and Criminal Justice, the campus offers the flexibility of blended programs that students want while still providing the personal, caring support that students need. Williamson County is one of the fastest growing in Texas, and the Georgetown campus and its staff are excited to be a true community partner dedicated to providing the educational foundation for continued growth.

Independence
3620 Arrowhead Avenue
Independence, MO 64057
(816) 412-7700
(816) 412-7705 (FAX)

National American University’s Independence campus is conveniently located on the busy east side of the Kansas City Metro area. The Independence campus has been serving students in the western Missouri area since 1990, and has long been considered one of NAU’s flagship campus locations. It is one of three NAU campuses in the Kansas City metro area. In addition to its strong business and information technology curriculum, the Independence campus offers excellent degree programs in medical assisting, healthcare coding, paralegal studies, and healthcare management. The Independence campus is easily accessible from Interstate 70 and Highway 291 just north of the Independence Center. The area is a restaurant and shopping destination due to its proximity to downtown and all suburban areas.

Lee's Summit
401 North West Murray Road
Lee's Summit, MO 64081
(816) 600-3900
(816) 600-3905 (FAX)

National American University’s Lee’s Summit campus is conveniently located in the heart of the Kansas City metro area. Lee’s Summit has been serving students in the Kansas City area since October of 2009. It is considered one of NAU’s blended model education center locations. In addition to its strong business curriculum, the Lee’s Summit campus offers excellent degree programs in medical assisting and information technology. Located on North West Murray Road between Chipman Avenue and Third street, the campus is convenient to Highway 50 and Interstate 470.

Lewisville Education Center
475 State Highway 121 Bypass
Lewisville, TX 75067-8193
(972) 829-2150
(972) 829-2156 (FAX)

National American University’s Lewisville Education Center is conveniently located in the heart of the Dallas metro area. The Lewisville campus has been serving students in the Northern Dallas area and provides the caring and supportive environment needed to achieve academic success. In addition to its strong business and accounting curriculum, the Lewisville Campus offers excellent degree programs in the healthcare field, criminal justice and information technology. The flexibility and convenience of participating in online and on campus classes allows students to earn their degree while maintaining busy lifestyles. Located off of the 121 Tollroad near MacArthur Boulevard, the Lewisville campus is conveniently located in the Village Crossing retail center.

Mesquite
18600 LBJ Freeway
Mesquite, TX 75150-5628
(972) 773-8800
(972) 773-8805 (FAX)

National American University’s Mesquite campus is conveniently located in the Town Center East Plaza of the Dallas metro area. The Mesquite campus has been serving students in the East Dallas area and provides the caring and supportive environment needed to achieve academic success. In addition to its strong business and accounting curriculum, the Mesquite campus offers excellent degree programs in the healthcare field, criminal justice and information technology. The flexibility and convenience of participating in online and on campus classes allows students to earn their degree while maintaining busy lifestyles. Located off of the North 635 LBJ Freeway, the Mesquite campus is conveniently located in the adjoining parking of Town East Mall, next to Shepler’s.

Minnetonka Education Center
10901 Red Circle Drive, Suite 150
Minnetonka, MN 55343
(952) 562-4200
(952) 562-4205 (FAX)

National American University’s Minnetonka Education Center is conveniently located in the southwest region of the Twin Cities. The Minnetonka Education Center offers blended academic programs to students in the Twin Cities area and has been serving students since the summer of 2009. In addition to its strong business and information technology curriculum, the Minnetonka Education Center offers excellent degree programs in accounting, criminal justice, and the healthcare field. The flexibility and convenience of participating in online and on-site classes allows students to earn their degree while maintaining busy lifestyles. The Minnetonka Education Center is easily accessible from Interstate 494, and Highways 169, 62, and 100.
General Information

Overland Park
10310 Mastin
Overland Park, KS 66212-5451
(913) 981-8700
(913) 981-8705 (FAX)

National American University’s Overland Park campus is conveniently located just 15 minutes from downtown Kansas City. The Overland Park campus has been serving students in western Missouri and eastern Kansas since 2001, and is one of three NAU campuses in the Kansas City metro area. In addition to its strong business, allied health and information technology curriculum, the Overland Park campus offers an exciting nursing program: the Bachelor’s in Nursing - Generalist degree. Located at 103rd Street and Highway 69 just north of the Corporate Woods area, the Overland Park campus is easily accessible from Highway 69 and Interstate 435.

Rapid City
5301 S. Highway 16
Rapid City, SD 57701
(605) 394-4800
(605) 394-4871 (FAX)

National American University’s Rapid City campus is conveniently located just south of Rapid City, SD next door to the Central Administration complex. The Rapid City campus has been serving students in the western South Dakota area since 1941 and is still considered National American University’s home campus. In addition to its strong business and information technology curriculum, the Rapid City campus offers excellent degree programs in nursing, veterinary technology, and paralegal/pre-law studies. The Rapid City campus is easily accessible from just about anywhere in the Rapid City area, and is convenient to Highway 16 and Highway 79.

Richardson
300 N. Colt Road, Suite 225
Richardson, TX 75080
(972) 773-8650
(972) 773-8655 (FAX)

National American University’s Richardson campus is located in Dallas County, TX. Richardson, TX is an inner suburb just north of Dallas, TX. Opened in September 2011, the campus offers online classes in the areas of Accounting, Business, Criminal Justice, Allied Health, IT, Management, and Organizational Leadership. The campus is located in the Promenade Center connected to the BBVA Compass building. Dallas County is now the ninth most populous county in the United States. The campus is continuing to grow thanks to our dedicated staff prepared to service our students.

Rochester
3906 E Frontage Rd NW/Hwy 52
Rochester, MN 55901
(507) 286-1650
(507) 286-1655 (FAX)

National American University’s Rochester campus is conveniently located in the heart of the north metro area at Highway 52 and 41st Street. In addition to its strong academic curriculum, the Rochester campus offers excellent degree programs in business, criminal justice, nursing and other allied health programs. It is located at the intersection of Highway 52 and 41st Street in Rochester.

Roseville
1550 W. Highway 36
Roseville, MN 55113-4035
(651) 855-6300
(651) 855-6305 (FAX)

National American University’s Roseville campus is conveniently located near the Rosedale Shopping Center. The Roseville campus has been serving students in the Minneapolis area since 1974, and has long been considered one of NAU’s flagship campus locations. In addition to its strong business and information technology curriculum, the Roseville campus offers excellent degree programs in medical assisting, paralegal studies, therapeutic massage, and pharmacy technician. Located north of Har Mar Mall, the Roseville campus is easily accessible from Highway 36 and Snelling Avenue. It is the first of five convenient NAU campuses in the Twin Cities area.

Sioux Falls
5801 South Corporate Place
Sioux Falls, SD 57108
(605) 336-4600
(605) 336-4605 (FAX)

National American University’s Sioux Falls campus is conveniently located in the southwest part of the Sioux Falls area. The Sioux Falls campus has been serving students in eastern South Dakota since 1974, and is considered one of NAU’s most successful campus locations. In addition to its strong business and information technology curriculum, the Sioux Falls campus offers excellent degree programs in paralegal studies and allied health. Located at the intersection of Interstates 90 and 29, the Sioux Falls campus is easily accessible from just about anywhere through nearby major traffic arteries and the city’s bus service.

Tulsa
8040 South Sheridan Road
Tulsa, OK 74133
(918) 879-8400
(918) 879-8405 (FAX)
National American University’s Tulsa campus is conveniently located in the heart of the Tulsa metro area. The Tulsa campus has been serving students in the Tulsa area since February of 2011, and has long been considered one of NAU’s premier campus locations. In addition to its strong academic curriculum, the Tulsa campus offers excellent degree programs in Information Technology, Allied health, Criminal Justice, and business. Located at the intersection of 81st and Sheridan Road, the campus is convenient to 169 highway.

Watertown Education Center
925 29th Street S.E., Suite E
Watertown, SD 57201
(605) 884-7200
(605) 884-7205 (FAX)

National American University’s Watertown Education Center offers blended academic programs to students in Watertown and the surrounding region. The Watertown Education Center has been serving students in northeastern South Dakota since fall 2006. The flexibility and convenience of participating in online and on-site classes allows students to earn their degree while maintaining busy lifestyles. Whether you need to complete your degree or you’re just getting started, NAU has a program that fits your needs. NAU is conveniently located on Highway 212 near Interstate 29. In addition to its strong business and information technology curriculum, the Watertown location offers excellent degree programs in accounting, criminal justice, and healthcare management.

Weldon Spring
1030 Wolfrum Road
Weldon Spring, MO 63304-7795
(636) 229-3200
(636) 229-3205 (FAX)

National American University’s Weldon Spring campus is conveniently located in the St. Louis, MO metro area in St. Charles County. In addition to its strong business program, the Weldon Spring campus offers excellent degree programs in medical assisting, criminal justice, healthcare coding and many other great programs. Located at the intersection of Highway 94 and Wolfrum Road, the campus is convenient to Interstate 70 and Highway 64/40.

Wichita
7309 E 21st St. N., Suite G40
Wichita, KS 67206
(316) 448-5400
(316) 448-5405 (FAX)

National American University’s Wichita campus is conveniently located in northeast Wichita and has been serving students in the area since 2007. The Wichita campus offers the convenience of on ground classes, online classes, or a combination of both. Students can pursue degrees in a wide variety of programs. Located on East 21st Street North between Rock Road and Woodlawn, the Wichita campus is easily accessible from all areas of Wichita and the surrounding communities.

Wichita West
8428 West 13th St, Suite 110-120
Wichita, KS 67212
(316) 448-3150
(316) 448-3155 (FAX)

National American University’s Wichita West campus has been serving students in the area since 2010. The Wichita West campus offers the convenience of on campus classes, online classes, or a combination of both. Students can pursue degrees in a wide variety of programs. The campus is conveniently located at the corner of 13th Street North and Tyler Road in the Northwest Plaza Center and is easily accessible from all areas of Wichita from the following highways: Interstate 235, K96 or US54/400 (Kellogg).

Zona Rosa
7490 NW 87th Street
Kansas City, MO 64153
(816) 412-5500
(816) 412-5505 (FAX)

National American University’s Zona Rosa campus is conveniently located in the Zona Rosa outdoor shopping center in the northland region of Kansas City. The Zona Rosa campus has been serving students in western Missouri since 2005, and is the northern-most campus of four NAU locations in the KC metro area. In addition to its strong business, legal studies, information technology, and allied health curriculum, the Zona Rosa campus offers an Associate of Science in Nursing degree, which is taught in a state-of-the-art facility where students practice hands-on learning. Located at Interstate 29 and Barry Road, approximately four miles from the Kansas City International Airport, the Zona Rosa campus is easily accessible from all major traffic arteries and the city’s bus service.
ADMISSIONS

It is recommended that applicants and their families visit National American University so that they may become acquainted with the personnel and facilities of the university. A personal interview should be scheduled with a member of the admissions staff.

ADMISSION REQUIREMENTS

Regular Admission

For admission to one or more of National American University’s diploma or undergraduate degree programs, students must:

1. Complete and submit a Student Application for Admission (Go to www.national.edu); and

2. Have graduated from a recognized high school (or the U.S. Department of Education-accepted equivalent); or

3. Submit an official transcript from an accredited U.S. higher education institution indicating completion of a post-secondary education program of at least two years in length with a minimum cumulative grade point average of 2.0. The official transcript request must be completed during the application process for university approval during the first term of attendance. Students who received their secondary education outside the United States, United States territories, or Department of Defense-recognized U.S. high schools located on military bases outside the territorial United States must provide evidence of secondary-level education completion. Students must submit one or more of the following document(s) during the first term of attendance for university approval prior to the end of the first term:

   a. An official document evidencing completion of the equivalent of a U.S. high school education (Go to International Undergraduate Student Admissions at www.national.edu for further details on country-specific equivalencies of U.S. high school education.). International documentation may include an official academic transcript or marks sheet and/or examination results (Diplomas or certificates of government examinations must show the academic subjects passed and grades/marks received. All records should be submitted in the original language, and credentials written in languages other than English must be accompanied by a certified English translation. Translations should be literal and not interpretive. A key to the marking system or grading scale should also be included if it is not indicated on the transcript.);

   b. An original General Education Development (GED) examination report demonstrating passing marks for the overall examination; or

   c. An official transcript that indicates completion of a post-secondary program of at least two years in length with a minimum cumulative grade point average of 2.0/4.0 or the equivalent from (i) an international higher education institution that is approved by the country’s national ministry of education or appropriate approval body or (ii) an accredited U.S. higher education institution (Transcripts should show marks and credits earned for all post-secondary work. All records should be submitted in the native language, and credentials written in languages other than English must be accompanied by a certified English translation. Translations should be literal and not interpretive. A key to the marking system or grading scale should also be included if it is not indicated on the transcript.).

Non-Native English Speaking Students

In addition to the above-listed requirements, National American University requires all non-native English speaking students to demonstrate sufficient command of the English language necessary to succeed in college-level classes taught in English. The English proficiency requirement can be satisfied through one of the following before attending any course at the university. Students must:

1. Provide an official Test of English as a Foreign Language (TOEFL) score report indicating a minimum score of 500 for a paper-based, 173 for a computer-based or 61 for an Internet-based exam. (The TOEFL must have been taken within the past two calendar years. Official test scores must be sent from the testing agency to National American University. When ordering TOEFL test results, include the university’s school code of 6464.); or

2. Provide an official International English Language Testing System (IELTS) score report with an overall minimum score of 5. (The IELTS must have been taken within the past two calendar years. Official test scores must be sent from the testing agency to National American University.); or

3. Provide evidence of completion of two semesters (or the equivalent) of college-level English (excluding ESL courses) with a grade of "C" or higher at an accredited college or university whose language of instruction is English; or

4. Provide evidence of English language proficiency by completing the Accuplacer ESL English assessment exam with minimum scores in the following categories:

   • Reading skills of 102 or higher.
   • Sentence meaning of 100 or higher.
   • Language usage of 95 or higher.
   • Writing sample of 5 or higher.

Additional documentation in support of an application under this provision may be requested as deemed necessary by National American University. The university reserves the
right to reject documentation or to request verification of documentation as may be necessary. Admissions documentation is considered the property of the university and will not be returned to the applicant (some exceptions may apply). The university reserves the right to reject any submitted application for enrollment.

Full-time Students
Students who enroll for 12 or more credit hours per quarter are considered to be full-time.

Part-time Students
If a student chooses not to attend full-time, a schedule may be arranged for one or more courses. Credits earned may be applied to degree or diploma programs.

Special Students
A special student is one who is not enrolled in a diploma or degree program. Special students are generally not eligible for federal financial aid. However, alternative loan programs may be available. Contact a National American University Financial Services Representative for more information.

Transfer Students
Students who have successfully completed course work at other accredited post-secondary institutions may apply for admission to National American University. University policies on transfer credits, residency requirements, and other admissions requirements are outlined in this catalog.

ACADEMIC SUCCESS APPRAISAL
The purposes of the academic success appraisal are to:
1. Encourage academic success and degree completion.
2. Identify existing knowledge and skills in both sentence skills and mathematics.
3. Provide students with feedback about their basic skills.
4. Aid in appropriate course placement in English or mathematics and advise the student if pre-college studies are needed.
5. Recommend a course of study in which the student may reasonably expect to achieve academic success.

As an open-enrollment institution, NAU requires all students to complete academic success appraisals at the time of enrollment or provide evidence of successfully completed college-level English and mathematics courses or equivalent. Course completion or equivalents are defined as follows:
1. A student has successfully completed college-level algebra and/or composition ("C" grade or above) and has submitted a copy of a college transcript as documentation.
2. A student has successfully completed the CLEP College Composition and/or College Algebra examination with a passing score, as defined by the CLEP program, and has submitted a copy of the official CLEP transcript as documentation.
3. A student has successfully completed the equivalent Advanced Placement (AP) English and/or mathematics examinations with a score of 3 or above and has submitted a copy of the official AP transcript as documentation.

BACKGROUND CLEARANCE
National American University offers a number of academic programs that may ultimately lead to certification and/or licensure in any given field. In that regard, governing/regulated agencies or bodies may require the demonstration of a criminal background clearance prior to granting such certification and/or licensure. It is incumbent upon students to verify whether a specific criminal background clearance is required in their field of study prior to beginning course work. Upon request, university personnel will assist students with contacting the proper agencies or authorities in making this determination.

FALSIFICATION OF EDUCATIONAL RECORDS
Falsifying, altering, or misrepresenting a transcript, grade report, diploma or any other material relevant to admission, enrollment or academic performance shall be considered an overt act of academic dishonesty. This action shall result in denial of admission or enrollment into National American University, or permanent suspension from continuing as a student with the university.

FINANCES
Students who are out-of-state residents pay the same tuition and fees as in-state students. All charges are due and payable on the first day of each new quarter. Advance payment by mail or other means is advised. Financial aid is available for those students who qualify. Tuition and fees are subject to change without notice. Drafts and checks should be made payable to National American University.

IMMUNIZATION REQUIREMENTS

Minnesota Students
Under Minnesota law, students need to submit a complete immunization record or meet one of the legal exemptions before being admitted to NAU. Students are exempt if they graduated from a Minnesota high school in 1997 or later, were previously enrolled in another college in Minnesota, or were born before 1956. Other exemptions include religious or philosophical objections to being immunized, in which the student needs to submit a notarized statement of his/her beliefs, or if the student has already had one of the diseases covered in the state immunization requirement. A doctor may sign an exemption if the student has another medical reason, for example, immune to the disease or currently pregnant. Please see an admissions representative for further details.

South Dakota Students
Under South Dakota law, students (born after 1956) who are entering a post secondary institution in South Dakota for the first time after July 1, 2008, must submit, within 45 days after
the start of classes, certification from a licensed physician that the student has received or is in the process of receiving the required two doses of immunization against measles, rubella, and mumps. As an alternative to the requirement for a physician's certification, the student may present: (1) Certification from a licensed physician stating the physical condition of the student would be such that immunization would endanger the student's life or health; (2) Certification from a licensed physician stating the student has experienced the natural disease against which the immunization protects; (3) Confirmation from a laboratory of the presence of adequate immunity; or (4) A written statement signed by the student that the student is an adherent to a religious doctrine whose teachings are opposed to such immunizations. If the student is under the age of 18, the written statement shall be signed by one parent or guardian. Please see an admissions representative for further details.

INTERNATIONAL STUDENTS
National American University encourages diversity within its student body, and international students from many countries study at National American University campuses in the United States. An international student is a student who is not a citizen of, nor a permanent resident of, nor a refugee in, the United States of America.

Admission Requirements
International student applicants who wish to study at National American University in an undergraduate program at a campus in the United States approved to host F-1 students must:
1. Complete and submit an International Student Application for Admission (See www.national.edu);
2. Provide evidence of secondary and/or post-secondary education completion through one of the following requirements:
   a. An official academic transcript or marks sheets from the country where secondary education was completed. The documents presented should be those which would allow the student access to post-secondary education in the home country. Diplomas or certificates of government examinations must show the subjects passed and grades/marks received. All records should be submitted in the original language, and credentials written in languages other than English must be accompanied by a certified English translation. Translations should be literal and not interpretive. A key to the marking system or grading scale should also be included if it is not indicated on the transcript; or
   b. An official transcript that indicates completion of a post-secondary program of at least two years in length with a minimum cumulative grade point average of 2.0/4.0 or the equivalent from (i) an international higher education institution that is approved by the country’s national ministry of education or appropriate approval body or (ii) an accredited U.S. higher education institution (Transcripts should show marks and credits earned for all post-secondary work. All records should be submitted in the native language, and
   c. An original General Educational Development (GED) examination report demonstrating passing marks for the overall examination.
3. Demonstrate proficiency in English through satisfaction of one of the following requirements:
   a. Provide an official Test of English as a Foreign Language (TOEFL) score report indicating a minimum score of 500 for a paper-based, 173 for a computer-based, or 61 for an Internet-based exam. (The TOEFL must have been taken within the past two calendar years. Official test scores must be sent from the testing agency to National American University. When ordering TOEFL test results, include the university’s school code of 6464.); or
   b. Provide an official International English Language Testing System (IELTS) score report with an overall minimum score of 5 (The IELTS must have been taken within the past two calendar years. Official test scores must be sent from the testing agency to National American University.); or
   c. Provide evidence of completion of two semesters (or equivalent) of college-level English (excluding ESL courses) with a grade of "C" or higher at an accredited college or university whose language of instruction is English; or
   d. Provide evidence of English language proficiency by completing the English assessment exam, Accuplacer ESL, with minimum scores in the following categories:
      • Reading skills of 102 or higher
      • Sentence meaning of 100 or higher
      • Language usage of 95 or higher
      • Writing sample of 5 or higher
4. Complete and submit the International Financial Certification form and attach an original bank statement. International students are required, as part of the application process, to show evidence of sufficient funding during their studies. The amount and source of funds are also shown on the Certificate of Eligibility (Form I-20) needed to apply for an F-1 student visa. In addition, students planning to bring a spouse and/or children are required to show additional funds for those individuals.

Students requesting the Certificate of Eligibility (Form I-20) to apply for an F-1 visa to enter the U.S. to attend National American University must fulfill all listed international admissions requirements. Upon acceptance by and approval from the university, Form I-20 will be issued to eligible students.

Transfer students and students requesting Change of Status from a different visa type will be additionally required to submit official transcripts from previously attended colleges
and universities as well as information concerning proof of current status with the United States Citizenship and Immigration Services (USCIS) for the issuance of Form I-20.

Additional documentation in support of an applicant’s candidacy may be requested as deemed necessary by National American University. The university reserves the right to reject documentation and to request verification of documents as necessary. Admissions documentation will be considered the property of the university and will not be returned to the applicant (some exceptions may apply). National American University reserves the right to reject any and all student applicants.

**Financial Aid**

Government-sponsored or subsidized programs are generally not available to international students. International students should consult their country’s consul or ambassador for educational benefits sponsored by their home country, or obtain a private sponsor.

**New International Students**

New international students may participate in new student orientation during the first week of the quarter. Students will receive information about academic issues, as well as an orientation to the campus and the local area.
LEARNER SERVICES

The learner services program at National American University campuses contributes to the career development goals of the university’s students. Learner services are provided through personnel, programs, and procedures offered to stimulate student development and personal and social growth. Other aspects of learner services attempt to reduce or regulate conditions that might conflict with educational objectives shared by students and the university.

ALUMNI

Graduates of National American University become members of the National American University Alumni Association.

The university maintains communication with graduates by way of newsletters and other means to build a more active and mutually beneficial relationship. Regular input from recent graduates helps the university evaluate its programs and personnel in terms of assessing outcome determinations and establishing improvement measures.

Alumni of National American University are encouraged to assist the university with the placement responsibility by sharing information regarding employment opportunities. Referral of prospective students to the university by alumni is also welcomed. Job search assistance on a long-term basis is available at no added charge to graduates through the campus career services offices. Alumni may activate involvement, and begin to receive the National News quarterly newsletter, on the National American University web site at www.national.edu/Alumni.

CAREER SERVICES

Career development is central to the mission and the overall purposes of the university, and the career services staff has the responsibility to assist students and graduates in this important endeavor. Faculty, staff members, alumni and others also contribute to this effort.

The learner services office at each campus assists students and graduates with employment or enhanced employment. Interaction with employers and alumni, participation in the career management class, career fair sponsorships, assistance with preparation of resumes and other written materials, on-campus recruitment by employers, part-time employment, internships, Internet utilization, and Federal Work-Study jobs are some of the means used by National American University to facilitate employment and career development of students and graduates. The university prepares and reports statistical information on employment of graduates. National American University students and alumni are informed and empowered by the ability to link to the world's job market through the NAU Career Services web site: www.national.edu/career-services.

CONDUCT

As a student at National American University, appropriate conduct and integrity are expected. In some instances of student misconduct, the university will issue a warning or will place the student on disciplinary probation, suspension, or will dismiss the student from the university. A written policy on student conduct is available from the office of the academic dean or the campus executive officer who has authority and responsibility for overseeing student conduct.

Procedural fair play and due process will be provided in every instance. Proper safeguards for the welfare, safety and educational opportunity will be provided for all students.

Institutional obligations include, but are not limited to, upholding the law and maintenance of regulations regarding academic honesty and restricting prejudicial behavior, physical abuse or harassment, impropriety of personal behavior, or illicit use of drugs or intoxicants, especially as these relate to institutional and educational goals. Respect and tolerance are key words in the institutional expectations of students in their interaction with each other and with other members of the university community. Legal violations will be turned over to police authorities.

DISABILITY SERVICES

National American University strives to make its programs accessible to all individuals, in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Its purpose is to create and maintain an environment in which students may achieve their fullest potential, limited to the least extent possible by individual disabilities. Such disabilities include physical or mental impairment that substantially limits major life functions. All faculty, staff, and students of the university are expected to adhere to this philosophy of equal access to educational opportunity and to assume broad responsibility for its implementation.

Disclosure of a disability is not required, but if disclosed, it is the responsibility of the individual to seek available assistance and make his/her needs known.

The system student services office is the designated office at National American University that maintains disability-related documents, certifies eligibility for services, and determines and provides reasonable accommodations for students with disabilities. It is located in Rapid City, South Dakota. All requests for accommodation, documentation reports, and inquiries should be directed to:

Dr. Meg Whiston, System Director of Learner Services
5301 South Highway 16
For more details regarding the university’s policies and procedures for providing reasonable accommodations for students with disabilities, please see the System Student Handbook.

**DRUG AND ALCOHOL POLICY**

National American University takes a positive, proactive role in preventing the possession, use or distribution of drugs and alcohol by students and other members of the campus community. The university has adopted the guidelines of the 1990 Drug Free Schools and Campuses Act. Under this act, National American University has:

1. Established standards of conduct that prohibit unlawful use, possession or distribution of drugs or alcohol;
2. Annually distributed information describing legal sanctions under state and federal law;
3. Annually distributed information regarding health risks associated with the use and abuse of drugs and alcohol;
4. Provided information related to counseling, treatment, and rehabilitation associated with the use and abuse of drugs and/or alcohol on an annual basis;
5. Set disciplinary sanctions which will be imposed on students and employees for violations related to the use and abuse of alcohol and/or drugs;
6. Utilized professional staff to inform and to support institutional and personal educational objectives.

The university’s drug and alcohol policy is distributed to students annually. These sanctions include expulsion of students and termination of employees.

**STUDENT CONCERNS**

National American University is committed to promptly addressing student concerns, including matters related to academic integrity, satisfactory academic progress, grades, conduct, privacy, harassment, drugs and alcohol use, and other areas of concern. Students are encouraged to interact productively with the university through established policies and procedures.

1. **University Official.** If a student has a concern or complaint, the student should first seek resolution by communicating with the academic dean, campus executive officer, or regional vice president of the student’s campus/education center listed in the Campus Administration section of this catalog.

2. **Office of Dispute Resolution.** In the event a student is unable to resolve a concern after communicating with a local university official, the student is encouraged to contact the university’s Office of Dispute Resolution. The System Director for the Office of Dispute Resolution will communicate with the student and address the student’s concern in an impartial manner. The System Director for the Office of Dispute Resolution does not possess authority to render final decisions but will seek to resolve concerns by facilitating communication among the appropriate persons and departments.

Karen Hoffman  
System Director for the Office of Dispute Resolution  
5301 S. Highway 16  
Rapid City, SD 57701  
Direct Telephone: (605) 394-4805  
khoffman@national.edu

3. **State Agency.** In the event a student feels that the university has not adequately addressed the student’s concerns, the student may contact the appropriate state agency listed below.

**Alabama**  
Alabama Commission on Higher Education  
100 North Union Street  
Montgomery, AL 36104-3758  
Website: www.ache.state.al.us/  
Telephone: (334) 242-1998  
Fax: (334) 242-0268

**Alaska**  
Alaska Commission on Postsecondary Education  
Mailing Address:  
P.O. Box 110510  
Juneau, AK 99811-0510  
Physical Address:  
3030 Vintage Boulevard  
Juneau, AK 99801  
Website: akadvantage.alaska.gov/  
Telephone: (907) 465-2962  
Fax: (907) 465-5316

**Arizona**  
Arizona State Board for Private Postsecondary Education  
1400 W. Washington Street  
Phoenix, AZ 85007  
Website: azppse.state.az.us  
Telephone: (602) 542-5709  
Fax: (602) 542-1253

**Arkansas**  
Arkansas Department of Higher Education  
114 East Capitol Avenue  
Little Rock, AR 72201  
Website: www.adhe.edu  
Telephone: (501) 371-2000  
Email: ADHE_Info@adhe.edu

**California**  
Bureau of Private Postsecondary Education  
Mailing Address:  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
Physical Address:  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Website: www.bppe.ca.gov/  
Telephone: Toll Free: (888) 370-7589 or (916) 431-6959  
Fax: (916) 263-1897  
Email: bppe@dca.ca.gov
Colorado
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, CO 80202
Website: highered.colorado.gov/
Phone: (303) 866-2723
Fax: (303) 866-4266

Connecticut
Connecticut Board of Regents for Higher Education
39 Woodland Street
Hartford, CT 06105
Website: www.ctohe.org/
Phone: (860) 493-0000

Delaware
Delaware Department of Education
John G. Townsend Building
401 Federal Street
Dover, DE 19901
Website: www.doe.k12.de.us/
Phone: (302) 735-4000
Fax: (302) 739-4654
Email: dedoe@doe.k12.de.us

Florida
Florida Department of Education
325 W. Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Website: www.fldoe.org
Phone: (850) 245-3200
Fax: (850) 245-3233
Email: Susan.Hood@fldoe.org

Georgia
Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, GA
Website: www.gnpec.org
Phone: (770) 414-3300
Fax: (770) 414-3309

Hawaii
Department of Education
Mailing Address:
P.O. Box 2360
Honolulu, HI 96804
Physical Address:
1390 Miller Street
Honolulu, HI 96813
Website: doe.k12.hi.us/
Phone: (808) 586-3230
Fax: (808) 586-3234

Idaho
Idaho Board of Education
Mailing Address:
P.O. Box 83720
Boise, ID 83720-0037
Physical Address:
650 West State Street, Room 307
Boise, ID 83702
Website: www.boardofed.idaho.gov/
Phone: (208) 334-2270
Fax: (208) 334-2632
Email: board@osbe.idaho.gov

Illinois
Illinois Board of Higher Education
100 N. 1st Street, Springfield, IL 62777
Website: www.isbe.net/
Phone: (217) 782-2551
Fax: (217) 782-8548

Indiana
Commission for Higher Education
101 West Ohio Street, Suite 550
Indianapolis, IN 46204-1984
Website: www.in.gov/che/
Phone: (317) 464-4400
Email: teresal@che.in.gov

Iowa
Iowa College Student Aid Commission
603 E. 12th Street, FL 5th
Des Moines, IA 50319
Website: www.iowacollegeaid.gov
Phone: (515) 725-3400
Fax: (515) 725-3401

Kansas
Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368
Website: www.kansasregents.org/
Phone: (785) 296-3421
Fax: (785) 296-0983

Kentucky
Kentucky Council on Postsecondary Education
1024 Capital Center Drive, Suite 320
Frankfort, KY 40601
Website: cpe.ky.gov/contactus.htm
Phone: (502) 573-1555
Fax: (502) 573-1535

Louisiana
Louisiana Board of Regents
Mailing Address:
P.O. Box 3677, Baton Rouge, LA 70821-3677
Physical Address:
1201 N. Third Street, Suite 6-200, Baton Rouge, LA 70802
Website: regents.state.la.us/
Phone: (225) 342-4253
Fax: (225) 342-9318 or 6926

Maine
Maine Department of Education
23 State House Station
Augusta, ME 04333-0023
Website: www.maine.gov/doe/contact/
Phone: (207) 624-6600
Fax: (207) 624-6700

Maryland
Maryland Higher Education Commission
6 N. Liberty Street
Baltimore, MD 21201
Website: www.mhec.state.md.us/
Learner Services

Phone: Toll Free (800) 974-0203 or (410) 767-3301
Fax: (410) 332-0270

Massachusetts
Massachusetts Board of Higher Education
One Ashburton Place, Room 1401
Boston, MA 02108
Website: www.mass.edu
Phone: (617) 994-6950
Fax: (617) 727-6656

Michigan
Michigan Department of Licensing and Regulatory Affairs
Bureau of Commercial Services, Licensing Division, Private Postsecondary Schools
P.O. Box 30714
Okemos, MI 48864
Website: www.michigan.gov
Phone: (517) 373-3085
Fax: (517) 373-3085

Minnesota
Minnesota Office of Higher Education
Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108
Website: www.ohe.state.mn.us
Phone: Toll Free (800) 259-3975
Fax: (651) 259-3975

Mississippi
Mississippi Commission on College Accreditation
3825 Ridgewood Road
Jackson, MS 39211-6453
Website: www.mississippi.edu
Phone: (601) 432-6372
Fax: (601) 432-6225

Missouri
Missouri Department of Higher Education
205 Jefferson Street
P.O. Box 1469
Jefferson City, MO 65102-1469
Website: www.dhe.mo.gov
Phone: (573) 751-6635
Fax: (573) 751-6570
Email: info@dhe.mo.gov

Montana
Montana University System, Montana Board of Regents
Office of the Commissioner of Higher Education
2500 Broadway Street, P.O. Box 203201
Helena, MT 59620-3201
Website: mus.edu/board/default.asp
Phone: (406) 444-6570
Fax: (406) 444-1469

Nebraska
Coordinating Commission for Postsecondary Education
Physical Address:
140 N. 8th Street, Suite 300
Lincoln, NE 68508
Mailing Address:
P.O. Box 95005

Lincoln, NE 68509-5005
Website: www.ccpe.state.ne.us
Phone: (402) 471-2847
Fax: (402) 471-2886

Nevada
Nevada Commission on Postsecondary Education
3663 East Sunset Road, Suite 202
Las Vegas, NV 89120
Website: www.cpe.state.nv.us/index.htm
Phone: (702) 486-7330
Fax: (702) 486-7340

New Hampshire
New Hampshire Postsecondary Education Commission
101 Pleasant Street
Concord, NH 03301-3494
Phone: (603) 271-3494
Fax: (603) 271-1953
Email: lori.temple@doe.nh.gov

New Jersey
New Jersey Commission of Higher Education
20 West State Street, 4th floor
P.O. Box 542
Trenton, NJ 08625-0542
Website: www.state.nj.us
Phone: (609) 292-4310

New Mexico
New Mexico Higher Education Department
2048 Galisteo Street
Santa Fe, NM 87505-2100
Website: www.hed.state.nm.us
Phone: (505) 476-8400
Fax: (505) 476-8453

New York
Office of College and University Evaluation
New York State Education Department
5 North Mazzanine
Albany, NY 12234
Website: www.highered.nysed.gov
Phone: (518) 474-2593
Fax: (518) 486-2779
Email: ocueinfo@mail.nysed.gov

North Carolina
North Carolina Community College System
20 West Jones Street
Raleigh, NC 27603
Website: www.nccommunitycolleges.edu
Phone: (919) 807-7146
Fax: (919) 807-7164

North Dakota
North Dakota State Board for Career and Technical Education
State Capitol 15th Floor
600 East Boulevard Avenue, Dept. 270
Bismarck, ND 58505-0610
Website: www.nd.gov
Phone: (701) 328-3180
Fax: (701) 328-1255
Email: cte@nd.gov
Ohio
Ohio State Board of Career Colleges and Schools
30 East Broad Street, Suite 2481
Columbus, OH 43215
Website: scr.ohio.gov/
Phone: (614) 466-2752
Fax: (614) 466-2219
Email: bpsr@scr.state.oh.us

Oklahoma
Oklahoma State Regents for Higher Education
655 Research Parkway, Suite 200
Oklahoma City, OK 73104
Website: www.okhighered.org/
Phone: (405) 225-9100
Email: communicationsdepartment@osrhe.edu

Oregon
Oregon Department of Education
Public Service Building
255 Capitol Street NE
Salem, OR 97310-0203
Website: www.ode.state.or.us/
Phone: (503) 947-5600
Fax: (503) 378-5156
Oregon Office of Degree Authorization
1500 Valley River Drive, Suite 100
Eugene, OR 97401
Website: www.osac.state.or.us/oda
Telephone: (541) 687-7478
Email: oda@osac.state.or.us

Pennsylvania
Department of Education, Division of Program Services
333 Market Street
Harrisburg, PA 17126
Website: www.portal.state.pa.us
Phone: (717) 783-6137
Fax: (717) 783-6139

Puerto Rico
Puerto Rico Council on Higher Education
P.O. Box 19900
San Juan, Puerto Rico 00910-1900
Website: www.ces.gobierno.pr
Phone: (787) 641-7100
Fax: (787) 725-2150

Rhode Island
Rhode Island Board of Governors for Higher Education
Shepard Building, 80 Washington Street
Providence, RI 02903
Website: www.ribge.org
Phone: (401) 456-6000

South Dakota
South Dakota Board of Regents
306 East Capitol Avenue
Pierre, SD 57501
Website: www.sdbor.edu/
Phone: (803) 737-2260
Fax: (803) 737-2297
Email: info@sdbor.edu

Tennessee
Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
Website: www.tn.gov/
Phone: (615) 741-3605
Fax: (615) 741-62307
Email: Julie.Woodruff@tn.gov

Texas
Texas Higher Education Coordinating Board
1200 E. Anderson Lane
P.O. Box 12788
Austin, TX 78752
Website: www.thecb.state.tx.us/
Phone: (512) 427-6101

Utah
Utah Division of Consumer Protection
160 East 300 South
Salt Lake City, UT 84111
Website: www.consumerprotection.utah.gov/
Phone: (800) 721-7233 or (801) 530-6601
Fax: (801) 530-6001
Email: consumerprotection@utah.gov

Vermont
Vermont State Board of Education
120 State Street
Montpelier, VT 05620
Website: education.vermont.gov/
Phone: (802) 828-3135
Email: carol.c.king@state.vt.us

Virginia
State Council of Higher Education for Virginia
101 N. 14th Street, 10th Floor, James Monroe Bldg.
Richmond, VA 23219
Website: www.schev.edu/
Phone: (804) 225-2600
Fax: (804) 225-2604
Email: communications@schev.edu

Washington
Washington Higher Education Coordinating Board
Physical Address:
917 Lakeridge Way SW
Olympia, WA 98502
Mailing Address:
P.O. Box 43430
Olympia, WA 98504-3430
Website: www.hecb.wa.gov
Phone: (360) 753-7800
Email: info@hecb.wa.gov
Health and Accident Insurance
Health and accident insurance in the form of a student group policy exists for all National American University students. The financial impact of illness or an accident on educational opportunity may be reduced by electing this optional coverage. Information regarding this benefit may be obtained from campus learner service advisors.

Learning Resource Center/Online Library
National American University's Learning Resource Center (LRC)/Online Library is dedicated to assisting and supporting students, faculty and staff at all campuses in achieving success in their academic programs and careers through the development and maintenance of a collection of current and timely information in a variety of formats. Most campuses have traditional hard copy resources including books, journals, magazines, newspapers and publications that support all the academic programs. All campuses have access to the NAU Online Library. The Online Library provides access to the National American University online catalog, e-books, tutorials, and myriad electronic searchable full-text databases including those provided by: ProQuest, EBSCO, Gale, LearningExpress, NetLibrary, Mosby’s, OVID, LexisNexis, NBC, and WorldCat. All campus students have access to public libraries as well as often support from local university and college libraries in their region.

Learner Support Services
National American University campuses have a number of programs intended to assist students in gaining the optimum benefit from their academic experience. Tutoring is perhaps one of the oldest and most supportive activities sponsored by the university. Successful students in a particular discipline are hired by the university and tutoring services are made available to the students at each campus.

Advising contacts between students and members of the faculty and the professional staff are also very important in planning and achieving goals for education, for careers, and for life.

NAU Foundation Academic Excellence Award
Each National American University campus recognizes and rewards academic achievement through an NAU Foundation Academic Excellence Award and the NAU Foundation Alumni Academic Excellence Award program. To be eligible to apply for the Academic Excellence Award, the student must have attended half-time (six or more undergraduate credit hours or 4.5 or more graduate credit hours) at National American University fall and winter quarters of the last calendar year and continue on a half-time basis for the award period. The minimum cumulative GPA requirement for consideration is 3.66.
Applications are available at each campus in the spring. Letters of reference and a brief autobiography must be included with the application.

Scholarship recipients are selected on the basis of the following:
1. Academic achievement at National American University;
2. Participation in institutional activities or community involvement/service while a National American University student;
3. Financial need.

ORIENTATION
The university conducts a variety of orientation activities and programs prior to student entrance into the university and classes; students thereby become acquainted with faculty, staff and curriculum. It is important that the student’s and the university’s goals and philosophies match. Orientation programs are both formal and informal. It may be desirable in many instances to include family members or friends in visitation, tours and general orientation activities. Students and family members routinely visit the campus as part of the orientation and enrollment process.

University publications, including this catalog and the student handbook, play a role in orienting students to National American University. Strategies for Success, a university course which is required of all entering students, extends orientation and student development into the classroom and beyond.

PART-TIME EMPLOYMENT
The learner services office will assist students who want part-time employment, on or off campus, while attending the university. The learner service advisors and career services directors work regularly with area business firms to help secure jobs for National American University students seeking part-time positions.

RECOGNITION AND SCHOLARSHIPS
National American University recognizes students for their academic achievements, leadership abilities, and community service. Information on scholarship programs can be obtained by contacting the financial aid office at the campus of interest.

In addition to various quarterly honors, the university participates in the national program Who’s Who Among Students in American Universities and Colleges. Outstanding upper division students in bachelor’s programs are selected and recognized yearly at each location. Academic excellence, leadership and service are factors used to select qualified candidates for Who’s Who.

RIGHT TO PRIVACY - FERPA
The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law which states: (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of each student's educational records.

National American University accords all the rights of privacy under the law to students who are declared independent. Students who are minors are still accorded the protection of the law with the exception that a parent or guardian may have the right to information in the student's file. No individual organization outside the institution shall have access nor will the institution disclose any information from students' educational records without the prior written consent of students, except to personnel within the institution or officials of other institutions in which students seek to enroll. Persons or organizations providing students' financial aid, accrediting agencies carrying out their accreditation function, persons in compliance with a judicial order, and persons who, in an emergency, seek to protect the health or safety of students or other persons may also have access. Within the university, only those members of the faculty or staff individually or collectively acting in students’ educational interests are allowed access to student records.

At its discretion, the institution may provide student directory information in accordance with the provisions of the Act to include the following: name, local and permanent addresses, local and permanent telephone numbers, e-mail address, date and place of birth, dates of attendance, class, college, major, most recent school attended, full-time or part-time status, honor roll, participation in officially recognized activities and sports, weight and height of members of athletic teams, degree(s) and honors conferred, and commencement program information.

A student may withhold directory information by notifying the office of the registrar or the branch campus administrative office in writing no later than the 15th day after the first day of the term in which the student is enrolled. Requests for nondisclosure will be honored by the university until removed by the student. Please note that such withholding requests are binding for all information to all parties other than for educational purposes.

In addition, FERPA affords students certain rights with respect to their education records. These rights include the following:
1. The right to inspect and review their education records within 45 days of the day the university receives a request for access;
2. The right to request an amendment of their education records that they believe are inaccurate or misleading;
3. The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent (One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or support staff position.);
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5920.

STUDENT CONCERNS - MINNESOTA

STUDENTS
Those students enrolled at NAU campuses located in the state of Minnesota and who have been unable to resolve their concerns through the university’s normal channels may also contact the Minnesota Higher Education Services Office, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5277.

STUDENT CONCERNS - MISSOURI

STUDENTS
The Missouri Department of Higher Education serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy may be found at www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf. This web site contains information about the complaint process and includes instructions for how to file a formal complaint. Note that the policy provides that a student who wishes to file a complaint with the department must first exhaust all formal and informal avenues provided by the institution to resolve disputes.

STUDENT CONCERNS - TENNESSEE

STUDENTS
Those Tennessee students enrolled in the distance learning program with student concerns may contact the distance learning campus learner services advisor at (800) 548-0602. Those who have been unable to resolve their concerns through the university’s normal channels may also contact the Tennessee Higher Education Commission, 404 James Robertson Parkway, Nashville, TN 37243-0830, telephone: (615) 741-5293.
TUITION, FEES AND REFUND POLICY

TUITION

NOTE: All tuition and fees are subject to change by notification from the university. Please contact the admissions office for current tuition and fees.

Tuition and fees are due on the first day of each quarter unless advanced arrangements are made. A commitment for tuition and fees is made subject to the current refund policy. Students may qualify for short-term financial assistance to complete their registration. Tuition does not include the cost of books and supplies.

Debts that are not paid in full within 30 days after a student's last date of attendance will be subject to late charges of up to 18% per year (1.5% per month) on the unpaid balance. They are also subject to the statutory provisions for default in the state where the student attended inclusive of reasonable collection costs and attorney fees. The university also reserves the right to report all unpaid balances to the credit bureau.

FEES

Graduate Application Fee - $45
Student Accident and Sickness Insurance Plan (optional) (Inquire for coverage and rates.)
Matriculation Fee (paid once) - $75
Undergraduate Graduation Application Fee (per undergraduate degree at time of graduation application) - $50
Graduate Graduation Application Fee (per graduate degree at time of graduation application) - $60
Portfolio Fee (per credit hour) - $50
Technology Fee (All undergraduate on-campus students excluding Ellsworth) - $10 per credit hour

A list of specialty course/program fees is available to all students and prospective students in the student account office.

Students enrolled in specific programs are required to purchase program wearable items, accessories, or uniforms, or receive immunizations for program participation. A $100 program allowance is available per academic year to assist with these costs.

REFUND POLICY: ON-CAMPUS AND ONLINE STUDENTS

Definition of a Student
The definition of "student" as used in this catalog means the student, if the student is a party to the contract, or the student's parent, guardian, or other person if the parent, guardian or other person is a party to the contract on behalf of the student.

Add/Drop Period
A student may add or drop any course during the first scheduled week of a standard term of enrollment with no penalty. A student who drops individual courses during this week will receive a full refund for the credit hours dropped. No refunds will be made for individual courses attended and then dropped following this period. The add/drop dates for standard and interim terms are posted in the Academic Calendar.

The university will make full or partial refund of tuition paid by students who completely withdraw after classes begin.

Withdrawals/Refunds
Students should give written notice of withdrawal to the university academic dean to officially terminate their enrollment. Students who do not give written notice will be withdrawn from courses when it is determined, by the university, that the student is no longer pursuing his or her educational objective.

Students completing at least one course during the term will not be eligible for a refund. Students who withdraw without completing any courses during the term will have a refund calculation completed.

The period of enrollment includes all courses for which the student is registered, from the first scheduled day of attendance through the last scheduled day of classes for this student.

The return of Title IV funds and the tuition reduction will be calculated based on the student’s last day of attendance. Refunds minus a $75 administrative fee will be made within 45 days of when the withdrawal date (last day of attendance) is determined.

The following refund policy from National American University applies to all students in all academic programs and all student categories at all campuses. The following refund policy does not apply to contract agreements or other arrangements where a separate refund policy is stated.

A prorated amount of Title IV funds must be returned to financial aid programs for students not completing 60 percent of the period of enrollment if the student was a financial aid recipient.

Students who completely withdraw from National American University during the first 60 percent of the term will have tuition and fees prorated based on the last day of attendance in accordance with the following calculation:

<table>
<thead>
<tr>
<th>Last Day of Attendance</th>
<th>Percent of Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal prior to the first day of classes</td>
<td>100%</td>
</tr>
</tbody>
</table>
Tuition, Fees and Refund Policy

Last day of attendance during the first week of classes 100%
Beyond first week but during first 60% of scheduled classes daily proration*
Beyond 60% of scheduled classes no refund

*Percent of term completed = Number of days from scheduled start of term through student’s last day of attendance ÷ Number of days in scheduled term
Percent to be refunded = 100% minus percent of term completed

Additional information for Indiana students

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the new United States Department of Education (USDOE) Title IV refund policy enacted by the 1992 Amendments to the Higher Education Act, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of the commission, that its refund policy is, indeed, more favorable to the student than that of the commission’s. Postsecondary proprietary educational institutions accredited by a nationally recognized accrediting agency must uniformly apply the commission’s tuition refund policy or the refund policy of their recognized accrediting agency, as previously approved by the commission to all first-time students enrolled. Postsecondary proprietary educational institutions using a refund policy other than that of the commission’s must list the complete policy and its origination in the institutional catalog and the enrollment agreement. (Indiana Commission on Proprietary Education; 570 IAC 1-8-4.5; filed Jan 17, 1995, 1:00 p.m.: 18 IR 1476; readopted and extended filed Jan 9, 2002, 10:58 a.m.: 25 IR 1731; readopted filed Sept 11, 2008, 9:53 a.m.: 20080924-IR-570080518RFA)

Additional information for Iowa students

The university shall make a pro rata refund of no less than ninety percent of the tuition for a terminating student to the appropriate agency based on the ratio of completed number of scheduled school days of the school term or course. If a terminating student has completed sixty percent or more of a school term or course that is more than four months in length, the university is not required to refund tuition for the student. If, at any time, a student terminates a school term or course due to the student’s physical incapacity or due to the transfer of the student’s spouse’s employment to another city, the terminating student shall receive a refund of tuition in an amount which equals the amount of tuition multiplied by the ratio of the remaining number of school days to the total school days of the school term or course. A refund of ninety percent of the tuition for a terminating student shall be paid to the appropriate agency based upon the ratio of completed number of school days to the total school days of the school term or course. (Iowa Code Section 714.23)

Additional information for Oregon students

Students residing in Oregon are eligible for refunds pursuant to university policy, with the exception that refunds will be granted on a course-by-course basis. (OAR 583-030-0035(18)(c))

**ADMINISTRATIVE FEE**

A $75 administrative fee will be assessed against each prorated refund.

Percent to be refunded = 100% minus percent of term completed.
FINANCIAL AID PROGRAMS

National American University recognizes that many worthy students would be unable to pursue their educational goals without financial assistance.

National American University provides financial aid in the form of grants, scholarships, work-study and low-interest loan programs through federal, state and local sources.

Students interested in applying for financial aid through the following programs are encouraged to write and/or visit the university financial services office. The addresses for all locations of National American University are listed at the beginning of the catalog.

FEDERAL PELL GRANTS

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor’s or professional degree. The federal government determines eligibility. Pell Grant awards for the 2012-2013 academic year range from $575 to $5,550.

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANTS (FSEOG)

The FSEOG program is designed to assist undergraduate students with an exceptional financial need. First priority is given to Federal Pell Grant recipients. National American University FSEOG awards range from $500 to $900 per quarter. Amounts are limited and early application is important.

FEDERAL WORK STUDY PROGRAM

The Federal Work Study Program (FWS) provides jobs for undergraduate and graduate students with a financial need, to assist them with their educational expenses. Students may work up to 20 hours per week while the university is in session.

The National American University Financial Services Office — or on the Rapid City Campus the Career Services Office — assists students with obtaining either on-campus or community service FWS positions. Funds are limited; therefore, early application is important.

FEDERAL PERKINS LOAN

A Federal Perkins Loan is a low interest loan (5 percent) for both undergraduate and graduate students with exceptional financial need. Priority is given to Federal Pell Grant recipients.

The annual maximum for each award year of undergraduate study is $5,500. The annual maximum for each award year of graduate study is $8,000.

The aggregate (program) loan limits are $27,500 for a student who is a junior or senior in an undergraduate program leading to a bachelor’s degree, and $11,000 for a student who is a freshman or sophomore in an undergraduate program leading to a bachelor’s degree or for students in degree/diploma programs that are two years or less in length. The aggregate (program) loan limit for a graduate student is $60,000 (including any Federal Perkins Loan borrowed as an undergraduate).

Repayment of Perkins Loans for first-time Perkins Loan borrowers begins nine months after the student graduates, withdraws or drops below half-time attendance. For details on deferments and/or cancellations, contact the financial services office. Funds are limited, therefore early application is important.

FEDERAL DIRECT LOAN PROGRAMS

Loans made through these programs are referred to as Direct Student Loans. The Federal Government provides funds and guarantees these student loans. Direct Student Loans include Subsidized and Unsubsidized Stafford Loans, and Parent Loans for Undergraduate Students (PLUS). Students and parents repay these loans to the Servicer assigned by the Federal Government.

DIRECT STAFFORD LOANS

Direct Stafford Loans are for undergraduate, graduate and professional degree students. You must be attending as at least a half-time student to be eligible for a Direct Stafford Loan.

There are two types of Direct Stafford Loans: subsidized and unsubsidized. You must have financial need to receive a Subsidized Stafford Loan. Financial need is not a requirement to obtain an Unsubsidized Stafford Loan. The U.S. Department of Education will pay the interest that accrues on Subsidized Stafford Loans during certain periods of at least half-time enrollment, the grace period and during certain times of deferment. The U.S. Department of Education will at no time pay the interest that accrues on Unsubsidized Stafford Loans.

Annual and Aggregate (Program) Limits for Direct Subsidized and Unsubsidized Stafford Loans

<table>
<thead>
<tr>
<th>Undergraduate Students</th>
<th>Dependent Student</th>
<th>Independent Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year</td>
<td>$5,500</td>
<td>$9,500</td>
</tr>
<tr>
<td></td>
<td>(only $3,500 of</td>
<td>(only $3,500 of</td>
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<td></td>
<td>this amount may</td>
<td>this amount may</td>
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<td></td>
<td>be in subsidized</td>
<td>be in subsidized</td>
</tr>
<tr>
<td></td>
<td>loans)</td>
<td>loans)</td>
</tr>
<tr>
<td>2nd Year</td>
<td>$6,500</td>
<td>$10,500</td>
</tr>
</tbody>
</table>

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Financial Aid Programs

3rd Year, 4th and 5th Year
- $7,500
  (only $4,500 of this amount may be in subsidized loans)

Undergraduate Aggregate limits for Stafford Loans
- $31,000
  (No more than $23,000 of this amount may be in subsidized loans)

Graduate Students
- N/A

Graduate Aggregate limits for Stafford Loans
- N/A

3rd Year, 4th and 5th Year
- $12,500
  (only $5,500 of this amount may be in subsidized loans)

Undergraduate Aggregate limits for Stafford Loans
- $57,500
  (No more than $23,000 of this amount may be in subsidized loans)

Graduate Students
- $20,500
  (only $8,500 of this amount may be in subsidized loans)

Graduate Aggregate limits for Stafford Loans
- N/A

Direct Parent Loan for Undergraduate Students (PLUS)

Direct PLUS loans are for parents to borrow to help pay for their dependent child’s education. The Direct PLUS loan provides additional funds for education expenses. Direct PLUS loans enable parents with good credit histories to borrow for each child who is enrolled at least half-time. The annual loan limit is the student's cost of education minus any estimated financial aid received. The U.S. Department of Education will at no time pay the interest that accrues on Direct PLUS loans.

For information about Federal Student Aid from the U.S. Department of Education, visit www.studentaid.ed.gov.

Scholarships

The following sites are free scholarship searches:
- www.fastweb.com
- www.scholarships.com
- www.petersons.com/finaid/file.asp?id=780
- www.collegeboard.com/student/pay
- www.scholarshipexperts.com
- www.findtuition.com/scholarships

Nursing scholarship site:
www.nursingscholarship.us

In the reference section of the university library and in the financial services office, further information is available concerning outside scholarships and how to apply for them.

Veterans Administration (VA)

Veterans and/or dependents of veterans who are disabled or deceased may qualify for educational financial assistance through the Veterans Administration. Since the regulations regarding eligibility are quite extensive and many times need interpretation, the student is referred to the Veterans Administration Center. State Veterans Administration Office locations may be found at www.va.gov/statedva.htm. Or you may call 1-888-442-4551 or contact your local Veterans Service Organization.

Other State and Federal Programs

Benefits may be available through such government programs as State Trade Adjustment Act, Minnesota State Grant Program (MSGP), Minnesota Child Care Grant (MCCG), Bureau of Indian Affairs (BIA), state vocational rehabilitation services (for mobility, hearing, and/or visually impaired), and the Military or Federal Tuition Assistance Programs.
ACADEMICS

ACADEMIC HONORS
Honors awarded at National American University are divided into four groups: President’s List, Dean's List, Honorable Mention List, and Academic Excellence Certificate and special recognition.

President’s and Dean’s List
Each quarter, students who earn a designated grade point average are eligible for the following honors:

- **Full-Time Students:**
  - President’s List – 4.0 and enrolled in 12 or more credits
  - Dean’s List – 3.65 to 3.99 and enrolled in 12 or more credits with no grade below a "B"
  - Honorable Mention List – 3.33 to 3.64 and enrolled in 12 or more credits with no grade below a "C"

- **Part-Time Students:**
  - Academic Excellence Certificate – 4.0 GPA and enrolled in at least eight credits but less than 12 credits

Graduation Honors
Upon meeting bachelor of science degree graduation requirements, those students who have exhibited academic excellence will be awarded the designations to indicate that they have graduated with honors. To be eligible for these honors, a student must have a cumulative grade point average on credits earned at National American University according to the following schedule:

- Cum Laude - An average of 3.5 to 3.69
- Magna Cum Laude - An average of 3.7 to 3.89
- Summa Cum Laude - An average of 3.9 or higher

Associate degree and diploma candidates who have a cumulative grade point average of 3.5 or higher for credits earned at National American University are eligible for the designation "With Distinction."

ACADEMIC INTEGRITY
The National American University Mission and Purposes describe the university’s commitment to assist students in further development of ethical values and behavior. A significant aspect of one of the purposes relates to academic integrity and the encouragement of honesty and ethical behavior on the part of students and graduates. Academic dishonesty includes, but is not limited to, plagiarizing and/or cheating on assignments, tests or projects; or assisting someone else in these actions.

Students
Students are encouraged to model behaviors that reflect honesty and integrity, and, therefore, may not engage in or tolerate cheating, plagiarism or other forms of academic dishonesty and/or related misconduct. Students should work in collaboration with each other to accomplish educational objectives; however, they are also responsible for their own understanding of the academic content and for their own work. Students who are unclear about the academic dishonesty examples listed below should seek clarification from a faculty member or staff members with appropriate expertise.

The most common forms of academic dishonesty include but are not limited to:

- **Cheating:**
  - Using or attempting to use unauthorized assistance, material or student aids in examinations or other academic work. Examples: using a cheat sheet on an exam, copying from another student’s exam, copying an exam before it is given, collaborating on an assignment without course instructor’s consent, or altering exam answers and resubmitting the exam for a better grade.

- **Plagiarism:**
  - Using the ideas, data or language of another without specific and proper acknowledgement. Examples: failing to cite a reference or to use quotation marks where appropriate, or misrepresenting another’s work as one’s own original creation.

- **Fabrication and Falsification:**
  - Submitting contrived or altered information in an academic exercise. Examples: inventing data, research results, information or procedures in an academic exercise, reporting false information about internship or practicum experiences, or altering the record of data or experimental procedures or results.

- **Multiple Submission:**
  - Submitting, without prior permission, substantial portions of the same academic work for credit more than once.

- **Complicity in Academic Dishonesty:**
  - Knowingly helping or attempting to help another commit an act of academic dishonesty; failing to report instances of academic dishonesty of which the student is aware.

Students are responsible for seeking information about accurate documentation of citations and references for specific content areas. Students who are unclear about the cheating and plagiarism examples listed above should seek clarification from a faculty member or staff members with appropriate expertise.

Faculty
The university trusts the members of the faculty to enforce policies and to establish procedures in their classes that will encourage honesty and ethical behavior on the part of students.
The university expects that faculty members will not only make the determination of academic dishonesty, but that they will impose the sanctions described below as appropriate.

**Penalties**

Penalties are given at the discretion of the academic dean and/or system vice president of academic administration and regulatory affairs and are determined based on the severity of the violation and any prior history of academic dishonesty. Penalties include the following:

1. Failing grade for test, assignment, or project
2. Failing grade for course
3. Temporary or permanent suspension (assigned only by the provost)

A student may not withdraw from the course or change the grading option for the course before an allegation of academic dishonesty has been resolved. Generally, if a student has either admitted to the allegation or has been found responsible for academic dishonesty, the student will not be permitted to withdraw from the course or change the grading option for the course.

**ADVANCED PLACEMENT PROGRAM (AP)**

Entering students who have completed an honors course in high school and who have taken and successfully passed the appropriate College Board Advanced Placement exam with a score of 3, 4 or 5 may receive course credit. The student shall receive credit without a specific grade for the exempted course.

**ASSESSMENT PHILOSOPHY**

The assessment of student learning outcomes is integral to achieving the National American University Mission and Purposes and Core Values. In order to prepare students for careers in health care, business, and business-related fields through quality higher education, student learning outcomes must be measured to document academic achievement and to identify opportunities for improvement. In addition to promoting continuous improvement, the assessment of student learning also encourages the university to be accountable to its constituents through the documentation and reporting of its academic outcomes.

The following are essential elements in the assessment of student learning at National American University:

- Qualified faculty design and approve new academic programs and support services after appropriate research and planning have been completed so that quality is imbedded in all programs and services.
- Qualified faculty create program goals and student learning outcomes for each undergraduate and graduate academic program, consistent with the University Mission and Purposes and Core Values, program accreditation standards, and good practices in higher learning and in the profession. These learning outcomes are combined with faculty-developed criteria to serve as the basis for assessing the quality of teaching and learning, as well as related support services, provided within and across academic programs and campuses.

- Student learning outcomes for all academic programs are measured in a systematic and continuous manner, using multiple direct and indirect assessment methodologies to document achievement of outcomes, as well as learning over time. While most assessment methods will be objective and quantitative, others may be subjective and qualitative. There is no single best method for measuring and assessing student academic achievement and the complexities of higher learning. Use of multiple quantitative and qualitative methods is encouraged to allow for triangulation of the data and improve the validity and reliability of the conclusions drawn from assessment reports.

With the university’s adoption of performance-based curriculum development, authentic assessments that measure student performance or work products are integrated, as appropriate, into program assessment plans. In addition, existing classroom assessments and data collected and reported to meet external accountability requirements are utilized where possible.

- Faculty peer groups with representatives from across the university campuses/regions analyze the collected data to determine whether learning outcomes have been achieved or opportunities for improvement are present. Recommended actions for improvement are implemented, and learning outcomes continue to be assessed until improvement can be documented.

- Relevant findings from the assessment of student learning are included in the university’s budget and strategic and operational plans to promote quality academic programs and support services and encourage excellent teaching and effective learning. Findings and actions resulting from the assessment of student learning are also linked to scheduled academic program reviews and the university’s institutional effectiveness efforts, where appropriate.

Consistent with this philosophy, every student at National American University participates in periodic assessments in order for the university to measure and improve student learning outcomes and academic support services. A variety of direct and indirect assessment methods are used and may include examinations, rubrics, competency checklists, portfolio analysis, and survey or interview participation.

Although measurement and evaluation of student learning is fundamental to the university’s assessment program, outcomes are not intended to be used as the basis for evaluating faculty or for determining the graduation status of students. The assessment of student learning will not create barriers to hinder student progress toward educational goals.

**ATTENDANCE PHILOSOPHY**

The university’s philosophy on attendance supports its mission of career and professional education. The university creates an
educational environment that is responsive to the career/professional interests and educational objectives of its students, as well as the needs of employers, government and society. Students are expected to attend all of their classes just as employees are expected to be at work as scheduled in the business world. Our goal is to prepare students to be conscientious and productive employees.

NAU creates a caring and supportive learning environment. The university believes that students are more successful if they participate in class, and that they receive great benefit from classroom discussions and the relationships formed with other students and faculty members. Instructors are more likely to recognize that a student is in need of tutoring or other academic support if the student is regularly attending class.

ATTENDANCE POLICY
Students are expected to attend all class sessions. If a student misses fourteen consecutive days of classes without contacting the instructor or academic advisor, he/she may be administratively dropped from the course. Faculty may implement grade adjustments based on the university’s attendance policy. Each faculty member’s requirements for make-up work, if applicable, are stated in the course syllabus.

Attendance is taken each week in all classes. Students enrolled in online courses are counted as present if they actively participate weekly within the course in the university’s learning management system. For more information regarding online requirements, please refer to the Distance Learning section of the academic catalog.

Students who have attended past the first 60 percent of the scheduled term, as published in the academic calendar, will not be dropped for non-attendance.

AUDITING
Students who wish to attend the class sessions of a university course but do not wish to receive credit or a letter grade must meet with their academic advisors to request auditing privileges. Privileges will be extended to students upon recommendation of the student’s advisor and approval of the academic dean.

The following students are eligible to request auditing privileges:
1. Students who are already carrying at least eight hours of credit may audit one or more on campus or online courses, on a space-available basis, at no additional cost.
2. Graduates of National American University may audit, on a space-available basis, a course they have previously taken and passed at National American University at no additional cost.

Students may not audit independent study courses or courses not already completed that are required in the program of study.

BLOCK TRANSFER POLICY
National American University’s block transfer policy (General Education Equivalency) applies to all bachelor’s degree programs with the exception of the following: Nursing and the Applied Management program offered in Kansas. All transfer course work must be college level (1000-level or above).

Block transfer does not apply to students residing or attending Minnesota campuses. If students were eligible for block transfer on enrollment, a subsequent change of degree program request will initiate the reevaluation of eligibility for block transfer in the new degree program.

Students who have earned a bachelor’s or associate degree, regardless of the type, with the equivalent of at least 50 quarter credit hours of general education courses, meet the requirements for National American University’s general education core area available for block transfer.

Students who have earned an Associate of Applied Science (AAS), Associate of General Studies degree or a technical Bachelor of Applied Science degree from an accredited institution may be eligible for block transfer in the university’s Bachelor of Science in Applied Management and Bachelor of Science in Applied Information Technology degree programs if sufficient general education transfer credits are available.

CANCELLATION OF COURSES
The university reserves the right to cancel any scheduled course for insufficient enrollment.

CHANGE OF GRADES
Grades submitted by faculty at the end of each quarter are not subject to revision on the basis of additional work or a new examination. Grade changes, other than incomplete grades, are limited to computational and/or recording errors.

CHANGE OF PROGRAM
Students are limited to active enrollment in one program of study. Students wishing to change the program in which they are enrolled must meet with their academic advisor or the academic dean to complete the required paperwork and to determine which courses/credits they have earned will meet the requirements of the new program.

CHANGE OF PROGRAM WITH GRADE DELETION
Any student may apply one time for a change of program with grade deletion. To initiate this process, the student consults with his/her academic advisor who will explain the specific application guidelines.

If the student's request is granted, all grades that do not apply toward a new program curriculum will be deleted on the official transcript. Once the change has been finalized, all deletions are permanent. The course numbers and titles will continue to be included on the transcript, but no credits or
grades will be reflected. This procedure is available only once in the student's academic career at National American University and may not be applied if the student has already received a "Fresh Start" under the Fresh Start Policy. For Satisfactory Academic Progress purposes, the grades the student earned in the first program must be calculated in the cumulative GPA, and the corresponding credit hours must be calculated in the successful completion rate.

CORPORATE TRAINING
National American University provides specialized short-term training. These customized courses are designed around the specialized needs of business and industry.

CLASSIFICATION OF STUDENTS
Freshman A student who has not yet earned 40 quarter hours of credit.
Sophomore A student who has earned 40-79 quarter hours of credit.
Junior A student who has earned 80-119 quarter hours of credit.
Senior A student who has earned 120 or more quarter hours of credit.

In addition to completion of university courses, other ways to earn university credit are discussed in the catalog under the heading of "Prior Learning Credit on page 36."

COMMENCEMENT
Formal commencement exercises are conducted annually following the spring quarter. Students graduating from the online campus are recognized through a virtual commencement; additionally, they are also encouraged to attend commencement exercises at any one of the university's campus locations.

COURSE LOAD POLICY
In order to complete a degree in the standard time frame (two years for the associate degree and four years for the bachelor’s degree), the student course load would be about 16 credit hours for three quarters per year. The per quarter course load includes regular, accelerated, online, and independent study courses, as well as externships and internships. A minimum of 12 credits per quarter is required to be considered as a full-time student. Registration for course loads exceeding 18 quarter credits requires a minimum cumulative grade point average and signature as follows:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Min. Cumulative GPA</th>
<th>Signature(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-22.5</td>
<td>2.0</td>
<td>Advisor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Academic Dean</td>
</tr>
<tr>
<td>23-27</td>
<td>3.0</td>
<td>Advisor</td>
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<td></td>
<td></td>
<td>Academic Dean</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Associate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Provost/System VP for</td>
</tr>
</tbody>
</table>

Prior to earning 79 quarter hours, a minimum of 19 credits per quarter is required to be considered as a full-time student. A minimum of 36 credits per quarter is required to be considered as a full-time student.

DUAL USE OF CREDIT
National American University encourages high-performing high school students to extend their education through the completion of college-level courses while still enrolled in high school. In addition, with their high school district’s approval, these courses may also be applied to high school graduation requirements. High school students wishing to take college-level courses at NAU must meet the following requirements:

1. Satisfy the university’s requirements for enrollment into EN1150 Composition I and MA2050 College Algebra or have a minimum ACT score of 20 in English and mathematics or a minimum SAT score of 500 in verbal and math;
2. Have a minimum 3.0 GPA on a 4.0 scale in all high school course work;
3. Complete the university’s dual credit application with the appropriate parental and high school administrator’s signatures;
4. Be a high school junior or senior. High school freshmen and sophomores with ACT or SAT scores in the 90th percentile or above may also be eligible for dual credit courses.

High school students enrolled in National American University dual-credit courses will be required to meet the same admissions and course requirements as regularly enrolled university students.

ENROLLMENT DATES AND QUARTER SYSTEM
National American University is on a four-quarter calendar schedule. These quarters are 11 weeks in length. New students may begin classes during any of the four quarters.

A standard quarter credit hour is based upon 10 hours of instruction per quarter. A laboratory credit hour is based upon 20 hours of laboratory time per quarter. An externship/internship credit hour is based upon a minimum of 30 hours per quarter of on-the-job work experience. Nursing standards for laboratory credit hours and clinical credits vary. Please refer to the school of nursing student handbook for details.
EXTERNSHIP/INTERNSHIP
The purpose of the externship/internship program at National American University is to provide students an opportunity to apply skills gained in the academic program to a work situation. Students in an externship/internship will be assigned to a university-approved organization engaged in activities related to the student's academic program and career objectives. The student must have an externship/internship site approved by the appropriate university coordinator no later than the beginning of the quarter in which the externship/internship will be performed. The student will perform duties and services as assigned by the employer and the university coordinator.

FALSIFICATION OF EDUCATIONAL RECORDS
Falsifying, altering, or misrepresenting a transcript, grade report, diploma or any other material relevant to admission, enrollment or academic performance shall be considered an overt act of academic dishonesty. This action shall result in denial of admission or enrollment into National American University, or permanent suspension from continuing as a student with the university.

FRESH START POLICY
The Fresh Start Policy provides a student who left National American University, without completing an academic program, an opportunity to return and start again with a new cumulative grade point average. The Fresh Start Policy is an option only for students who have not taken a course at National American University for at least five academic years.

The Fresh Start Policy student will retain previous credit that was completed with a grade of "C" or better. It will be applied to the requirements of the student's current academic program. An asterisk will denote courses deleted through the Fresh Start Policy on the transcript. For Satisfactory Academic Progress purposes, the grades the student earned during previous attendance must be calculated in the cumulative GPA, and the corresponding credit hours must be calculated in the successful completion rate.

The student must apply for consideration of the option at the time of readmission and the "Fresh Start" can be made only once during a student's academic career at National American University. The academic dean will review the student's request for entering the Fresh Start Program and his/her current academic goals before granting the student provisional admission into the Fresh Start Policy. The student will be considered on probation status until he/she has completed 12 new quarter hours. The eligible student will be granted Fresh Start Policy officially only after completion of 12 new quarter hours with a GPA of 2.0 or higher. Once accepted, the student cannot petition for any other transcript modification (such as a change of program with grade deletion).

GRADE GRIEVANCE POLICY
If a student questions a final grade, the student should first discuss the grade with the instructor. If the student still believes the grade is not appropriate, the student may request a hearing before a Grade Review Committee. The request for a hearing must be submitted prior to the end of the quarter following the quarter in which the grade was issued. Work submitted beyond the due date for an incomplete grade is considered a student initiated appeal and requires a Grade Review Committee to determine whether or not a grade change should be submitted.

GRADING STANDARDS
Grade points are earned as follows for each credit hour:
A - 4 grade points - Excellent or Superior
B - 3 grade points - Good
C - 2 grade points - Satisfactory
D - 1 grade point - Passing

Grade designations for which grade points are not earned include:
F Failure. The subject may be repeated, and in the case of non-elective courses, it will be necessary to do so in order to complete a program.
I Incomplete. The student did not complete all requirements of the course at the time of grading.
W Withdrawal. The student voluntarily withdrew from the course or was dropped from the course before completing 60 percent of the academic term. This grade has no bearing on the grade point average but may affect eligibility for financial aid.
WF Withdrawal-Fail (applies to the school of nursing). The student voluntarily withdrew from the course or was dropped from the course before completing 60 percent of the academic term. The student was earning a failing grade in the course at the time of withdrawal. This grade has no bearing on the grade point average but may affect eligibility for financial aid.
S Satisfactory. Used in courses in which credit is awarded and credit hours count toward graduation.
U Unsatisfactory. Used in courses for which credit is awarded and credit hours count toward graduation but are not calculated into the GPA.

Grade point average is determined by dividing total grade points earned by total hours attempted. GPA may be figured for each quarter (quarterly GPA), for all hours attempted at the university (cumulative GPA), or for courses in a major (major GPA). Credits and grade points earned at other universities or colleges are not included in GPA calculations at National American University.

Students will be informed of their progress in each course on a regular basis by grades given on tests, papers, and other assignments. Additionally, students will receive a notice halfway through each quarter if their grades are below a "C". Grade reports are issued at the end of each quarter.
GRADUATION REQUIREMENTS

Conferring of Degrees or Diplomas
The degree or diploma is conferred by the National American University board of governors upon recommendation of the president and faculty after a student has completed all academic requirements for such degree or diploma.

Bachelor of Science Degree Graduation Requirements
The requirements for obtaining a Bachelor of Science degree are detailed below:
1. CAPSTONE courses must be completed with a minimum "C" grade.
2. A minimum 2.0 grade point average is required overall in the MAJOR CORE and in the EMPHASIS CORE. For nursing minimum grade point average requirements, please refer to the school of nursing student handbook.
3. Each professional course in medical rehabilitation and healthcare management must be completed with a minimum "C" grade.
4. A student must successfully complete three 3000-level and three 4000-level courses at National American University. These courses are chosen from the MAJOR CORE and EMPHASIS CORE.
5. Residency Requirements:
   a. The university’s residency requirements for the MAJOR and EMPHASIS CORES are listed on the program status sheets, which are included in the Academic Programs section of this catalog.
   b. Twelve of the credits in the MAJOR CORE credits must be 3000- or 4000-level courses (excluding internships).
   c. The FINAL 54 credits must be taken in residence at National American University. (Non-traditional credit does not apply to the residency requirement. If a student desires to take courses concurrently at another institution during the final 54 credits, the other institution must be accredited and prior written approval must be obtained from the associate provost/system vice president for curriculum and instruction.
6. Students must make written application for graduation with the registrar’s office two quarters prior to their anticipated graduation date. The deadline for application is the Friday of the week following midterm.
7. The student must satisfy all financial obligations with the university.
8. Candidates for graduation must have official transcripts from all previous post-secondary institutions on file in the registrar’s office. No student will be eligible for graduation while holding a special or non-degree status.
9. In all undergraduate bachelor’s degree curricula, a minimum of 180-quarter hours of credit is required, however specific program requirements may vary.

Associate of Applied Science/Associate of Science Degree Graduation Requirements
The requirements for obtaining an Associate of Applied Science or an Associate of Science degree are as follows:
1. A minimum 2.0 grade point average (GPA) is required overall and in the MAJOR CORE.
2. Each professional course in the paralegal studies, therapeutic massage, health information technology, medical assisting, medical administrative assistant, medical staff services management, pharmacy technician, and veterinary technology programs must be completed with a minimum "C" grade. For nursing minimum grade point average requirements, please refer to the school of nursing student handbook.
3. The university’s residency requirements for the MAJOR CORE are listed on the program status sheets which are included in the Academic Programs section of this catalog.
4. The FINAL 36 credits must be taken in residence at National American University. (Prior learning credit does not apply to the residency requirement). If a student desires to take courses concurrently at another institution during the final 36 credits, the other institution must be accredited and prior written approval must be obtained from the associate provost/system vice president for curriculum and instruction. For nursing residency requirements, please refer to the school of nursing handbook.
5. A student must make written application for graduation with the registrar's office two quarters prior to his/her anticipated graduation date. The deadline for application is the Friday of the week following midterm.
6. The student must satisfy all financial obligations with the university.
7. Candidates for graduation must have official transcripts from all previous postsecondary institutions on file in the registrar's office. No student will be eligible for graduation while holding a special or non-degree status.
8. In all associate programs, a minimum of 90-quarter hours of credit is required; however, specific program requirements may vary.

Diploma Program Graduation Requirements
The requirements for obtaining a diploma are as follows:
1. A minimum 2.0 grade point average is required overall and in the MAJOR CORE.
2. Each professional course in the healthcare coding and therapeutic massage diploma program must be completed with a "C" grade. For nursing minimum grade point average requirements, please refer to the school of nursing student handbook.
3. The university’s residency requirements for the MAJOR CORES are listed on the program status sheets, which are included in the Academic Programs section of this catalog.
4. The FINAL 27 credits must be taken in residence at National American University. (Prior learning credit does not apply to the residency requirement.) If a student desires to take courses concurrently at another institution during
the final 27 credits, the other institution must be accredited and prior written approval must be obtained from the associate provost/system vice president for curriculum and instruction.

5. A student must make written application for graduation with the registrar's office two quarters prior to his/her anticipated graduation date. The deadline for application is the Friday of the week following midterm.

6. The student must satisfy all financial obligations with the university.

7. Candidates for graduation must have official transcripts from all previous postsecondary institutions on file in the registrar's office. No student will be eligible for graduation while holding a special or non-degree status.

8. In all diploma programs, a minimum of 48-quarter hours of credit is required; however, specific program requirements may vary.

**INCOMPLETE POLICY**

Students who do not complete all requirements of the course at the time of grading may receive an incomplete grade for the course. Incomplete grades will be given only when unusual circumstances beyond the student's control prevent completion of the work in a particular course. Incomplete grades and arranging for the completion of course work must be approved by the instructor prior to the end of the course. In the absence of extenuating circumstances, remaining course work must be completed within four weeks after the end of the course.

**INDEPENDENT STUDY**

Although most courses listed in the catalog may be taken by independent study, they are available only under extenuating circumstances. The student must consult with the academic dean to determine if he/she qualifies for an independent study.

In addition, the student must meet the following eligibility requirements:

1. Written approval of the academic dean must be obtained.
2. The student must have a minimum 2.5 cumulative grade point average.
3. The independent study cannot be used to improve an earned grade.
4. The student cannot enroll in an independent study if the course is listed on the on-campus or online class schedule.
5. No capstone course or therapeutic massage program course may be completed by independent study.
6. Indication of academic ability must be evidenced by:
   a. At least one year of successful college experience; or
   b. Successful completion of EN1150 or EN1300.

The independent study course will start on the first day of a term and end on the last day of the term. Students are expected to meet with the supervising faculty member at least one hour each week of the term. Independent study forms may be obtained by contacting the academic dean. Students are encouraged to submit forms prior to the start of the quarter. All forms should be submitted by the last day of the add/drop period.

**INTERNET POLICY**

Open access through computers, networks, and the Internet is a privilege. National American University’s goal in providing this service to our students, faculty and staff is to promote educational excellence by facilitating resource sharing, innovation and communication.

National American University’s e-mail and Internet resources are provided for the sole use of NAU students, faculty, staff and administration. E-mail and Internet records are subject to all existing laws (federal, state and local) as well as the university policies and procedures.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. The guidelines provided here are designed to make students, faculty and staff aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources.

If a National American University user violates any of these provisions, his/her account may be terminated and future access could be denied. Depending upon the severity of the situation, abuse of NAU’s e-mail, network, or Internet systems may also result in disciplinary action including suspension from the university.

**Netiquette**

Users are expected to abide by the generally accepted rules of network etiquette. This includes, but is not limited to, these rules:

1. Be polite - do not use abusive or offensive language in messages to others.
2. Do not reveal your personal address or phone number or those of other students, faculty or NAU employees.
3. Remember that electronic mail (e-mail) is not guaranteed to be private. Those who operate the system have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities without notification to or permission from the student/employee sending or receiving the message.
4. Do not tie up the network with idle activities or game playing - remember there are many students who need to use the system.
5. Do not plagiarize - cutting and pasting ideas and documents into your own document is very easy to do. Be sure to give credit to the author when using his/her material.

**Prohibited Use**

The following types of activities are specifically prohibited and may result in administrative action:

1. Unauthorized use of any computer account.
2. Unauthorized transfer of or entry into a file.
Prior Learning Credit
A student may obtain up to 50 percent of the required credit hours toward graduation from prior learning credit including: a) experiential learning/portfolio credit awarded by National American University, b) evaluated corporate training certificates, c) non-transcripted military training, and d) national testing. Letter grades are not assigned to prior learning credit awarded by NAU and are generally not transferrable to another institution. Residency requirements are not satisfied through prior learning credit.

Corporate Training Certificate Credit
National American University’s corporate training certificate evaluation program is based upon sound education practices for colleges and universities designed in granting academic credit for high-quality educational courses offered by extramural training providers, provided that the courses are appropriate to an individual’s academic program.

National American University’s program is founded on the principles and evaluation criteria established by the American Council on Education (ACE), as recommended by the Carnegie Commission on Nontraditional Study. The criteria and procedures that ACE established in 1945 for evaluation of military courses were adapted and extended for use in civilian organizations and are currently administered through the Council's College Credit Recommendation Service (CREDIT). National American University uses the ACE recommendations to grant credit to students for learning acquired from approved organizations.

Guidelines for awarding credit are as follows:
1. The training must be documented by a signed original certificate or a dated listing from the company training/education officer with an original signature and must include the following:
   a. Title or description of the training.
   b. Date(s) the training was held.
   c. The number of contact hours.
   d. Name of the company conducting the training.
2. The certificates will be evaluated by the university and credit may be granted as equivalent to specific National American University courses or for specialty core credit for the applied management degree.
3. Students interested in earning credit through the certificate evaluation process should contact the academic dean for more information.

Military Training Credit
Transcripted military courses are treated the same as courses transferred from a higher education institution. Military course completion certificates which are not recorded on official military transcripts may be evaluated separately and used to complement other military records.

National Testing
Students enrolled at National American University may receive credit for specific courses by satisfactorily completing appropriate College-Level Examination Program (CLEP) or Defense Activity for Nontraditional Education Supports (DANTES) examinations. Exam scores must meet or exceed the minimum qualifying scores established by these testing agencies to be accepted. If minimum scores are not met, students must wait for a time period specified by the testing agency before attempting the same standardized exam again.
In order to receive credit, students must be enrolled at National American University and have an official score report submitted to the registrar’s office. Academic credit awarded through these standardized testing programs will be applied to the National American University degree requirement. Grades are not assigned on the academic transcript and exam results are not included in grade point average calculation.

Students may contact the academic deans at these campuses for further information about testing procedures and fees.

Credit for standardized tests will not be awarded if the student has received prior credit for the same course or an equivalent course.

Each college and university reserves the right to accept transfer credits on a course-by-course basis and will determine the number of hours to be accepted from transfer students. Results from standardized examinations may not be accepted in transfer by other institutions.

**PREREQUISITES**

Some courses require successful completion of other specified courses prior to enrollment to help ensure student success. All requests for prerequisite waiver must be submitted to the associate provost/system vice president for curriculum and instruction.

Students enrolled in the National American University School of Nursing should refer to their School of Nursing handbook for guidelines regarding prerequisites.

**REENTRY POLICY**

Students who reenter the university after more than four consecutive quarters of absence will be required to enter the university under current program requirements. For nursing readmission guidelines, please refer to the school of nursing student handbook.

An exception to this requirement will be made if the student has four or fewer courses left in his/her program, the reentry is within two years, and the university still offers the program. If the program is a limited enrollment program, the student will be readmitted on a space available basis. Students who leave the university due to military deployment may request special readmittance consideration.

If the student was in academic suspension status when he/she left the university, he/she will be required to appeal his or her status to the campus academic standards committee and his or her re-enrollment is conditioned upon a successful appeal with the committee.

**REPEATING COURSES - UNDERGRADUATE**

A student may be eligible to receive financial aid for a repeated course if the student previously withdrew from the course or received a failing grade. A student may also be eligible to receive financial aid one time to repeat a course in which the student previously received a passing grade. However, a student generally may not receive financial aid to repeat a course for which the student previously earned an "A".

When a course is repeated, the higher grade is used to calculate the student’s term and cumulative grade point averages, although the lower grade will remain on the transcript. For policies affecting nursing courses, please refer to the school of nursing student handbook.

**RESERVE OFFICER TRAINING (ROTC)**

The ROTC program is designed to provide an understanding of the fundamental concepts and principles of military science and to develop leadership and managerial potential. Students who wish to participate in ROTC while attending National American University should contact the academic dean regarding the availability of ROTC for a particular university campus.

**RESOLUTION OF TRANSFER DISPUTES - TEXAS**

The following procedures shall be followed by NAU in resolution of credit transfer disputes involving lower-division courses:

1. If NAU does not accept course credit earned by a student at another institution of higher education, it will give written notice to the student and to the sending institution that transfer of the course credit was denied, and will include in that notice the reasons for denying the credit. Attached to the written notice will be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.

2. A student who received notice as specified in paragraph (1) above may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution. At NAU the designated official is the dean of academics.

3. The two institutions and the student will attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.

4. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and NAU will notify the Commissioner in writing of its denial and the reasons for the denial.

The Commissioner or the Commissioner’s designee shall make the final determination about the dispute concerning the transfer of the course credit and give written notice of the determination to the involved student and institutions.

The Texas Coordinating Board will collect data on the types of transfer disputes that are reported and the disposition of each
Transfer credit will not be granted for designated capstone courses in the university's academic programs. For students residing outside the state of Oregon, credits earned at accredited business or technical schools, colleges, or universities may be transferred to National American University based on comparability of subject matter, applicability of the credit earned to the student's program, and if the student earned a final grade of "C" or better. For students residing within the state of Oregon, credits earned at regionally accredited schools or from nationally accredited schools approved to offer programs in Oregon may be transferred to National American University based on comparability of subject matter, applicability of the credit earned to the student's program, and if the student earned a final grade of "C" or better. Credit transfer may be restricted to that which has been completed within a recent time period. Students wishing to transfer credits must see that an official transcript of those credits is sent to the registrar. Transfer credits are also subject to the university's residency requirements.

A student who is enrolled at another university may also enroll for course work at National American University as a special student. It is the student's responsibility to request an official transcript of credits earned at National American University to be sent to the university at which he/she is a candidate for a degree.

Foundation nursing students eligible to receive transfer credits for one or more of their nursing foundation courses have the option to request that National American University not accept transfer credit in one or more of the nursing foundation courses. This request must be made at the time of admission and students must first see their nursing foundational core advisor to be advised regarding National American University's admission criteria into the nursing clinical core. The decision to reject the transfer of courses into the nursing foundation core is not reversible.

Transferability of Credit Disclosure
Credits earned at National American University may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by National American University. You should obtain confirmation that National American University will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at National American University to determine if such institutions will accept credits earned at National American University prior to executing an enrollment contract or agreement. The ability to transfer credits from National American University to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at National American University if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of National American University and of any other educational institutions you may in the future want to transfer the credits earned at National American University before you execute an enrollment contract or agreement.

Transcripts of Records
An official transcript is a certified copy of a student's permanent record that shows the academic status of the student at the time of issuance. The registrar in Rapid City will release transcripts upon formal written request by the student. Requests must include the student's full name, as recorded while attending National American University; Social Security number or Student ID number; date of birth; campus last attended; current address, telephone number and e-mail address; number of copies desired; last term of attendance (if known); to whom and where the transcripts are to be sent; and the student's original signature. Transcripts may be withheld because of indebtedness to the university.

1. One copy of an official transcript will be issued to a graduate free of charge.
2. A $10 charge will be assessed for all subsequent official transcripts. A $15 charge will be assessed for same-day processing of any transcript.
3. No charge will be made for official transcripts issued directly to the following agencies:
   a. Scholarship agencies (i.e. embassies, BIA)
b. Company/military tuition assistance  
c. Exam agencies (i.e. CPA, ABA)  
d. Prospective employers  

4. There is no charge for an unofficial transcript (computer listing of courses and grades) released to current students.

Military

The following documentation is required for the evaluation of military credit. Military completion certificates may be used to complement other records or when service courses are not recorded on official military transcripts. These certificates must include contact hours.

Air Force

Community College of the Air Force (CCAF) provides transcripts to all current and former active duty, guard, and reserve Air Force members who have completed training from November 9, 1972. A CCAF transcript may be obtained as follows:

1. Visit your Air Force education center. They can order your free transcript online.
2. Send a written request to the address below that includes your full name or former name if appropriate, social security number, and the address of the location you want the free transcript to be sent. Your signature is required for release of a transcript.
   
   CCAF/DESS  
   100 South Turner BLVD  
   Gunter Annex AL 36114-3011.

3. For a minimum charge, you can order a transcript through Credentials Inc. online or via telephone. Express shipping is offered through this service. https://www.credentials-inc.com  
   1-800-646-1858 or 1-847-446-1027 from 0700 hrs to 1900 hrs (CST)

Notice: Transcript requests sent by fax or email will NOT be accepted.

Army

The Army/ACE Registry Transcript Service (AARTS) transcript is available to Soldiers and Veterans of the Army, Army National Guard, and US Army Reserve, who have not already completed their undergraduate degree, and Basic Active Service Date (BASD) is after October 1, 1981. An AARTS transcript may be obtained as follows:

1. AARTS is only available in electronic format via the following website:  
   http://aarts.army.mil  
   Choose the school "National American University-All Campuses"

2. Submit a certified DD295 application for the evaluation of learning experiences during military service, to the college for any training that is not documented on your AARTS transcript.

Navy/Marine

Sailor/Marine ACE Registry Transcript (SMART) is available to individuals who are serving or have served in the Navy or Marine Corps after 1976. However, data older than 1994 may be missing or incomplete. The older the data, the greater the chance something could be missing. Transcripts may be obtained as follows:

1. Request online at https://smart.navy.mil/smart/welcome.do  
   Follow the instructions listed at https://smart.navy.mil/official.html

2. Print, complete, and sign the transcript request form found at the link below:  
   
   a. Mail the completed form to:  
      Commanding Officer  
      Center for Personal and Professional Development  
      ATTN: Virtual Education Center  
      1905 Regulus Avenue, Suite 234  
      Virginia Beach, VA 23461-2009

   b. Fax the completed form to:  
      Fax: 757-492-5095  
      DSN Fax: 492-5095

For questions regarding SMART, contact the Virtual Education Center at:

Phone: 1-877-838-1659  
DSN Phone: 492-4684  
E-Mail: vec@navy.mil

U.S. Coast Guard

US Coast Guard transcripts are available to active duty members, reservists, civilian employees, spouses, and retired/separated personnel. Students must complete a request for Assessment, using form CGI-1561, Application for Voluntary Education Services prior to requesting an official transcript. Transcripts may be obtained as follows:

1. Complete the transcript request form found at the link below:  
   http://www.uscg.mil/hq/cgi/forms/CG_Form_1561.pdf

   a. Active Duty Members/Reservists/Civilian Employees send the completed request to your ESO.

   b. Active Duty Members/Reservists/Civilian Employees and Retired/Separated and Spouses:

      1. Email the completed form to:  
         CGI-PF-ed_transcripts@uscg.mil

      2. Mail the completed form to:  
         Commanding Officer (RO)  
         USCG Institute  
         5900 SW 64th St., Room 228  
         Oklahoma City, OK 73169-6991

Notice: Transcript requests sent by mail will NOT be accepted.
VETERANS UPWARD BOUND (RAPID CITY CAMPUS)

The purpose of the Veterans Upward Bound program is to provide educational assistance to qualified veterans for the improvement of their educational skills prior to attending a college, university, vocational school or technical school. The program is free to qualifying veterans with all supplies, instructional materials, and academic services provided at no cost. Classes are available each quarter in writing, math and basic computer.

Eligibility requirements are as follows:
1. Provide a copy of the DD Form 214 and the most recent 1040 tax return. (Not required if the veteran did not file taxes.)
2. Must be discharged after January 31, 1955 and have served 181 days of active duty in the U.S. military or be service connected disabled.
3. Discharged other than dishonorable.

Services available include:
1. Academic preparatory/refresher courses in Basic Computer, Math and Writing
2. Tutoring in Basic Computers, Math and Writing
3. Career exploration
4. Preparation for college entrance exams
5. Academic advising and assistance and instruction in study skills
6. Assistance with completion of admissions, financial aid and scholarship applications and transcript requests
7. Referral to the Veterans Administration, veterans support agencies and community resources

Western Nebraska Community College, Scottsbluff, NE is affiliated with National American University, Rapid City, SD, to bring the Veterans Upward Bound program to western South Dakota. Veterans Upward Bound is funded under Title IV of the Higher Education Act of 1965 with Western Nebraska Community College being the recipient of the grant.

For additional information about this program at the Rapid City campus, contact the Veterans Upward Bound representative at 605-394-5002, toll-free at 1-888-559-9622.

WITHDRAWAL POLICY

Students may voluntarily withdraw or be administratively withdrawn from courses. Students withdrawing before the end of the add/drop period will have the course removed from their transcript and tuition will not be charged. Students who officially withdraw after the end of the add/drop period but before 60 percent of the academic term has elapsed will receive a "W" on their transcripts. The student’s grade point average will not be affected by the "W" grade on the transcript, however the credits will count toward cumulative credits attempted.
SATISFACTORY ACADEMIC PROGRESS POLICY

SATISFACTORY ACADEMIC PROGRESS POLICY

To qualify for Title IV federal financial aid, a student must (1) satisfy the academic requirements of the university and specific program requirements, and (2) make satisfactory academic progress (SAP), as required by federal law. SAP is measured using qualitative and quantitative standards, including periods during which federal financial aid was not received. Qualitative progress is measured by cumulative grade point average. Quantitative progress is measured by completion rate and maximum timeframe.

Cumulative Grade Point Average

- A student must maintain a minimum cumulative grade point average (CGPA) as calculated in the Satisfactory Academic Progress Table in this policy. If a student is enrolled in an educational program of more than two academic years, the student must have a CGPA of 2.0 or higher at the end of the second academic year.
- Satisfactory (S), Unsatisfactory (U), Incomplete (I), Withdrawal (W), and Withdrawal-Fail (WF) grades are not used in calculating CGPA. Credits earned by examination or transferred from another institution are also not used in calculating CGPA.
- When a student repeats an NAU course, the highest grade achieved in that course is used in calculating CGPA.

Completion Rate

- In addition to maintaining a minimum CGPA, a student must successfully complete 66.67% of all credit hours attempted, including those attempted in remedial and English as a Second Language (ESL) courses.
- Credits transferred from another institution are included as credits attempted and completed for the purpose of calculating completion rate.
- The grades of A, B, C, D, and S indicate successful course completion for purposes of this policy. The grades of F, I, W, WF, and U indicate a lack of successful course completion.

Maximum Timeframe

- A student must complete his/her academic program within a maximum of 150% of the published length of the education program as measured in credit hours. For example, a student completing a bachelor's degree requiring 186 credit hours may attempt 279 credit hours to complete that degree. (186 x 1.5 = 279)
- Credits transferred from another institution are included as credits attempted and completed for the purpose of calculating maximum timeframe.

Satisfactory Academic Progress Status

The satisfactory academic progress of each student is evaluated for the purpose of determining federal financial aid eligibility. SAP is evaluated by the Satisfactory Academic Progress Committee at each campus once per quarter.

Good Standing – A student is in good standing status if the student has: (1) successfully completed a minimum of 66.67% of the credit hours attempted; (2) maintained at least the minimum CGPA; and (3) not exceeded the maximum timeframe.

Warning – A student will be placed in warning status if the student’s CGPA falls below the minimum or the student fails to successfully complete at least 66.67% of the credit hours attempted. A student in warning status will be given one quarter to return to good standing status. A student who does not return to good standing status within such time period will be placed in suspension status. Federal financial aid is available to eligible students in warning status.

Suspension – A student in warning status who does not return to good standing status after one quarter, or who exceeds the maximum timeframe, will be placed in suspension status. A student in suspension status is not eligible to receive federal financial aid, but may continue to attend classes if the student makes other payment arrangements. This status continues during periods of non-enrollment. A student may re-establish eligibility for federal financial aid as set forth in the following section entitled Re-Establishing Federal Financial Aid Eligibility.

Probation – A student in probation status has been granted such status by the SAP Committee in accordance with the following section entitled Re-Establishing Federal Financial Aid Eligibility. Federal financial aid is available to eligible students in probation status for one quarter, or longer, if the student meets the terms of an academic plan approved by the SAP Committee. If the student fails to return to good standing within one quarter or fails to meet the conditions of the academic plan, he/she will be returned to suspension status and will no longer be eligible for federal financial aid.

Students who have been placed in or removed from warning, suspension, or probation status, or who have exceeded the maximum timeframe, will receive notification letters stating their academic and financial aid status.

Re-Establishing Federal Financial Aid Eligibility

A student in suspension status may re-establish eligibility for federal financial aid if:
- The student continues to attend classes and improves his/her CGPA and/or completion rate to minimum standards without federal financial aid, or
• The student appeals the suspension and demonstrates that extenuating circumstances caused the student to be unable to make satisfactory academic progress, such as the death of a relative, serious injury or illness of the student, or other special circumstances. The student must also explain what has changed in the student’s situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation.

• The student must submit an Appeal of Academic Suspension Form no later than the last day of add/drop week of the quarter for which the student wishes to enroll.
  • The appeal form must be submitted to the academic dean of the campus at which the student intends to enroll, regardless of whether the student has previously attended another NAU campus.
  • A student may appeal no more than three times.
A student who has exceeded maximum timeframe cannot re-establish eligibility for federal financial aid.

SATISFACTORY ACADEMIC PROGRESS

TABLE

Bachelor and Associate Degree Programs

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<thead>
<tr>
<th>Credits attempted and completed</th>
<th>Minimum CGPA</th>
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<td>80+</td>
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Diploma Programs

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<th>Credits attempted and completed</th>
<th>Minimum CGPA</th>
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<tr>
<td>0-18</td>
<td>1.5</td>
</tr>
<tr>
<td>19-45</td>
<td>1.7</td>
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<td>46-71</td>
<td>1.9</td>
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<tr>
<td>72+</td>
<td>2.0</td>
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</table>

Students taking preparatory courses for admission to a graduate program must maintain a 2.0 CGPA.
National American University’s Distance Learning program is excited to offer students the opportunity to participate in online courses using one of the most advanced and reliable delivery systems available. The university’s online courses give students the opportunity to experience an enhanced learning environment, which transcends the traditional limitations of time and location. Students have access to “learning on demand” literally 24 hours a day from anywhere that has access to the Internet, locally, regionally or globally. In selected classes, students will also be able to access live lectures over the Internet using an advanced, real-time learning system.

Online students can expect to receive the same high-quality educational experience students have come to expect from National American University. As with NAU’s traditional on-site courses, instructors are experienced professionals with both appropriate academic credentials and professional real-life experience. In addition to quality academic programs, students also have access to outstanding technical and student services support. The combination of cutting-edge technology and solid online instruction gives students the opportunity to achieve more in their academic program and career.

ADMISSIONS

It is recommended that applicants visit the National American University website at www.national.edu/online. Students may request additional information at that site or contact the department of Distance Learning at 1-800-209-0182 or via e-mail at info@national.edu.

Instructions for Applying for Admission

The regular admission procedure requires that students apply for admission online. The application can be found at www.national.edu/online.

International Admission

National American University encourages diversity within its student body, and international students from many countries study through the Best of Both Worlds – IDP™ program at international affiliate campuses and study online.

Admissions

International student applicants who wish to study in the National American University undergraduate program through an affiliate college or university outside the United States or who wish to pursue their undergraduate studies entirely online must satisfy the following criteria for admission:

1. Complete and submit a Best of Both Worlds Program – IDP™ Online Application for Admission. See https://services.national.edu/registration/BOBWApp.aspx.

2. All applicants for admission must affirm their completion of secondary-level education in the online admissions application. All applicants must subsequently provide evidence of secondary and/or post-secondary education through satisfaction of one of the following requirements:

   a. Provide an official academic transcript or marks sheet indicating graduation from a secondary-level education institution. Diplomas, transcripts, and/or certificates related to government examinations must show the subjects passed and grades/marks received. All records should be submitted in the original language, and credentials in languages other than English must be accompanied by a certified English translation. Translations should be literal and not interpretive. A key to the marking system or grading scale should also be included if it is not indicated on the transcript.

   b. Provide an official transcript that indicates completion of a post-secondary program of at least two years in length with a minimum cumulative grade point average of 2.0/4.0 or the equivalent from (i) an international higher education institution that is approved by the country’s national ministry of education or appropriate approval body or (ii) an accredited U.S. higher education institution. Transcripts should show marks and credits earned for all post-secondary work. All records should be submitted in the original language, and credentials in languages other than English must be accompanied by a certified English translation. Translations should be literal and not interpretive. A key to the marking system or grading scale should also be included if it is not indicated on the transcript.

   c. Provide an official General Educational Development (GED) examination report demonstrating passing marks for the overall examination. In exceptional cases, an applicant may provide an official examination report from another test identified by National American University that demonstrates passing marks for the overall examination.

A student applicant that has been accepted by an NAU international affiliate but who has not satisfied this admissions requirement may enroll for up to six months as a provisionally accepted, degree-seeking student, until the point at which the student satisfies the admissions requirement through (a) (b) or (c) above.

3. All applicants whose secondary-level education was conducted in a language other than English must demonstrate proficiency in English through satisfaction of one of the following requirements:
a. Provide an official Test of English as a Foreign Language (TOEFL) score report indicating a minimum score of 500 for a paper-based exam, 173 for a computer-based exam, or 61 for an Internet-based exam. The TOEFL must have been taken within the past two calendar years. Official test scores must be sent from the testing agency to National American University. When ordering TOEFL test results, include the university’s school code of 6464.

b. Provide an official International English Language Testing System (IELTS) score report with an overall minimum score of 5. The IELTS must have been taken within the past two calendar years. Official test scores must be sent from the testing agency to National American University.

c. Provide evidence of completion of two semesters (or equivalent) of college-level English (excluding ESL courses) with a grade of "C" or higher at (i) an international higher education institution that is approved by the country’s national ministry of education or appropriate approval body or (ii) an accredited U.S. college or university.

d. Provide other evidence of English language proficiency as deemed appropriate by National American University.

A student applicant that has been accepted by an NAU international affiliate but who has not satisfied this admissions requirement may enroll for a period of time determined at the university’s sole discretion as a provisionally accepted, degree-seeking student, until the point at which the student satisfies the admissions requirement through (a) (b) (c) or (d) above.

In those circumstances where a student’s secondary-level education was conducted in English, NAU reserves the right to require additional proof of English language proficiency, including through tests of English language proficiency as enumerated above.

In the event that students accepted for study online or through a National American University international affiliate wish to enroll in campus-based courses in the United States, students will be required to satisfy additional requirements as follows:

1. Complete the International Student Application for Admission.
3. International students are required, as part of the application process, to show sufficient funding to cover tuition, fees, and living expenses through the duration of their studies. The amount and source of funds are also shown on the Certificate of Eligibility (I-20) required for application for an F-1 visa.
4. Students planning to bring a spouse and/or children to the United States are required to demonstrate the availability of additional funds to support those individuals.

Students requesting the Form I-20 to apply for an F-1 visa to enter the U.S. to attend National American University must fulfill all the aforementioned international admissions requirements. Upon acceptance by and approval from the university, Form I-20 will be issued to eligible students.

Additional documentation in support of an applicant’s candidacy may be requested as deemed necessary by National American University. The university reserves the right to reject documentation and to request verification of documents as necessary. Admissions documentation will be considered the property of the university and will not be returned to the applicant (some exceptions may apply). NAU reserves the right to reject any and all student applicants.

**SELF-DIRECTED LEARNER STATEMENT**

Students enrolled in online courses will be expected to complete a significant portion of their course work independent of direct faculty supervision. Due to the nature of online learning, the instructor’s role will be that of a facilitator and guide. In that role, the instructor will provide the student with guidelines and learning activities, and will offer feedback and evaluation as the student proceeds with the course.

Success depends upon the individual student’s self-motivation and ability to undertake independent study. Experience has shown that some students fail to realize the degree of effort and time that is required to successfully complete the course(s). Based upon the foregoing, National American University requires that students acknowledge their role as self-directed learners during the enrollment process.

**FINANCES**

All charges are due and payable on or before the first day of each new quarter. Advance payment by mail or other means is advised. Financial aid is available for those students who qualify. Tuition and fee charges are subject to change without notice. Drafts and checks should be made payable to National American University.

Government sponsored or subsidized programs are generally not available to international students. International students should consult their country’s consul or ambassador for educational benefits sponsored by their home country.

**LEARNER SERVICES**

NAU’s dedicated staff of learner services advisors provide online students with easy access to convenient services. As a member of our online community, students receive personal guidance throughout their educational journey including academic advising, success coaching, technical support, course navigation, and additional support services. Learner Services Advisors can be reached through e-mail at uservices@national.edu or by phone at 1-800-548-0602.

**Online Orientation**

National American University’s online orientation introduces students to Desire2Learn, the software program used by National American University to distribute all online courses.
The online orientation familiarizes the student with the process of submitting assignments, participating in discussions, and communicating with the instructor online.

**Tutoring Services**
Tutoring services for selected courses are available for students taking online courses. To request tutoring services students should contact their campus academic dean or academic advisor.

**Technical Support**
Technical support is available for students taking online courses. Students experiencing technical problems are encouraged to contact NAU Technical Support at nausupport@national.edu.

**Learning Resource Center/Online Library**
National American University's Learning Resource Center (LRC)/Online Library is dedicated to assisting and supporting students, faculty and staff at all campuses in achieving success in their academic programs and careers through the development and maintenance of a collection of current and timely information in a variety of formats. Most campuses have traditional hard copy resources including books, journals, magazines, newspapers and publications that support all the academic programs. All campuses have access to the NAU Online Library. The Online Library provides access to the National American University online catalog, e-books, tutorials, and myriad electronic searchable full-text databases including those provided by: ProQuest, EBSCO, Gale, LearningExpress, NetLibrary, Mosby's, OVID, LexisNexis, NBC, eBriry, Credo, NBC Learn and WorldCat. All campus students have access to public libraries as well as often support from local university and college libraries in their region.

**ACADEMICS**
National American University continually strives to provide students with an exceptional learning experience. At NAU, we take great pride in our unyielding commitment to the success of each of our students, and we fully understand the importance of our students’ commitment to their own personal and academic growth.

NAU understands the demands of today’s learners. Most NAU students are balancing their time between school, work, and family. Online courses allow students the flexibility to complete course work throughout the week. As long as students have Internet availability, they can access their courses 24/7 from anywhere around the world.

Students interested in learning more about online courses should visit National American University's Web site at: www.national.edu/online.

**Attendance**
In accordance with NAU’s attendance policy, students must actively participate at least once per week to be counted present in their online course. Simply logging into the course is not considered attendance; therefore, failure to actively participate may result in withdrawal from the course after 14 consecutive days of non-attendance.

Online students are required to actively participate in a weekly activity in order to be counted present. Weekly activities may include completing a quiz, posting a substantial discussion post, or submitting a required item to the drop box. The online courses are designed to include at least one of these items each week, please refer to the course schedule within the online classroom for weekly requirements.

Weekly participation in online classes is critical to each student's academic success. Failure to participate in weekly activities may affect a student's academic performance; furthermore, it may also result in administrative withdrawal.

Participation within the online courses can be verified through the student's access to the secured host site. As a result, the student’s participation is permanently recorded through the learning management system.

A student's weekly involvement in course activities can be measured by active participation in the academic endeavor. Students who do not participate within the course in a consistent fashion may jeopardize their academic standing.

Students who have attended past the first 60 percent of the scheduled term, as published in the academic calendar, will not be dropped for non-attendance.

**Certificates of Completion**
Through its international Best of Both Worlds – IDP ™ affiliations, National American University offers certificates of completion for course work designed to meet the specific needs of learners and employers in select foreign countries. These certificates of completion are not available to students in the United States.

**Test Proctoring**
To help ensure the academic integrity of the examination process at NAU, each online student is required to utilize the test proctor system, which ensures that a verified, neutral third person administers certain formal examinations in the student's online courses. Students are able to complete their online, proctored final exams using a webcam in the virtual presence of a proctor.
ACADEMIC PROGRAMS

**Accounting**

**Allied Health**
- Clinical Laboratory Technician
- Healthcare Coding
- Health Information Technology
- Invasive Cardiovascular Technology
- Medical Administrative Assistant
- Medical Assisting
- Medical Staff Services Management
- Occupational Therapy Assistant
- Pharmacy Technician
- Therapeutic Massage

**Business**
- Business Administration
- Business Administration emphasis Accounting
- Business Administration emphasis Entrepreneurship
- Business Administration emphasis Financial Management
- Business Administration emphasis Human Resource Management
- Business Administration emphasis Information Systems
- Business Administration emphasis International Business
- Business Administration emphasis Management
- Business Administration emphasis Marketing
- Business Administration emphasis Pre-Law
- Business Administration emphasis Supply Chain Management
- Business Administration emphasis Tourism and Hospitality Management
- Business Logistics
- Management
- Small Business Management

**Criminal Justice**

**Health and Beauty Management**

**Healthcare Management**

**Information Technology**
- Applied Information Technology
- Computer Security
- Computer Support Specialist
- Electronic Health Record Support Specialist
- Information Technology
- Information Technology emphasis Computer Security and Forensics
- Information Technology emphasis Database Administration
- Information Technology emphasis Internet Systems Development
- Information Technology emphasis Management
- Information Systems

**Legal Studies**
- Paralegal Studies

**Nursing**

**Organizational Leadership**

**Veterinary Technology**
- Veterinary Assisting
- Veterinary Technology
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<th>Academic Programs</th>
<th>Belclare</th>
<th>Ellsworth</th>
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* 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.
* General education courses for the nursing program are offered at this campus. The Nursing Clinical Core must be completed at a campus approved to offer the full nursing 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 international distance learning affiliates.
* Only 49% of this degree may be completed at the Education Center, the remaining courses must be completed through the distance learning program or at another campus as available.

Effective 6/3/13

+ 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.
+ General education courses for the nursing program are offered at this campus. The Nursing Clinical Core must be completed at a campus approved to offer the full nursing program.
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<th>East Region</th>
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**Academic Programs**

- **Accounting**: AAS, BS
- **Allied Health**: Health Information Technology AAS
- **Business**: Accounting BS, Management BS, Management AAS, Small Business Management AAS
- **Information Technology**: Health Information Technology AAS
- **Law Enforcement**: Criminal Justice AAS, Criminal Justice BS, Healthcare Management BS
- **Information Technology**: Applied Information Technology AAS, Computer Security AAS
- **Legal Studies**: Paralegal Studies AAS, Paralegal Studies BS
- **Nursing**: RN, LPN to RN, Online RN to BSN, Organizational Leadership BS

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

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- General education courses for the online RN to BSN program are offered at this campus. HA 4050 and the Nursing Major Core must be completed through the distance learning program.
- General education courses for the nursing programs are offered at this campus. The Nursing Clinical Core must be completed at a campus approved to offer the full nursing program.
- Some courses in this program may be offered only through NAU's distance learning program.
- This program is approved only through agreements with international distance learning affiliates.
- Only 40% of this degree may be completed at the Education Center, the remaining courses must be completed through the distance learning program or at another campus as available.
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<td>Nursing BSN</td>
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<tr>
<td>Organizational Leadership BS</td>
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Effective 6/3/13
<table>
<thead>
<tr>
<th>Academic Programs</th>
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<td>Accounting AAS</td>
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<td>Accounting BS</td>
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<tr>
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<td>Medical Assisting AAS</td>
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Effective 6/3/13
STUDENT CORE ABILITIES

Student core abilities are the intrinsic intellectual skill sets that all students will have successfully demonstrated upon completion of any of National American University’s degree programs. These fundamental competencies are the underlying basis of all course, program, and institutional learning goals and outcomes.

a. Critical Thinking and Problem Solving is the process of actively and skillfully gathering, organizing, and analyzing information to propose solutions and evaluate their effectiveness.

b. Professional Competence is a combination of knowledge and capabilities that allows the performance of a profession according to the standards of practice for the chosen field.

c. Collaboration and Communication is the ability to interact with others to create relationships, partnerships, and professional networks, utilizing the exchange of information through speaking, writing, visual, and other appropriate modes of expression.

d. Personal and Social Responsibility is the development of a strong work ethic, personal integrity, and competence in ethical and moral reasoning, as well as the ability to consider the viewpoints of others, and the responsibility to contribute to one’s wider community.
GENERAL EDUCATION

General Education Core Curriculum

Mission and Philosophy
The mission of the General Education Core Curriculum (GECC) at National American University is to instill in its graduates an appreciation for and an understanding of certain broad aspects of human knowledge and experience and to promote a life of learning. Regardless of professional goals, each student will have the opportunity to develop the knowledge and skills important for college-educated adults through a core curriculum that emphasizes the fields of communication, the humanities, natural sciences, mathematics, the social and behavioral sciences, and information/technology literacy.

Core Curriculum Faculty Goals
Faculty members teaching the General Education Core Curriculum will:

• Prepare students to attain university core abilities and core curriculum learning outcomes by utilizing performance-based curriculum in a caring and supportive learning environment.
• Measure and assess student learning in the core curriculum and implement improvements, as needed, to ensure high quality academic programs and services.
• Prepare students for the pursuit of graduate studies and/or continuing professional development and a life of learning.
• Meet university qualifications guidelines, utilize effective and innovative teaching methods that promote academic excellence, and pursue opportunities for professional development.
• Maintain the currency and relevancy of the general education core curriculum through regular faculty program assessment and curriculum committee meetings and input from university constituents.

Student Learning Outcomes
Graduates completing the General Education Core Curriculum at National American University will:

• apply the skills of intellectual inquiry, quantitative competency, problem solving, and critical thinking.
• demonstrate competence in information literacy and proficiency in the use of information technology.
• demonstrate proficiency in written and oral communication skills.
• develop goals and personal affirmations to achieve life and career aspirations.

The General Education Core Curriculum is an integrated collection of courses that provides a foundation of essential knowledge and skills for degree-seeking students. Students graduating from the university’s degree programs must complete the GECC, which in most instances comprises approximately one-third of the academic program. Students and academic advisors are encouraged to collaborate in selecting appropriate general education elective courses that complement a student’s professional or technical field.

General Education Core

Bachelor of Science Degree
Communications (18 credits)
EN1150 Composition I
EN1300 Composition II
EN2100 Speech or
EN2150 Interpersonal Professional Communications
EN3050 Technical Communications
Science (9 credits)
Mathematics (9 credits)
MA2050 College Algebra
MA3000 Business Statistics
Humanities (9 credits)
Behavioral/Social Science (9 credits)
General Education (7.5 credits)
CS1500 Strategies for Success
CS2080 Career Management
Computer Literacy (4.5 credits)
CI1150 Introduction to CIS or CI Elective

Total Credits – 66

Associate of Applied Science Degree
Communications (13.5 credits)
EN1150 Composition I
EN1300 Composition II
EN2100 Speech or
EN2150 Interpersonal Professional Communications
Science (4.5 credits)
Mathematics (4.5 credits)
Algebra Elective
Humanities/Behavioral/Social Science (4.5 credits)
General Education (7.5 credits)
CS1500 Strategies for Success
CS2080 Career Management
Computer Literacy (4.5 credits)
CI1150 Introduction to CIS or CI Elective

Total Credits – 39
ACCOUNTING

Accounting: Bachelor of Science Degree

National American University’s Bachelor of Science in Accounting degree program provides learners with the opportunity to develop the skills, ethics, and technical knowledge required to enter the accounting profession in the public and private business sectors. The program graduates lifelong learners who are prepared to be competent professionals and have the foundation to pursue graduate studies.

**Program Goals**
The program will:

- Prepare learners to attain university core abilities and program learning outcomes by utilizing performance-based curriculum in a caring and supportive learning environment.

- Measure and assess student learning and implement improvements, as needed, to ensure high quality academic programs and services.

- Prepare learners to create plans for the pursuit of graduate studies and/or continuing professional development activities, membership in professional and community organizations, and a life of learning.

- Confirm that faculty members meet university qualifications guidelines, utilize effective and innovative teaching methods that promote academic excellence, and pursue opportunities for professional development.

- Monitor the needs of the program’s community of interest and maintain the currency and relevancy of program curriculum through regular faculty and advisory committee meetings and academic program reviews.

- Achieve and maintain specialized program accreditation.

**Student Learning Outcomes**
Graduates of the program will:

- Apply generally accepted accounting principles, managerial/cost accounting principles, auditing standards, and taxation practices.

- Analyze practical accounting problems and financial statements using critical thinking skills.

- Adhere to ethical guidelines governing the conduct of accountants.

- Demonstrate effective collaboration and teamwork skills.

**Accounting: Bachelor of Science Degree Requirements**

189 Credits

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, Wichita West, and Zona Rosa. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

**Accounting Major Core**

(A minimum of 36 of the following 57 credits must be earned at NAU.)

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<tr>
<td>AC3100</td>
<td>Intermediate Accounting II</td>
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<td>Intermediate Accounting III</td>
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<td>AC3200</td>
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<td>AC3400</td>
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<td>AC4200</td>
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<td>AC4290</td>
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<td>EC2100</td>
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<td>FN3000</td>
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<td>LA3100</td>
<td>Business Law</td>
<td>4.5</td>
</tr>
<tr>
<td>MG1050</td>
<td>Principles of Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4200</td>
<td>Business Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4210</td>
<td>Quantitative Analysis</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4440</td>
<td>Business Management Review</td>
<td>3</td>
</tr>
<tr>
<td>MT4450</td>
<td>Strategic Management**</td>
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</tr>
</tbody>
</table>

57

**Open Elective**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>

9

**General Education Core (66)**

General Education (31.5) (Available for block transfer) ##

**Communication**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
</tbody>
</table>

4.5

**Science**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science Electives</td>
<td></td>
<td>9</td>
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</table>

9

**Humanities**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities Electives</td>
<td></td>
<td>9</td>
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</table>

9
Behavioral/Social Science
Behavioral/Social Science Electives #  9

General Education (34.5) (Course-by-course transfer)

Communication
EN1300  Composition II  4.5
EN2100 or Speech or
EN2150  Interpersonal Professional Communication  4.5
EN3050  Technical Communication  4.5

Mathematics
MA2050  College Algebra  4.5
MA3000  Business Statistics  4.5

General Education
CS1500  Strategies for Success  4.5
CS2080  Career Management  3

Computer Literacy
Introduction to CIS or CI Elective  4.5

**Capstone Course - Senior level, minimum "C" grade required, must be completed at NAU.
 Residents of the state of Minnesota or students attending any Minnesota campus:

are encouraged to complete some advanced or upper division general education course work.

** Block transfer is not available to these students.

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

(Accounting: Associate of Applied Science Degree

The Associate of Applied Science in Accounting program provides specialized education for various entry-level positions in the accounting profession. The program is designed for easy transfer into the bachelor’s degree program in accounting.

Graduates of this program may find employment as accounting technicians, payroll clerks, bookkeepers or clerical assistants in business, government, or nonprofit organizations. With experience, the graduate may also qualify for more advanced positions, such as payroll supervisor, lead accountant or tax specialist.

Program Goals
The program will:
• Prepare learners to attain university core abilities and program learning outcomes by utilizing performance-based curriculum in a caring and supportive learning environment.
• Measure and assess student learning and implement improvements, as needed, to ensure high quality academic programs and services.
• Prepare learners to create plans for the pursuit of graduate studies and/or continuing professional development activities, membership in professional and community organizations, and a life of learning.
• Confirm that faculty members meet university qualifications guidelines, utilize effective and innovative teaching methods that promote academic excellence, and pursue opportunities for professional development.
• Monitor the needs of the program’s community of interest and maintain the currency and relevancy of program curriculum through regular faculty and advisory committee meetings and academic program reviews.
• Achieve and maintain specialized program accreditation.

Student Learning Outcomes
Graduates of the program will:
• Apply generally accepted accounting principles to routine financial accounting activities.
• Update and maintain accounting records to ensure accurate financial reporting.

Accounting: Associate of Applied Science Degree

93 Credits
Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, Wichita West, and Zona Rosa. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

Accounting Major Core Credit Hours
(A minimum of 18 of the following 31.5 credits must be earned at NAU.)

AC1060  Principles of Accounting I  4.5
AC1160  Principles of Accounting II  4.5
AC1260  Principles of Accounting III  4.5
AC2050  Accounting Software Applications  4.5
AC3050  Intermediate Accounting I  4.5
AC3100  Intermediate Accounting II  4.5
AC3150  Intermediate Accounting III  4.5

Support Core
FN3000  Business Finance I  4.5
LA3100  Business Law  4.5
MG1050  Principles of Marketing  4.5
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MT2050</td>
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<tr>
<td></td>
<td><em><em>Business</em>/Accounting/CI Electives</em>*</td>
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<td></td>
<td><strong>General Education Core (39)</strong></td>
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<tr>
<td></td>
<td><strong>Communication</strong></td>
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<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
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<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
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<tr>
<td>EN2100 or</td>
<td>Speech or</td>
<td></td>
</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Professional Communication</td>
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</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>13.5</strong></td>
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<tr>
<td></td>
<td><strong>Science</strong></td>
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<tr>
<td></td>
<td>Science Elective</td>
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<td><strong>Total</strong></td>
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<tr>
<td></td>
<td><strong>Mathematics</strong></td>
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<td>MA</td>
<td>Algebra Elective</td>
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<tr>
<td></td>
<td><strong>Humanities/Behavioral/Social Science</strong></td>
<td></td>
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<td></td>
<td>Humanities/Behavioral/Social Science Elective</td>
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<td></td>
<td><strong>Total</strong></td>
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<tr>
<td></td>
<td><strong>General Education</strong></td>
<td></td>
</tr>
<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
<td>4.5</td>
</tr>
<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
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<tr>
<td></td>
<td><strong>Computer Literacy</strong></td>
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<td></td>
<td>Introduction to CIS or CI Elective</td>
<td>4.5</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>4.5</strong></td>
</tr>
</tbody>
</table>

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

(The university reserves the right to correct clerical errors.)
### Allied Health

**Clinical Laboratory Technician: Associate of Applied Science Degree**

#### Program Goals
The Clinical Laboratory Technician/Medical Laboratory Technician program will:
- Prepare learners to attain university core abilities and program learning outcomes by utilizing performance-based curriculum in a caring and supportive learning environment.
- Measure and assess student learning and implement improvements, as needed, to ensure high quality academic programs and services.
- Prepare learners to create plans for the pursuit of graduate studies and/or continuing professional development activities, membership in professional and community organizations, and a life of learning.
- Confirm that faculty members meet university qualifications guidelines, utilize effective and innovative teaching methods that promote academic excellence, and pursue opportunities for professional development.
- Monitor the needs of the program’s community of interest and maintain the currency and relevancy of program curriculum through regular faculty and advisory committee meetings and academic program reviews.
- Achieve and maintain specialized program accreditation.

#### Student Learning Outcomes
Graduates of the program will:
- Follow established standard laboratory procedures.
- Recognize unexpected test results and instrument malfunction in all major areas of the clinical laboratory and take appropriate action.
- Correlate laboratory test results to disease processes.
- Demonstrate professional conduct and interpersonal communication.
- Process information utilizing healthcare and laboratory information systems.
- Develop a plan to achieve national certification.

### Clinical Laboratory Technician: Associate of Applied Science Degree Requirements

#### 110 Credits
Offered at Zona Rosa.

#### Clinical Laboratory Technician Major Core Credit Hours
(The following 65 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CL1010*</td>
<td>Introduction to the Medical Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>CL1020*</td>
<td>Specimen Collection</td>
<td>2</td>
</tr>
<tr>
<td>CL1050*</td>
<td>Laboratory Calculations and Quality Control</td>
<td>2</td>
</tr>
<tr>
<td>CL1110*</td>
<td>Basic Immunology and Serology with Lab</td>
<td>3</td>
</tr>
<tr>
<td>CL1120*</td>
<td>Hematology I with Lab</td>
<td>5</td>
</tr>
<tr>
<td>CL1130*</td>
<td>Urinalysis and Body Fluids with Lab</td>
<td>3</td>
</tr>
<tr>
<td>CL1150*</td>
<td>Immunohematology I with Lab</td>
<td>3</td>
</tr>
<tr>
<td>CL1170*</td>
<td>Clinical Microbiology I with Lab</td>
<td>6</td>
</tr>
<tr>
<td>CL1190*</td>
<td>Clinical Chemistry I with Lab</td>
<td>4</td>
</tr>
<tr>
<td>CL2010*</td>
<td>Hematology II with Lab</td>
<td>3</td>
</tr>
<tr>
<td>CL2020*</td>
<td>Immunohematology II with Lab</td>
<td>3</td>
</tr>
<tr>
<td>CL2030*</td>
<td>Clinical Microbiology II with Lab</td>
<td>3</td>
</tr>
<tr>
<td>CL2050*</td>
<td>Clinical Chemistry II with Lab</td>
<td>3</td>
</tr>
<tr>
<td>CL2080*</td>
<td>Professional Issues</td>
<td>2</td>
</tr>
<tr>
<td>CL2091</td>
<td>Clinical Internship I</td>
<td>10</td>
</tr>
<tr>
<td>CL2092</td>
<td>Clinical Internship II</td>
<td>10</td>
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<td></td>
<td><strong>Total</strong></td>
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</table>

#### General Education Core (45)

**Communications**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
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</tbody>
</table>

**Science**

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SC1232#</td>
<td>Human Anatomy and Physiology I with Lab</td>
<td>6</td>
</tr>
<tr>
<td>SC1332#</td>
<td>Human Anatomy and Physiology II with Lab</td>
<td>6</td>
</tr>
<tr>
<td>SC1354#</td>
<td>General Chemistry and Biochemistry with Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>SC1422#</td>
<td>Microbiology with Lab</td>
<td>6</td>
</tr>
</tbody>
</table>

**Mathematics**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Algebra Elective</td>
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**Humanities**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Humanities Elective</td>
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**Behavioral/Social Science**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td></td>
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**General Education**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
<td>4.5</td>
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</tbody>
</table>

* A minimum B grade is required in these CL courses.
# A minimum C grade is required.

CLT major core courses may only be retaken once.

Graduation Requirements: A minimum 2.0 GPA is required overall and in the Clinical Laboratory Technician Major Core. See the "Graduation Requirements" section of the catalog for additional requirements.
The American Society for Clinical Pathology (ASCP) certification examination for the MLT (ASCP) category requires an associate degree from a college/university and successful completion of a NAACLS-accredited CLT program within the last 5 years.

(The university reserves the right to correct clerical errors.)

Health Information Technology: 
Associate of Applied Science Degree

The Associate of Applied Science in Health Information Technology degree program at National American University prepares students from diverse backgrounds to perform entry-level technical and managerial functions in various healthcare settings. The program is offered in a flexible online format that prepares students for the RHIT certification examination. Through a student-centered, performance-based curriculum, the AHIMA Domains, Subdomains, and Tasks are utilized to prepare students for a career in health information technology, a profession in which employment is projected to grow faster than average.

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 health care. 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. HIT professionals work in a variety of settings, such as hospitals, physician practices, long-term care, home health care, insurance, managed care, health technology firms, and pharmaceutical companies.

The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) has awarded Initial Accreditation to the Health Information Technology Associate Degree Program for National American University Online.

Program Goals

The HIT program will:

- Prepare learners to attain university core abilities and program learning outcomes by utilizing performance-based curriculum in a caring and supportive learning environment.
- Measure and assess student learning and implement improvements, as needed, to ensure high quality academic programs and services.
- Prepare learners to create plans for the pursuit of graduate studies and/or continuing professional development activities, membership in professional and community organizations, and a life of learning.

- Confirm that faculty members meet university qualifications guidelines, utilize effective and innovative teaching methods that promote academic excellence, and pursue opportunities for professional development.
- Monitor the needs of the program’s community of interest and maintain the currency and relevancy of program curriculum through regular faculty and advisory committee meetings and academic program reviews.
- Achieve and maintain specialized program accreditation.

Student Learning Outcomes

The graduates of the program will:

- Apply healthcare laws, regulations, accreditation, licensure, certification standards, and ethics in the health information technology profession.
- Collect, analyze, and maintain health record content in paper or electronic mediums.
- Assign ICD-9-CM and CPT codes accurately on inpatient and outpatient records.
- Apply healthcare billing and reimbursement processes for inpatient and outpatient encounters.
- Apply quality management, utilization management, risk management, and healthcare vital statistics in the health information technology profession.
- Create a professional development plan to achieve and maintain certification.
- Show proficiency in written and oral communication skills.
- Comply with CAHIIM APAR (Annual Program Assessment Report) requirements
- Score at or above the national average on all RHIT examination competencies.

Health Information Technology: Associate of Applied Science Degree Requirements

99 Credits

Offered through NAU’s distance learning program. General education courses are offered online and at designated physical locations. Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, Wichita West, and Zona Rosa, and requires students to complete the Health Information Technology Core through NAU’s distance learning program.

Health Information Technology Core Credit Hours

(A minimum of 27 of the following 54 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>HA3220D*</td>
<td>Health Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>HT1000D*</td>
<td>Introduction to Health Information Management and Health Care</td>
<td>4</td>
</tr>
<tr>
<td>HT2110D*</td>
<td>ICD 10 Coding I with Lab</td>
<td>3</td>
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</table>
Academic Programs | Allied Health

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>HT2120D*</td>
<td>ICD Coding II with Lab</td>
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<tr>
<td>HT2130D*</td>
<td>CPT Coding with Lab</td>
<td>3</td>
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<tr>
<td>HT2115D*</td>
<td>ICD-10 Coding I with Lab</td>
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<tr>
<td>HT2210D*</td>
<td>Healthcare Data Quality Management</td>
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<td>HT2230D*</td>
<td>Healthcare Reimbursement</td>
<td>3</td>
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<tr>
<td>HT2240D*</td>
<td>Health Information Management and Supervision</td>
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<td>HT2500D</td>
<td>Health Information Technology Practicum</td>
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<tr>
<td>ME1150*</td>
<td>Medical Terminology</td>
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</tr>
<tr>
<td>ME2211*</td>
<td>Human Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>ME2250*</td>
<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>ME2510*</td>
<td>Essentials of Pathophysiology I</td>
<td>3</td>
</tr>
<tr>
<td>ME2520*</td>
<td>Essentials of Pathophysiology II</td>
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**General Education Core (45)**

<table>
<thead>
<tr>
<th>Communications</th>
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<tbody>
<tr>
<td>EN1150 Composition I</td>
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<tr>
<td>EN1300 Composition II</td>
</tr>
<tr>
<td>EN2100 or Speech or</td>
</tr>
<tr>
<td>EN2150 Interpersonal Professional Communication</td>
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**Science**

<table>
<thead>
<tr>
<th>Essentials of Anatomy and Physiology w/Lab or</th>
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</thead>
<tbody>
<tr>
<td>SC1221*</td>
</tr>
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**Mathematics**

<table>
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<tr>
<th>Algebra Elective</th>
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<tbody>
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**Humanities**

<table>
<thead>
<tr>
<th>Critical Thinking and Problem Solving</th>
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<tr>
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**Behavioral/Social Science**

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**General Education**

<table>
<thead>
<tr>
<th>Strategies for Success</th>
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</thead>
<tbody>
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<td>CS1500</td>
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<table>
<thead>
<tr>
<th>Career Management</th>
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<td>CS2080</td>
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**Computer Literacy**

<table>
<thead>
<tr>
<th>Introduction to CIS or CI Elective</th>
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<tbody>
<tr>
<td>CI1150</td>
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**Communications**

<table>
<thead>
<tr>
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<tbody>
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<td>EN1150</td>
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<table>
<thead>
<tr>
<th>Composition II</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Speech or</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN2100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interpersonal Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN2150</td>
</tr>
</tbody>
</table>

*Professional course (Minimum "C" grade required)

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

(The university reserves the right to correct clerical errors.)

**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 assists students in the interpretation of coding practices, for both inpatient and outpatient settings.

There are many demands within healthcare institutions for coding professionals. Coding skills are highly valued 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 health care, insurance, managed care, and governmental agencies. Coding students are eligible to sit for the Certified Coding Associate (CCA) upon completion of the program.

**Program Goals**

The program will:

- Prepare learners to attain university core abilities and program learning outcomes by utilizing performance-based curriculum in a caring and supportive learning environment.
- Measure and assess student learning and implement improvements, as needed, to ensure high quality academic programs and services.
- Prepare learners to create plans for the pursuit of graduate studies and/or continuing professional development activities, membership in professional and community organizations, and a life of learning.
- Confirm that faculty members meet university qualifications guidelines, utilize effective and innovative teaching methods that promote academic excellence, and pursue opportunities for professional development.
- Monitor the needs of the program’s community of interest and maintain the currency and relevancy of program curriculum through regular faculty and advisory committee meetings and academic program reviews.
- Achieve and maintain specialized program accreditation.

**Student Learning Outcomes**

Graduates of the program will:

- Assign ICD-9-CM codes accurately on inpatient and outpatient encounters.
- Collect, analyze, and maintain health record content in paper or electronic mediums.
- Assign CPT codes accurately on outpatient encounters.
• Apply healthcare billing and reimbursement processes for inpatient and outpatient encounters.

Healthcare Coding: Diploma Requirements
58.5 Credits

Offered through NAU’s distance learning program. The blended delivery format is offered at Albuquerque, Albuquerque West, Austin, Austin South, Brooklyn Center, Bloomington, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Watertown, Weldon Spring, Wichita, Wichita West, and Zona Rosa, and requires students to complete the Healthcare Coding Major Core through NAU’s distance learning program.

Healthcare Coding Major Core Credit Hours
(A minimum of 16 of the following 36 credits must be earned at NAU excluding practicum.)

HT1000D* Introduction to Health Information Management & Health Care 4
HT2110D* ICD Coding I with Lab 3
HT2120D* ICD Coding II with Lab 3
HT2130D* CPT Coding with Lab 3
HT2115D* ICD-10 Coding I with Lab 3
HT2230D* Healthcare Reimbursement 3
HT2300D Healthcare Coding Practicum 3
ME1150 Medical Terminology 4
ME2211* Human Pharmacology 4
ME2510 Essentials of Pathophysiology I 3
ME2520* Essentials of Pathophysiology II 3

General Education Core (22.5)

Communications
EN1150 Composition I 4.5

Science
SC1221* Essentials of Anatomy and Physiology with Lab or SC1222D* Essentials of Anatomy and Physiology 6

Behavioral/Social Science
Behavioral/Social Science Elective 4.5

General Education
CS2080 Career Management 3

Computer Literacy
Introduction to CIS or CI Elective 4.5

* Professional course (minimum “C” grade required)

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

(The university reserves the right to correct clerical errors.)

Invasive Cardiovascular Technology: Associate of Applied Science Degree

The Cardiovascular Technology Program prepares students to function at the beginning level of competence in the cardiac diagnostic and interventional laboratories. These laboratories are collectively known as cardiac catheterization labs, or cath labs. The invasive cardiovascular technologist (CVT) will learn to function effectively in many different roles including caregiver, advocate, teacher and team member to assist the cardiologists in performing a variety of complex diagnostic and interventional procedures. These professionals assist in all phases of the catheterization procedures, including preparing the sterile procedure field, inserting equipment, operating electronic instruments, calculating and analyzing diagnostic data acquired, and applying interventional technologies as required. The CVT may also assist in invasive interventional procedures designed to repair and restore function to the heart and peripheral vessels. These procedures include intravascular angioplasty and stent placement, cardiac valve repair or replacement, congenital (birth) defect repair and cardiac pacemaker insertion.

The program offers a clinical core curriculum that includes lecture, laboratory, and clinical components, as well as general education courses selected to support clinical knowledge and skills. Upon program completion, the student will have didactic knowledge and practical experience in the cardiovascular sciences; electrocardiography (EKG), measurement and calculation of cardiac functional indices, cardiac blood oxygen saturation determination, cardiac pressure and electrical system assessments, and vascular angiography (cardiac and peripheral vascular). Students will also have the opportunity to study and apply emergency protocols.

Graduates are encouraged to take the national credentialing examination offered by Cardiovascular Credentialing International (CCI) and should understand that successful passage of the exam may enhance their employment opportunities. Graduates will be eligible to apply for the Registered Cardiovascular Invasive Specialist (RCIS) examination offered by CCI after acquiring the necessary experience, as defined by CCI. Students should refer to CCI’s website for further information regarding eligibility and examination requirements.

Admission to the AAS Invasive Cardiovascular Technology program is based on the National American University admission criteria. Admission to and completion of the foundational core does not guarantee enrollment in the CVT Clinical Core. Admission to the core is selective and competitive.
The criteria to be eligible for application to the CVT Clinical Core are as follows:

- Application to NAU must be made before application to the CVT Clinical Core.
- All science credit must have been earned within the last five years.
- Formal written application to the CVT Clinical Core, which includes an autobiography and personal statement on why the applicant wants to be a CVT.
- Onsite interview with the CVT Admissions Committee.
- Completion of at least eight observation hours in a catheterization lab.
- Three letters of recommendation. At least two letters of recommendation must come from an instructor, guidance counselor, health care professional, job supervisor, or someone who knows applicant’s professional and/or academic abilities. One recommendation letter may be from a personal reference.
- The following must be documented in the CVT program application packet:
  - Documentation of current immunizations
  - Active health insurance
  - Background check and drug screening results
  - CGPA of 2.5 in foundational core courses

Essential Functions and Performance Standards for Successful Completion of the CVT Program: Applicant must have sufficient vision, hearing, tactile sensation, gross and fine motor strength and coordination, memory, critical thinking, communication, and interpersonal skills to interact with patients, ensure safety of self and others, document accurately, and provide intervention while meeting medical standards required by facilities. Additionally students must be able to physically lift 50 pounds and pass a physical examination prior to beginning externship.

Prior to admission to the clinical externship the student must document the following:

- Documentation of current immunizations
- Current TB test results
- Active health insurance
- Negative background and drug screening results.
- CGPA of 2.5 in the CVT Clinical Core for progression to externship.
- Current CPR certification

In order to graduate, a minimum 2.5 GPA is required overall and in the Cardiovascular Technology Core Curriculum. A grade of "C" or higher is required in all designated professional courses.

**Program Goals**

The program will:

- Prepare learners to attain university core abilities and program learning outcomes by utilizing performance-based curriculum in a caring and supportive learning environment.
- Prepare learners in the cognitive (knowledge), psychomotor (skills), and affective (behaviors) learning domains to become competent entry level cardiovascular technologists.
- Measure and assess student learning and implement improvements, as needed, to ensure high quality academic programs and services.
- Prepare learners to create plans for the pursuit of further studies, continuing professional development activities, membership in professional and community organizations, and a life of learning.
- Confirm that faculty members meet university qualifications guidelines, utilize effective and innovative teaching methods that promote academic excellence, and pursue opportunities for professional development.
- Monitor the needs of the program’s community of interest and maintain the currency and relevancy of program curriculum through regular faculty and advisory committee meetings and academic program reviews.
- Achieve and maintain specialized program accreditation.

**Student Learning Outcomes**

Graduates of the program will:

- Demonstrate entry-level skills, knowledge and behavior competence in established procedural and clinical functions, including general catheterization lab functions, as defined by the Commission on Accreditation of Allied Health Education Programs Standards and Guidelines for Cardiovascular Technology Education Programs.
- Demonstrate professional conduct and interpersonal communication skills when communicating patient information to authorized resources, interacting with other members of the healthcare team, training new technicians, and providing patient education.
- Apply healthcare laws, regulations, and ethics in the cardiovascular technology profession.
- Create a plan for becoming a registered cardiovascular technologist, obtain membership in professional organizations, and pursue continuing education credits.

**Invasive Cardiovascular Technology: Associate of Applied Science Degree Requirements**

**107.5 Credits**

Offered at Austin, Austin South and Georgetown.

**Cardiovascular Technology Clinical Core Credit Hours**

(All CV2000+ credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CV1010*</td>
<td>Intro to Cardiovascular Technology</td>
<td>4</td>
</tr>
<tr>
<td>CV1020*</td>
<td>Cardiac Catheterization I</td>
<td>2</td>
</tr>
<tr>
<td>CV1030*</td>
<td>CVT Anatomy &amp; Physiology</td>
<td>6</td>
</tr>
<tr>
<td>CV1040*</td>
<td>Basic Patient Care Skills</td>
<td>4.5</td>
</tr>
<tr>
<td>CV1050*</td>
<td>Cardiovascular Pharmacology</td>
<td>4.5</td>
</tr>
<tr>
<td>CV1060*</td>
<td>Diagnostic Electrocardiography</td>
<td>4.5</td>
</tr>
</tbody>
</table>
Medical Administrative Assistant: Associate of Applied Science Degree

The medical administrative assistant degree program is designed to prepare students for entry-level administrative positions in a variety of healthcare settings. Administrative duties may include greeting patients, setting appointment times, scheduling hospital admissions, medical transcription, medical record management, insurance coding and billing, bill collections, office compliance, and other general medical office procedures. A medical administrative assistant with sufficient training and experience may become responsible for office management.

The medical administrative assistant program utilizes a combination of lecture and laboratory sessions to address both administrative and general topics. Students in the program must complete all professional courses in the curriculum with a minimum "C" grade.

Program Goals

The program will:

- Prepare learners to attain university core abilities and program learning outcomes by utilizing performance-based curriculum in a caring and supportive learning environment.
- Measure and assess student learning and implement improvements, as needed, to ensure high quality academic programs and services.
- Prepare learners to create plans for the pursuit of further studies and/or continuing professional development activities, membership in professional and community organizations, and a life of learning.
- Confirm that faculty members meet university qualifications guidelines, utilize effective and innovative teaching methods that promote academic excellence, and pursue opportunities for professional development.
- Monitor the needs of the program’s community of interest and maintain the currency and relevancy of program curriculum through regular faculty and advisory committee meetings and academic program reviews.

Student Learning Outcomes

Graduates of the program will:

- Demonstrate entry-level skills, knowledge and behavior competence in administrative content, functions, and procedures; including medical record management, healthcare coding, office accounting, and transcription.
- Apply fundamental principles, regulations, and statutes for performing within legal and ethical boundaries.
- Create a plan for obtaining membership in professional organizations, and continuing education.

Medical Administrative Assistant: Associate of Applied Science Degree Requirements

90.5 Credits
Offered through NAU’s distance learning program. Offered at Albuquerque, Albuquerque West, Austin, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Georgetown, Minnetonka, Rochester, Roseville, Tulsa, Weldon Spring, Wichita, and Wichita West.

**Medical Administrative Assisting Core**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Major Core</th>
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<tbody>
<tr>
<td>(A minimum of 22 of the following 41 credits must be earned at NAU.)</td>
<td></td>
</tr>
<tr>
<td><strong>ME1100</strong>*</td>
<td>Introduction to Medical Assisting 4</td>
</tr>
<tr>
<td><strong>ME1750</strong>*</td>
<td>Medical Transcription 4</td>
</tr>
<tr>
<td><strong>ME1240</strong>*</td>
<td>First Aid and Safety 1</td>
</tr>
<tr>
<td><strong>ME2211</strong>*</td>
<td>Human Pharmacology 4</td>
</tr>
<tr>
<td><strong>ME1150</strong>*</td>
<td>Medical Terminology 4</td>
</tr>
<tr>
<td><strong>ME2250</strong>*</td>
<td>Medical Law and Ethics 4</td>
</tr>
<tr>
<td><strong>ME2260</strong>*</td>
<td>Medical Record Management 4</td>
</tr>
<tr>
<td><strong>ME2510</strong>*</td>
<td>Essentials of Pathophysiology I 3</td>
</tr>
<tr>
<td><strong>ME2520</strong>*</td>
<td>Essentials of Pathophysiology II 3</td>
</tr>
<tr>
<td><strong>ME2600</strong>*</td>
<td>Healthcare Coding I 3</td>
</tr>
<tr>
<td><strong>ME2610</strong>*</td>
<td>Healthcare Coding II 3</td>
</tr>
<tr>
<td><strong>ME2620</strong>*</td>
<td>Medical Office Procedures with Software Applications 4</td>
</tr>
<tr>
<td><strong>ME5100</strong>*</td>
<td>Technical Communication 3</td>
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**Support Core**

<table>
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<tr>
<th>Credit Hours</th>
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<tbody>
<tr>
<td><strong>MT2050</strong></td>
<td>Principles of Management 4.5</td>
</tr>
<tr>
<td><strong>AC2760</strong></td>
<td>Accounting for Managers 4.5</td>
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**General Education Core (40.5)**

**Communications**

<table>
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<tr>
<th>Credit Hours</th>
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<tbody>
<tr>
<td><strong>EN1150</strong></td>
<td>Composition I 4.5</td>
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<tr>
<td><strong>EN1300</strong></td>
<td>Composition II 4.5</td>
</tr>
<tr>
<td><strong>EN2100 or EN2150</strong></td>
<td>Speech or Interpersonal Professional Communications 4.5</td>
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**Science**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SC1221</strong>*</td>
<td>Essentials of Anatomy and Physiology with Lab 6</td>
</tr>
<tr>
<td><strong>SC1222D</strong>*</td>
<td>Essentials of Anatomy and Physiology 6</td>
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</table>

**Mathematics**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Mathematics</th>
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</thead>
<tbody>
<tr>
<td><strong>Algebra Elective</strong></td>
<td>4.5</td>
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**Humanities**

<table>
<thead>
<tr>
<th>Credit Hours</th>
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<tbody>
<tr>
<td><strong>Humanities Elective</strong></td>
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</table>

**Behavioral/Social Science**

<table>
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<tr>
<th>Credit Hours</th>
<th>Behavioral/Social Science</th>
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</thead>
<tbody>
<tr>
<td><strong>PS2000</strong></td>
<td>Human Growth and Development 4.5</td>
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</table>

**General Education**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>General Education</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CS1500</strong></td>
<td>Strategies for Success 4.5</td>
</tr>
<tr>
<td><strong>CS2080</strong></td>
<td>Career Management 3</td>
</tr>
</tbody>
</table>

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

* Professional course (Minimum "C" grade required)

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

(The university reserves the right to correct clerical errors.)

**Medical Assisting: Associate of Applied Science Degree**

The Associate of Applied Science Medical Assisting program at National American University prepares students from diverse backgrounds to perform entry-level administrative and clinical functions in outpatient healthcare settings. The university responds to the needs and expectations of the ever-changing healthcare environment including physicians, the public, employers, graduates, students, faculty, and nationally accepted standards of roles and functions. Through a student-centered competency-based curriculum, NAU utilizes cognitive, psychomotor, and affective learning domains to prepare students for a career within the scope of specific training and state law.

**Program Goals**

- Prepare learners to attain university core abilities and program learning outcomes by utilizing performance-based curriculum in a caring and supportive learning environment.
- Prepare learners in the cognitive (knowledge), psychomotor (skills), and affective (behaviors) learning domains to become competent entry level medical assistants.
- Measure and assess student learning and implement improvements, as needed, to ensure high quality academic programs and services.
- Prepare learners to create plans for the pursuit of further studies, continuing professional development activities, membership in professional and community organizations, and a life of learning.
- Confirm that faculty members meet university qualifications guidelines, utilize effective and innovative teaching methods that promote academic excellence, and pursue opportunities for professional development.
- Monitor the needs of the program’s community of interest and maintain the currency and relevancy of program curriculum through regular faculty and advisory committee meetings and academic program reviews.
- Achieve and maintain specialized program accreditation.

**Student Learning Outcomes**

Graduates of the program will:
• Demonstrate entry-level skills, knowledge and behavior competence in content and administrative and clinical functions and procedures, including general operational functions, as defined by the Commission on Accreditation of Allied Health Education Programs Standards and Guidelines for Medical Assisting Educational Programs.
• Apply fundamental principles, regulations and statutes for performing within legal and ethical boundaries.
• Create a plan for becoming a certified medical assistant, membership in professional organizations, and continuing education.

Medical Assisting: Associate of Applied Science
Degree Requirements
101.5 Credits
Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bellevue, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Richardson, Roseville, Sioux Falls, Tulsa, Weldon Spring, Wichita, Wichita West, and Zona Rosa.

Medical Assisting Major Core Credit Hours
(A minimum of 28 of the following 55 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ME1100*</td>
<td>Introduction to Medical Assisting</td>
<td>4</td>
</tr>
<tr>
<td>ME1150*</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>ME1240*</td>
<td>First Aid and Safety</td>
<td>1</td>
</tr>
<tr>
<td>ME2130*</td>
<td>Clinical Science Lab I</td>
<td>2</td>
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<tr>
<td>ME2140*</td>
<td>Clinical Science Lab II</td>
<td>2</td>
</tr>
<tr>
<td>ME2150*</td>
<td>Clinical Science Lab III</td>
<td>2</td>
</tr>
<tr>
<td>ME2211*</td>
<td>Human Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>ME2250*</td>
<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>ME2260*</td>
<td>Medical Record Management</td>
<td>4</td>
</tr>
<tr>
<td>ME2400*</td>
<td>Laboratory Techniques I</td>
<td>3</td>
</tr>
<tr>
<td>ME2410*</td>
<td>Laboratory Techniques II</td>
<td>3</td>
</tr>
<tr>
<td>ME2510*</td>
<td>Essentials of Pathophysiology I</td>
<td>3</td>
</tr>
<tr>
<td>ME2520*</td>
<td>Essentials of Pathophysiology II</td>
<td>3</td>
</tr>
<tr>
<td>ME2600*</td>
<td>Healthcare Coding I</td>
<td>3</td>
</tr>
<tr>
<td>ME2620*</td>
<td>Medical Office Procedures with Software Applications</td>
<td>4</td>
</tr>
<tr>
<td>ME3000*</td>
<td>Medical Assisting Exam Review</td>
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<tr>
<td>ME3310</td>
<td>Medical Assisting Practicum</td>
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55

General Education Core (46.5)

Communications

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or</td>
<td>Speech or</td>
<td></td>
</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Professional Communication</td>
<td>4.5</td>
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</table>

13.5

Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC1232</td>
<td>Human Anatomy and Physiology I</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>SC1332 with Lab Human Anatomy and Physiology II</td>
<td>6</td>
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12

Mathematics

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Algebra Elective</td>
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<tr>
<td>Humanities Elective</td>
<td>4.5</td>
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</tbody>
</table>

Humanities

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Strategies for Success</td>
<td>4.5</td>
</tr>
<tr>
<td>Career Management</td>
<td>3</td>
</tr>
</tbody>
</table>

7.5

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

*Professional course (Minimum “C” grade required)

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

(The university reserves the right to correct clerical errors.)

Medical Staff Services Management:
Associate of Applied Science Degree

Legal cases during the past decade have drawn national attention to the importance of credentialing and peer review in hospitals and other credentialing organizations. Because of this trend, the role of the medical staff services management professional has also grown in importance. To carry out the duties of the medical staff services director or coordinator, a person must possess the knowledge and skills related to medical staff services administration, accreditation and regulatory compliance, management of credentialing processes, privileging, risk management, medical staff law, peer review, and information management.

The medical staff services management degree program is offered both online and in a blended format to accommodate those currently in the profession, those new to the profession, and those wanting to pursue the profession.

Program Goals

The program will:
• Prepare learners to attain university core abilities and program learning outcomes by utilizing performance-based curriculum in a caring and supportive learning environment.
• Measure and assess student learning and implement improvements, as needed, to ensure high quality academic programs and services.
• Prepare learners to create plans for the pursuit of graduate studies and/or continuing professional development activities, membership in professional and community organizations, and a life of learning.

• Confirm that faculty members meet university qualifications guidelines, utilize effective and innovative teaching methods that promote academic excellence, and pursue opportunities for professional development.

• Monitor the needs of the program’s community of interest and maintain the currency and relevancy of program curriculum through regular faculty and advisory committee meetings and academic program reviews.

• Achieve and maintain specialized program accreditation.

Student Learning Outcomes
Graduates of the program will:
• Interpret and implement accreditation standards applicable to MSSM.
• Accurately enter reappointment and initial credentialing application data.
• Identify which credentialing elements need to be verified for an Initial, Reappointment, and Temporary Privileges process for the appropriate accreditation agency.
• Show proficiency in written and oral communication skills.
• Demonstrate satisfaction with the MSSM program.

Medical Staff Services Management: Associate of Applied Science Degree Requirements
92 Credits

The blended delivery format is offered at Albuquerque, Albuquerque West, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, Wichita West, and Zona Rosa, and requires students to complete most of the Medical Staff Services Management Major Core through NAU’s distance learning program. This program is also offered through NAU’s distance learning program.

Medical Staff Services Management | Credit Hours
--- | ---
Major Core | 38

(A minimum of 24 of the following 38 credits must be earned at NAU, excluding externship.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HA3010D*</td>
<td>Introduction to U.S. Healthcare Delivery</td>
<td>4</td>
</tr>
<tr>
<td>HA3110D*</td>
<td>Quality Improvement and Risk Management</td>
<td>4</td>
</tr>
<tr>
<td>HA4050D*</td>
<td>Healthcare Law</td>
<td>4</td>
</tr>
<tr>
<td>ME1150*</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>ME1181D*</td>
<td>Medical Staff Services Management I</td>
<td>4</td>
</tr>
<tr>
<td>ME2182D*</td>
<td>Medical Staff Services Management II</td>
<td>4</td>
</tr>
<tr>
<td>ME2183D*</td>
<td>Medical Staff Services Management III</td>
<td>4</td>
</tr>
<tr>
<td>ME2510*</td>
<td>Essentials of Pathophysiology I</td>
<td>3</td>
</tr>
<tr>
<td>ME2520*</td>
<td>Essentials of Pathophysiology II</td>
<td>3</td>
</tr>
<tr>
<td>ME3330D</td>
<td>Medical Staff Services Management Externship (Option A) or Option B</td>
<td>4</td>
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<tr>
<td>MG1050</td>
<td>Principles of Marketing</td>
<td>4.5</td>
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<td>MT2050</td>
<td>Principles of Management</td>
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<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or</td>
<td>Speech or Interpersonal Professional Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Professional Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>SC1221*</td>
<td>Essentials of Anatomy and Physiology with Lab</td>
<td>6</td>
</tr>
<tr>
<td>SC1222D*</td>
<td>Essentials of Anatomy and Physiology</td>
<td>6</td>
</tr>
<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
<td>4.5</td>
</tr>
<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>3</td>
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<tr>
<td>CI1150</td>
<td>Introduction to CIS or CI Elective</td>
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Support Core

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<td>Principles of Marketing</td>
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<td>Principles of Management</td>
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General Education Core (45)

Communications

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<tr>
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<td>Interpersonal Professional Communications</td>
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Science

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<th>Course Title</th>
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<tr>
<td>SC1221*</td>
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Mathematics

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Humanities

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Behavioral/Social Science

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General Education

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<th>Course Title</th>
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<td>Career Management</td>
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Computer Literacy

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<tbody>
<tr>
<td>CI1150</td>
<td>Introduction to CIS or CI Elective</td>
<td>4.5</td>
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</tbody>
</table>

Option A: Students with no documented MSSM employment experience and not currently employed in an MSSM position will be required to complete 4 credits of externship.

Option B: Students with documented MSSM employment experience, with advisor approval, may choose an additional course from a list of recommended courses to replace the externship hours to further develop their administrative and leadership skills.

HA3220D Health Information Systems
Occupational Therapy Assistant: Associate of Applied Science Degree

Occupational therapy practitioners work with people of all ages to teach them how to do everyday tasks they want and need to do through the use of therapeutic occupation. Under the supervision of an occupational therapist, occupational therapy assistants (OTAs) use occupation to develop and improve clients’ cognitive, sensory, motor, and social skills to promote health and enhance participation in daily life activities. OTAs participate in the delivery of services including evaluation, intervention planning and implementation, documentation, and review of client progress. OTAs work in a variety of settings including hospitals, outpatient clinics, skilled nursing facilities, community settings, schools, and higher education.

NAU’s 24 month-long program offers a blended curricular format, whereby students take some courses online, some on-campus, and some in combined online/on-campus format. The program is designed to provide students with a strong foundation in the theory and nature of occupation, the dynamic interaction of clients and their environments, and in “hands on” skills. This program emphasizes lecture, laboratory, discussion, demonstration, and practical application. Clinical fieldwork experiences take place offsite and are offered with clients across the lifespan in a variety of traditional and nontraditional settings.

Admission Requirements

Admission to the OTA Foundational Core is based on the National American University admission criteria. Admission to and completion of the Foundational Core does not guarantee enrollment in the OTA Clinical Core. Admission to the OTA Clinical Core is selective and competitive. Criteria to be eligible for application to the clinical core of the OTA Program are as follows:

• Admission to NAU must be made before application to the OTA clinical core.
• GPA of 2.5 with a grade of "C" or higher in Foundational Core courses.
• All science credit must have been earned within the last 5 years.
• Formal written application to OTA Clinical Core, which includes an essay and personal statement on why the applicant wants to be an OTA.
• Onsite interview with OTA Admissions Committee.

• Completion of at least 8 observation hours with an OT or OTA.
• Three letters of recommendation. At least two letters of recommendation must come from an instructor, guidance counselor, health care professional, job supervisor, or someone who knows applicant’s professional and/or academic abilities. One recommendation letter may be from a personal reference.

The following must be submitted with the application to the OTA Clinical Core (the cost of the following items is the student’s responsibility).

• Successful background check through an agency selected by NAU.
• Evidence of up-to-date immunizations or evidence of serologic immunity as required by clinical agencies, which is signed by a healthcare provider.
• Documentation of a negative TB skin test (taken within one year) or documentation of a negative chest X-ray (within 5 years).
• Evidence of active health insurance (NAU student policy application is available through the Academic Dean of Student Services).
• Evidence of current CPR certification.

A signed Essential Functions form indicating that the student is able to meet the requirements to be an OTA student. The Essential Functions, which are performance standards for successful completion of the OTA Program: Applicant must have sufficient vision, hearing, tactile sensation, gross and fine motor strength and coordination, memory, critical thinking, communication, and interpersonal skills to interact with clients, ensure safety of self and others, document accurately, and provide intervention while meeting medical standards required by facilities.

In order to graduate, the student must maintain a 2.5 GPA, completing all courses with a grade of "C" or higher.

The National American University has applied for accreditation and has been granted Developing Program Status by the Accreditation Council for Occupational Therapy Education (ACOTE). Contact information for ACOTE is listed below:

Accreditation Council for Occupational Therapy Education
C/o Accreditation Department
American Occupational Therapy Association (AOTA)
4720 Montgomery Lane, Suite 200
Bethesda, MD 20814-3449
(301) 652-2682
www.aota.org

Once ACOTE accreditation status is granted to NAU, the graduate of the OTA program is eligible to take the national certification examination for the occupational therapy assistant which is administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of the exam, the graduate will be a certified occupational therapy assistant (COTA). In addition, most
states require licensure, which is generally based on the results of the NBCOT Certification Exam. A felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination and obtain state licensure.

Program Goals
The National American University Occupational Therapy Assistant Program will:

• Prepare learners to attain university core abilities and OTA Program learning outcomes by utilizing performance-based curriculum in a caring and supportive learning environment.

• Prepare learners in the cognitive (knowledge), psychomotor (skills), and affective (behaviors) learning domains to become competent entry-level occupational therapy assistants.

• Measure and assess student learning in the OTA Program and implement improvements, as needed, to ensure high quality academic programs and services.

• Prepare learners to recognize the importance of becoming an OTA professional, which includes involvement in professional associations, participation in professional development activities and participation in lifelong learning.

• Confirm that faculty members meet university qualifications guidelines, utilize effective and innovative teaching methods that promote academic excellence and promote opportunities for professional development.

• Monitor the needs of the OTA Program's community of interest and maintain the currency and relevancy of program curriculum through regular faculty and advisory committee meetings and academic program reviews.

• Achieve and maintain programmatic accreditation through the Accreditation Council for Occupational Therapy Education (ACOTE).

Student Learning Outcomes
Graduates of the National American University Occupational Therapy Assistant Program will:

• Demonstrate ethical behaviors in professional interactions, communications and all forms of service provision as specified in the AOTA Occupational Therapy Code of Ethics (2010).

• Demonstrate sound judgment in safety of self, clients and others in all interactions.

• Describe the collaborative relationship between the occupational therapist and occupational therapy assistant.

• Articulate the values and beliefs of the occupational therapy profession to others, including clients, families and other professionals.

• Recognize the importance of becoming an occupational therapy assistant professional, membership in professional organizations, professional development and life-long learning.

• Demonstrate skills, knowledge and professional behaviors that are required for entry-level OTA practice, as defined by the Accreditation Council for Occupational Therapy Education.

Occupational Therapy Assistant: Associate of Applied Science Degree Requirements
98 Credits
Offered at Denver and Independence.

Occupational Therapy Assistant            Credit Hours
Clinical Core
(At least 24.5 credits, excluding Level II fieldwork, must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>OT1000</td>
<td>Foundations for OT with Lab</td>
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</tr>
<tr>
<td>OT1020D</td>
<td>Introduction to Medical Terminology</td>
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<tr>
<td>OT1040</td>
<td>Clinical Conditions in OT with Lab</td>
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<tr>
<td>OT1060</td>
<td>Human Movement for Occupation with Lab</td>
<td>4.5</td>
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<tr>
<td>OT2020</td>
<td>Pediatric Practice &amp; Level I Fieldwork</td>
<td>4.5</td>
</tr>
<tr>
<td>OT2040</td>
<td>Physical Rehabilitation &amp; Level I Fieldwork</td>
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<tr>
<td>OT2060</td>
<td>Psychosocial Practice &amp; Level I Fieldwork</td>
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<td>OT2080</td>
<td>Geriatric Practice &amp; Level I Fieldwork</td>
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<tr>
<td>OT2220</td>
<td>Evidence-Based Practice with Lab</td>
<td>2</td>
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<td>OT2240</td>
<td>Management and Professional Issues</td>
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</tr>
<tr>
<td>OT2400</td>
<td>Clinical Reasoning with Lab</td>
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</tr>
<tr>
<td>OT2500</td>
<td>Level II Fieldwork A</td>
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<tr>
<td>OT2501</td>
<td>Level II Fieldwork B</td>
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General Education Core (34.5)

Occupational Therapy Assistant Foundational Core (15)

Communications

<table>
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<tr>
<td>EN1150</td>
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Science

All science transfer courses have a 5-year limit at application.

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>SC1232</td>
<td>Human Anatomy and Physiology I with Lab</td>
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</table>

Behavioral/Social Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>PS2000</td>
<td>Human Growth and Development</td>
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General Education (19.5)

Science

All science transfer courses have a 5-year limit at application.

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>SC1332</td>
<td>Human Anatomy and Physiology II with Lab</td>
<td>6</td>
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</tbody>
</table>
Pharmacy Technician: Associate of Applied Science Degree

The growing use of prescription medications has created a need for formally trained pharmacy technicians. National American University’s Associate of Applied Science (AAS) program provides the knowledge and skills necessary to perform the duties and responsibilities required of pharmacy technicians. These duties include assisting pharmacists in providing medication and healthcare products to patients, record keeping, and inventory management in a professional medical environment. Pharmacy technicians are also responsible for communicating with pharmacists and patients to ensure that quality care is being provided.

The AAS program at National American University is offered in a manner that accommodates traditional students and working adults. The program is designed to benefit individuals new to pharmacy, and current pharmacy technicians interested in enhancing their skills and formalizing their training.

Program Goals
The program will:

- Engage students in proficiency-based, core competencies which integrate the fundamental skills, knowledge, and practice of a Pharmacy Technician.
- Prepare students to collaborate successfully with health care professionals to meet the various needs of consumers in a multicultural society.
- Individualize student clinical experiences in a variety of real world settings through cooperative alliances with local retail, compounding, hospital, institutional, and home healthcare pharmacy settings.

Student Learning Outcomes
Graduates of the program will:

- Perform tasks to accurately prepare and package pharmaceutical products.
- Select and precisely measure appropriate ingredients for IV admixtures, hyperalimentation fluids, and parenterals, utilizing universal precautions, laminar flow hoods, and aseptic techniques.
- Integrate a fundamental knowledge of the use and side effects of prescriptions and nonprescription medications used to treat common diseases and identify potential barriers to effective pharmaceutical care.
- Display an operational knowledge of billing, purchasing, and inventory management in the pharmacy.
- Demonstrate the integration of a fundamental knowledge of the laws, regulations, and professional standards that govern the responsibilities of a pharmacy technician with practical experience.
- Exhibit proficiency in basic information technology skills and demonstrate transferability of these skills to other software applications.
- Express proactive behavior in providing pharmaceutical resources to meet diverse patient care needs.
- Integrate the management skills needed to operate effectively in a professional environment.
- Demonstrate interpersonal communication skills to ensure meaningful patient interactions.
- Project a caring attitude toward patients while providing customer service in a multicultural society.
- Recognize the importance of lifelong learning through continuing education activities and membership in professional pharmacy organizations.
- Demonstrate competence as a pharmacy technician during clinical experiences to generate a number of individualized career opportunities.
- Advance pharmacy technician education by contributing to an ongoing process of program assessment and improvement.

Pharmacy Technician: Associate of Applied Science Degree Requirements
98 Credits

Offered at Bloomington, Brooklyn Center, Burnsville, Independence, Lee’s Summit, Minnetonka, Roseville, Sioux Falls, and Zona Rosa.

Pharmacy Technician Major Core (39) Credit Hours
(All RX2000+ courses must be taken at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>RX1000*</td>
<td>Introduction to Pharmacy with Lab</td>
<td>4</td>
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<tr>
<td>RX1100*</td>
<td>Pharmacy Calculations</td>
<td>4</td>
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<tr>
<td>RX1500*</td>
<td>Pharmacy Operations with Lab</td>
<td>3</td>
</tr>
<tr>
<td>RX2200*</td>
<td>Medical Insurance and Pharmacy Law</td>
<td>2</td>
</tr>
<tr>
<td>RX2310*</td>
<td>Community or Outpatient Lab</td>
<td>2</td>
</tr>
<tr>
<td>RX2410*</td>
<td>Preparing for the Profession with Lab</td>
<td>3</td>
</tr>
<tr>
<td>RX2500*</td>
<td>Drug Therapeutics I with Lab</td>
<td>4</td>
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<tr>
<td>RX2510*</td>
<td>Inpatient Lab</td>
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<tr>
<td>RX2600*</td>
<td>Drug Therapeutics II with Lab</td>
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</table>

A minimum grade of C is required for all courses.

Students must maintain a 2.5 GPA for progression to Level II fieldwork.

Level II fieldwork must be completed within 18 months following completion of academic coursework.

Graduation Requirements: A minimum 2.5 GPA is required overall and a minimum grade of "C" is required for all courses. See the "Graduation Requirements" section of the catalog for additional requirements.

(The university reserves the right to correct clerical errors.)
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
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<tbody>
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<td>RX3110</td>
<td>Infusion Externship</td>
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<td>RX3120</td>
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**Support Core (14)**

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<td>Medical Terminology</td>
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<td>ME2250*</td>
<td>Medical Law &amp; Ethics</td>
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<td>ME2510*</td>
<td>Essentials of Pathophysiology I</td>
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<td>ME2520*</td>
<td>Essentials of Pathophysiology II</td>
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**General Education Core (45)**

**Communications**

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<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or Speech or EN2150</td>
<td>Interpersonal Professional Communications</td>
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**Science**

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<td>Essentials of Anatomy and Physiology with Lab or SC1222D Essentials of Anatomy and Physiology</td>
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**Mathematics**

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**Humanities**

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**Behavioral/Social Science**

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<tr>
<td>PS2100</td>
<td>Human Relations</td>
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**General Education**

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<td>CS2080</td>
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**Computer Literacy**

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The Pharmacy Technician Major Core and Science courses must be scheduled for the full required contact hours.

*Professional course (minimum "C" grade required)

Graduation Requirements: A minimum 2.0 GPA is required overall and in the Pharmacy Technician Major Core.

See the "Graduation Requirements" section of this catalog for additional graduation requirements.

(The university reserves the right to correct clerical errors.)

**Therapeutic Massage: Associate of Applied Science Degree**

The therapeutic massage industry is a rapidly growing profession. Taking into consideration the mind, body and spirit, the focus of the massage therapist is to meet the needs of the client by perceiving the body as a whole.

With over 50 different therapeutic approaches, the massage therapist is not limited to utilizing only one approach. Massage therapists may work with premature babies, infants, children with disabilities, adults, and geriatric clients. This program is designed to be the foundation of any massage therapist’s career.

Massage therapists are found in a variety of settings. They may be found under the supervision of a healthcare facility such as a hospital, nursing home, rehabilitation center, or chiropractic office. Other massage establishments may include fitness centers, day spas, cruise lines, nutrition centers, or hair salons, and they may be employed by the establishment or on an independent contract. Many therapists choose to be self-employed and open a private practice independently or with several associates. Administrative duties may include client scheduling, receptionist duties, client record management, office correspondence, medical insurance procedures, fees, and collections. Clinical duties may include interviewing the client, documenting client progress reports, administering massage techniques for the purpose of relaxation, revitalization, or rehabilitation, or conducting on-site corporate massage.

The therapeutic massage program utilizes a combination of lecture and "hands-on" laboratory sessions. Students will be required to demonstrate the massage techniques with accurate proficiency. Students must also complete all professional courses in the curriculum with a minimum of a "C" grade. As an integrative part of the learning process, the student will be required to complete an internship program. Requirements to enter the externship program include program coordinator approval. Upon successful completion of all course work, the graduate will be eligible to sit for the National Certification for Therapeutic Massage and Bodywork exam.

National American University’s therapeutic massage program may or may not meet the licensing requirements of all states in the United States.

Students enrolling in this program should possess hand/finger dexterity as well as the ability to communicate both orally and visually.

**Program Goals**

The program will:

- Prepare learners to attain university core abilities and program learning outcomes by utilizing performance-based curriculum in a caring and supportive learning environment.
- Measure and assess student learning and implement improvements, as needed, to ensure high quality academic programs and services.
• Prepare learners to create plans for the pursuit of graduate studies and/or continuing professional development activities, membership in professional and community organizations, and a life of learning.
• Confirm that faculty members meet university qualifications guidelines, utilize effective and innovative teaching methods that promote academic excellence, and pursue opportunities for professional development.
• Monitor the needs of the program’s community of interest and maintain the currency and relevancy of program curriculum through regular faculty and advisory committee meetings and academic program reviews.
• Achieve and maintain specialized program accreditation.

Student Learning Outcomes
Graduates of the program will:
• Combine massage and bodywork techniques for therapeutic benefit.
• Develop successful and ethical therapeutic relationships with clients.
• Conduct research on the historical foundations of and recent developments in the therapeutic massage field.
• Design a plan for participating in professional activities and pursuing personal and professional development.
• Construct a comprehensive business plan for a therapeutic massage business.

Therapeutic Massage: Associate of Applied Science
Degree Requirements
92.5 Credits

Therapeutic Massage Major Core  Credit Hours
(All 27 credits must be earned at NAU.)

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH1021*</td>
<td>Ethics and Personal Growth Lab#</td>
<td>3</td>
</tr>
<tr>
<td>TH1031*</td>
<td>Fundamentals of Massage Therapy with Lab#</td>
<td>3</td>
</tr>
<tr>
<td>TH1041*</td>
<td>Massage Standards and Business Practice with Lab#</td>
<td>3</td>
</tr>
<tr>
<td>TH2021*</td>
<td>Specialty Massage Techniques with Lab#</td>
<td>3</td>
</tr>
<tr>
<td>TH2061*</td>
<td>Neuromuscular Techniques with Lab#</td>
<td>3</td>
</tr>
<tr>
<td>TH2081*</td>
<td>Special Populations Massage Techniques with Lab#</td>
<td>3</td>
</tr>
<tr>
<td>TH2100*</td>
<td>Mastering Therapeutic Business</td>
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</tr>
<tr>
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<td>TH3010*</td>
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Support Core  Credit Hours

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<th>Credits</th>
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<tbody>
<tr>
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<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>ME1240</td>
<td>First Aid and Safety #</td>
<td>1</td>
</tr>
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<td>ME2530*</td>
<td>Pathology for Massage Therapists</td>
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<tr>
<td>SC1200</td>
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         | Total                                             | 13.5    |

General Education Core (52)

Communications

<table>
<thead>
<tr>
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<tbody>
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</tr>
<tr>
<td>EN1300</td>
<td>Composition II</td>
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<td>Speech or</td>
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         | Total                                             | 13.5    |

Science

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
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<td>Essentials of Anatomy and Physiology with Lab or Essentials of</td>
<td>6</td>
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<tr>
<td>SC1222D</td>
<td>Anatomy and Physiology</td>
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<tr>
<td>SC2050*</td>
<td>Clinical Kinesiology</td>
<td>4</td>
</tr>
<tr>
<td>SC2061*</td>
<td>Palpation of Anatomy with Lab#</td>
<td>3</td>
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         | Total                                             | 13      |

Mathematics

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MA</td>
<td>Algebra Elective</td>
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         | Total                                             | 4.5     |

Humanities

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>HU</td>
<td>Humanities Elective</td>
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</table>

         | Total                                             | 4.5     |

Behavioral/Social Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS1050</td>
<td>Introduction to Psychology</td>
<td>4.5</td>
</tr>
</tbody>
</table>

         | Total                                             | 4.5     |

General Education

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
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<tr>
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<td>Career Management</td>
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         | Total                                             | 7.5     |

Computer Literacy

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>CI1150</td>
<td>Introduction to CIS or CI Elective</td>
<td>4.5</td>
</tr>
</tbody>
</table>

         | Total                                             | 4.5     |

The Therapeutic Message Core, Therapeutic Massage Support Core and all Science courses must be scheduled for the full required contact hours.

*Professional course (minimum “C” grade required)

Students attending any Minnesota campus:

# must take this course at the Brooklyn Center or Roseville campus

Graduation Requirements: A minimum 2.0 GPA is required overall and in the Therapeutic Massage Major Core. See the “Graduation Requirements” section of the catalog for additional requirements.

(The university reserves the right to correct clerical errors.)

Therapeutic Massage: Diploma

The therapeutic massage industry is a rapidly growing profession. Taking into consideration the mind, body and spirit, the focus of the massage therapist is to meet the needs of the client by perceiving the body as a whole.

With over 50 different therapeutic approaches, the massage therapist is not limited to utilizing only one approach. Massage
therapists may work with premature babies, infants, children with disabilities, adults, and geriatric clients. This program is designed to be the foundation of any massage therapist’s career.

Massage therapists are found in a variety of settings. They may be found under the supervision of a healthcare facility such as a hospital, nursing home, rehabilitation center, or chiropractic office. Other massage establishments may include fitness centers, day spas, cruise lines, nutrition centers, or hair salons, and they may be employed by the establishment or on an independent contract. Many therapists choose to be self-employed and open a private practice independently or with several associates. Administrative duties may include client scheduling, receptionist duties, client record management, office correspondence, medical insurance procedures, fees, and collections. Clinical duties may include interviewing the client, documenting client progress reports, administering massage techniques for the purpose of relaxation, revitalization, or rehabilitation, or conducting on-site corporate massage.

The therapeutic massage program utilizes a combination of lecture and “hands-on” laboratory sessions. Students will be required to demonstrate the massage techniques with accurate proficiency. Students must also complete all professional courses in the curriculum with a minimum of a "C" grade.

As an integrative part of the learning process, the student will be required to complete an internship program. Requirements to enter the externship program include program coordinator approval and current certification in adult CPR and first aid from an approved agency.* Upon successful completion of all course work the graduate will be eligible to sit for the National Certification for Therapeutic Massage and Bodywork exam.

National American University’s therapeutic massage program may or may not meet the licensing requirements of all states in the United States.

Students enrolling in this program should possess hand/finger dexterity as well as the ability to communicate both orally and visually.

*This requirement is not covered by financial aid and is the responsibility of each student to obtain.

Therapeutic Massage Program Goals

The program will:

• Prepare learners to attain university core abilities and program learning outcomes by utilizing performance-based curriculum in a caring and supportive learning environment.

• Measure and assess student learning and implement improvements, as needed, to ensure high quality academic programs and services.

• Prepare learners to create plans for the pursuit of graduate studies and/or continuing professional development activities, membership in professional and community organizations, and a life of learning.

• Confirm that faculty members meet university qualifications guidelines, utilize effective and innovative teaching methods that promote academic excellence, and pursue opportunities for professional development.

• Monitor the needs of the program’s community of interest and maintain the currency and relevancy of program curriculum through regular faculty and advisory committee meetings and academic program reviews.

• Achieve and maintain specialized program accreditation.

Student Learning Outcomes

Graduates of the program will:

• Combine massage and bodywork techniques for therapeutic benefit.

• Develop successful and ethical therapeutic relationships with clients.

• Conduct research on the historical foundations of and recent developments in the therapeutic massage field.

• Design a plan for participating in professional activities and pursuing personal and professional development.

Therapeutic Massage: Diploma Requirements

52 Credits

Offered at Bloomington, Brooklyn Center, Burnsville, Minnetonka, Roseville, and Sioux Falls.

Therapeutic Massage Major Core

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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>TH1021*</td>
<td>Ethics and Personal Growth with Lab#</td>
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<td>Fundamentals of Massage Therapy with Lab#</td>
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<tr>
<td>TH1041*</td>
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</tr>
<tr>
<td>TH2021*</td>
<td>Specialty Massage Techniques with Lab#</td>
<td>3</td>
</tr>
<tr>
<td>TH2081*</td>
<td>Special Populations Massage with Lab#</td>
<td>3</td>
</tr>
<tr>
<td>TH2500*</td>
<td>Student Clinic</td>
<td>3</td>
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</table>

18 credits must be earned at NAU.

Support Core

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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>ME1150*</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>ME1240</td>
<td>First Aid and Safety #</td>
<td>1</td>
</tr>
<tr>
<td>ME2530*</td>
<td>Pathology for Massage Therapists</td>
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9 credits

General Education Core (25)

Communications

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</tr>
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<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
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4.5 credits

Science

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SC1221*</td>
<td>Essentials of Anatomy and Physiology with Lab or Essentials of Anatomy and Physiology</td>
<td>6</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>SC2050*</td>
<td>Clinical Kinesiology</td>
<td>4</td>
</tr>
<tr>
<td>SC2061*</td>
<td>Palpation of Anatomy with Lab#</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
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**Behavioral/Social Science**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PS1050</td>
<td>Introduction to Psychology</td>
<td>4.5</td>
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<tr>
<td></td>
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<td><strong>4.5</strong></td>
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**General Education**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

All courses must be scheduled for the full required contact hours.

*Professional course (minimum "C" grade required)

**Students attending any Minnesota campus:**

* must take this course at the Brooklyn Center or Roseville campus

Graduation Requirement- A minimum 2.0 GPA is required overall and in the Therapeutic Massage Major Core.

See the "Graduation Requirements" section of the catalog for additional requirements.

(The university reserves the right to correct clerical errors.)
BUSINESS

Degrees in business administration are for individuals interested in gaining a deeper understanding of the key functional areas of business. Emphasis is placed on communications, teamwork, ethics, and the skills for managing in diverse and globally engaged organizations, providing a solid foundation for success in the business field.

This versatile program is designed to prepare graduates for a variety of career opportunities in business, industry and government. It will also help students develop the skills to become successful entrepreneurs or grow an existing business. Graduates who complete the bachelor’s degree programs will be prepared to enroll in graduate programs in fields such as business administration or management.

Courses focus on managing the interactions that occur between business functions when defining and solving real-world business problems. The curriculum is designed to emphasize performance-based active learning, and to make the course work directly relevant to the day-to-day challenges of working professionals. Students also have the option to select the following emphasis areas at selected campuses if they choose: financial management, human resource management, information systems, international business, management, marketing, pre-law, and management accounting.

The management degree program is distinct from the business administration degrees because it allows students to transfer credits from prior vocational, technical, specialty, or military education. Graduates from this program will find many career opportunities for advancement in business management areas, as well as management opportunities associated with their specialty field.

National American University has been providing quality business education for 70 years. The Management and Business Administration degree programs at NAU are accredited by the International Assembly for Collegiate Business Education (IACBE).

Furthermore, the Management and Business Administration degree programs share common program goals, which are as follows:

- Prepare learners to attain university core abilities and program learning outcomes by utilizing performance-based curriculum in a caring and supportive learning environment.
- Measure and assess student learning and implement improvements, as needed, to ensure high quality academic programs and services.
- Prepare learners to create plans for the pursuit of graduate studies and/or continuing professional development activities, membership in professional and community organizations, and a life of learning.
- Confirm that faculty members meet university qualification guidelines, utilize effective and innovative teaching methods that promote academic excellence, and pursue opportunities for professional development.
- Monitor the needs of the program’s community of interest and maintain the currency and relevancy of program curriculum through regular faculty and advisory committee meetings and academic program reviews.
- Achieve and maintain specialized program accreditation.

Management: Bachelor of Science Degree

The Bachelor of Science in Management program is designed for adults with transferable college credit who are seeking opportunities for advancement in the field of business management. Students combine college credit from accredited institutions or non-traditional prior learning from a specialty field with a comprehensive management curriculum and relevant general education courses. They may also create their own subject area of concentration, utilizing National American University course offerings. Students enrolling in this program are encouraged to have specific career goals that align with their chosen area of specialty.

Both of these options for adult learners feature the Management Major Core, a curriculum designed to prepare students to become effective business management decision makers. Key principles and concepts in the areas of accounting, finance, marketing, management, information systems, and related functional areas are emphasized. The curriculum also helps students achieve their goals for career advancement or graduate study by fostering analytical reasoning skills within the context of problems and scenarios with which business decision makers are often challenged.

Student Learning Outcomes

Graduates of the program will:

- Apply concepts, theories, and analytical methods in the functional areas of business.
- Analyze typical challenges that managers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
- Demonstrate effective collaboration and teamwork skills.

Management: Bachelor of Science Requirements

180 Credits

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, and Zona Rosa. This program is also offered through NAU’s distance learning program.

Management Major Core

(A minimum of 31.5 of the following 60 credits must be earned at NAU.)

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<thead>
<tr>
<th>Course</th>
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<tbody>
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<td>FN3000</td>
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<td>LA3100</td>
<td>Business Law</td>
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<tr>
<td>MG1050</td>
<td>Principles of Marketing</td>
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<td>Course Code</td>
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</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------</td>
<td>--------------</td>
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<tr>
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<td>Principles of Management</td>
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<td>Human Resource Management</td>
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<td>MT3500</td>
<td>Managing Information Systems</td>
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<tr>
<td>MT4200</td>
<td>Business Ethics</td>
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<td>MT4300</td>
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<td>MT4441</td>
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**Open Electives (63)**

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**General Education Core (57)**

General Education (Available for block transfer = 22.5) ##

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<thead>
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**Science**

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**Humanities**

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<tbody>
<tr>
<td>EN2100 or</td>
<td>Speech or</td>
<td></td>
</tr>
<tr>
<td>EN150</td>
<td>Interpersonal Professional Communications</td>
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<td>Technical Communications</td>
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**Behavioral/Social Science**

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<tr>
<th>Course Code</th>
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**General Education**

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<tbody>
<tr>
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</table>

**Emphasis Support Core (22.5)**

Must be courses at the 3000+ level coded AC, CI, EC, FN, LA, MG, MT or OL.

**Specialty/Technical/Vocational Core (22.5)** 22.5

**Open Electives** 18

**General Education Core (57)**

Not available for block transfer

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
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**Specialty/Technical/Vocational Core (22.5)** 22.5

**Open Electives** 18

**General Education Core (57)**

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**Specialty/Technical/Vocational Core (22.5)** 22.5

**Open Electives** 18

**General Education Core (57)**

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**Specialty/Technical/Vocational Core (22.5)** 22.5

**Open Electives** 18

**General Education Core (57)**

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<td>Career Management</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>EN2150</td>
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<td>EN3050</td>
<td>Technical Communications</td>
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<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
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<td>College Algebra</td>
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</tr>
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<td>MA3000</td>
<td>Business Statistics</td>
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<tr>
<td>EC2100</td>
<td>Microeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Behavioral/Social Science Elective</td>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
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<tr>
<td>EN2100 or</td>
<td>Speech</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Professional Communications</td>
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<table>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
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<td>CS2080</td>
<td>Career Management</td>
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<td></td>
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**Management: Associate of Applied Science Degree**

The Associate of Applied Science degree in Management is designed to meet the needs of individuals who have acquired occupational training from community colleges, technical institutes, military service schools, or industry-related schools in business, health or another technical field.

A minimum of 13.5 credit hours in one specialty area is required to complete this program. Two options are available under this program: (1) transfer of credit from the source of the specialty training, or (2) creation of a specialty area using approved National American University courses.

**Student Learning Outcomes**

Graduates of the program will:

- Apply introductory concepts and theories in marketing, management, accounting, and economics.
- Analyze typical challenges that managers are likely to face.
- Demonstrate effective collaboration and teamwork skills.

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

*(The university reserves the right to correct clerical errors.)*
Computer Literacy
Introduction to CIS or CI Elective 4.5

* Business electives include EC, FN, LA, MG, MT and OL courses

Graduation Requirements: A minimum 2.0 GPA is required overall and in the Management Major Core. See the "Graduation Requirements" section of the catalog for additional requirements.
(The university reserves the right to correct clerical errors.)

Business Administration: Bachelor of Science Degree
The business administration bachelor’s degree program is designed to convey to students the knowledge base and strategic mind-set that is requisite for career success in the field of business. Graduates of this program will be qualified for a wide range of career opportunities in for-profit and nonprofit business organizations and governmental institutions. This program is also an excellent foundation for students who may wish to pursue a business-related graduate degree.

Student Learning Outcomes
Graduates of the program will:

• Apply concepts, theories, and analytical methods in the functional areas of business.

• Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.

• Demonstrate effective collaboration and teamwork skills.

Business Administration: Bachelor of Science Requirements
186 Credits
Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bellevue, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, Wichita West, and Zona Rosa. This program is also offered through NAU’s distance learning program.

Business Administration Major Core  Credit Hours
(A minimum of 40.5 of the following 79.5 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
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</tr>
<tr>
<td>AC1160</td>
<td>Principles of Accounting II</td>
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</tr>
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<td>AC1260</td>
<td>Principles of Accounting III</td>
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<tr>
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<td>Business Finance I</td>
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<td>LA3100</td>
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<td>4.5</td>
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<td>MT4210</td>
<td>Quantitative Analysis</td>
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<td>MT4450</td>
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<td>OM3000</td>
<td>Operations Management</td>
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Business Option Core
Courses must be coded AC, CI, EC, FN, LA, MG, MT, OL or equivalent transfer (A minimum of 18 of the following 31.5 credits must be earned at NAU, excluding internship.)

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Open Electives

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General Education Core (66)

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Science

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Humanities

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Behavioral/Social Science

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General Education (34.5) (Course−by−course transfer)

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<tr>
<td>EN2100 or</td>
<td>Speech or</td>
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<td>EN2150</td>
<td>Interpersonal Professional</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Communication</td>
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<td>EN3050</td>
<td>Technical Communication</td>
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Mathematics

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<th>Course Title</th>
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<tr>
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<td>College Algebra</td>
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<td>Business Statistics</td>
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General Education

<table>
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<th>Course Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>CS1500</td>
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76
CS2080  Career Management  3

7.5

Computer Literacy
Introduction to CIS or CI Elective  4.5
4.5

**Capstone Course - Senior level, minimum “C” grade required, must be completed at NAU.

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

are encouraged to complete some advanced or upper division general education course work.

## Block transfer is not available to these students.

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

(The university reserves the right to correct clerical errors.)

Business Administration: Associate of Applied Science Degree

The business administration associate degree program is designed to convey to students many of the basic and more fundamental concepts that begin to form the foundation for the breadth of knowledge and strategic mind-set that are requisite for career success in the field of business.

Students who complete the associate degree program are encouraged to continue in the bachelor’s degree program in business administration. In choosing this academic path, they may also choose an emphasis in marketing, management, finance, international business, management accounting, pre-law, or information technology.

Graduates of this program will be qualified for a variety of entry-level positions in business sectors such as banking, finance, sales, insurance and management.

Student Learning Outcomes

Graduates of the program will:

• Apply introductory concepts and theories in marketing, management, accounting, business ethics, and economics.
• Analyze typical challenges that business decision makers are likely to face.
• Demonstrate effective collaboration and teamwork skills.

Business Administration: Associate of Applied Science Requirements

93 Credits

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bellevue, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, Wichita West, and Zona Rosa. This program is also offered through NAU’s distance learning program.

Business Administration Major Core  Credit Hours

(A minimum of 27 of the following 54 credits must be earned with NAU.)

AC1060  Principles of Accounting I  4.5
AC1160  Principles of Accounting II  4.5
EC2050  Macroeconomics  4.5
EC2100  Microeconomics  4.5
FN3000  Business Finance I  4.5
LA3100  Business Law  4.5
MG1050  Principles of Marketing  4.5
MT2050  Principles of Management  4.5
MT2100  Entrepreneurship and Small Business  4.5
MT3000  International Business  4.5
MT3250  Organizational Behavior  4.5
**  Business Elective  4.5

54

General Education Core (39)

Communications
EN1150  Composition I  4.5
EN1300  Composition II  4.5
EN2100 or Speech or EN2150  Interpersonal Professional Communication  4.5

13.5

Science
SC  Science Electives  4.5
4.5

Mathematics
MA  Algebra Elective  4.5

4.5

Humanities/Behavioral/Social Science
Humanities/Behavioral/Social Science Elective  4.5

4.5

General Education
CS1500  Strategies for Success  4.5
CS2080  Career Management  3

7.5

Computer Literacy
Introduction to CIS or CI Elective  4.5

4.5

** Choose an elective in AC, EC, FN, MG, MT, OL or OM.

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

(The university reserves the right to correct clerical errors.)
Business Administration: Bachelor of Science Degree, Emphasis in Accounting

Managers today often need skills in financial management. The accounting emphasis provides the student with a strong background in financial accounting and budgeting as well as preparing the student for a career in management. The Bachelor of Science degree in Business Administration with an emphasis in Accounting prepares students for various management positions which also have responsibilities in budgeting and financial management. This option does not prepare the student for the Certified Public Accountant Examination.

Student Learning Outcomes

- Apply concepts, theories, and analytical methods in the functional areas of business.
- Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision models.
- Demonstrate effective collaboration and teamwork skills.
- Apply generally accepted accounting principles to routine financial accounting activities.

Business Administration: Bachelor of Science with Emphasis in Accounting Requirements

186 Credits

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bellevue, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Weldon Spring, Wichita, and Wichita West. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

Business Administration Major Core Credit Hours

(A minimum of 40.5 of the following 79.5 credits must be earned at NAU.)

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<th>Credit Hours</th>
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<td>Principles of Accounting II</td>
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<td>AC1260</td>
<td>Principles of Accounting III</td>
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<td>FN3000</td>
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<tr>
<td>LA3100</td>
<td>Business Law</td>
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<td>MT2050</td>
<td>Principles of Management</td>
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<td>MT3000</td>
<td>International Business</td>
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<td>Human Resource Management</td>
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<td>MT3250</td>
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<td>MT4200</td>
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<td>MT4210</td>
<td>Quantitative Analysis</td>
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<td>MT4440</td>
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<td>MT4450</td>
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** 79.5

Accounting Emphasis Core

(A minimum of 18 of the following 31.5 credits must be earned at NAU.)

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<th>Course Title</th>
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<td>Intermediate Accounting I</td>
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<td>AC3100*</td>
<td>Intermediate Accounting II</td>
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<td>Federal Income Tax I</td>
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<td>Advanced Accounting I</td>
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** 31.5

Open Electives

9

186 Credits

General Education Core (66)

General Education (31.5) (Available for block transfer) ##

Communications

<table>
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<th>Course Code</th>
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** 4.5

Science

Science Electives

9

Humanities

Humanities Electives

9

Behavioral/Social Science

Behavioral/Social Science Electives

9

General Education (34.5) (Course–by–course transfer)

Communications

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td>EN2100 or</td>
<td>Speech or</td>
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<tr>
<td>EN2150</td>
<td>Interpersonal Professional. Communication</td>
<td>4.5</td>
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<tr>
<td>EN3050</td>
<td>Technical Communication</td>
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** 13.5

Mathematics

<table>
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<tbody>
<tr>
<td>MA2050</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
<tr>
<td>MA3000</td>
<td>Business Statistics</td>
<td>4.5</td>
</tr>
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** 9

General Education

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
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</tr>
<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>3</td>
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** 7.5

Computer Literacy

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Introduction to CIS or CI Elective</td>
<td>4.5</td>
</tr>
</tbody>
</table>

7.5
*Required

**Capstone Course - Senior level, minimum "C" grade required, must be completed at NAU.

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

are encouraged to complete some advanced or upper division general education course work.

## Block transfer is not available to these students.

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

(The university reserves the right to correct clerical errors.)

Business Administration: Bachelor of Science Degree, Emphasis in Entrepreneurship

Whether in the corporate or private business setting, entrepreneurship is an essential ingredient for success in the business field. Entrepreneurs serve as catalysts for economic growth by recognizing business opportunities and finding innovative ways to leverage those opportunities.

The Bachelor of Science Business Administration emphasis Entrepreneurship program prepares students to think like entrepreneurs and to utilize entrepreneurial tools and strategies, including opportunity scanning, product/service development plans, and pro forma financial statements, to achieve success in the creation of new business ventures.

Student Learning Outcomes

- Apply concepts, theories, and analytical methods in the functional areas of business.
- Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
- Demonstrate effective collaboration and teamwork skills.
- Create a comprehensive business plan for a new business venture.

Business Administration: Bachelor of Science with Emphasis in Entrepreneurship Requirements

186 Credits

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lee’s Summit, Lewisville, Minnetonka, Overland Park, Rapid City, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, Wichita West, and Zona Rosa. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

Business Administration Major Core Credit Hours

(A minimum of 40.5 of the following 79.5 credits must be earned at NAU.)

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<tr>
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<td>EC2100</td>
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</tr>
<tr>
<td>FN3000</td>
<td>Business Finance I</td>
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</tr>
<tr>
<td>LA3100</td>
<td>Business Law</td>
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<tr>
<td>MT1050</td>
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<td>MT3000</td>
<td>International Business</td>
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<td>MT3050</td>
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<td>MT4210</td>
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<tr>
<td>OM3000</td>
<td>Operations Management</td>
<td>4.5</td>
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</tbody>
</table>

Entrepreneurship Emphasis Core

(A minimum of 18 of the following 31.5 credits must be earned at NAU, excluding internship.)

Courses must be coded AC, CI, EC, FN, LA, MG, MT, OL, OM or equivalent transfer.

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<thead>
<tr>
<th>Course</th>
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<tr>
<td>MT2100</td>
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<td>MT3600</td>
<td>Strategic Entrepreneurship</td>
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<td>MT3650</td>
<td>Business Plan Development</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4140</td>
<td>Innovation, Creativity and New Product Development</td>
<td>4.5</td>
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<td>MT4240</td>
<td>International Entrepreneurship</td>
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<td>2000+</td>
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Open Electives

9

General Education Core (66)

General Education (31.5) (Available for block transfer) ##

Communications

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<tr>
<td>EN1150</td>
<td>Composition I</td>
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Science

Science Electives

9

Humanities

Humanities Electives

9

Behavioral/Social Science

Behavioral/Social Science Electives

9
General Education (34.5) (Course-by-course transfer)

Communications

EN1300  Composition II  4.5
EN2100 or EN2150  Speech or Interpersonal Professional Communication  4.5
EN3050  Technical Communication  4.5

Mathematics

MA2050  College Algebra  4.5
MA3000  Business Statistics  4.5

General Education

CS1500  Strategies for Success  4.5
CS2080  Career Management  3

Computer Literacy

Introduction to CIS or CI Elective  4.5

**Capstone Course - Senior level, minimum "C" grade required, must be completed at NAU.

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

are encouraged to complete some advanced or upper division general education course work.

## Block transfer is not available to these students.

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

(The university reserves the right to correct clerical errors.)

Business Administration: Bachelor of Science with Emphasis in Financial Management Requirements

186 Credits

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bellevue, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, and Wichita West. This program is also offered through NAU’s distance learning program.

The financial management emphasis area of this program is only offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

Business Administration Major Core  Credit Hours

(A minimum of 40.5 of the following 79.5 credits must be earned at NAU.)

AC1060  Principles of Accounting I  4.5
AC1160  Principles of Accounting II  4.5
AC1260  Principles of Accounting III  4.5
EC2050  Macroeconomics  4.5
EC2100  Microeconomics  4.5
FN3000  Business Finance I  4.5
LA3100  Business Law  4.5
MG1050  Principles of Marketing  4.5
MT2050  Principles of Management  4.5
MT3000  International Business  4.5
MT3050  Human Resource Management  4.5
MT3250  Organizational Behavior  4.5
MT3500  Managing Information Systems  4.5
MT4200  Business Ethics  4.5
MT4210  Quantitative Analysis  4.5
MT4440  Business Management Review  3
MT4450  Strategic Management**  4.5
OM3000  Operations Management  4.5

79.5

Financial Management Emphasis Core

Choose 31.5 of the 40.5 credits listed below; FN3010 is required.

(A minimum of 18 of the following 31.5 credits must be earned at NAU, excluding internship.)

FN3010  Business Finance II*  4.5
FN3050  Investments and Portfolio Management  4.5
FN3060  Corporate Investment Decisions  4.5
FN3100  Risk Management and Insurance  4.5
FN3200  Financial Statement Analysis  4.5
FN3600  International Financial Management  4.5
FN4055  Financial Institutions and Markets  4.5
FN4500  Financial Case Analysis*  4.5
FN4800  Finance Internship  4.5

31.5

Student Learning Outcomes

Graduates of the program will:

• Apply concepts, theories, and analytical methods in the functional areas of business.
• Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
• Demonstrate effective collaboration and teamwork skills.
• Conduct detailed analyses using the financial statements of a business.
| Academic Programs | Business |

**Open Electives**

9

**General Education Core (66)**

General Education (31.5) (Available for block transfer) ##

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**Science**

Science Electives

9

**Humanities**

Humanities Electives

9

**Behavioral/Social Science**

Behavioral/Social Science Electives

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**General Education (34.5) (Course-by-course transfer)**

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<td>EN2100 or</td>
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<td>EN2150</td>
<td>Interpersonal Professional</td>
<td>4.5</td>
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<tr>
<td>EN3050</td>
<td>Technical Communication</td>
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13.5

**Mathematics**

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<thead>
<tr>
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**General Education**

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7.5

**Computer Literacy**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td></td>
<td>Introduction to CIS or CI</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
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</table>

4.5

* Required

**Capstone Course - Senior level, minimum "C" grade required, must be completed at NAU.**

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**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, this program of study encourages students to develop a strategic mind-set 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.

**Student Learning Outcomes**

Graduates of the program will:

- Apply concepts, theories, and analytical methods in the functional areas of business.
- Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
- Demonstrate effective collaboration and teamwork skills.
- Analyze Human Resource Management issues from a strategic perspective.

**Business Administration: Bachelor of Science with Emphasis in Human Resource Management Requirements**

186 Credits

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bellevue, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, Wichita West, and Zona Rosa. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

**Business Administration Major Core Credit Hours**

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<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
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<td>AC1260</td>
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<td>LA3100</td>
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<td>MG1050</td>
<td>Principles of Marketing</td>
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### Academic Programs | Business

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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>MT2050</td>
<td>Principles of Management</td>
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<td>OM3000</td>
<td>Operations Management</td>
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**Human Resource Management Core**

(A minimum of 18 of the following 31.5 credits must be earned at NAU, excluding internship.)

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<th>Course Title</th>
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<td>MT3080</td>
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<td>Employee and Labor Relations</td>
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<td>MT3230</td>
<td>Employment Law</td>
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<td>MT4050</td>
<td>Training and Development</td>
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<td>MT4300</td>
<td>Management Across Cultures</td>
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<td>MT4420</td>
<td>Strategic Human Resource Management</td>
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<td>MT4501 or MT4505</td>
<td>Human Resource Management Internship or Action Research Project</td>
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**Open Electives**

9

**General Education Core (66)**

### Communications

EN1150 Composition I 4.5

**Science**

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are encouraged to complete some advanced or upper division general education course work.

### Block transfer is not available to these students.

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

(The university reserves the right to correct clerical errors.)

**Business Administration: Bachelor of Science Degree, Emphasis in Information Systems**

This degree is intended for the business administration major who recognizes the increasing prevalence of information technology in the field of business and seeks proficiency in the use of such tools to facilitate the achievement of desired business goals. As with all the business administration degrees, a wide range of job opportunities are available, yet graduates of this program will have an advantage in their ability to use information technology to get the job done.

**Student Learning Outcomes**

Graduates of the program will:

- Apply concepts, theories, and analytical methods in the functional areas of business.
- Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
- Demonstrate effective collaboration and teamwork skills.
- Demonstrate a practical knowledge base and applicable skill set within one of the following areas of Information Technology: Database Management, Network Management, or Web Development.

**Business Administration: Bachelor of Science with Emphasis in Information Systems Requirements**

186 Credits

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bellevue, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lee’s Summit,
Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, and Wichita West. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

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<tr>
<td>MT4210</td>
<td>Quantitative Analysis</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4440</td>
<td>Business Management Review</td>
<td>3</td>
</tr>
<tr>
<td>MT4450</td>
<td>Strategic Management **</td>
<td>4.5</td>
</tr>
<tr>
<td>OM3000</td>
<td>Operations Management</td>
<td>4.5</td>
</tr>
</tbody>
</table>

79.5

### Information Systems Emphasis Core

(A minimum of 18 of the following 31.5 credits must be earned at NAU, excluding internship.)

#### Option #1 Database Management

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI1420</td>
<td>Principles of Programming</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2011</td>
<td>Introduction to Database</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2430</td>
<td>Computer Concepts</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2440</td>
<td>Introduction to Computer Security</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3091</td>
<td>Database Design and Management</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4220/MT4230</td>
<td>Project Management</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4221</td>
<td>Systems Analysis and Design</td>
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</tbody>
</table>

31.5

#### Option #2 Network Management

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI2211</td>
<td>Internetworking Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2430</td>
<td>Computer Concepts</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3675</td>
<td>Microsoft Windows 7</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4118</td>
<td>Network Infrastructure</td>
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</tr>
<tr>
<td>CI4138</td>
<td>Active Directory Configuration - Server 2008</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4158</td>
<td>Application Infrastructure</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4168</td>
<td>Enterprise Administration - Server 2008</td>
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</table>

#### Option #3 Web Development

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI1420</td>
<td>Principles of Programming</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2011</td>
<td>Introduction to Database</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2020</td>
<td>Visual Basic</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2370</td>
<td>Web Design and Programming</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3091</td>
<td>Database Design and Management</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3380</td>
<td>Client-Side Scripting and Open Communication</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4230</td>
<td>Server-Side Scripting</td>
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</table>

31.5

### Open Electives

9

### General Education Core (66)

**Communications**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
</tbody>
</table>

4.5

**Science**

Science Electives 9

**Humanities**

Humanities Electives 9

**Behavioral/Social Science**

Behavioral/Social Science Electives 9

**Mathematics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA2050</td>
<td>College Algebra</td>
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</tr>
<tr>
<td>MA3000</td>
<td>Business Statistics</td>
<td>4.5</td>
</tr>
</tbody>
</table>

9

**Computer Literacy**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
<td>4.5</td>
</tr>
<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>3</td>
</tr>
</tbody>
</table>

7.5
**Capstone Course - Senior level, minimum "C" grade required, must be completed at NAU.**

Residents of the state of Minnesota or students attending any Minnesota campus: are encouraged to complete some advanced or upper division general education course work.

## Block transfer is not available to these students.

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

(The university reserves the right to correct clerical errors.)

Business Administration: Bachelor of Science Degree, Emphasis in International Business

Increasingly, national, regional and even local markets have become more tightly integrated into a global marketplace. This degree program allows students the opportunity to focus on the international business dimension, its multiple facets, and in particular the implications that international business dealings have on the strategic decision-making of today’s business leaders. Career opportunities in the field of international business are diverse. Graduates of this program will have an advantage in working with firms that conduct international business dealings.

**Student Learning Outcomes**
Graduates of the program will:

- Apply concepts, theories, and analytical methods in the functional areas of business.
- Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
- Demonstrate effective collaboration and teamwork skills.
- Analyze management issues from an international business perspective.

Business Administration: Bachelor of Science with Emphasis in International Business Requirements

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>186 Credits</td>
</tr>
</tbody>
</table>

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bellevue, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, and Wichita West. This program is also offered through NAU’s distance learning program.

The international business emphasis area of this program is only offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

<table>
<thead>
<tr>
<th>Business Administration Major Core</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC1060 Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1160 Principles of Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1260 Principles of Accounting III</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2050 Macroeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2100 Microeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>FN3000 Business Finance I</td>
<td>4.5</td>
</tr>
<tr>
<td>LA3100 Business Law</td>
<td>4.5</td>
</tr>
<tr>
<td>MG1050 Principles of Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050 Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3000 International Business</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3050 Human Resource Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3250 Organizational Behavior</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3500 Managing Information Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4200 Business Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4210 Quantitative Analysis</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4440 Business Management Review</td>
<td>3</td>
</tr>
<tr>
<td>MT4450 Strategic Management**</td>
<td>4.5</td>
</tr>
<tr>
<td>OM3000 Operations Management</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**International Business Emphasis Core**
(At least 18 credits of the following 31.5 credits must be at NAU, excluding internship.)

Elective courses must be coded AC, CI, EC, FN, LA, MG, MT, OL or equivalent transfer.

<table>
<thead>
<tr>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>31.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Administration Major Core</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC3100 International Economics</td>
<td>4.5</td>
</tr>
<tr>
<td>FN3600 International Financial Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MG3300 International Marketing</td>
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<tr>
<td>MT3200 International Management</td>
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<tr>
<td>3000+ Electives</td>
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</table>

**Open Electives**
9

<table>
<thead>
<tr>
<th>General Education Core</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education (31.5) (Available for block transfer) ##</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Communications</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>EN1150 Composition I</td>
<td>4.5</td>
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</table>

<table>
<thead>
<tr>
<th>Science</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Science Electives</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Humanities</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Humanities Electives</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>9</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Behavioral/Social Science</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Behavioral/Social Science Electives</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>
Business Administration: Bachelor of Science with Emphasis in Management Requirements

186 Credits

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bellevue, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, and Wichita West. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

Business Administration Major Core  Credit Hours

(A minimum of 40.5 of the following 79.5 credits must be earned at NAU.)

AC1060  Principles of Accounting I  4.5
AC1160  Principles of Accounting II  4.5
AC1260  Principles of Accounting III  4.5
EC2050  Macroeconomics  4.5
EC2100  Microeconomics  4.5
FN3000  Business Finance I  4.5
LA3100  Business Law  4.5
MG1050  Principles of Marketing  4.5
MT2050  Principles of Management  4.5
MT3000  International Business  4.5
MT3050  Human Resource Management  4.5
MT3250  Organizational Behavior  4.5
MT3500  Managing Information Systems  4.5
MT4200  Business Ethics  4.5
MT4210  Quantitative Analysis  4.5
MT4440  Business Management Review  3
MT4450  Strategic Management**  4.5
OM3000  Operations Management  4.5  79.5

Management Emphasis Core  Credit Hours

(Minimum of 18 of the following 31.5 credits must be earned at NAU excluding internship.)

MT3000+  Electives  22.5
MT3230  Employment Law  4.5
MT4300  Management Across Cultures  4.5  31.5

Open Electives  9  9

General Education Core

General Education (31.5) (Available for block transfer) ##

Communications

EN1150  Composition I  4.5  4.5

Student Learning Outcomes

Graduates of the program will:

• Apply concepts, theories, and analytical methods in the functional areas of business.
• Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
• Demonstrate effective collaboration and teamwork skills.
• Analyze issues central to management in a global business environment.
Science
Science Electives 9

Humanities
Humanities Electives 9

Behavioral/Social Science
Behavioral/Social Science Electives 9

General Education (34.5) (Course-by-course transfer)

Communications
EN1300 Composition II 4.5
EN2100 or Speech or 4.5
EN2150 Interpersonal Professional Communication 4.5
EN3050 Technical Communication 4.5

Mathematics
MA2050 College Algebra 4.5
MA3000 Business Statistics 4.5

General Education
CS1500 Strategies for Success 4.5
CS2080 Career Management 3

Computer Literacy
Introduction to CIS or CI Elective 4.5

**Capstone Course - Senior level, minimum "C" grade required, must be completed at NAU.

Residents of the state of Minnesota or students attending any Minnesota campus:
are encouraged to complete some advanced or upper division general education course work.

## Block transfer is not available to these students.

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

(The university reserves the right to correct clerical errors.)

Business Administration: Bachelor of Science Degree, Emphasis in Marketing

Among the specializations a student may choose from in the field of business administration, marketing is currently one of the fastest-growing career fields. This degree program prepares students to effectively understand and evaluate marketing alternatives and be able to apply critical marketing-related skills. Moreover, this program is an excellent choice for students seeking a career in areas such as retail management, sales management, marketing research, advertising, and promotion.

Student Learning Outcomes
Graduates of the program will:

- Apply concepts, theories, and analytical methods in the functional areas of business.
- Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
- Demonstrate effective collaboration and teamwork skills.
- Develop a marketing plan for a product and/or service.

Business Administration: Bachelor of Science with Emphasis in Marketing Requirements

186 Credits

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bellevue, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, and Wichita West. This program is also offered through NAU’s distance learning program.

The marketing emphasis area of this program is only offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

Business Administration Major Core  Credit Hours
(A minimum of 40.5 of the following 79.5 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1160</td>
<td>Principles of Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1260</td>
<td>Principles of Accounting III</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2100</td>
<td>Microeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>FN3000</td>
<td>Business Finance I</td>
<td>4.5</td>
</tr>
<tr>
<td>LA3100</td>
<td>Business Law</td>
<td>4.5</td>
</tr>
<tr>
<td>MG1050</td>
<td>Principles of Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3000</td>
<td>International Business</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3050</td>
<td>Human Resource Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3250</td>
<td>Organizational Behavior</td>
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<td>MT3500</td>
<td>Managing Information Systems</td>
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<td>MT4440</td>
<td>Business Management Review</td>
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<tr>
<td>MT4450</td>
<td>Strategic Management**</td>
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</tr>
<tr>
<td>OM3000</td>
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</tbody>
</table>

Marketing Emphasis Core  Credit Hours
(A minimum of 18 of the following 31.5 credits must be earned at NAU, excluding internship.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MG2000+</td>
<td>Electives</td>
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Academic Programs
| Business |

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MG3000+</td>
<td>Electives</td>
<td>9</td>
</tr>
<tr>
<td>MG3050</td>
<td>Marketing Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MG3500/</td>
<td>Consumer Behavior</td>
<td>4.5</td>
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<tr>
<td>PS3500</td>
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<td></td>
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<tr>
<td>MG4150</td>
<td>Marketing Research</td>
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</tbody>
</table>

**Open Electives**

<table>
<thead>
<tr>
<th>Credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td></td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

**General Education Core (66)**

**General Education (31.5) (Available for block transfer)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
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<tr>
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<td></td>
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</table>

**Science**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Science Electives</td>
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<td></td>
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**Humanities**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Humanities Electives</td>
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</tr>
</tbody>
</table>

**Behavioral/Social Science**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Behavioral/Social Science Electives</td>
<td>9</td>
</tr>
<tr>
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</table>

**Mathematics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA2050</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
<tr>
<td>MA3000</td>
<td>Business Statistics</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>9</strong></td>
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</tbody>
</table>

**General Education**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
<td>4.5</td>
</tr>
<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>7.5</strong></td>
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</table>

**Computer Literacy**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Introduction to CIS or CI Elective</td>
<td>4.5</td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>

**Graduation Requirements:** A minimum 2.0 GPA is required overall and in the Business Administration Major Core and the Marketing Emphasis Core. See the “Graduation Requirements” section of the catalog for additional requirements.

*(The university reserves the right to correct clerical errors.)*

Business Administration: Bachelor of Science Degree, Emphasis in Pre-Law

For students whose goal is to attend law school, National American University offers a Bachelor of Science degree in Business Administration, with emphasis in Pre-law. The curriculum is designed to provide students with a foundation of knowledge and skills to facilitate their success in law school. Specialized courses promote the development of analytical and critical thinking skills, verbal and written communication skills, a fundamental understanding of substantive and procedural law, legal research skills, and knowledge of ethical guidelines governing the conduct of attorneys. Other courses in business and general education provide students with a broad base of knowledge for success in today's complex society.

Students who earn this degree may apply for admission to law school. Students should check the admission requirements of each law school in which they are interested in attending. Generally, to be admitted into law school, a person must have earned a bachelor's degree with a high grade point average and have performed well on the Law School Admission Test. Success in gaining admission to, and achieving success in law school is contingent upon the ability and effort of each student. Receipt of this degree does not ensure that a student will be admitted to, or succeed in law school.

Students who receive this degree, but do not subsequently earn a law degree, may pursue a variety of careers in which the above-mentioned knowledge and skills may be utilized. In many states, a person with this degree may qualify as a paralegal or legal assistant who can assist a licensed attorney, subject to state regulations. Only licensed attorneys may practice law. A person who earns this degree may not engage in activities considered to be the practice of law, including giving legal advice, representing a client in court, or setting legal fees.

**Student Learning Outcomes**

- Apply concepts, theories, and analytical methods in the functional areas of business.
- Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
- Demonstrate effective collaboration and teamwork skills.
- Demonstrate a fundamental knowledge of substantive and procedural law.

**Business Administration: Bachelor of Science with Emphasis in Pre-Law Requirements**

186 Credits
Offered at Bloomington, Brooklyn Center, Burnsville, Independence, Lee’s Summit, Minnetonka, Overland Park, Rapid City, Roseville, and Sioux Falls.

### Business Administration Major Core Credit Hours

(A minimum of 40.5 of the following 79.5 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1160</td>
<td>Principles of Accounting II</td>
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</tr>
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<td>AC1260</td>
<td>Principles of Accounting III</td>
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</tr>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
<td>4.5</td>
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<tr>
<td>EC2100</td>
<td>Microeconomics</td>
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<tr>
<td>FN3000</td>
<td>Business Finance I</td>
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<tr>
<td>LA3100</td>
<td>Business Law</td>
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<tr>
<td>MG1050</td>
<td>Principles of Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
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<td>MT3000</td>
<td>International Business</td>
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<td>MT3050</td>
<td>Human Resource Management</td>
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<td>MT3500</td>
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</tr>
<tr>
<td>MT4200</td>
<td>Business Ethics</td>
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<tr>
<td>MT4210</td>
<td>Quantitative Analysis</td>
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<td>MT4440</td>
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### Pre-Law Emphasis Core

(A minimum of 18 of the following 31.5 credits must be earned at NAU.)

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<td>Legal Research II</td>
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<td>Torts</td>
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### Open Electives

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### General Education Core (66)

General Education (31.5) (Available for block transfer)

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### Communications

General Education (34.5) (Course-by-course transfer)

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### General Education

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### Computer Literacy

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</table>

**Capstone Course - Senior level, minimum "C" grade required, must be completed at NAU.

Graduation Requirements: A minimum 2.0 GPA is required overall and in the Business Administration Major Core and the Pre-Law Emphasis Core. See the “Graduation Requirements” section of the catalog for additional requirements.

(The university reserves the right to correct clerical errors.)

### Business Administration: Bachelor of Science Degree, Emphasis in Supply Chain Management

Supply Chain Management has emerged as a distinct field to meet the needs of the growing global supply chain, the series of business processes that move products from initial order to acquisition of raw materials, production, and distribution to the customer. With projections that global supply chain activities will continue to expand and integrate new technologies and practices, supply chain management has become an increasingly attractive career path for today’s business students.

In the Bachelor of Science Business Administration emphasis Supply Chain Management program, students will learn to coordinate the various aspects of the supply chain in order to optimize efficiency while maintaining high quality and customer satisfaction. Students will also be challenged to consider how supply chain management integrates supply and demand management with product design, marketing, sales,
finance, and information technology, as well across partner companies.

**Student Learning Outcomes**

- Apply concepts, theories, and analytical methods in the functional areas of business.
- Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
- Demonstrate effective collaboration and teamwork skills.
- Analyze Supply Chain Management issues from a strategic perspective.

**Business Administration: Bachelor of Science with Emphasis in Supply Chain Management**

**Requirements**

186 Credits

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lee's Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, Wichita West, and Zona Rosa. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

**Business Administration Major Core**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AC1060</td>
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<td>Principles of Accounting II</td>
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<td>AC1260</td>
<td>Principles of Accounting III</td>
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<td>Macroeconomics</td>
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<tr>
<td>EC2100</td>
<td>Microeconomics</td>
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<tr>
<td>FN3000</td>
<td>Business Finance I</td>
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<tr>
<td>LA3100</td>
<td>Business Law</td>
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<tr>
<td>MG1050</td>
<td>Principles of Marketing</td>
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<td>Principles of Management</td>
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<td>MT4450</td>
<td>Strategic Management**</td>
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<tr>
<td>OM3000</td>
<td>Operations Management</td>
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<td>OM3200D</td>
<td>Marketing and Distribution Channels</td>
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<td>OM3400D</td>
<td>Manufacturing Planning and Control</td>
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<tr>
<td>OM4100D</td>
<td>Quality Management in the Supply Chain</td>
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<tr>
<td>OM4200D</td>
<td>Managing Projects and Technologies in the Supply Chain</td>
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<td>OM4500D</td>
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Supply Chain Management Emphasis Core

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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>OM2100D</td>
<td>Logistics and Transportation Management</td>
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<tr>
<td>OM2200D</td>
<td>Purchasing and Supply Chain</td>
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**Open Electives**

9

**General Education Core (66)**

**Communications**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
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<tr>
<td>EN2100 or EN2150</td>
<td>Speech or Interpersonal Professional. Communications</td>
<td>4.5</td>
</tr>
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<td>EN3050</td>
<td>Technical Communications</td>
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Science Electives

9

**Humanities**

Humanities Electives

9

**Behavioral/Social Science**

Behavioral/Social Science Electives

9

**Mathematics**

<table>
<thead>
<tr>
<th>Course</th>
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Computer Literacy

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<tbody>
<tr>
<td>Introduction to CIS or CI Elective</td>
<td>4.5</td>
<td></td>
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</tbody>
</table>

**Capstone Course** - Senior level, minimum "C" grade required, must be completed at NAU.

Residents of the state of Minnesota or students attending any Minnesota campus:
are encouraged to complete some advanced or upper division general education course work.

## Block transfer is not available to these students.

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

(The university reserves the right to correct clerical errors.)

Business Administration: Bachelor of Science Degree, Emphasis in Tourism and Hospitality Management

The tourism industry - which includes travel and tourism, restaurants and food and beverage services, lodging and recreation, amusement and attractions - is one of the largest and fastest-growing industries in the world. This degree program, which is offered at the Rapid City campus, combines business and specialty course work with internship opportunities to prepare graduates for management positions in private sector and public sector organizations.

Course schedules are flexible for those who wish to attend classes on a full-time or part-time basis. The program may also be combined with job opportunities in the region's tourism and hospitality industry in order to gain practical experience during program enrollment.

Graduates will be prepared to seek management positions in tourism and hospitality organizations that provide services and products to those who are away from home. The program also provides an excellent foundation for graduates that wish to pursue business-related graduate degrees.

Student Learning Outcomes

Graduates of the program will:

• Apply concepts, theories, and analytical methods in the functional areas of business.
• Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
• Demonstrate effective collaboration and teamwork skills.
• Apply tourism and hospitality management concepts and theories to the workplace.

Business Administration: Bachelor of Science with Emphasis in Tourism and Hospitality Management Requirements

186 Credits

Offered through NAU's distance learning program. Offered at Albuquerque, Albuquerque West, Bloomington, Brooklyn Center, Burnsville, Georgetown, Minnetonka, Rapid City, Rochester, Roseville, and Weldon Spring.

Business Administration Major Core Credit Hours

(A minimum of 40.5 of the following 79.5 credits must be earned at NAU.)

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<td>Principles of Accounting II</td>
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79.5

Tourism and Hospitality Emphasis Core

(A minimum of 18 of the following 31.5 credits must be earned at NAU.)

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<td>IT Applications for Tourism and Hospitality</td>
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<td>Destination Tourism</td>
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Open Electives

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General Education Core (66)

General Education (31.5) (Available for block transfer) ##

Communications

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4.5

Science

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Humanities

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9
Business Logistics: Associate of Applied Science Degree

The logistics segment of the business supply chain works to promote the efficient and effective flow and storage of goods, services, and information in order to meet customer requirements. Logistics activities typically include transportation management, warehousing, materials handling, order fulfillment, and inventory management.

The Associate of Applied Science in Business Logistics program is designed to meet the needs of those who are interested in pursuing a career in the logistics field. Students will learn how business organizations can achieve competitive advantage by developing and maintaining efficient and effective operations across their buying, shipping, and receiving channels. Graduates of logistics programs are increasingly sought for their knowledge and skills in this specialized field of business that is projected to continue its expansion and growth.

Program Goals

- Prepare learners to achieve established university core abilities and program learning outcomes in a caring and supportive learning environment that utilizes performance-based curriculum and promotes academic excellence.
- Measure and assess student learning and implement improvements, as needed, to ensure high quality academic programs and services.
- Prepare learners to create plans for the pursuit of graduate studies and/or continuing professional development activities, membership in professional and community organizations, and a life of learning.
- Confirm that faculty members meet university qualifications guidelines, utilize effective and innovative teaching methods that enhance learning, and pursue opportunities for professional development.
- Monitor the needs of the program’s community of interest and maintain the currency and relevancy of program curriculum through regular faculty and advisory committee meetings and academic program reviews.

Student Learning Outcomes

Graduates of the program will:

- Apply introductory concepts and theories in financial accounting, management, marketing, economics, ethics and social responsibility, and business logistics.
- Analyze typical challenges that business logistics professionals are likely to face and recommend solutions, using critical thinking skills and ethical decision-making models.
- Apply collaboration and teamwork concepts to business logistics.

Business Logistics: Associate of Applied Science Requirements

93 Credits

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, Wichita West, and Zona Rosa. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

Business Administration Major Core Credit Hours

(A minimum of 27 of the following 54 credits must be earned with NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1160</td>
<td>Principles of Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
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</tr>
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<td>EC2100</td>
<td>Microeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>MG1050</td>
<td>Principles of Marketing</td>
<td>4.5</td>
</tr>
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<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>OM1000D</td>
<td>Introduction to Business Logistics</td>
<td>4.5</td>
</tr>
<tr>
<td>OM2100D</td>
<td>Logistics and Transportation</td>
<td>4.5</td>
</tr>
<tr>
<td>OM2200D</td>
<td>Purchasing and Supply Chain</td>
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</tr>
<tr>
<td>OM2300D</td>
<td>Demand Forecasting and Inventory</td>
<td>4.5</td>
</tr>
<tr>
<td>OM3100D</td>
<td>Business Logistics Internship</td>
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<td></td>
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</table>
OM3150D Business Logistics Projects 4.5
OM3000 Operations Management 4.5

**General Education Core (39)**

**Communications**
EN1150 Composition I 4.5
EN1300 Composition II 4.5
EN2100 or Speech or
EN2150 Interpersonal Professional Communication 4.5

**Science**
SC Science Electives 4.5

**Mathematics**
MA Algebra Elective 4.5

**Humanities/Behavioral/Social Science**
HU2000 Critical Thinking and Problem Solving 4.5

**General Education**
CS1500 Strategies for Success 4.5
CS2080 Career Management 3

**Computer Literacy**
Introduction to CIS or CI Elective 4.5

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

(The university reserves the right to correct clerical errors.)

**Small Business Management: Associate of Applied Science Degree**

The Associate of Applied Science Small Business Management program is designed to meet the needs of students who have the goal of starting a new business or expanding an existing business. The program emphasizes the knowledge, skills, and abilities that are essential to becoming a successful small business owner and/or manager. Students will acquire skills in entrepreneurial strategies and planning, feasibility analysis, market analysis, and competitor analysis and will develop a comprehensive business plan for a new business venture.

**Program Goals**

- Prepare learners to achieve established university core abilities and program learning outcomes in a caring and supportive learning environment that utilizes performance-based curriculum and promotes academic excellence.
- Measure and assess student learning and implement improvements, as needed, to ensure high quality academic programs and services.
- Prepare learners to create plans for the pursuit of graduate studies and/or continuing professional development activities, membership in professional and community organizations, and a life of learning.
- Confirm that faculty members meet university qualification guidelines, utilize effective and innovative teaching methods that enhance learning, and pursue opportunities for professional development.
- Monitor the needs of the program’s community of interest and maintain the currency and relevancy of program curriculum through regular faculty and advisory committee meetings and academic program reviews.

**Student Learning Outcomes**

Graduates of the program will:

- Apply introductory concepts and theories in marketing, management, accounting, business ethics, and economics.
- Analyze typical challenges that business decision makers are likely to face.
- Demonstrate effective collaboration and teamwork skills.
- Create a comprehensive business plan for a new business venture.
- Apply introductory concepts and theories in entrepreneurship.

**Small Business Management: Associate of Applied Science Requirements**

**93 Credits**

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, Wichita West, and Zona Rosa. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

**Business Administration Major Core Credit Hours**

(A minimum of 27 of the following 54 credits must be earned with NAU.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1160</td>
<td>Principles of Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2100</td>
<td>Microeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>MG1050</td>
<td>Principles of Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>MG2300</td>
<td>Customer Service Relations</td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT2100</td>
<td>Entrepreneurship and Small Business</td>
<td>4.5</td>
</tr>
<tr>
<td>MT2200 or Franchising</td>
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<td>4.5</td>
</tr>
<tr>
<td>AC2050</td>
<td>Accounting Software Applications</td>
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### MT2400
Small Business Management
Operations

### MT3650
Business Plan Development

### 2000+ *

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<tr>
<td>MT2400</td>
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<td>MT3650</td>
<td>Business Plan Development</td>
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<td>2000+ *</td>
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### General Education Core (39)

#### Communications

<table>
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<th>Course</th>
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<tr>
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<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or</td>
<td>Speech or</td>
<td></td>
</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Professional Communication</td>
<td>4.5</td>
</tr>
<tr>
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#### Science

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<td>SC</td>
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| **Total** | **4.5** |

#### Mathematics

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<td>MA</td>
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| **Total** | **4.5** |

#### Humanities/Behavioral/Social Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Humanities/Behavioral/Social Science Elective #</td>
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<td>4.5</td>
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</tbody>
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| **Total** | **4.5** |

#### General Education

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
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<tr>
<td>CS2080</td>
<td>Career Management</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>7.5</strong></td>
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#### Computer Literacy

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to CIS or CI Elective</td>
<td></td>
<td>4.5</td>
</tr>
</tbody>
</table>

| **Total** | **4.5** |

Residents of the state of MN or students attending any MN campus must take a Humanities elective.

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

* Courses must be coded AC, CI, EC, FN, IA, MG, MT, OL or OM

(The university reserves the right to correct clerical errors.)
CRIMINAL JUSTICE

Criminal Justice: Bachelor of Science Degree

For students whose goal is to pursue a career in the field of criminal justice, National American University offers the criminal justice bachelor of science degree. The curriculum is designed to provide students with the knowledge, skills and abilities for the career fields of criminal justice. Graduates of the criminal justice bachelor of science degree program are prepared to apply for entry-level employment in policing, courts or corrections and also to advance from entry-level employment to the supervisory and administrative levels of these career fields once they have attained the requisite entry-level experience. Policing and institutional corrections employment also will require the completion of a training academy. The criminal justice degree serves as a foundation for career positions such as police officer, deputy sheriff, state highway patrol officer, court clerk, court bailiff, correctional officer, probation officer, parole officer, as well as various federal law enforcement positions. Many criminal justice agencies today require applicants to have, at a minimum, an associate degree, if not a bachelor’s degree for entry-level employment. In addition to the bachelor’s degree being a requirement for entry-level employment in various criminal justice agencies, it is often criteria for higher skilled employment and higher pay scales. In some agencies, the bachelor’s degree can be a requirement or weighted factor in the promotion process. Promotional advancement may be attained earlier with the bachelor’s degree.

Students entering the criminal justice program should be aware that graphic images depicting violent crimes are utilized as teaching tools in various courses. Students should be prepared to view these images and to engage in discussions regarding these images as part of their required learning activities.

Program Goals

The program will:

• Provide students with the knowledge of the components of criminal justice: policing, courts, and corrections.
• Provide students with a systems theory perspective of how the criminal justice system is intended to work and the reality of how the system actually works, creating the issues and dilemmas that criminal justice professionals must manage and solve.
• Develop the critical thinking skills of students to evaluate criminal justice issues and develop analytical strategies to solve complex criminal justice problems.
• Develop the teamwork skills of students to work on criminal justice teams to perform essential functions.
• Develop the managerial skills of students for criminal justice administrative work.
• Develop the written and oral skills of students to perform the essential communication functions of criminal justice work such as communication with personnel, government and the community.
• Encourage students to pursue continuing education and memberships in professional organizations.
• Prepare students for promotional opportunities in the criminal justice field and for graduate education that will enhance their administrative capabilities for criminal justice careers.

Student Learning Outcomes

Graduates of the program will:

• Apply legal principles to the police, courts, and correctional components of the criminal justice system.
• Apply ethical decision-making models and professional standards to criminal justice situations.
• Utilize management and leadership skills to achieve organizational objectives.
• Apply contemporary criminological theories to criminal justice policies and procedures.
• Integrate and apply substantive knowledge and analytical skills to criminal justice operations and issues.

Criminal Justice: Bachelor of Science Requirements

187.5 Credits

The blended delivery format is offered at Albuquerque, Albuquerque West, Austin, Austin South, Bellevue, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, Wichita West, and Zona Rosa and requires students to complete the Criminal Justice Major Core through NAU’s distance learning program. This program is also offered through NAU’s distance learning program.

Criminal Justice Major Core Credit Hours

(A minimum of 40.5 of the following 81 credits must be earned at NAU, excluding internship.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CJ1000</td>
<td>Introduction to Criminal Justice</td>
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</tr>
<tr>
<td>CJ1500*</td>
<td>Criminological Theory</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ2100*</td>
<td>Criminal Law</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ2150*</td>
<td>Professionalism and Ethics in Criminal</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ2200*</td>
<td>Policing in U.S. Society</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ2300*</td>
<td>U.S. Courts</td>
<td>4.5</td>
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<tr>
<td>CJ2400*</td>
<td>U.S. Corrections</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ3000*</td>
<td>Victimology</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ3100*</td>
<td>Criminal Investigation</td>
<td>4.5</td>
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<tr>
<td>CJ3200*</td>
<td>Police Issues and Practices</td>
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<tr>
<td>CJ3300*</td>
<td>Juvenile Justice and Delinquency</td>
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<td>CJ3400</td>
<td>Constitutional Law</td>
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<td>CJ4300*</td>
<td>Drugs and Alcohol in Criminal Justice</td>
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<td>CJ4500*</td>
<td>Homeland Security and Terrorism</td>
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<td>CJ4600*</td>
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**Academic Programs**

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<tr>
<td>CJ4900*</td>
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**Support Core**

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<tr>
<td>MT2050</td>
<td>Principles of Management</td>
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<tr>
<td>MT3050</td>
<td>Human Resource Management</td>
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<tr>
<td>MT3250</td>
<td>Organizational Behavior</td>
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<tr>
<td>CJ4700 or MT3000+</td>
<td>Applied Research Methods or Elective</td>
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<td><strong>Total Core</strong></td>
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**Open Electives (22.5)**

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**General Education Core (66)**

**Communications**

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<tr>
<td>EN1150</td>
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**Science**

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<td></td>
<td><strong>9</strong></td>
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**Humanities**

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<thead>
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<th>Electives</th>
<th>Credits</th>
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<td></td>
<td><strong>9</strong></td>
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**Behavioral/Social Science**

<table>
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<th>Electives</th>
<th>Credits</th>
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<td></td>
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**General Education Core (36)**

<table>
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<tr>
<th>Course</th>
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<td>EN1300</td>
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<td>EN2100 or EN2150</td>
<td>Speech or Interpersonal Professional Communications</td>
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<tr>
<td>EN3050</td>
<td>Technical Communications</td>
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<td></td>
<td><strong>Total Core</strong></td>
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**Mathematics**

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<tbody>
<tr>
<td>MA2050</td>
<td>College Algebra</td>
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<tr>
<td>MA3000</td>
<td>Business Statistics</td>
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<td></td>
<td><strong>Total Core</strong></td>
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**General Education**

<table>
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<th>Course</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
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</tr>
<tr>
<td></td>
<td><strong>Total Core</strong></td>
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**Computer Literacy**

<table>
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<tr>
<th>Electives</th>
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<tbody>
<tr>
<td>Introduction to CIS or CI Elective</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td><strong>Total Core</strong></td>
</tr>
</tbody>
</table>

**Notes:**

* Professional Course, minimum "C" grade required

**Capstone Course - Senior level, minimum "C" grade required, must be completed at NAU.**

^ Or placement recommendation

## Block transfer is not available to these students.

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

are encouraged to complete some advanced or upper division general education course work.

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

(The university reserves the right to correct clerical errors.)

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**Criminal Justice: Associate of Applied Science**

For students whose goal is to pursue a career in the field of criminal justice, National American University offers the criminal justice associate of applied science degree. The curriculum is designed to provide students with a foundation in the knowledge, skills, and abilities for the criminal justice career field. Students who earn the associate of applied science degree are prepared for entry-level employment in policing, courts, and corrections. Policing and institutional corrections employment will also require the completion of a training academy. The associate degree can be a requirement for entry-level employment in various criminal justice agencies and is often criteria for higher skilled employment and higher pay scales. In some agencies, the associate of applied science degree can be a requirement or weighted factor in the promotion process. The student with an associate of applied science degree in criminal justice is qualified to apply for the positions of police patrol officer, court clerk, court bailiff, correctional officer, probation officer, parole officer, and some federal positions with the requisite law enforcement experience.

Students entering the criminal justice program should be aware that graphic images depicting violent crimes are utilized as teaching tools in various courses. Students should be prepared to view these images and to engage in discussions regarding these images as part of their required learning activities.

**Program Goals**

The program will:

- Provide students with the knowledge of the components of criminal justice: policing, courts, and corrections.
- Provide students with a systems theory perspective of how the criminal justice system is intended to work and the reality of how the system actually works, creating the issues and dilemmas that criminal justice professionals must manage and solve.
- Develop the teamwork skills of students to work on criminal justice teams to perform essential functions.
- Develop the written and oral skills of students to perform the essential communication functions of criminal justice.
work such as communication with personnel, government and the community.

- Encourage students to pursue continuing education and memberships in professional organizations.
- Prepare students for promotional opportunities in the criminal justice field and for seeking the bachelor’s degree that will provide them with the skills needed to perform administrative tasks in criminal justice careers.

**Student Learning Outcomes**

Graduates of the program will:

- Demonstrate knowledge of the criminal justice system’s operations and issues.
- Apply legal principles to the police, courts, and correctional components of the criminal justice system.
- Apply ethical decision-making models and professional standards to criminal justice situations.

**Criminal Justice: Associate of Applied Science Requirements**

**93 Credits**

The blended delivery format is offered at Albuquerque, Albuquerque West, Austin, Austin South, Bellevue, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, Wichita West, and Zona Rosa and requires students to complete the Criminal Justice Major Core through NAU’s distance learning program. This program is also offered through NAU’s distance learning program and at Bloomington.

**Criminal Justice Major Core Credit Hours**

(A minimum of 22.5 of the following 45 credits must be earned at NAU, excluding internship.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ1000*</td>
<td>Introduction to Criminal Justice</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ1500*</td>
<td>Criminological Theory</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ2100*</td>
<td>Criminal Law</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ2150*</td>
<td>Professionalism and Ethics in Criminal Justice</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ2200*</td>
<td>Policing in U.S. Society</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ2300*</td>
<td>U.S. Courts</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ2400*</td>
<td>U.S. Corrections</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ3400</td>
<td>Constitutional Law</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ Electives</td>
<td></td>
<td>9</td>
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</tbody>
</table>

**Total:** 45

**Support Core**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
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</table>

**Total:** 4.5

**General Education Core (43.5)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN2100 or Speech or EN2150</td>
<td>Interpersonal Professional Communications</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Science**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science Elective</td>
<td></td>
<td>4.5</td>
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</table>

**Mathematics**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra Elective</td>
<td></td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Humanities**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities Elective</td>
<td></td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Behavioral/Social Sciences**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral/Social Sciences Elective</td>
<td></td>
<td>4.5</td>
</tr>
</tbody>
</table>

**General Education**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
<td>4.5</td>
</tr>
<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Computer Literacy**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to CIS or CI Elective</td>
<td></td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Total:** 13.5

* Professional Course, minimum "C" grade required

^ Or placement recommendation

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

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

(The university reserves the right to correct clerical errors.)
HEALTH AND BEAUTY MANAGEMENT

Health and Beauty Management: Associate of Applied Science Degree

The Health and Beauty Management program prepares the licensed cosmetologist to own or operate a beauty parlor, salon or spa or to manage his or her own booth. This degree is designed for individuals who have earned a cosmetology certificate or diploma and have successfully passed their state board of cosmetology exam. A maximum of 60 quarter credit hours from a cosmetology certificate or diploma program is required to transfer into the health and beauty vocational core.

Students are able to add business skills to their industry knowledge and experiences through a performance-based curriculum that includes studies in management, marketing, communication, and career management. This program is an excellent option for students who wish to pursue a management career or become an entrepreneur in the health and beauty sector.

Program Goals
The program will:

- Prepare learners to attain university core abilities and program learning outcomes by utilizing performance-based curriculum in a caring and supportive learning environment.
- Measure and assess student learning and implement improvements, as needed, to ensure high quality academic programs and services.
- Prepare learners to create plans for the pursuit of graduate studies and/or continuing professional development activities, membership in professional and community organizations, and a life of learning.
- Confirm that faculty members meet university qualifications guidelines, utilize effective and innovative teaching methods that promote academic excellence, and pursue opportunities for professional development.
- Monitor the needs of the program's community of interest and maintain the currency and relevancy of program curriculum through regular faculty and advisory committee meetings and academic program reviews.

Student Learning Outcomes
Graduates of the program will:

- Identify a variety of employment options in the health and beauty sector.
- Create a comprehensive health and beauty business plan.
- Demonstrate proficiency in written and oral communication skills.
- Design a plan for participating in professional activities and pursuing personal and professional development.

Health and Beauty Management: Associate of Applied Science Degree Requirements

100.5 Credits

The blended delivery format is offered at Albuquerque, Albuquerque West, Austin, Austin South, Centennial, Colorado Springs, Colorado Springs South, Denver, Georgetown, Lewisville, Mesquite, Overland Park, Rapid City, Richardson, Rochester, Sioux Falls, Tulsa, Watertown, and Weldon Spring. This program is also offered through NAU’s distance learning program in states except Minnesota.

Major Core (6)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HB2100</td>
<td>Mastering Cosmetology Business</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Health and Beauty Vocational Core (60)</td>
<td>60</td>
</tr>
</tbody>
</table>

General Education Core (34.5)

<table>
<thead>
<tr>
<th>Component</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>13.5</td>
</tr>
<tr>
<td>Science</td>
<td>4.5</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4.5</td>
</tr>
<tr>
<td>Humanities/Behavioral/Social Science</td>
<td>4.5</td>
</tr>
<tr>
<td>General Education</td>
<td>7.5</td>
</tr>
</tbody>
</table>

*^ Or placement recommendation*

Students must pass the state board of cosmetology exam to earn this degree.

Students must present a copy of their state cosmetology license during the enrollment process to be enrolled into the Health and Beauty program.

Students can transfer a maximum of 60 quarter credit hours from their accredited cosmetology program into the vocation core, with a valid license. If the 60 quarter credits are not met, the student can make up the difference using approved business electives (courses coded AC, EC, FN, MG, MT, OL).

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

(The university reserves the right to correct clerical errors.)
HEALTHCARE MANAGEMENT

Healthcare Management: Bachelor of Science Degree

The healthcare management program is designed to provide students with the necessary skills to become effective managers and leaders within the healthcare industry. Graduates can expect to find career opportunities in management positions within the diverse healthcare field or within their own area of clinical/professional expertise.

Program Goals
The program will:
• Provide students with a fundamental knowledge of health care accounting, marketing, finance, law, management/supervision, and health care perspectives needed for managerial positions in the health care industry.
• Develop students’ capabilities in research, and current technology, for application and use in data collection, and business analysis as it applies to health care.
• Provide students with the opportunity to develop their oral and written business communication skills.
• Provide students with the tools for critical thinking to enable them to analyze problems by identifying and evaluating alternative solutions to problem solving.
• Involve students in teamwork/leadership development through participation in classroom and/or online discussion groups, assignments, written papers, and learning activities.
• Provide students with an understanding of professional and personal ethics and its application within the health care business environment.
• Measure key student learning outcomes, and identify and implement opportunities for improvement.

Student Learning Outcomes
Graduates of the program will:
• Apply professional and ethical management and leadership concepts and principles to define successful business strategies in health care.
• Characterize the financial analysis of increasing specialty health care organizations.
• Apply basic legal principles to employment, discipline and discharge in health care institutions.
• Demonstrate satisfaction of the Health Care Management Program.
• Show proficiency in written and oral communication skills.

Healthcare Management: Bachelor of Science Requirements

187 Credits

The blended delivery format is offered at Albuquerque, Albuquerque West, Austin, Austin South, Bellevue, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, Wichita West, and Zona Rosa and requires students to complete the Healthcare Management Major Core through NAU’s distance learning program. This program is also offered through NAU’s distance learning program.

Healthcare Management Major Core Credit Hours

(A minimum of 24 of the following 48 credits must be earned at NAU in the online delivery format.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HA3010D*</td>
<td>Introduction to U.S. Healthcare Delivery</td>
<td>4</td>
</tr>
<tr>
<td>HA3110D*</td>
<td>Quality Improvement and Risk Management</td>
<td>4</td>
</tr>
<tr>
<td>HA3120D*</td>
<td>Essentials of Managed Care</td>
<td>4</td>
</tr>
<tr>
<td>HA3220D*</td>
<td>Health Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>HA3300D*</td>
<td>Healthcare Policy and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>HA4050D*</td>
<td>Healthcare Law</td>
<td>4</td>
</tr>
<tr>
<td>HA4070D*</td>
<td>Regulatory Environment in Health Care</td>
<td>4</td>
</tr>
<tr>
<td>HA4110D*</td>
<td>Healthcare Planning and Evaluation</td>
<td>4</td>
</tr>
<tr>
<td>HA4120D*</td>
<td>Management of Continuum Care Services</td>
<td>4</td>
</tr>
<tr>
<td>HA4200D*</td>
<td>Healthcare Financial Management</td>
<td>4</td>
</tr>
<tr>
<td>HA4300D*</td>
<td>Healthcare Management and Supervision**</td>
<td>4</td>
</tr>
<tr>
<td>HA4500D*</td>
<td>Action Research Project</td>
<td>4</td>
</tr>
<tr>
<td>HA4510D</td>
<td>Healthcare Internship</td>
<td>4</td>
</tr>
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48

Support Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1160</td>
<td>Principles of Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>CI1230</td>
<td>Spreadsheets for Windows</td>
<td>4.5</td>
</tr>
<tr>
<td>MG1050</td>
<td>Principles of Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
</tbody>
</table>

22.5

Option 1 Required Support Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2100</td>
<td>Microeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>ME1150</td>
<td>Medical Terminology</td>
<td>4.0</td>
</tr>
<tr>
<td>MT3050</td>
<td>Human Resource Management</td>
<td>4.5</td>
</tr>
<tr>
<td>3000+</td>
<td>Business Electives #</td>
<td>18</td>
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<tr>
<td></td>
<td>Open Elective</td>
<td>9</td>
</tr>
</tbody>
</table>

44.5

OR

Option 2 Diploma or Associate Degree in Nursing or Allied Health Required

Diploma or Associate Degree Nursing or

44.5

Allied Health Courses (44.5 credits) **
### General Education Core

General Education (27) (Available for block transfer) ##

#### Communications

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
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#### Humanities

<table>
<thead>
<tr>
<th>Electives</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

#### Behavioral/Social Science

<table>
<thead>
<tr>
<th>Electives</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9</td>
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</table>

#### General Education Electives

<table>
<thead>
<tr>
<th>Electives</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4.5</td>
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</table>

General Education (45) (Course-by-course transfer) ##

#### Communications

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or</td>
<td>Speech or Interpersonal</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Professional Communications</td>
<td></td>
</tr>
<tr>
<td>EN3050</td>
<td>Technical Communications</td>
<td>4.5</td>
</tr>
</tbody>
</table>

#### Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC1221 or</td>
<td>Essentials of Anatomy and</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Physiology with Lab</td>
<td></td>
</tr>
<tr>
<td>SC1222D</td>
<td>Essentials of Anatomy and</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Physiology</td>
<td></td>
</tr>
<tr>
<td>SC</td>
<td>Science Elective</td>
<td>4.5</td>
</tr>
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#### Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MA2050</td>
<td>College Algebra</td>
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</tr>
<tr>
<td>MA3000</td>
<td>Business Statistics</td>
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</tbody>
</table>

#### General Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
<td>4.5</td>
</tr>
<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Computer Literacy

<table>
<thead>
<tr>
<th>Electives</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to CIS or CI Elective</td>
<td>4.5</td>
</tr>
</tbody>
</table>

---

# Courses must be coded AC, CI, EC, FN, LA, MG, MT, OL or equivalent transfer.

* Professional Course, minimum "C" grade required

** Capstone Course - Senior level, minimum "C" grade required, must be completed at NAU.

^^ Or business electives at the 3000+ level

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

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are encouraged to complete some advanced or upper division general education course work.

## Block transfer is not available to these students.

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

(The university reserves the right to correct clerical errors.)
INFORMATION TECHNOLOGY

The computer industry continues to grow at an unprecedented rate, making the demand exceptionally high for people with information technology skills. The university offers a wide variety of degree options to prepare graduates for high-tech positions in network administration, network management, Internet systems development, computer security, and management information systems.

Program Goals
The program will:

• Prepare learners to attain university core abilities and program learning outcomes by utilizing performance-based curriculum in a caring and supportive learning environment.
• Measure and assess student learning and implement improvements, as needed, to ensure high quality academic programs and services.
• Prepare learners to create plans for the pursuit of graduate studies and/or continuing professional development activities, membership in professional and community organizations, and a life of learning.
• Confirm that faculty members meet university qualifications guidelines, utilize effective and innovative teaching methods that promote academic excellence, and pursue opportunities for professional development.
• Monitor the needs of the program’s community of interest and maintain the currency and relevancy of program curriculum through regular faculty and advisory committee meetings and academic program reviews.

Information Technology: Bachelor of Science

This information technology degree is designed to provide the flexibility to integrate specialized technology and skills into a customized information technology program. It is intended for individuals with degrees, diplomas, certificates or certifications in specialty areas, such as information technology, computer science, programming, networks, computer aided design and database, or other related areas. A minimum of 27 credit hours in one specialty area is required to complete this program. This degree prepares the graduate for advancement in management or technical areas associated with their specialty field. Two options are available under this program: (1) transfer of credit from the source of the specialty training, or (2) creation of a specialty area using approved National American University courses.

Student Learning Outcomes
Graduates of the program will:

• Support the data management needs of business through the design, implementation and maintenance of relational databases.
• Collaborate with constituents to establish the information technology needs of a business and plan an appropriate solution and procurement strategy.

• Demonstrate the use of project management techniques within an appropriate system analysis and design life cycle framework to develop an information system.
• Solve a variety of business problems through the application of structured program analysis and design concepts.
• Apply ethical decision-making models in the information technology environment.

Information Technology: Bachelor of Science

Degree Requirements

180 Credits

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bellevue, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Denver, Ellsworth, Georgetown, Independence, Lee's Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, and Weldon Spring. This program is also offered through NAU’s distance learning program.

Information Technology Major Core Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI1420</td>
<td>Principles of Programming (1)</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2011</td>
<td>Introduction to Database</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2211</td>
<td>Internetworking Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2430</td>
<td>Computer Concepts</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3010</td>
<td>Linux</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3091</td>
<td>Database Design and Management</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3155</td>
<td>Computer Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3310</td>
<td>Website and Web Application Design</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4220</td>
<td>Project Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4230</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CI4221</td>
<td>Systems Analysis and Design</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4223</td>
<td>Integrative Systems Project**</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>51</strong></td>
</tr>
</tbody>
</table>

Support Core (13.5)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC2760</td>
<td>Accounting for Managers</td>
<td>4.5</td>
</tr>
<tr>
<td>MG1050</td>
<td>Principles of Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>13.5</strong></td>
</tr>
</tbody>
</table>

Specialty Information Technology Core** (Maximum 40.5/Minimum 27 credits in the specialty area.)

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

Students must have at least three specialty courses that are different from any other BS IT emphasis program in which they are enrolled.

Open Electives

<table>
<thead>
<tr>
<th>Electives</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
### General Education Core (57)

General Education (Available for block transfer – 22.5) ##

<table>
<thead>
<tr>
<th>Category</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>EN1150 Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>Science</td>
<td>Science Elective</td>
<td>4.5</td>
</tr>
<tr>
<td>Humanities</td>
<td>Humanities Elective</td>
<td>4.5</td>
</tr>
<tr>
<td>Behavioral/Social Science</td>
<td>Behavioral/Social Science Elective</td>
<td>4.5</td>
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<tr>
<td>General Education</td>
<td>General Education Elective –</td>
<td>4.5</td>
</tr>
<tr>
<td>Communications</td>
<td>EN1300 Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>EN2100 or Speech or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EN2150 Interpersonal Professional Communications</td>
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</tr>
<tr>
<td></td>
<td>EN3050 Technical Communications</td>
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</tr>
<tr>
<td>Mathematics</td>
<td>MA2050 College Algebra</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>MA3000 Business Statistics</td>
<td>4.5</td>
</tr>
<tr>
<td>Behavioral/Social Science</td>
<td>EC2050 Macroeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>EC2100 Microeconomics</td>
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</tr>
<tr>
<td>General Education</td>
<td>CS2080 Career Management</td>
<td>3</td>
</tr>
</tbody>
</table>

^ Or placement recommendation

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

### 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.

### Student Learning Outcomes

Graduates of the program will:

- Demonstrate proficiency in the fundamental information technology skills required to provide user support in business.
- Administer a network infrastructure designed to support management and production functions in business and industry.
- Implement and maintain computer-based information systems to support the decision-making function of management.

### Applied Information Technology: Associate of Applied Science Requirements

#### 93 Credits

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bellevue, Bloomington, Brooklyn Center, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Overland Park, Rapid City, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, and Wichita West. This program is also offered through NAU’s distance learning program.

### Information Technology Major Core Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Elective</td>
<td>4.5</td>
</tr>
<tr>
<td>Operating Systems Elective</td>
<td>4.5</td>
</tr>
<tr>
<td>Programming Elective</td>
<td>4.5</td>
</tr>
<tr>
<td>Database/Security Elective</td>
<td>4.5</td>
</tr>
</tbody>
</table>

| Total                              | 18           |

Note: Students are to refer to published advising guidelines and work with an academic advisor to select elective courses.

### Specialty Information Technology Core* (Maximum 36/Minimum 27)

If the maximum of 36 credits is not met in the specialty core, the difference must then be made up by choosing open electives.

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>36</td>
</tr>
</tbody>
</table>

*(The university reserves the right to correct clerical errors.)*

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

- These students must complete a humanities elective.
- These students must complete some advanced or upper division general education course work.
- A maximum of 13.5 credits may be earned through internship.
General Education Core (39)

Communications
EN1150 Composition I 4.5
EN1300 Composition II 4.5
EN2100 or Speech or
EN2150 Interpersonal Professional Communication 4.5

13.5

Science
Science Elective 4.5

4.5

Mathematics
Algebra Elective 4.5

4.5

Humanities
Humanities Elective 4.5

4.5

Behavioral/Social Sciences
Behavioral/Social Sciences Elective 4.5

4.5

General Education
CS1500 Strategies for Success 4.5
CS2080 Career Management 3

7.5

* Includes IT, computer science, programming, networks, CAD, and database programs.

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

A maximum of 13.5 credits may be earned through internship.

(The university reserves the right to correct clerical errors.)

Computer Security: Associate of Applied Science Degree

The need for information security professionals has never been greater. The associate degree in computer security will familiarize students with techniques related to information security basics, network, operating system and software security, and methods for penetration testing. Graduates will possess the necessary tools to become IT professionals with the knowledge and expertise to identify emerging security risks and implement security policies and procedures to support organizational goals.

Student Learning Outcomes
Graduates of the program will:

• Demonstrate proficiency in the fundamental information technology skills required to provide user support in business.

• Administer a network infrastructure designed to support management and production functions in business or industry.

• Implement and maintain computer-based information systems to support the decision-making function of management.

• Protect information assets through the implementation of security models and standards.

Computer Security: Associate of Applied Science Requirements

97.5 Credits

Offered at Albuquerque, Albuquerque West, Austin South, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lee’s Summit, Lewlsville, Mesquite, Minnetonka, Overland Park, Rapid City, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, Wichita West, and Zona Rosa. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

Information Technology Major Core Credit Hours

(A minimum of 22.5 of the following 49.5 credits must be earned at NAU.)

CI1420 Principles of Programming 4.5
CI2011 Introduction to Database 4.5
CI2211 Internetworking Fundamentals 4.5
CI2430 Computer Concepts 4.5
CI2440 Introduction to Computer Security 4.5
CI3010 Linux 4.5
CI3091 Database Design and Management 4.5
CI3155 Computer Ethics 4.5
CI3710 Internet Security 4.5
CI3715 Cybercrime and Information Systems 4.5
CI3725 Network Security 4.5

49.5

Support Core

EC2050 Macroeconomics 4.5
MT2050 Principles of Management 4.5

9

General Education Core (39)

Communications
EN1150 Composition I 4.5
EN1300 Composition II 4.5
EN2100 or Speech or
EN2150 Interpersonal Professional Communication 4.5

13.5
### Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC</td>
<td>Science Electives</td>
<td>4.5</td>
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</tbody>
</table>

### Mathematics

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA</td>
<td>Algebra Elective</td>
<td>4.5</td>
</tr>
</tbody>
</table>

### Humanities/Behavioral/Social Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
<td>Humanities Elective #</td>
<td>4.5</td>
</tr>
</tbody>
</table>

### General Education

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
<td>4.5</td>
</tr>
<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>3</td>
</tr>
</tbody>
</table>

### Computer Literacy

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Introduction to CIS or CI Elective</td>
<td>4.5</td>
</tr>
</tbody>
</table>

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

# must take a Humanities elective.

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

(The university reserves the right to correct clerical errors.)

### Computer Support Specialist: Diploma

This program prepares students to enter the exciting and challenging field of Information Technology. Armed with a solid core of information technology skills, students are prepared to enter the workforce as computer support specialists providing technical support, assistance, and advice to individuals and organizations that depend on information technology.

#### Student Learning Outcomes

Graduates of the program will:

- Demonstrate proficiency in the fundamental information technology skills required to provide user support in business.
- Implement and maintain computer-based information systems to support the decision-making function of management.
- Support the data management needs of business through the design, implementation, and maintenance of relational databases.

### Computer Support Specialist: Diploma Requirements 58.5 Credits

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Rochester, Roseville, Sioux Falls, Watertown, Weldon Spring, Wichita, Wichita West, and Zona Rosa. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

#### Computer Support Specialist Major Core Credit Hours

(A minimum of 22.5 of the following 40.5 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI1420</td>
<td>Principles of Programming</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2011</td>
<td>Introduction to Database</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2211</td>
<td>Internetworking Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2430</td>
<td>Computer Concepts</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2440</td>
<td>Introduction to Computer Security</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3010</td>
<td>Linux</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3091</td>
<td>Database Design and Management</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3675</td>
<td>Microsoft Windows 7</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4118</td>
<td>Network Infrastructure</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Configuration - Server 2008</td>
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</table>

#### General Education Core (18)

**Communication**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Mathematics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA</td>
<td>Algebra Elective</td>
<td>4.5</td>
</tr>
</tbody>
</table>

### Electronic Health Record Support Specialist: Associate of Applied Science Degree

This program is designed to prepare computer support specialists to work in the healthcare industry. The major core classes provide students with the skills necessary to provide technical support for the implementation and maintenance of electronic health records. The emphasis area classes focus on regulations, procedures and legal principles unique to the healthcare industry.

#### Student Learning Outcomes

Graduates of the program will:

- Demonstrate proficiency in the fundamental information technology skills required to provide user support.
• Administer a computer-based information systems designed support information assets in the healthcare industry.

• Apply ethical decision-making models appropriate in the healthcare business environment.

### Electronic Health Record Support Specialist: Associate of Applied Science Requirements

96 Credits

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, Wichita West, and Zona Rosa. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

#### Information Technology Major Core Credit Hours

(A minimum of 18 of the following 36 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI1420</td>
<td>Principles of Programming</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2011</td>
<td>Introduction to Database</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2211</td>
<td>Internetworking Fundamentals</td>
<td>4.5</td>
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<tr>
<td>CI2430</td>
<td>Computer Concepts</td>
<td>4.5</td>
</tr>
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<td>CI2440</td>
<td>Introduction to Computer Security</td>
<td>4.5</td>
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<tr>
<td>CI3010</td>
<td>Linux</td>
<td>4.5</td>
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<td>CI3155</td>
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<tr>
<td>MT3500/CI3510</td>
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**Total:** 36

#### Support Core

<table>
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<tr>
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<tr>
<td>HT1000D</td>
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<tr>
<td>ME2250</td>
<td>Medical Law and Ethics</td>
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<td>MT2050</td>
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**Total:** 16.5

#### General Education Core (43.5)

**Communications**

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</tr>
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<tbody>
<tr>
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<td>Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or EN2150</td>
<td>Speech or Interpersonal Professional Communications</td>
<td>4.5</td>
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</table>

**Total:** 13.5

**Science**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
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<tr>
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<td>Science Elective</td>
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</table>

**Total:** 4.5

**Mathematics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA</td>
<td>Algebra Elective</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Total:** 4.5

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

# must take a Humanities elective.

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

(The university reserves the right to correct clerical errors.)

### Information Technology: Associate of Applied Science Degree

This program of study provides education for various entry-level positions in the information systems field. Students are encouraged to work with their advisor to design a program in their area of interest, which may be in programming, database administration, Microsoft networking or software applications. Graduates may qualify for positions as computer operators, programmers or database administrators.

#### Student Learning Outcomes

Graduates of the program will:

- Support the data management needs of business through the design, implementation and maintenance of relational databases.
- Demonstrate proficiency in the fundamental information technology skills required to provide user support in business.
- Administer a network infrastructure designed to support management and production functions in business or industry.
- Implement and maintain computer-based information systems to support the decision-making function of management.

### Information Technology: Associate of Applied Science Requirements

93 Credits

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bellevue, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South,
Denver, Ellsworth, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, and Zona Rosa. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

Information Technology Major Core Credit Hours
(A minimum of 22.5 of the following 40.5 credits must be earned at NAU.)

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<thead>
<tr>
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<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI1420</td>
<td>Principles of Programming</td>
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<td>CI2211</td>
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<td>CI2430</td>
<td>Computer Concepts</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3010</td>
<td>Linux</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3091</td>
<td>Intermediate Database</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3310</td>
<td>Web Site and Web Application Design</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2000+*</td>
<td>Electives</td>
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Support Core

<table>
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<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
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</tr>
<tr>
<td>AC1160</td>
<td>Principles of Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>13.5</strong></td>
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</tbody>
</table>

General Education Core (39)

Communications

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
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</tr>
<tr>
<td>EN1300</td>
<td>Composition II</td>
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<tr>
<td>EN2100 or</td>
<td>Speech or Interpersonal Professional Communications</td>
<td>4.5</td>
</tr>
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<td>EN2150</td>
<td>Interpersonal Professional Communications</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>13.5</strong></td>
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</tbody>
</table>

Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC</td>
<td>Science Electives</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>4.5</strong></td>
</tr>
</tbody>
</table>

Mathematics

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA</td>
<td>Algebra Elective</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>4.5</strong></td>
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</tbody>
</table>

Humanities/Behavioral/Social Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>4.5</td>
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<tr>
<td></td>
<td></td>
<td><strong>4.5</strong></td>
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</table>

General Education

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
<td>4.5</td>
</tr>
<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>7.5</strong></td>
</tr>
</tbody>
</table>

Computer Literacy

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Introduction to CIS or CI Elective</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>4.5</strong></td>
</tr>
</tbody>
</table>

* CI2080 and CI2180 may not be used as CI2000+ electives

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

A maximum of 13.5 credits may be earned through internship.

(The university reserves the right to correct clerical errors.)

Information Technology: Bachelor of Science Degree, Emphasis in Computer Security and Forensics

This program prepares students for the technology jobs of the future. Information security is the practice of ensuring the confidentiality, availability or integrity of a system. Digital forensics courses will provide students with a comprehensive understanding of digital forensics investigation tools and techniques, and the collection, preservation, and analysis of digital evidence. Graduates will have an in-depth understanding of threats, risks, and attacks, and the technologies, policies and procedures to mitigate information system threats.

Student Learning Outcomes

Graduates of the program will:

• Support the data management needs of business through the design, implementation, and maintenance of relational databases.

• Collaborate with constituents to establish the information technology needs of a business and plan an appropriate solution and procurement strategy.

• Demonstrate the use of project management techniques within an appropriate system analysis and design life cycle framework to develop an information system.

• Solve a variety of business problems through the application of structured program analysis and design concepts.

• Apply ethical decision-making models in the information technology environment.

• Protect information assets through the implementation of security models and standards.

Information Technology: Bachelor of Science with Emphasis in Computer Security and Forensics Requirements

187.5 Credits

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, Wichita West, and Zona Rosa. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.
(A minimum of 27 of the following 49.5 credits must be earned at NAU.)

CI1420 Principles of Programming 4.5
CI2011 Introduction to Database 4.5
CI2211 Internetworking Fundamentals 4.5
CI2430 Computer Concepts 4.5
CI3010 Linux 4.5
CI3091 Database Design and Management 4.5
CI3155 Computer Ethics 4.5
CI3310 Web site and Web Application Design 4.5
CI4220/MT4230 Project Management 4.5
CI4221 Systems Analysis and Design 4.5
CI4222 Integrative Systems Project** 4.5

49.5

Support Core

AC1060 Principles of Accounting I 4.5
AC1160 Principles of Accounting II 4.5
EC2050 Macroeconomics 4.5
EC2100 Microeconomics 4.5
FN3000 Business Finance I 4.5
MG1050 Principles of Marketing 4.5
MT2050 Principles of Management 4.5
MT4210 Quantitative Analysis 4.5

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Computer Security and Forensics Core

(A minimum of 18 of the following 31.5 credits must be earned at NAU.)

CI2440 Introduction to Computer Security 4.5
CI3680 Java Programming 4.5
CI3710 Internet Security 4.5
CI3715 Cybercrime and Information Systems 4.5
CI3720 Computer Forensics 4.5
CI3725 Network Security 4.5
CI4710 Forensic Methods 4.5

31.5

Open Elective

4.5

General Education Core (66)

General Education (31.5) (Available for block transfer) ##

Communications

EN1150 Composition I 4.5

4.5

Science

Science Electives 9

9

Humanities

Humanities Electives 9

9

Behavioral/Social Science

Behavioral/Social Science Electives 9

General Education (34.5) (Course-by-course transfer)

Communications

EN1300 Composition II 4.5
EN2100 or Speech or
EN2150 Interpersonal Professional Communications 4.5
EN3050 Technical Communications 4.5

13.5

Mathematics

MA2050 College Algebra 4.5
MA3000 Business Statistics 4.5

9

General Education

CS1500 Strategies for Success 4.5
CS2080 Career Management 3

7.5

Computer Literacy

Introduction to CIS or CI Elective 4.5

4.5

**Culminating Course - Senior level, minimum "C" grade required, must be completed at NAU.

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

are encouraged to complete some advanced or upper division general education course work.

## Block transfer is not available to these students.

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

(The university reserves the right to correct clerical errors.)

Information Technology: Bachelor of Science Degree, Emphasis in Database Administration

The need for efficient secure data management in nearly every industry has never been greater. This program provides the skills required to develop and maintain secure well designed database systems. From design to implementation and future capacity planning this program will prepare you to manage the tasks required of a Database Administrator.

Program Goals

The program will:

- Prepare learners to attain university core abilities and program learning outcomes by utilizing performance-based curriculum in a caring and supportive learning environment.
• Measure and assess student learning and implement improvements, as needed, to ensure high quality academic programs and services.

• Prepare learners to create plans for the pursuit of graduate studies and/or continuing professional development activities, membership in professional and community organizations, and a life of learning.

• Confirm that faculty members meet university qualifications guidelines, utilize effective and innovative teaching methods that promote academic excellence, and pursue opportunities for professional development.

• Monitor the needs of the program’s community of interest and maintain the currency and relevancy of program curriculum through regular faculty and advisory committee meetings and academic program reviews.

Student Learning Outcomes
Graduates of the program will:

• Collaborate with constituents to establish the information technology needs of a business and plan an appropriate solution and procurement strategy.

• Demonstrate the use of project management techniques within an appropriate system analysis and design life cycle framework to develop an information system.

• Solve a variety of business problems through the application of structured program analysis and design concepts.

• Apply ethical decision-making models in the information technology environment.

• Support the data management needs of business through the design, implementation and maintenance of relational databases.

Information Technology: Bachelor of Science with Emphasis in Database Administration
Requirements
187.5 Credits
This program is offered through NAU’s distance learning program.

Information Technology Major Core Credit Hours
(A minimum of 27 of the following 49.5 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>CI1420</td>
<td>Principles of Programming</td>
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<td>CI2011</td>
<td>Introduction to Database</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2211</td>
<td>Internetworking Fundamentals</td>
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<td>CI2430</td>
<td>Computer Concepts</td>
<td>4.5</td>
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<tr>
<td>CI3010</td>
<td>Linux</td>
<td>4.5</td>
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<tr>
<td>CI3091</td>
<td>Database Design and Management</td>
<td>4.5</td>
</tr>
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<td>CI3155</td>
<td>Computer Ethics</td>
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</tr>
<tr>
<td>CI3310</td>
<td>Web Site and Web Application Design</td>
<td>4.5</td>
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<td>CI4220/MT4230</td>
<td>Project Management</td>
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<td>CI4221</td>
<td>Systems Analysis and Design</td>
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<td>CI4222</td>
<td>Integrative Systems Project**</td>
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Support Core

<table>
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<th>Course Title</th>
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<td>AC1160</td>
<td>Principles of Accounting II</td>
<td>4.5</td>
</tr>
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<td>EC2100</td>
<td>Microeconomics</td>
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<td>FN3000</td>
<td>Business Finance I</td>
<td>4.5</td>
</tr>
<tr>
<td>MG1050</td>
<td>Principles of Marketing</td>
<td>4.5</td>
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<td>MT2050</td>
<td>Principles of Management</td>
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</tr>
<tr>
<td>MT4210</td>
<td>Quantitative Analysis</td>
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</table>

49.5

Database Administration Emphasis Core
(A minimum of 18 of the following 31.5 credits must be earned at NAU, excluding internship.)

<table>
<thead>
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<th>Course Title</th>
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<tbody>
<tr>
<td>CI3680</td>
<td>Java Programming</td>
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<td>CI4015</td>
<td>MS SQL Server Implementation &amp; Maintenance</td>
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<td>CI4025</td>
<td>MS SQL Server Design &amp; Optimization</td>
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<td>CI4035</td>
<td>Oracle Fundamentals</td>
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<td>Oracle SQL and PL/SQL</td>
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<td>Electives</td>
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</table>

31.5

Open Elective

4.5

General Education Core (66)

General Education (31.5) (Available for block transfer) ##

Communications

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
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4.5

Science

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9

Humanities

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Humanities Electives</td>
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9

Behavioral/Social Science

<table>
<thead>
<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>Behavioral/Social Science Electives</td>
<td></td>
<td>9</td>
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</table>

9

General Education (34.5) (Course–by–course transfer)

Communications

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or Speech or EN2150</td>
<td>Interpersonal Professional Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>EN3050</td>
<td>Technical Communications</td>
<td>4.5</td>
</tr>
</tbody>
</table>

13.5

Mathematics

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MA2050</td>
<td>College Algebra</td>
<td>4.5</td>
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</tbody>
</table>
MA3000  Business Statistics        4.5

General Education
CS1500  Strategies for Success        4.5
CS2080  Career Management            3

Computer Literacy
Introduction to CIS or CI Elective   4.5

**Capstone Course - Senior level, minimum "C" grade required, must be completed at NAU.

Residents of the state of Minnesota or students attending any Minnesota campus:
are encouraged to complete some advanced or upper division general education course work.

## Block transfer is not available to these students.

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

(The university reserves the right to correct clerical errors.)

Information Technology: Bachelor of Science with Emphasis in Internet Systems Development

187.5 Credits
Offered at Bellevue, Bloomington, Brooklyn Center, Burnsville, Ewllsworth, Georgetown, Independence, Lee’s Summit, Minnetonka, Rapid City, Rochester, Roseville, Tulsa, Weldon Spring, Wichita, and Wichita West. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

Information Technology Major Core Credit Hours
(A minimum of 27 of the following 49.5 credits must be earned at NAU.)

CI1420  Principles of Programming     4.5
CI2011  Introduction to Database      4.5
CI2211  Internetworking Fundamentals  4.5
CI2430  Computer Concepts            4.5
CI3010  Linux                        4.5
CI3091  Database Design and Management 4.5
CI3155  Computer Ethics              4.5
CI3310  Web site and Web Application 4.5
CI4220  Project Management           4.5
CI4221  Systems Analysis and Design  4.5
CI4222  Integrative Systems Project**4.5

Support Core
AC1060  Principles of Accounting I   4.5
AC1160  Principles of Accounting II  4.5
EC2050  Macroeconomics               4.5
EC2100  Microeconomics               4.5
FN3000  Business Finance I           4.5
MG1050  Principles of Marketing      4.5
MT2050  Principles of Management     4.5
MT4210  Quantitative Analysis        4.5

Internet Systems Development Emphasis Core
(A minimum of 18 of the following 31.5 credits must be earned at NAU, excluding internship.)

CI2020  Visual Basic                 4.5
CI2370  Web Design and Programming   4.5
CI3020  Intermediate Visual Basic    4.5
CI3380  Client-Side Scripting and Open Communication
CI4158  Application Infrastructure Configuration Server 2008 4.5
CI4118  Network Infrastructure       Configuration Server 2008 4.5
CI4230  Server-Side Scripting       4.5

Open Elective

4.5
### General Education Core (66)

**General Education (31.5) (Available for block transfer) # #**

#### Communications

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>EN1150</td>
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</tr>
<tr>
<td>EN1300</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2150</td>
<td>4.5</td>
</tr>
<tr>
<td>EN3050</td>
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#### Science

<table>
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<tr>
<th>Course</th>
<th>Hours</th>
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<tr>
<td>Science Electives</td>
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#### Humanities

<table>
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<tr>
<th>Course</th>
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<td>Humanities Electives</td>
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#### Behavioral/Social Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
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<td>Behavior/Social Science ELECTIVES</td>
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**General Education (34.5) (Course-by-course transfer)**

#### Communications

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>EN1150 Composition I</td>
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<td>EN1300 Composition II</td>
<td>4.5</td>
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<tr>
<td>EN2100 or Speech or Interpersonal Professional Communications</td>
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<tr>
<td>EN2150 Interpersonal Professional Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>EN3050 Technical Communications</td>
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#### Mathematics

<table>
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<th>Course</th>
<th>Hours</th>
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<tr>
<td>MA2050 College Algebra</td>
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<tr>
<td>MA3000 Business Statistics</td>
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#### General Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CS1500 Strategies for Success</td>
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<tr>
<td>CS2080 Career Management</td>
<td>3</td>
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</table>

#### Computer Literacy

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Introduction to CIS or CI Elective</td>
<td>4.5</td>
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</tbody>
</table>

**Capstone Course - Senior level, minimum "C" grade required, must be completed at NAU.**

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

are encouraged to complete some advanced or upper division general education course work.

# # Block transfer is not available to these students.

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

(The university reserves the right to correct clerical errors.)

---

### Information Technology: Bachelor of Science Degree, Emphasis in Management Information Systems

The requirement for management personnel to understand information technology and its impact upon modern business operation has never been greater. This degree program, with its component of business, finance, management, and accounting courses and its specialization in MIS, prepares graduates to be managers in information technology. Graduates are qualified for positions as systems analysts and information systems managers.

#### Student Learning Outcomes

**Graduates of the program will:**

- Support the data management needs of business through the design, implementation and maintenance of relational databases.
- Collaborate with constituents to establish the information technology needs of a business and plan an appropriate solution and procurement strategy.
- Demonstrate the use of project management techniques within an appropriate system analysis and design life cycle framework to develop an information system.
- Solve a variety of business problems through the application of structured program analysis and design concepts.
- Apply ethical decision-making models in the information technology environment.

### Information Technology: Bachelor of Science with Emphasis in Management Information Systems Requirements

**187.5 Credits**

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bellevue, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, Wichita West, and Zona Rosa. This program is also offered through NAU’s distance learning program.

#### Information Technology Major Core Credit Hours

(A minimum of 27 of the following 49.5 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
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<td>CI2011</td>
<td>Introduction to Database</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2211</td>
<td>Internetworking Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2430</td>
<td>Computer Concepts</td>
<td>4.5</td>
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<tr>
<td>CI3010</td>
<td>Linux</td>
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<td>CI3091</td>
<td>Database Design and Management</td>
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<td>Computer Ethics</td>
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<td>CI3310</td>
<td>Web Site and Web Application Design</td>
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<tr>
<td>CI4220</td>
<td>Project Management</td>
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Academic Programs  |  Information Technology

**Support Core**

<table>
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<tr>
<th>Course Code</th>
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<td>Principles of Accounting II</td>
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<td>EC2050</td>
<td>Macroeconomics</td>
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<td>Microeconomics</td>
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<tr>
<td>FN3000</td>
<td>Business Finance I</td>
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<td>MG1050</td>
<td>Principles of Marketing</td>
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<td>MT2050</td>
<td>Principles of Management</td>
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<td>MT4210</td>
<td>Quantitative Analysis</td>
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<tr>
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**Management Information Systems Emphasis Core**

(A minimum of 18 of the following 31.5 credits must be earned at NAU, excluding internship.)

Students must have at least three emphasis courses that are different from any other BS IT program in which they are enrolled.

**Choose Seven Electives**

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<td>CI3000+</td>
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**Open Elective**

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**General Education Core (66)**

General Education (31.5) (Available for block transfer) ##

**Communications**

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**Science**

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**Humanities**

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**Behavioral/Social Science**

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<td></td>
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**General Education (34.5) (Course-by-course transfer)**

**Communications**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EN1300</td>
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<td>4.5</td>
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<tr>
<td>EN2100 or</td>
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<tr>
<td>EN2150</td>
<td>Interpersonal Professional</td>
<td>4.5</td>
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<td>Communications</td>
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<tr>
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**Mathematics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MA2050</td>
<td>College Algebra</td>
<td>4.5</td>
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<tr>
<td>MA3000</td>
<td>Business Statistics</td>
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**General Education**

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<thead>
<tr>
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<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
<td>4.5</td>
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<td>CS2080</td>
<td>Career Management</td>
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**Computer Literacy**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Introduction to CIS or CI Elective</td>
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</tr>
<tr>
<td></td>
<td>Sum</td>
<td><strong>4.5</strong></td>
</tr>
</tbody>
</table>

* CI2080 and CI2180 may not be used as CI2000D+ electives

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

are encouraged to complete some advanced or upper division general education course work.

## Block transfer is not available to these students.

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**Information Technology: Bachelor of Science Degree, Emphasis in Network Administration/Microsoft**

This program provides the student with an in-depth knowledge of network administration. Graduates of this program have all the necessary skills to administer a computer network. The focus is on Microsoft networking and prepares students for the Microsoft Certified, IT Professional; Server Administrator exams.

**Student Learning Outcomes**

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- Support the data management needs of business through the design, implementation, and maintenance of relational databases.
- Collaborate with constituents to establish the information technology needs of a business and plan an appropriate solution and procurement strategy.
- Demonstrate the use of project management techniques within an appropriate system analysis and design life cycle framework to develop an information system.
- Solve a variety of business problems through the application of structured program analysis and design concepts.
- Apply ethical decision-making models in the information technology environment.
• Administer a network infrastructure designed to support the management and production functions in business or industry.

Information Technology: Bachelor of Science with Emphasis in Network Administration/Microsoft Requirements

187.5 Credits

Offered at Bellevue.

Information Technology Major Core  Credit Hours
(A minimum of 27 of the following 49.5 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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<tr>
<td>CI2011</td>
<td>Introduction to Database</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2211</td>
<td>Internetworking Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2430</td>
<td>Computer Concepts</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3010</td>
<td>Linux</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3091</td>
<td>Database Design and Management</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3155</td>
<td>Computer Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3310</td>
<td>Web Site and Web Application Design</td>
<td>4.5</td>
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<td>CI4220/MT4230</td>
<td>Project Management</td>
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</tr>
<tr>
<td>CI4221</td>
<td>Systems Analysis and Design</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4222</td>
<td>Integrative Systems Project**</td>
<td>4.5</td>
</tr>
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Support Core

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<th>Course Title</th>
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<td>Principles of Accounting II</td>
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</tr>
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<td>Macroeconomics</td>
<td>4.5</td>
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<td>EC2100</td>
<td>Microeconomics</td>
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<td>Business Finance I</td>
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<td>MG1050</td>
<td>Principles of Marketing</td>
<td>4.5</td>
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<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
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<td>MT4210</td>
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<td></td>
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</table>

Network Administration Microsoft Emphasis Core
(A minimum of 18 of the following 31.5 credits must be earned at NAU, excluding internship.)

<table>
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<th>Course Code</th>
<th>Course Title</th>
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<tr>
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<td>CI3675</td>
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<td>CI4118</td>
<td>Network Infrastructure Configuration Server 2008</td>
<td>4.5</td>
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<td>Active Directory Configuration</td>
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<td>CI4148</td>
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General Education Core (66)

General Education (31.5) (Available for block transfer)

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<th>Course Code</th>
<th>Course Title</th>
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<tr>
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<td>Science</td>
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<td>Humanitie</td>
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<tr>
<td>Behavioral/Social Science</td>
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Mathematics

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MA2050</td>
<td>College Algebra</td>
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<td>Business Statistics</td>
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<td>General Education</td>
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<tbody>
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<td>CS1500</td>
<td>Strategies for Success</td>
<td>4.5</td>
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<tr>
<td>CS2080</td>
<td>Career Management</td>
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<th>Course Code</th>
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<td>Introduction to CIS or CI Elective</td>
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**Information Technology: Bachelor of Science with Emphasis in Network Management/Microsoft Requirements**

**187.5 Credits**

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bellevue, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, and Wichita West. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

**Information Technology Major Core  Credit Hours**

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<td>CI2211</td>
<td>Internetworking Fundamentals</td>
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<td>CI2430</td>
<td>Computer Concepts</td>
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<td>CI3091</td>
<td>Database Design and Management</td>
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<td>CI4221</td>
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<td>CI4222</td>
<td>Integrative Systems Project**</td>
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**Support Core**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AC1060</td>
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<td>4.5</td>
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<tr>
<td>AC1160</td>
<td>Principles of Accounting II</td>
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<td>EC2100</td>
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<td>FN3000</td>
<td>Business Finance I</td>
<td>4.5</td>
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<tr>
<td>MG1050</td>
<td>Principles of Marketing</td>
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<tr>
<td>MT2050</td>
<td>Principles of Management</td>
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</tr>
<tr>
<td>MT4210</td>
<td>Quantitative Analysis</td>
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</table>

**Network Management/Microsoft Emphasis Core**

(A minimum of 18 of the following 31.5 credits must be earned at NAU.)

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CI3000+</td>
<td>Electives</td>
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<tr>
<td>CI3675</td>
<td>Microsoft Windows 7</td>
<td>4.5</td>
</tr>
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<td>CI4118</td>
<td>Network Infrastructure</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4138</td>
<td>Active Directory Configuration - Server 2008</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4158</td>
<td>Application Infrastructure Configuration - Server 2008</td>
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<td>CI4168</td>
<td>Enterprise Administration Server 2008</td>
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**Open Elective**

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**General Education Core (66)**

General Education (31.5) (Available for block transfer) ##

**Communications**

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<thead>
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<th>Course Code</th>
<th>Course Title</th>
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<tr>
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**Science**

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**Humanities**

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**Behavioral/Social Science**

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<th>Course Code</th>
<th>Course Title</th>
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**General Education (34.5) (Course-by-course transfer)**

**Communications**

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<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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<tr>
<td>EN2100 or</td>
<td>Speech or</td>
<td>4.5</td>
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<tr>
<td>EN2150</td>
<td>Interpersonal Professional Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>EN3050</td>
<td>Technical Communications</td>
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**Mathematics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MA2050</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
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</table>
MA3000  Business Statistics  4.5

**Capstone Course - Senior level, minimum "C" grade required, must be completed at NAU.**

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(The university reserves the right to correct clerical errors.)

MCITP Network Management: Diploma
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 help prepare students to take the Microsoft MCITP Enterprise Administrator exams.

**Student Learning Outcomes**
Graduates of the program will:

- Demonstrate proficiency in the fundamental information technology skills required to provide user support in business.
- Administer a network infrastructure designed to support management and production functions in business or industry.
- Implement and maintain computer-based information systems to support the decision-making function of management.
- Design, implement, and manage a network infrastructure designed to support management and production functions in business or industry.

**MCITP Network Management: Diploma Requirements**
58.5 Credits
Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Rochester, Roseville, Sioux Falls, Watertown, Weldon Spring, Wichita, Wichita West, and Zona Rosa. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

**MCITP Network Management Major Core**

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<th>Course</th>
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<td>CI2211</td>
<td>Internetworking Fundamentals       4.5</td>
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<tr>
<td>CI2430</td>
<td>Computer Concepts                  4.5</td>
</tr>
<tr>
<td>CI2440</td>
<td>Introduction to Computer Security  4.5</td>
</tr>
<tr>
<td>CI3675</td>
<td>Microsoft Windows 7                4.5</td>
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<tr>
<td>CI4118</td>
<td>Network Infrastructure             4.5</td>
</tr>
<tr>
<td>CI4138</td>
<td>Active Directory Configuration - Server 2008  4.5</td>
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<td>CI4158</td>
<td>Application Infrastructure          4.5</td>
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<tr>
<td>CI4168</td>
<td>Enterprise Administration - Server 2008  4.5</td>
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**General Education Core (18)**

**Communications**

<table>
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<td>Composition I            4.5</td>
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**Mathematics**

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<th>Course</th>
<th>Credit Hours</th>
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<td>MA</td>
<td>Algebra Elective          4.5</td>
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**General Education**

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<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tr>
<td>CS1500</td>
<td>Strategies for Success   4.5</td>
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**Computer Literacy**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Introduction to CIS or CI Elective</td>
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Graduation Requirements: A minimum 2.0 GPA is required overall and in the MCITP Network Management Major Core. See the "Graduation Requirements" section of the catalog for additional requirements.

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Network and Server Administrator: Diploma
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 help prepare students to take the Microsoft MCITP Server Administrator exams and Cisco CCNA certifications.

**Student Learning Outcomes**
Graduates of the program will:
- Demonstrate proficiency in the fundamental information technology skills required to provide user support in business.
- Administer a network infrastructure designed to support management and production functions in business or industry.
- Implement and maintain computer-based information systems to support the decision-making function of management.

**Network and Server Administrator: Diploma Requirements**

**58.5 Credits**

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Rochester, Roseville, Sioux Falls, Watertown, Weldon Spring, Wichita, Wichita West, and Zona Rosa. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU’s distance learning program.

Network and Server Administrator

<table>
<thead>
<tr>
<th>Major Core</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI2011</td>
<td>Introduction to Database</td>
</tr>
<tr>
<td>CI2211</td>
<td>Internetworking Fundamentals</td>
</tr>
<tr>
<td>CI2430</td>
<td>Computer Concepts</td>
</tr>
<tr>
<td>CI2440</td>
<td>Introduction to Computer Security</td>
</tr>
<tr>
<td>CI4118</td>
<td>Network Infrastructure Configuration - Server 2008</td>
</tr>
<tr>
<td>CI4138</td>
<td>Active Directory Configuration - Server 2008</td>
</tr>
<tr>
<td>CI4148</td>
<td>Administering Windows Server 2008</td>
</tr>
<tr>
<td>CI4291</td>
<td>Interconnecting Cisco Networking Devices I</td>
</tr>
<tr>
<td>CI4292</td>
<td>Interconnecting Cisco Networking Devices II</td>
</tr>
</tbody>
</table>

40.5

**General Education Core (18)**

**Communications**

| EN1150     | Composition I | 4.5 |

4.5

**Mathematics**

| MA         | Algebra Elective | 4.5 |

4.5

**General Education**

| CS1500     | Strategies for Success | 4.5 |

4.5

**Computer Literacy**

| Introduction to CIS or CI Elective | 4.5 |

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

(The university reserves the right to correct clerical errors.)
**LEGAL STUDIES**

**Paralegal Studies**
Paralegals, sometimes called legal assistants, may be employed in law firms; corporate legal departments; local, state, and federal government offices; bank and trust departments; and other offices that require a specialized understanding of the law and the legal system. Paralegals may also be employed in other careers that require excellent analytical and communication skills.

Under the supervision of an attorney, a paralegal may interview clients and witnesses; draft court pleadings and other legal documents; perform legal research; review medical, police and other records; attend hearings; assist in trial preparations; and assist at trial. A paralegal may not engage in activities considered to be the practice of law, including giving legal advice, representing a client in court, or setting legal fees.

**Paralegal Studies Program Admissions**
In addition to the university’s admissions requirements and instructions on page 13, the following admissions requirement is program specific.

Any person convicted of a felony may not serve as a paralegal in the state of South Dakota without the approval of the South Dakota Supreme Court.

**Paralegal Studies: Bachelor of Science Degree**
National American University offers both a Bachelor of Science degree and an Associate of Applied Science degree in Paralegal Studies. A Bachelor of Science degree is offered for students who wish to prepare for increased employment responsibilities or choose to pursue graduate education. Credits earned in the Associate of Applied Science degree apply toward a Bachelor of Science degree in Paralegal Studies.

**Program Goals**
The program will:
- Provide students with fundamental knowledge of substantive and procedural law.
- Develop the critical thinking skills of students to enable them to analyze problems by identifying and evaluating alternative solutions.
- Prepare students to perform legal research using both traditional and electronic resources.
- Develop the oral and written communication skills of students.
- Provide students with the knowledge of the ethical guidelines governing the conduct of attorneys and paralegals.
- Encourage students to participate in continuing education activities and maintain memberships in professional organizations.
- Prepare students who earn a Bachelor of Science degree for increased employment responsibilities and graduate education.
- Measure key student learning outcomes continuously and identify and implement opportunities for improvement.

**Student Learning Outcomes**
Graduates of the program will:
- Demonstrate a fundamental knowledge of substantive and procedural law.
- Analyze issues using legal research methodology.
- Communicate effectively through speaking and writing.
- Model professional behavior in accordance with ethical guidelines governing the conduct of attorneys and paralegals.
- Apply legal theories to relevant facts under the supervision of an attorney.

**Paralegal Studies: Bachelor of Science Degree Requirements**

**187 Credits**
Offered at Bloomington, Brooklyn Center, Burnsville, Independence, Lee’s Summit, Minnetonka, Overland Park, Rapid City, Roseville, Sioux Falls, and Zona Rosa. The programs offered at the Rapid City and Sioux Falls campuses are approved by the American Bar Association.

**Paralegal Studies Major Core Credit Hours**
(A minimum of 36 of the following 90 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL1100/</td>
<td>Introduction to Legal Principles (1)</td>
<td>4.5</td>
</tr>
<tr>
<td>SO1100*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PL1150*</td>
<td>Legal Research I</td>
<td>4.5</td>
</tr>
<tr>
<td>PL1350*</td>
<td>Legal Research II</td>
<td>4.5</td>
</tr>
<tr>
<td>PL2050*</td>
<td>Torts</td>
<td>4.5</td>
</tr>
<tr>
<td>PL2100/</td>
<td>Domestic Relations (1)</td>
<td>4.5</td>
</tr>
<tr>
<td>SO2120*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PL2150*</td>
<td>Civil Procedure</td>
<td>4.5</td>
</tr>
<tr>
<td>PL2350*</td>
<td>Criminal Procedure</td>
<td>4.5</td>
</tr>
<tr>
<td>PL2500*</td>
<td>Legal Writing</td>
<td>4.5</td>
</tr>
<tr>
<td>PL3000*</td>
<td>Law Office Technology</td>
<td>4.5</td>
</tr>
<tr>
<td>PL3050*</td>
<td>Real Property</td>
<td>4.5</td>
</tr>
<tr>
<td>PL3100*</td>
<td>Professional Ethics and Law Office Procedures</td>
<td>4.5</td>
</tr>
<tr>
<td>PL3000+</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>PL4000+*</td>
<td></td>
<td>13.5</td>
</tr>
<tr>
<td>PL*</td>
<td>Paralegal Elective</td>
<td>4.5</td>
</tr>
<tr>
<td>PL</td>
<td>Paralegal Internship (3) (4)</td>
<td>13.5</td>
</tr>
<tr>
<td>PL4600*</td>
<td>CLA Review</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**90**

**Support Core**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC2760</td>
<td>Accounting for Managers</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>LA3100</td>
<td>Business Law</td>
<td>4.5</td>
</tr>
<tr>
<td>ME1150</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
</tbody>
</table>
### Paralegal Studies: Associate of Applied Science Degree

An Associate of Applied Science degree in Paralegal Studies is offered for those students who wish to pursue a course of study emphasizing basic paralegal skills. Credits earned in this program will apply toward a Bachelor of Science degree in Paralegal Studies described above. Students can often earn the bachelor's degree in six additional quarters.

#### Program Goals

The program will:

- Provide students with a fundamental knowledge of substantive and procedural law.
- Develop the critical-thinking skills of students to enable them to analyze problems by identifying and evaluating alternative solutions.
- Prepare students to perform legal research using both traditional and electronic resources.
- Develop the oral and written communication skills of students.
- Provide students with the knowledge of the ethical guidelines governing the conduct of attorneys and paralegals.
- Encourage students to participate in continuing education activities and maintain memberships in professional organizations.
- Measure key student learning outcomes continuously and identify and implement opportunities for improvement.

#### Student Learning Outcomes

Graduates of the program will:

- Demonstrate a fundamental knowledge of substantive and procedural law.
- Analyze issues using legal research methodology.
- Communicate effectively through speaking and writing.
- Model professional behavior in accordance with ethical guidelines governing the conduct of attorneys and paralegals.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MT3050</td>
<td>Human Resource Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3230/PL3230</td>
<td>Employment Law</td>
<td>4.5</td>
</tr>
<tr>
<td>General Education Core</td>
<td>General Education (36) (Available for block transfer)</td>
<td>31</td>
</tr>
<tr>
<td>Communications</td>
<td>EN1150 Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>Science</td>
<td>Science Electives</td>
<td>9</td>
</tr>
<tr>
<td>Humanities</td>
<td>HU2000 Critical Thinking and Problem Solving</td>
<td>4.5</td>
</tr>
<tr>
<td>Behavioral/Social Science</td>
<td>Behavioral/Social Science Electives</td>
<td>9</td>
</tr>
<tr>
<td>General Education</td>
<td>General Education Elective</td>
<td>4.5</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MA2050 College Algebra</td>
<td>4.5</td>
</tr>
<tr>
<td>MA3000 Business Statistics</td>
<td>4.5</td>
<td></td>
</tr>
<tr>
<td>General Education</td>
<td>CS1500 Strategies for Success</td>
<td>4.5</td>
</tr>
<tr>
<td>CS2080 Career Management (6)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>Introduction to CIS or CI Elective (7)</td>
<td>4.5</td>
</tr>
</tbody>
</table>

*Must earn a minimum "C" grade in each Paralegal Studies Major Core course*

1. May be credited as a cross-listed sociology course. If so, another Paralegal Studies course must be successfully completed or transferred.
2. Or placement recommendation
3. Paralegal coordinator approval required

4. Students may elect to satisfy a maximum of 4.5 internship credit hours with a Paralegal Studies elective course other than PL3000 Law Office Technology.

5. No prerequisite for EN2100 Speech

6. Academic advisor approval

7. CI1500 Word Processing for Windows recommended

**Students attending any Minnesota campus:**

*are encouraged to complete some advanced or upper division general education course work.*

**#Block transfer is not available to these students.**

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

(The university reserves the right to correct clerical errors.)
Paralegal Studies: Associate of Applied Science Degree Requirements

97.5 Credits

Offered at Bloomington, Brooklyn Center, Burnsville, Independence, Lee’s Summit, Minnetonka, Overland Park, Rapid City, Roseville, Sioux Falls, and Zona Rosa. The programs offered at the Rapid City and Sioux Falls campuses are approved by the American Bar Association.

Paralegal Studies Major Core Credit Hours

(A minimum of 31.5 of the following 49.5 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL1100/ SO1100*</td>
<td>Introduction to Legal Principles</td>
<td>4.5</td>
</tr>
<tr>
<td>PL1150*</td>
<td>Legal Research I</td>
<td>4.5</td>
</tr>
<tr>
<td>PL1350*</td>
<td>Legal Research II</td>
<td>4.5</td>
</tr>
<tr>
<td>PL2050*</td>
<td>Torts</td>
<td>4.5</td>
</tr>
<tr>
<td>PL2100*</td>
<td>Domestic Relations or</td>
<td></td>
</tr>
<tr>
<td>PL2150*</td>
<td>Civil Procedure</td>
<td>4.5</td>
</tr>
<tr>
<td>PL2350*</td>
<td>Criminal Procedure</td>
<td>4.5</td>
</tr>
<tr>
<td>PL2500*/ EN2500*</td>
<td>Legal Writing</td>
<td>4.5</td>
</tr>
<tr>
<td>PL3050*</td>
<td>Professional Ethics and Law Office Procedures</td>
<td>4.5</td>
</tr>
<tr>
<td>PL3250*</td>
<td>Wills, Trusts, and Probate</td>
<td>4.5</td>
</tr>
<tr>
<td>PL3100*</td>
<td>Law Office Technology</td>
<td>4.5</td>
</tr>
<tr>
<td>PL</td>
<td>Paralegal Internship (1) (2)</td>
<td>4.5</td>
</tr>
<tr>
<td>PL4600*</td>
<td>CLA Review</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Support Core

AC2760 Accounting for Managers 4.5
LA3100 Business Law 4.5

General Education Core (39)

Communications

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or EN2150</td>
<td>Speech or Interpersonal Professional Communications</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Science

Science Elective 4.5

Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA</td>
<td>Algebra Elective</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Humanities

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HU2000</td>
<td>Critical Thinking and Problem Solving</td>
<td>4.5</td>
</tr>
</tbody>
</table>

General Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
<td>4.5</td>
</tr>
<tr>
<td>CS2080</td>
<td>Career Management (4)</td>
<td>3</td>
</tr>
</tbody>
</table>

Computer Literacy

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Introduction to CIS or CI Elective (5)</td>
<td>4.5</td>
</tr>
</tbody>
</table>

* Must earn a minimum "C" grade in each Paralegal Studies Major Core course

1. Paralegal coordinator approval required
2. Students may substitute PL3000 Law Office Technology in place of the internship.
3. No prerequisite for EN2100 Speech
4. Academic advisor approval
5. CI1500 Word Processing for Windows recommended

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

(The university reserves the right to correct clerical errors.)

Business Administration: Bachelor of Science Degree, Emphasis in Pre-Law

For students whose goal is to attend law school, National American University offers a Bachelor of Science degree in Business Administration with emphasis in Pre-law. The curriculum is designed to provide students with a foundation of knowledge and skills to facilitate their success in law school. Specialized courses promote the development of analytical and critical-thinking skills, verbal and written communication skills, a fundamental understanding of substantive and procedural law, legal research skills, and knowledge of ethical guidelines governing the conduct of attorneys. Other courses in business and general education provide students with a broad base of knowledge for success in today's complex society.

Students who earn this degree may apply for admission to law school. Students should check the admissions requirements of each law school in which they are interested in attending. Generally, to be admitted into law school, a person must have earned a bachelor's degree with a high grade point average and have performed well on the Law School Admission Test. Success in gaining admission to, and achieving success in law school is contingent upon the ability and effort of each student. Receipt of this degree does not ensure that a student will be admitted to, or succeed in law school.

Students who receive this degree, but do not subsequently earn a law degree, may pursue a variety of careers in which the above-mentioned knowledge and skills may be utilized. In many states, a person with this degree may qualify as a paralegal or legal assistant who can assist a licensed attorney, subject to state regulations. Only licensed attorneys may practice law. A person who earns this degree may not engage in activities considered to be...
the practice of law, including giving legal advice, representing a client in court, or setting legal fees.

See the Business Administration: Bachelor of Science Degree, Emphasis in Pre-Law program of study on page 87.
NATIONAL AMERICAN UNIVERSITY
SCHOOL OF NURSING

School of Nursing Mission Statement
The School of Nursing (SON), as an integral part of National American University (NAU), is in concert with its mission, core values, and purposes. Consistent with the overall university mission, the SON mission is to prepare competent nursing graduates by providing a caring, diverse, and student-centered environment that fosters critical thinking and enhances holistic health care across the lifespan. The nursing programs offer career mobility through an articulated ladder approach to nursing education.

SON Vision
Maintain and mature the infrastructure of the SON and the practice of nursing education.

SON Core Values
• Offer high quality nursing education and collaborative community partnerships.
• Provide a caring and supportive learning environment for nursing students.
• Offer professional nursing programs leading to career advancement and professional development.

SON Goals/Purposes
1. Prepare learners to influence the delivery of healthcare services through safe and accountable clinical judgment.
2. Promote and facilitate (student-centered) lifelong learning opportunities responsive to the needs of students, graduates, faculty, community, and profession.
3. Commit to the advancement of nursing knowledge and application to health care by collaborating with faculty within and external to the university and with professionals in healthcare and community agencies.
4. Support and participate in activities that interpret and promote the role of the nurse, influence nursing practice, and the concept of caring.
5. Support efforts to recruit and retain students from diverse backgrounds and experiences who demonstrate potential for success in nursing.
6. Incorporate a holistic approach to culturally congruent care throughout the lifespan.

SON Philosophy
The SON derives its philosophy and purposes from the mission statement of NAU. The SON and its faculty believe that nursing education should enable students to acquire the knowledge and proficiencies necessary to practice culturally competent and congruent nursing care and meet the changing needs of society. The philosophy and conceptual model are based on the learning paradigms of Benner (1984, 2000, 2001) and Leininger (1991, 2002, 2006). In accordance with these paradigms, the faculty believes that education is predicated on the following constructs derived from Benner’s Novice to Expert and Leininger’s Transcultural Nursing theories:

1. Experiential: student-centered and lifelong learning; Benner (1984, 2000, 2001) and Leininger (1991, 2002, 2006). The SON and faculty believe nursing education includes experiences and activities that promote learning in open learning climates where students may examine and discuss transitions in understanding, mistakes, or misconceptions in actual clinical situations (Benner). Nursing is embraced as a discipline committed to the importance of lifelong learning for the maintenance and advancement of knowledge.

The SON and faculty further believe culturally congruent care reflects an infinite number of factors that affect well-being which is important for today’s diverse society. It is through culturally congruent care that nursing finds an infinite number of explored and unexplored dimensions of care as a pursuit for enhanced knowledge which may result in predictable care outcomes (Leininger).


The SON and faculty further embrace Leininger’s definition: “Care is the heart of nursing; Care is power; Care is essential to healing (or well-being); Care is curing; and Care is (or should be) the central and dominant focus of nursing and transcultural nursing decisions and actions” (Leininger, 1991, 2002, 2006).

3. Clinical Judgment: qualitative distinction, evolves over time, integrative/dynamic; Benner (1984, 2000, 2001). The SON and faculty believe Benner’s tenet that clinical judgment is based on recognition of dynamic patient/family/community transitions across time in response to conditions and associated treatment. The nurse’s clinical judgment evolves over time as the nurse gains experience and furthers education in the profession.

4. Holistic Health/Illness/Death: Leininger (1991, 2002, 2006). The SON and faculty believe nursing education should embrace the care of clients as addressed within all stages of health from wellness to death. Within the art of healing and comforting, utilization of a holistic perspective should support and enhance human dignity. This holistic perspective views cultural insight as a pivotal factor that directs and shapes well-being within an individual, the family, and the community as a whole.

health/illness/death provide horizontal threads that serve as broad categories under which a variety of content can be addressed. They are not considered mutually exclusive. It is recognized that the rapid evolution of nursing science, practice, and education demands on-going reexamination of categories and concepts.

The SON and faculty believe nursing is a practice profession with a defined body of knowledge and outcomes. Nursing practice is embraced through education as holistic, caring in nature incorporating, and supporting lifelong learning.

Nursing Practice and Nursing Education
A knowledge base reflective of the varying levels of nursing practice contributes to incorporating information to promote health, prevent disease, restore health, and promote adaptation across the lifespan. Nursing demands the ability to adapt to a changing environment in assessing, analyzing, planning, implementing, and evaluating nursing care.

Continued learning and application of facts and principles is necessary for effective clinical judgment in patient care settings. As providers of health services, nurses should be self-directive, creative, critical thinkers who strive for lifelong learning, regardless of their level of practice.

Within nursing, there are levels of practice within varying settings which require different educational preparation. Educational preparation within each level of practice should build on previous knowledge to facilitate career mobility.

The NAU SON Associate of Science in Nursing (ASN) program prepares students to serve clients with complex care needs, which require judgment, independent decision making within the professional nurse role and collaborative decision making. The National League for Nursing (NLN) publication *Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master’s, Practice Doctorate, and Research Doctorate Programs in Nursing* (National League for Nursing, 2010) provides guidelines for associate degree nursing education and practice.

The NAU SON Bachelor of Science in Nursing (BSN) curriculum was designed to provide a broad base of principles from science and liberal arts including additional specialized courses in leadership, healthcare delivery systems, community and public health nursing, health promotion, nursing research, and evidence-based practice. To ensure the program quality and integrity, the BSN program follows the standards set out in the American Association of Colleges of Nursing (AACN) *Essentials of Baccalaureate Education for Professional Nursing Practice* (American Association of Colleges of Nursing, 2008). The baccalaureate graduate enters the nursing profession as a nurse generalist with a strong foundation for developing specialized clinical practice and other advanced practice roles. The BSN graduates are prepared to function effectively in ambiguous, unpredictable, and complex environments; demonstrate critical thinking and flexibility; translate, integrate, and apply knowledge to enhance patient care quality and safety. The program graduates possess the skills and credentials necessary to pursue graduate education.

The NAU SON Master of Science in Nursing (MSN) program with emphasis in emerging technologies and interactive experiences was developed to prepare future educators for leadership in nursing education in a variety of settings. The MSN program utilizes the *Essentials of Master’s Education in Nursing* (American Association of Colleges of Nursing, 2011) to provide structure for the curriculum content. The program integrates theories specific to adult learning, curriculum design and evaluation of courses and programs, critical thinking and instructional design, and teaching strategies. This program provides students focused learning on how to teach online and use technology to teach nursing in innovative ways. The program graduates possess the skills and credentials necessary to work as nursing educators in all types of nursing programs. The MSN graduates are prepared to face challenges of today’s complex academic and healthcare environments, assume leadership roles in staff development, and participate in innovative programs in health education within a global environment.

Bachelor of Science in Nursing Program
Today’s healthcare environment demands nurses who can function in a constantly changing healthcare setting, deal with emerging healthcare needs, and incorporate evidence and research in their practice. The BSN 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.

Nursing Program Admission Requirements for BSN Students

Admission to the nursing foundational core is based on the National American University (NAU) admission criteria.

Admission to the nursing foundational core does not guarantee admission 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 cohort.*
The criteria to be eligible for application to the clinical core of the BSN program:

- Admission to NAU must be made before application to the nursing clinical core.
- All foundational core courses must be completed by the clinical core application deadline.
- Minimum cumulative grade point average (CGPA) of 2.8 on all nursing foundational courses must be accomplished.
- All required foundational core courses must be completed with a minimum grade of "C".
- All science courses must have been completed within five (5) years of application to the nursing foundational core.
- Applicant must provide a copy of state specific verification of active certification of a nursing assistant (CNA), licensed vocational nurse (LVN), or licensed practical nurse (LPN).
- Prior to application to the nursing clinical core, applicants must successfully complete a pre-entrance examination, Test of Essential Academic Skills (TEAS). The student must take the TEAS test at a NAU School of Nursing campus program location or arrange for an official transfer of the scores from Assessment Technologies Institute (ATI) to the program of application. The TEAS provides 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 with no less than 14 days between testing.

Acceptance is based on the overall ranking of the following items:

- TEAS test scores.
- CGPA of foundational core courses.
- Students who have completed nursing foundational course work at NAU will be given priority consideration but not guaranteed admission into the nursing clinical core.
- Prior completion of a bachelor’s or master’s degree in any program of study.
- Grades from Human Anatomy and Physiology I and Human Anatomy and Physiology II.

The following items must be submitted with the application (the cost of the items is the student’s responsibility):

- Completed application. Incomplete applications will not be considered for admittance.
- Non-native English speaking students must provide evidence that they are in compliance with the university and the respective State Board of Nursing requirements for English competency.
- Successful background check through an agency selected by NAU School of Nursing.
- State specific verification of active CNA, LVN, or LPN must be on the completed application for admission into the nursing clinical core.

- Copy of current active CPR certification (American Heart Association for Healthcare Providers).
- Evidence of a health examination (current within six months of admission) if applicable. Check with the respective program office.
- Evidence of active health insurance.
- Evidence of up-to-date immunizations or evidence of serologic immunity as required by clinical agencies signed by a healthcare provider.
- Prior to applying to the nursing program clinical core, students must meet with the financial service representative at the respective campus to discuss program costs. This advising session will be documented in the student application packet.

Articulation Policy for LPN to BSN Students

The following policy applies ONLY to the LPN Bridge to BSN program offered at the NAU Overland Park and Wichita West, Kansas campuses.

LPNs who desire to become professional nurse with BSN degree will take the NS3315 LPN to RN Transition course. Admission for articulation is based on academic criteria and complies with Kansas State Board of Nursing policies, 1202 commission report and follows recommendations of the Council for Nursing Articulation in Kansas.

All LPNs will make application for acceptance into the BSN program and complete the following requirements.

Acceptance is based on available resources and the overall ranking of the following items:

- Admission to NAU must be made before application to the nursing clinical core.
- In-state applicant must be a graduate of a Kansas State Board of Nursing approved practical nursing school/program with a CGPA of 2.8 or above. Individual evaluation of credits will be accomplished by reviewing an official transcript from the previous nursing school/program and course syllabi. Validation of nursing competencies in selected skill sets will be conducted following the recommendations of the Council for Nursing Articulation in Kansas. Non-nursing course credits may be transferred according to NAU policy.
- Out-of-state graduates from other State Board of Nursing approved practical nursing schools/programs will be evaluated individually by reviewing applicants' official transcripts and course syllabi. Validation of nursing competencies in selected skill sets will be conducted following the recommendations of the Council for Nursing Articulation in Kansas. Non-nursing course credits may be transferred according to NAU policy.
- Current active unencumbered LPN license from any state within the United States must be on the completed application for admission.
- The NS3315 LPN to RN Transition course, 4.5 credit hours, to be taken in the fall quarter with provisional admission into the nursing clinical core. This course must be completed with a minimum grade of "C" to gain full
admission status. Failure to meet this requirement will result in removal from the program.

- Nine (9) credit hours will be held in escrow for the LPN bridging student. The student must successfully pass the first nursing courses NS3320D, NS3330, and NS3331 to have the nine (9) credit hours fully transferred into the program.

- Students who have completed nursing foundational course work at NAU 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 CGPA of 2.8 on all nursing foundational courses must be accomplished by the student.

- All nursing foundational courses must be completed by the clinical core application deadline.

- All nursing foundational core courses must be completed with a minimum grade of "C".

- All science courses must have been completed within five (5) years of application to the nursing foundational core.

- All nursing foundational core courses may be transferred into the program.

- Prior to application to the nursing clinical core, applicants must successfully complete a pre-entrance examination, TEAS. The student must take the TEAS test at a NAU School of Nursing campus program location or arrange for an official transfer of the scores from ATI to the program of application. The TEAS provides 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 with no less 14 days between testing.

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

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 Requirements

186.5 Credits

Offered at Albuquerque, Bloomington, Overland Park, Rapid City, Sioux Falls, and Wichita West campuses.

Nursing Clinical Core

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<td>2</td>
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<tr>
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<td>Foundations of Holistic Nursing</td>
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<td>NS3331</td>
<td>Foundations of Holistic Nursing Clinical</td>
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<tr>
<td>NS3340D</td>
<td>Pathophysiologic Concepts II</td>
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<td>Pharmacology for Nurses</td>
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<td>NS4000D</td>
<td>Issues in Transcultural Nursing</td>
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<tr>
<td>NS4300</td>
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<tr>
<td>NS4400D</td>
<td>Leadership and Management in Nursing**</td>
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Nursing Foundational Core (79.5)

(Not Available for Block Transfer)

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<tbody>
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<td>EN1150</td>
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<td>EN3050</td>
<td>Technical Communication</td>
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<th>Course Code</th>
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<tbody>
<tr>
<td>SC1200</td>
<td>Principles of Nutrition</td>
<td>4.5</td>
</tr>
<tr>
<td>SC1232</td>
<td>Human Anatomy and Physiology I</td>
<td>6</td>
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<tr>
<td>SC1332</td>
<td>Human Anatomy and Physiology II with Lab</td>
<td>6</td>
</tr>
<tr>
<td>SC1422</td>
<td>Microbiology with Lab</td>
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Mathematics

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<tr>
<td>MA2050</td>
<td>College Algebra</td>
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<tr>
<td>MA3000</td>
<td>Business Statistics</td>
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122
Humanities

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<tr>
<th>Humanities Electives</th>
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Behavioral/Social Science

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<tbody>
<tr>
<td>SO1050</td>
<td>Introduction to Sociology</td>
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<tr>
<td>PS1050</td>
<td>Introduction to Psychology</td>
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<tr>
<td>PS2000</td>
<td>Human Growth and Development</td>
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General Education

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<tbody>
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<td>CS1500</td>
<td>Strategies for Success</td>
<td>4.5</td>
</tr>
<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>3</td>
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</table>

**Capstone course.

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 (CNA), licensed vocational nurse (LVN), or licensed practical nurse (LPN) and be officially accepted into the nursing clinical core to register for nursing (NS) courses.

Minimum of 2.8 cumulative grade point average in the nursing foundational core. All nursing foundational core courses must be completed with a "C" grade or higher.

Minimum course grade of "C", "P", or "S" is required for progression in all courses within the nursing clinical core.

Failure to achieve a passing grade in a theory or clinical course will result in the failure of the associated theory or clinical course.

Admission to the nursing foundational core does NOT guarantee enrollment in the nursing clinical core.

All nursing students are encouraged to complete some advanced or upper division general education coursework.

(The university reserves the right to correct clerical errors.)

Bachelor of Science in Nursing: LPN to BSN Degree

Requirements

191 Credits

Offered at Overland Park and Wichita West campuses.

NOTE: LPN bridging into the BSN clinical core students must have a PN diploma (32 credits) with a 2.8 cumulative grade point average (CGPA) or above and a current active unencumbered LPN license.

LPN to RN Transition (4.5)

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<tr>
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<tr>
<td>NS3315</td>
<td>LPN to RN Transition</td>
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The LPN to RN Transition course must be completed with a minimum grade of "C".

Nursing Clinical Core (107)

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**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.

**Admissions Requirements**

The Online RN to BSN program reviews applications and admits students every academic quarter. Admissions decisions are made and communicated in writing once the program application and admissions requirements have been completed and reviewed.

**Admissions criteria include the following:**

- Admission to NAU before application to the Online RN to BSN program.
- Graduation from an associate degree program in nursing or a diploma nursing program.*
- Current active unencumbered RN license from any state within the United States.* Evidence of current licensure must be present in the student’s departmental file. If the applicant is a recent graduate (has graduated less than 90 days) of an approved and/or accredited associate degree or diploma program and does not hold an RN license, the applicant will be accepted into the program pending receipt of passing the NCLEX-RN® exam. The student must take and pass the NCLEX-RN® exam within the first quarter of enrollment. If the student does not take or fails the NCLEX-RN®, the student will not be allowed to continue with enrollment the subsequent quarter. The student can, however, re-apply for admission and may be accepted upon successful completion of the NCLEX-RN®.
- Minimum cumulative grade point average (CGPA) of 2.8 or above from the graduated associate degree program in nursing or diploma nursing program. Applicants who do not meet the CGPA requirement are reviewed on a case-by-case basis and may be admitted under probationary status.
- Minimum CGPA of 2.8 on all transferred general education courses.
- All nursing prefix (NS) courses must be completed through NAU online.

*All international nurses must have a current active unencumbered RN license from any state within the United States and an international professional evaluation of their prior education credentials.

### Online RN to BSN Program

Today’s dynamic and diverse healthcare environment requires professional nurses who can champion health promotion and disease prevention, function effectively in ambiguous, unpredictable and complex environments, demonstrate critical thinking and flexibility, and execute a variety of roles throughout a lifetime career. The National American University (NAU) Online RN to BSN program is designed for RNs with an associate degree or diploma who seek a bachelor’s degree in nursing.

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- Admission to NAU before application to the Online RN to BSN program.
- Graduation from an associate degree program in nursing or a diploma nursing program.*
- Current active unencumbered RN license from any state within the United States.* Evidence of current licensure must be present in the student’s departmental file. If the applicant is a recent graduate (has graduated less than 90 days) of an approved and/or accredited associate degree or diploma program and does not hold an RN license, the applicant will be accepted into the program pending receipt of passing the NCLEX-RN® exam. The student must take and pass the NCLEX-RN® exam within the first quarter of enrollment. If the student does not take or fails the NCLEX-RN®, the student will not be allowed to continue with enrollment the subsequent quarter. The student can, however, re-apply for admission and may be accepted upon successful completion of the NCLEX-RN®.
- Minimum cumulative grade point average (CGPA) of 2.8 or above from the graduated associate degree program in nursing or diploma nursing program. Applicants who do not meet the CGPA requirement are reviewed on a case-by-case basis and may be admitted under probationary status.
- Minimum CGPA of 2.8 on all transferred general education courses.
- All nursing prefix (NS) courses must be completed through NAU online.

*All international nurses must have a current active unencumbered RN license from any state within the United States and an international professional evaluation of their prior education credentials.
Online RN to BSN Requirements
190 Credits
Offered through NAU Distance Learning in all states except Tennessee.

NOTE: Students must have an associate degree or diploma in nursing with a 2.8 cumulative grade point average (CGPA) or above and a current active unencumbered RN license.

Nursing Major Core (49)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS3026D</td>
<td>Concepts and Challenges in Professional Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NS3050D</td>
<td>Pathophysiology in Practice</td>
<td>4</td>
</tr>
<tr>
<td>NS3225D</td>
<td>Nursing Theory and Healthcare Delivery Models</td>
<td>4</td>
</tr>
<tr>
<td>NS3250D</td>
<td>Ethics and Issues in Contemporary Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NS3305D</td>
<td>Evidence-Based Practice and Research in Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NS4000D</td>
<td>Issues in Transcultural Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NS4050D</td>
<td>Public Health and Community Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NS4060D</td>
<td>Caring for Vulnerable Populations</td>
<td>4</td>
</tr>
<tr>
<td>NS4150D</td>
<td>Information Technology in Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NS4350D</td>
<td>Quality Management in Nursing and Health Care</td>
<td>4</td>
</tr>
<tr>
<td>NS4400D</td>
<td>Leadership and Management in Nursing **</td>
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Support Core (4)

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HA4050D</td>
<td>Healthcare Law</td>
<td>4</td>
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</table>

Nursing or Open Electives (62 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS4155D</td>
<td>Public Health and Community Nursing Clinical</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Or Nursing or Open Electives</td>
<td></td>
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General Education Core (75)
(Not Available for Block Transfer)

Communications

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Professional Communication</td>
<td>4.5</td>
</tr>
<tr>
<td>EN3050</td>
<td>Technical Communication</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Science

If sufficient SC credits are not available for transfer, completion of additional science electives will be required.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC1200</td>
<td>Principles of Nutrition</td>
<td>4.5</td>
</tr>
<tr>
<td>SC</td>
<td>Anatomy and Physiology Electives</td>
<td>12</td>
</tr>
<tr>
<td>SC</td>
<td>Microbiology Elective</td>
<td>4.5</td>
</tr>
<tr>
<td>SC</td>
<td>Science Elective</td>
<td>4.5</td>
</tr>
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</table>

25.5

Mathematics

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA2050</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
<tr>
<td>MA3000</td>
<td>Business Statistics</td>
<td>4.5</td>
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9

Humanities

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities Electives</td>
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9

Behavioral/Social Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO1050</td>
<td>Introduction to Sociology</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Behavioral/Social Science Elective</td>
<td>4.5</td>
</tr>
</tbody>
</table>

9

General Education

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
<td>4.5</td>
</tr>
</tbody>
</table>

4.5

** Capstone course

Minimum course grade of "C" required in each nursing course for progression in the nursing program.

Minimum course grade of "C" required for all other courses.

Minimum of 2.0 CGPA required for progression and graduation.

All nursing students are encouraged to complete some advanced or upper division general education course work.

(The university reserves the right to correct clerical errors.)

Associate of Science in Nursing

ASN Nursing

Nursing is a career that is in great demand. Nursing offers opportunities in multiple settings with individuals, families, and communities. The National American University (NAU) Nursing Associate of Science (ASN) degree will provide the student the knowledge and skills necessary to integrate practice theories and concepts from nursing, sciences and humanities when providing comprehensive nursing care in a variety of settings. The program will provide competent graduates prepared to take the NCLEX-RN® exam. (Completion of the program does not ensure student eligibility to take the NCLEX-RN® exam. Students are responsible for meeting eligibility requirements for licensure designated by the Nurse Practice Act and the respective State Board of Nursing.)

Student Learning Outcomes

- Exhibit behaviors and characteristics congruent with the professional role.
• Utilize skills to promote communication and collaboration in the healthcare environment.
• Incorporate culturally sensitive information and care to promote health, prevent disease, restore health, and promote adaptation across the lifespan.
• Create a safe and effective environment.

Admissions Requirements
Admission to the nursing foundational core is based upon the NAU admission criteria. Admission to the nursing foundational core does not guarantee admission 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 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 NAU must be made before application to the nursing clinical core.
• Students who have completed nursing foundational course work at NAU 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 grade point average (CGPA) of 2.8 on all nursing foundational courses must be accomplished by the student.
  - All nursing foundational courses must be completed by application.
  - All science courses must have been completed within five (5) years of application to the nursing foundational core. All science courses must have been achieved with a minimum "C".
  - General education nursing clinical core courses (SC1201, SC1370, PS2000, SO1050 or PS1050) may be completed prior to acceptance into the nursing clinical core. They are not nursing foundational courses and will not be calculated into the nursing foundational core needed 2.8 CGPA.
  - State-specific verification of active certification of a nursing assistant (CNA) must be on 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, Test of Essential Academic Skills (TEAS). The student must take the TEAS test at a NAU School of Nursing campus program location or arrange for an official transfer of the scores from Assessment Technology Institute (ATI) to the program of application. The TEAS provide 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 with no less than 14 days between testing.

The following must be submitted with the application (the cost of the following items is the student’s responsibility):
• Non-native English speaking students must provide evidence that they are in compliance with the university and the respective State Board of Nursing requirements for English competency.
• Successful background check through an agency selected by the NAU School of Nursing.
• State specific verification of active CNA must be on the completed application for admission into the nursing clinical core.
• Copy of current active CPR certification (American Heart Association for Healthcare Providers).
• Evidence of a health examination (current within six months of admission) completed and signed by a healthcare provider if applicable. Check with the respective program office.
• Evidence of active health insurance.
• Evidence of up-to-date immunizations or evidence of serologic immunity as required by clinical agencies signed by a healthcare provider.
• Documentation of a negative TB skin test (taken within one year) or chest x-ray (taken within five years) signed by a licensed professional.
• The ASN student applying to the clinical core should review and sign the functional abilities form. The signature implies the student can meet the physical needs to support the physical duties required of a nursing student.
• Prior to applying to the nursing program clinical core, students must meet with the financial service representative at the respective campus to discuss program costs. This advising session will be documented in the student application packet.

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.

ASN Requirements
108 Credits

Offered at Denver and Zona Rosa campuses.

Nursing Clinical Core (64)

Nursing Clinical Core Credit Hours
(All of the following 64 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS1010</td>
<td>Introduction to Professional</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Nursing</td>
<td></td>
</tr>
<tr>
<td>NS1020</td>
<td>Health Assessment</td>
<td>2</td>
</tr>
<tr>
<td>NS1030</td>
<td>Foundations of Nursing Practice</td>
<td>8</td>
</tr>
<tr>
<td>NS1031</td>
<td>Foundations of Nursing Practice - Clinical</td>
<td>2</td>
</tr>
<tr>
<td>NS1040</td>
<td>Pharmacology I</td>
<td>4</td>
</tr>
<tr>
<td>NS1050</td>
<td>Adult Health Needs I</td>
<td>4</td>
</tr>
</tbody>
</table>
Academic Programs

National American University School of Nursing

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS1051</td>
<td>Adult Health Needs I - Clinical</td>
<td>5</td>
</tr>
<tr>
<td>NS2011</td>
<td>Maternal/Child Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NS2012</td>
<td>Maternal/Child Nursing - Clinical</td>
<td>3</td>
</tr>
<tr>
<td>NS2021</td>
<td>Mental Health Needs of Clients and Families</td>
<td>3</td>
</tr>
<tr>
<td>NS2022</td>
<td>Mental Health Needs of Clients and Families - Clinical</td>
<td>2</td>
</tr>
<tr>
<td>NS2031</td>
<td>Adult Health Needs II</td>
<td>4</td>
</tr>
<tr>
<td>NS2032</td>
<td>Adult Health Needs II - Clinical</td>
<td>7</td>
</tr>
<tr>
<td>NS2040</td>
<td>Pharmacology II</td>
<td>1</td>
</tr>
<tr>
<td>NS3011</td>
<td>Complex Adult Health Needs</td>
<td>5</td>
</tr>
<tr>
<td>NS3012</td>
<td>Complex Adult Health Needs - Clinical</td>
<td>6</td>
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</tbody>
</table>

**General Education Core (44)**

**Nursing Foundational Core (27)**

*(Not Available for Block Transfer)*

**Communications**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Science**

*NOTE: All science courses must have been completed within five (5) years of application to the nursing foundational core. All science courses must be completed with a "C" grade or higher.*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC1232</td>
<td>Human Anatomy and Physiology I with Lab</td>
<td>6</td>
</tr>
<tr>
<td>SC1332</td>
<td>Human Anatomy and Physiology II with Lab</td>
<td>6</td>
</tr>
<tr>
<td>SC1422</td>
<td>Microbiology with Lab</td>
<td>6</td>
</tr>
</tbody>
</table>

**Mathematics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA1500</td>
<td>Algebra Elective</td>
<td>4.5</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA2050</td>
<td></td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Nursing Clinical Core (17)**

**Science**

*NOTE: All science courses must have been completed within (five) 5 years of application to the nursing foundational core. All science courses must be completed with a "C" grade or higher.*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC1201</td>
<td>Nutritional Foundations</td>
<td>2</td>
</tr>
<tr>
<td>SC1370</td>
<td>Pathophysiology</td>
<td>6</td>
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**Behavioral/Social Sciences**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS1050 or</td>
<td>Introduction to Psychology or Introduction to Sociology</td>
<td>4.5</td>
</tr>
<tr>
<td>SO1050</td>
<td>Human Growth and Development</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Students must have a state specific verification of active certification of a nursing assistant (CNA) and be officially accepted into the nursing clinical core to register for nursing (NS) courses.

Minimum of 2.8 cumulative grade point average in the nursing foundational core.

Minimum course grade of "C", "P", or "S" is required for progression in all courses within the nursing clinical core.

Failure to achieve a passing grade in a theory or clinical course will result in the failure of the associated theory or clinical course.

Admission to the nursing foundational core does NOT guarantee enrollment in the nursing clinical core.

(The university reserves the right to correct clerical errors.)
ORGANIZATIONAL LEADERSHIP

Today’s organizations need business professionals who are dynamic leaders and informed decision-makers in order to be successful in the competitive global economy. This degree program is designed for persons seeking to upgrade their leadership skills and advance in organizations. Graduates will have a distinct advantage in being able to combine core business knowledge with insight and skills gained from the added dimension of course work in organizational leadership. These courses prepare students to be better leaders, to initiate change, to solve problems, and to foster more innovative learning environments.

Students who have an interest in combining the knowledge and skills gained through the study of organizational leadership with those acquired in the field of human resource management should consider completing the human resource management emphasis core courses as open elective options.

Program Goals:
• Prepare learners to attain university core abilities and program learning outcomes by utilizing performance-based curriculum in a caring and supportive learning environment.
• Measure and assess student learning and implement improvements, as needed, to ensure high quality academic programs and services.
• Prepare learners to create plans for the pursuit of graduate studies and/or continuing professional development activities, membership in professional and community organizations, and a life of learning.
• Confirm that faculty members meet university qualifications guidelines, utilize effective and innovative teaching methods that promote academic excellence, and pursue opportunities for professional development.
• Monitor the needs of the program’s community of interest and maintain the currency and relevancy of program curriculum through regular faculty and advisory committee meetings and academic program reviews.
• Achieve and maintain specialized program accreditation.

Student Learning Outcomes
Graduates of the program will:
• Utilize leadership concepts and theories to attain organizational goals.
• Formulate management strategy to effect organizational change.
• Apply ethical decision making models to ethical dilemmas faced by individuals and organizations.
• Demonstrate effective collaboration and teamwork skills.

Organizational Leadership: Bachelor of Science Requirements
187 Credits

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Rapid City, Rochester, Roseville, Tulsa, and Weldon Spring. This program is also offered through NAU’s distance learning program.

Organizational Leadership Major Core Credit Hours
(At least 18 of the following 31 credits must be taken with NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT4200</td>
<td>Business Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4300</td>
<td>Management Across Cultures</td>
<td>4.5</td>
</tr>
<tr>
<td>OL3100</td>
<td>Principles of Organizational Leadership</td>
<td>4.5</td>
</tr>
<tr>
<td>OL4100</td>
<td>Organizational Culture and Leadership</td>
<td>4.5</td>
</tr>
<tr>
<td>OL4200</td>
<td>Learning Organizations</td>
<td>4.5</td>
</tr>
<tr>
<td>OL4300</td>
<td>Organizational Development and Change</td>
<td>4.5</td>
</tr>
<tr>
<td>OL4500</td>
<td>Action Research I **</td>
<td>2</td>
</tr>
<tr>
<td>OL4550</td>
<td>Action Research II **</td>
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<td><strong>Total</strong></td>
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Support Core

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>AC2760</td>
<td>Accounting for Managers</td>
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</tr>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2100</td>
<td>Microeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>FN3000</td>
<td>Business Finance I</td>
<td>4.5</td>
</tr>
<tr>
<td>LA3100</td>
<td>Business Law</td>
<td>4.5</td>
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<tr>
<td>MG1050</td>
<td>Principles of Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3050</td>
<td>Human Resource Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3250</td>
<td>Organizational Behavior</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4050</td>
<td>Training and Development</td>
<td>4.5</td>
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Open Electives (45)

<table>
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General Education Core (66)

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Electives</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>General</td>
<td>(31.5) (Available for block transfer)</td>
<td>31.5</td>
</tr>
<tr>
<td>Communications</td>
<td>EN1150 Composition I</td>
<td>4.5</td>
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<table>
<thead>
<tr>
<th>Discipline</th>
<th>Electives</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Science</td>
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<tr>
<td>Humanities</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Behavioral/Social Science</td>
<td>Behavioral/Social Science Electives</td>
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128
<table>
<thead>
<tr>
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<th>Title</th>
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</thead>
<tbody>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or Speech or EN2150</td>
<td>Interpersonal Professional Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>EN3050</td>
<td>Technical Communications</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td><strong>Communications</strong></td>
<td><strong>13.5</strong></td>
</tr>
<tr>
<td>MA2050</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
<tr>
<td>MA3000</td>
<td>Business Statistics</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td><strong>Mathematics</strong></td>
<td><strong>9</strong></td>
</tr>
<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
<td>4.5</td>
</tr>
<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>General Education</strong></td>
<td><strong>7.5</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Computer Literacy</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduction to CIS or CI Elective</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td><strong>Computer Literacy</strong></td>
<td><strong>4.5</strong></td>
</tr>
</tbody>
</table>

**Capstone Course - Senior level, minimum "C" grade required, must be completed at NAU.**

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

are encouraged to complete some advanced or upper division general education course work.

## Block transfer is not available to these students.

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

(The university reserves the right to correct clerical errors.)
VETERINARY TECHNOLOGY

Veterinary Technology: Associate of Applied Science Degree

This is an eight-quarter program with the last quarter consisting of an externship during which the student will work with a veterinarian in a veterinary office. The veterinary technology program is accredited by the American Veterinary Medical Association (AVMA). Students in this program are trained to assist veterinarians in all aspects of a veterinary practice including patient care, medication administration, surgical preparation, equipment maintenance, radiological procedures, laboratory procedures, public relations, and office procedures. Veterinary technicians do not diagnose, prescribe medications, or perform surgery. Upon graduation, the veterinary technician is qualified to take the National Veterinary Technician Exam and/or any other state exam required for registration, certification or licensure in that state.

The veterinary technology curriculum emphasizes laboratory and science courses such as clinical pathology, radiology, surgical assisting, and microbiology. These courses enable the technician to become a paraprofessional member of the veterinary medical team. Business and general education courses create a well-rounded education that can also be used in office management and front office work. This curriculum is not intended to prepare a student for admission to a school of veterinary medicine. The laboratory courses and externship program give the hands-on experience needed for development of skills for clinical situations. Students considering enrollment into this program are encouraged to concentrate on math and science in high school.

Recommended high school courses include algebra, biology, chemistry, and communication courses.

With the exception of biological concepts, general chemistry, and biochemistry, all science, animal science, and veterinary technology courses, including medical terminology, must be passed with a grade of "C" or above. All prerequisites for courses in the veterinary technology program must be passed with at least a "C" before the student is allowed to continue on to the next course.

Any student who fails to achieve a minimum of a "C" grade after the second attempt in a veterinary technology professional course will meet with an academic advisor to find a more suitable course of study.

Students enrolling in this program must possess hand/finger dexterity as well as the ability to restrain, handle, and/or lift large and small animals. Students entering the veterinary technology program must show proof of health insurance. If the student does not have current health insurance, he or she will be required to purchase coverage through the student health insurance program prior to the beginning of their first term.

Veterinary technicians may find positions working in research facilities, teaching institutions, zoos, animal parks, the military, veterinary clinics, feed, drug, and veterinary equipment companies, and the government. A career as a veterinary technician involves the excitement and challenge of veterinary medicine and the rewards of working with animals and their owners.

Admission Policy

All students applying for admission to the Veterinary Technology program, whose Academic Success Appraisal scores indicate the need for EN0600 English and MA0600/MA0700 Foundations of Mathematics courses, will be placed in the Veterinary Assisting Diploma program. At the end of the first academic year (fall, winter, and spring terms), students may transfer to the Veterinary Technology program for the subsequent academic year if they have met the GPA requirements of the Veterinary Assisting program as follows:

- An overall GPA of 2.5 for the program.
- A "B" or higher grade in SC1180 Basic Animal Anatomy, AH2320 Basic Clinical Procedures, and AH1520 Introduction to Small Animal Nutrition.
- A "C" or higher grade in the remaining Veterinary Assisting core classes.

The grade criteria listed would apply to all students wanting to move from the Veterinary Assisting program to the Veterinary Technology program regardless of their placement scores.

Program Goals

The program will:

- Educate, graduate, and place students in the field of veterinary technology.
- Provide an adequate academic knowledge base so that students will be able to successfully pass the Veterinary Technician National Exam.
- Provide opportunities for students to develop hands-on skills required of veterinary technicians in a clinical setting.
- Instill in students the importance of educating clients regarding animal care and public health.
- Encourage membership in local, state, and national veterinary technician associations as students and then as graduates.
- Foster an environment for students that encourages lifelong learning after graduation.
- Encourage in students a sense of professionalism including ethical values and behavior.
- Provide continuing education opportunities for students and graduate veterinary technicians.

Student Learning Outcomes

Graduates of the program will:

- Demonstrate knowledge of basic domestic animal anatomy and physiology.
- Apply the ethical guidelines governing the conduct of veterinarians and veterinary technicians.
- Demonstrate fundamental knowledge specific to the veterinary technology field.
Perform a wide range of veterinary technology skills to assist veterinarians in all aspects of practice.

**Veterinary Technology: Associate of Applied Science Degree Requirements**

134.5 Credits

Offered at Rapid City.

The Veterinary Technology program is accredited by CVTEA, a subcommittee of AVMA.

**Animal Health Major Core**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH1150*</td>
<td>Animal Technology Topics</td>
<td>4</td>
</tr>
<tr>
<td>AH1160*</td>
<td>Principles of Animal Care</td>
<td>1</td>
</tr>
<tr>
<td>AH1180*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AH1500*</td>
<td>Introduction to Exotic Animals</td>
<td>1</td>
</tr>
<tr>
<td>AH2230*</td>
<td>Animal Restraint I</td>
<td>1</td>
</tr>
<tr>
<td>AH2240*</td>
<td>Animal Restraint II</td>
<td>1</td>
</tr>
<tr>
<td>AH2300*</td>
<td>Clinical Pathology I</td>
<td>2</td>
</tr>
<tr>
<td>AH2310*</td>
<td>Clinical Pathology I - Lab</td>
<td>2</td>
</tr>
<tr>
<td>AH2400*</td>
<td>Clinical Pathology II</td>
<td>2</td>
</tr>
<tr>
<td>AH2410*</td>
<td>Clinical Pathology II-Lab</td>
<td>2</td>
</tr>
<tr>
<td>AH2500*</td>
<td>Laboratory Animal Science</td>
<td>1</td>
</tr>
<tr>
<td>AH2700*</td>
<td>Veterinary Office and Hospital Management</td>
<td>4</td>
</tr>
<tr>
<td>AH3150*</td>
<td>Animal Clinic</td>
<td>4</td>
</tr>
<tr>
<td>AH3200*</td>
<td>Radiological Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AH3350*</td>
<td>Anesthesia for Veterinary Technicians</td>
<td>2</td>
</tr>
<tr>
<td>AH3400*</td>
<td>Anesthesiology and Surgical Procedures</td>
<td>4</td>
</tr>
<tr>
<td>AH3700</td>
<td>Practicum (Externship)</td>
<td>10</td>
</tr>
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</table>

**Animal Science Major Core**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS1250*</td>
<td>Introduction to Animal Science</td>
<td>4</td>
</tr>
<tr>
<td>AS2350*</td>
<td>Animal Diseases and Prevention I</td>
<td>4</td>
</tr>
<tr>
<td>AS2360*</td>
<td>Animal Diseases and Prevention II</td>
<td>1</td>
</tr>
<tr>
<td>AS2500*</td>
<td>Animal Reproduction</td>
<td>4</td>
</tr>
<tr>
<td>AS2600*</td>
<td>Applied Animal Nutrition</td>
<td>4</td>
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</tbody>
</table>

**Support Core**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ME1150*</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
</tbody>
</table>

**Open Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td></td>
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<td>8</td>
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</table>

**General Education Core (61.5)**

**Communications**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or</td>
<td>Speech or</td>
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</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Professional Communications</td>
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</table>

**Science**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>SC1055</td>
<td>Biological Concepts with Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>SC1240*</td>
<td>Anatomy and Physiology of Domestic Animals I</td>
<td>4</td>
</tr>
<tr>
<td>SC1280*</td>
<td>Comparative Anatomy Lab</td>
<td>2</td>
</tr>
<tr>
<td>SC1320*</td>
<td>Anatomy and Physiology of Domestic Animals II</td>
<td>3</td>
</tr>
<tr>
<td>SC1354</td>
<td>General Chemistry and Biochemistry w/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>SC2200*</td>
<td>Pharmacology for Vet. Technicians</td>
<td>4</td>
</tr>
<tr>
<td>SC3100*</td>
<td>Bacteriology/Parasitology</td>
<td>3</td>
</tr>
<tr>
<td>SC3110*</td>
<td>Bacteriology/Parasitology Lab</td>
<td>2</td>
</tr>
</tbody>
</table>

**Mathematics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA</td>
<td>Algebra Elective</td>
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</tbody>
</table>

**Humanities/Behavioral/Social Science**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**General Education**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
<td>4.5</td>
</tr>
<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>3</td>
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</tbody>
</table>

**Computer Literacy**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Introduction to CIS or CI elective</td>
<td>4.5</td>
</tr>
</tbody>
</table>

* Professional course (minimum "C" grade required and prerequisite minimum "C" grade required)

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

(The university reserves the right to correct clerical errors.)

**Veterinary Assisting Diploma**

Veterinary assistants are becoming more important as valued members of the veterinary healthcare team in today’s modern practices.

This is a one-year program that prepares students to support veterinary technicians and veterinarians in a veterinary practice. Duties performed by veterinary assistants include animal restraint, preparing animals for surgery, care of surgical instruments and other equipment, care and feeding of in-patients, processing radiographs, and front office procedures. Veterinary assistants are not trained to give injections, take blood samples, perform laboratory procedures, administer anesthetics, monitor patients during anesthesia, or assist in surgery.

Students choosing to advance their career may become veterinary technicians by completing the veterinary technology program in an additional two years.

**Program Goals**

The program will:
• Educate, graduate, and place students in the field of veterinary technology.
• Provide an adequate academic knowledge base so that students will be able to successfully pass the Veterinary Technician National Exam.
• Provide opportunities for students to develop hands-on skills required of veterinary technicians in a clinical setting.
• Instill in students the importance of educating clients regarding animal care and public health.
• Encourage membership in local, state, and national veterinary technician associations as students and then as graduates.
• Foster an environment for students that encourages lifelong learning after graduation.
• Encourage in students a sense of professionalism including ethical values and behavior.
• Provide continuing education opportunities for students and graduate veterinary technicians.

Student Learning Outcomes
Graduates of the program will:
• Demonstrate knowledge of basic animal anatomy.
• Demonstrate fundamental knowledge specific to the veterinary assisting field.
• Perform the basic skills required to assist veterinarians and veterinary technicians in a clinical setting.

Veterinary Assisting Diploma Requirements
53 Credits
Offered at Rapid City.

Veterinary Assisting Major Core Credit Hours
(A minimum of 16 of the following 32 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH1150</td>
<td>Animal Technology Topics</td>
<td>4</td>
</tr>
<tr>
<td>AH1160-</td>
<td>Principles of Animal Care</td>
<td>0-1</td>
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<tr>
<td>AH1180</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AH1500</td>
<td>Introduction to Exotic Animals</td>
<td>1</td>
</tr>
<tr>
<td>AH1520</td>
<td>Introduction to Small Animal Nutrition</td>
<td>1</td>
</tr>
<tr>
<td>AH2230</td>
<td>Animal Restraint I</td>
<td>1</td>
</tr>
<tr>
<td>AH2320</td>
<td>Basic Clinical Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AH2380</td>
<td>Surgical Preparation</td>
<td>3</td>
</tr>
<tr>
<td>AH2700</td>
<td>Veterinary Office and Hospital Management</td>
<td>4</td>
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<tr>
<td>AH, AS or CI</td>
<td>Veterinary Assisting Electives</td>
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<tr>
<td>SO1800</td>
<td>Community Volunteer Practicum</td>
<td>4</td>
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<tr>
<td>CI2180</td>
<td>Veterinary Software Applications</td>
<td>2</td>
</tr>
<tr>
<td>ME1150</td>
<td>Medical Terminology</td>
<td>4</td>
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<tr>
<td>SC1180</td>
<td>Basic Animal Anatomy</td>
<td>4</td>
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General Education Core (21)

Communications
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
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Mathematics
<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
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<td>Algebra Elective</td>
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Humanities/Behavioral/Social Science
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</thead>
<tbody>
<tr>
<td></td>
<td>Elective</td>
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General Education
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Computer Literacy
<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Introduction to CIS or CI Elective</td>
<td>4.5</td>
</tr>
</tbody>
</table>

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

(The university reserves the right to correct clerical errors.)
AC1160 - Principles of Accounting II - 4.5 Credits
This course presents accounting principles and concepts applicable to receivables, plant assets and intangibles, liabilities, payroll, corporations and the Statement of Cash Flows. The students will also learn to analyze company performance using financial statements.
Prerequisite: AC1060
Delivery: on campus and online

AC1260 - Principles of Accounting III - 4.5 Credits
This course introduces students to the fundamental concepts of management accounting. The focus is on the accounting tools that managers will find useful in today’s business environment. Topics include job order and process costing, activity-based costing, cost-volume-profit analysis, short term business decisions, capital investment and the time value of money, in addition to the master budget and flexible budgets.
Prerequisite: AC1160
Delivery: on campus and online

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: AC1160/CI1150
Delivery: on campus and online

AC2760 - Accounting for Managers - 4.5 Credits
This course is designed for the non-accounting major who needs a background in accounting from the viewpoint of management. The emphasis is on using accounting information to aid in managerial decision-making.
Delivery: on campus and online

AC2810 - AAS Accounting Internship - 4.5 Credits
The accounting internship is designed to provide associate degree students with professional experience in an approved professional setting. Students will apply concepts and theories learned in the classroom to the workplace environment. Successful completion of this course requires a written report, detailing the experience gained during the internship, and successful completion of the projects assigned by the internship supervisor.
Prerequisite: Completion of all Major Core courses with advisor approval
Delivery: on campus

AC3050 - Intermediate Accounting I - 4.5 Credits
An in-depth study of accounting concepts, principles and processes is presented. Concepts learned in the principles courses are reviewed with emphasis on contemporary accounting theory.
Prerequisite: AC1160
Delivery: on campus and online
AC3100 - Intermediate Accounting II - 4.5 Credits
This is a continuation of AC3050 with concentration on accounting for non-current assets, long-term liabilities, and stockholders' equity.
Prerequisite: AC3050
Delivery: on campus and online

AC3150 - Intermediate Accounting III - 4.5 Credits
Analytical techniques related to revenue recognition, interperiod tax allocation, pensions, leases, and accounting changes and errors are studied. Preparation of the statement of cash flows, basis financial statement analysis, and full disclosure are also emphasized.
Prerequisite: AC3100
Delivery: on campus and online

AC3200 - Cost Accounting - 4.5 Credits
This course presents accounting concepts and procedures applicable to an enterprise engaged in manufacturing. Variable costing and absorption costing methods are compared and contrasted. Cost allocation, joint products and by-products, process costing, spoilage, and other procedures, which assist management in the decision-making process are studied. Quality control, transfer pricing, and non-financial performance measures are also introduced.
Prerequisite: AC1260
Delivery: on campus and online

AC3400 - Federal Income Tax I - 4.5 Credits
This course is the first in a series that studies federal income tax law and its application to individuals, corporations, partnerships and other special considerations. After a brief review of the history of taxation in the U.S., the objective of the federal income tax law, and administration of the tax law, this course focuses on the individual taxpayer. Case problems involve preparation of the individual tax return and supporting schedules.
Prerequisite: AC1160
Delivery: on campus and online

AC3450 - Federal Income Tax II - 4.5 Credits
This course is a continuation of the study of federal income tax law. It focuses on the study of federal tax and its application to corporate taxpayers. The course explains the differences in corporate formations; analyzes the corporate tax formula; examines the effects of distributions, acquisitions, and reorganizations; and then focuses on partnership, gift and estate tax considerations. Case studies involve preparation of tax returns.
Prerequisite: AC3400/EN1300
Delivery: on campus and online

AC3560 - Accounting Information Systems - 4.5 Credits
This course focuses on accounting information systems and their control aspects, including administrative, operational, and security controls. Students will explore the information system's role in allowing business entities to maintain their financial accounting records.
Prerequisite: AC1260/CI1150 or placement recommendation
Delivery: on campus 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 intra-entity transactions that affect the consolidation process.
Prerequisite: AC3150
Delivery: on campus and online

AC4100 - Advanced Accounting II - 4.5 Credits
The requirements for segment reporting and interim reporting are taught. Foreign currency translations and accounting for transactions in foreign currencies are covered, including consolidating international subsidiaries. The efforts toward international accounting standard harmonization and the effects of the Securities and Exchange Commission on the accounting profession are discussed. The accounting for corporate liquidations and reorganizations is also explained.
Prerequisite: AC4050
Delivery: on campus and online

AC4140 - Advanced Accounting III - 4.5 Credits
The course continues the study of the auditing profession. Particular attention is given to internal controls and obtaining evidence about the various financial statement accounts, the auditor's reporting responsibilities, and other attestation and accounting services. The course concludes with a discussion of internal compliance and operational auditing.
Prerequisite: AC4200
Delivery: on campus and online

AC4250 - Auditing I - 4.5 Credits
This course is an introduction to a series of courses in auditing. It emphasizes the philosophy and environment of the auditing profession. Special attention is given to the nature and economic purpose of auditing, auditing standards, professional conduct, legal liability, audit evidence, audit planning, internal control considerations, audit sampling, audit working papers, and general records.
Prerequisite: AC3150
Delivery: on campus and online

AC4290 - Accounting Case Analysis - 3 Credits
This course provides a broad review of the accounting curriculum with an emphasis on solving real world accounting problems in preparation for entry into the accounting profession. Students will integrate knowledge and skills obtained in accounting program coursework through case study analysis, critical thinking and problem solving.
Prerequisites: AC3150/AC3200/AC3450/AC4250
Delivery: on campus and online

AC4700-4740 - Accounting Internship - 4.5 Credits
The purpose of this internship is to give the student experience in applying what he or she has learned in the classroom by working in a business environment. The student's responsibility is agreed upon in advance by the student's advisor, the business entity and the student. Successful completion requires a written report by the student detailing the experience gained during the internship and successful completion of the projects assigned by the business supervisor(s). The student receives either a "pass" or "fail" grade.
Prerequisite: Advisor approval with senior status
Delivery: on campus

AC1900-4990 - Special Topics in Accounting - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on campus

ANIMAL HEALTH (AH)

AH1150 - Animal Technology Topics - 4 Credits
This lecture and lab course introduces the student to the profession of veterinary medicine and the care and handling of small animals. Veterinary ethics, technician duties, and job opportunities will be covered as well as basic care of dogs and cats.
Delivery: on campus

AH1160 - Principles of Animal Care - 0 Credits
AH1170 - Principles of Animal Care - 0 Credits
AH1180 - Principles of Animal Care - 1 Credit
The intent of this course is to provide the student with a background in basic small animal care and sanitation. In addition, animal observation and handling are covered.
Delivery: on campus

AH1500 - Introduction To Exotic Animals - 1 Credit
This course is an introduction to exotic animals. Topics covered include information on pot-bellied pigs, birds, reptiles, ferrets, llamas, and ratites. Additional subjects may be discussed if time permits.
Delivery: on campus

AH1520 - Introduction To Small Animal Nutrition - 1 Credit
The intent of this course is to introduce the student to basic nutrition of dogs and cats. Diets for various life stages as well as prescription diets will be covered.
Delivery: on campus

AH1800 - Clinical Experience - 1 Credit
This course is designed to familiarize the student with the everyday operations of a veterinary practice.
Prerequisite: AH1150
Delivery: on campus

AH2200 - Introduction to Equine Husbandry - 2 Credits
This course is designed to give students the opportunity to observe and participate in activities involved in the management of an equine operation.
Delivery: on campus

AH2230 - Animal Restraint I - 1 Credit
An introduction to the principles of restraint with emphasis on large animal restraint techniques.
Delivery: on campus

AH2240 - Animal Restraint II - 1 Credit
This course is a review of restraint of all species and an introduction to clinical applications. Large animals are emphasized.
Prerequisite: AH2230
Delivery: on campus

AH2300 - Clinical Pathology I - 2 Credits
This is a study of clinical diagnosis of animal diseases by the examination of body fluids. The course lecture deals with hematology and urinalysis.
Prerequisites: SC1240/SC1354
Delivery: on campus

AH2310 - Clinical Pathology I Lab - 2 Credits
This course emphasizes laboratory exercises using techniques learned in Clinical Pathology I.
Prerequisite: SC1354
Delivery: on campus

AH2320 - Basic Clinical Procedures - 3 Credits
The course is designed to cover basic pharmacy, laboratory, and radiological techniques. The student will learn to assist the veterinary technician in dispensing medications, setting up lab tests, and processing radiographs.
Delivery: on campus

AH2330 - Bovine Reproductive Management - 1 Credit
This course is designed to acquaint veterinary technicians with common problems in cattle reproduction, obstetrics, and neonatal care, and their prevention or treatment. Semen collection and handling will also be covered.
Prerequisite: Instructor approval
Delivery: on campus

AH2380 - Surgical Preparation - 3 Credits
The course is designed to train students to assist veterinary technicians in preparing patients for surgery by clipping and performing the surgical scrub. Instrument identification and care, preparation of surgical packs, and monitoring patients after surgery is included.
Delivery: on campus

AH2400 - Clinical Pathology II - 2 Credits
This course is a continuation of the study of clinical diagnosis of animal diseases. The course lecture deals with clinical chemistry, cytology, semen analysis, and serology.
Prerequisite: AH2300
Delivery: on campus
AH2410 - Clinical Pathology II Lab - 2 Credits
This course provides instruction in laboratory testing using body fluids to aid in diagnosis of animal diseases.
Prerequisite: AH2310
Delivery: on campus

AH2450 - Acupressure for Animals - 4 Credits
This course is designed to familiarize the student with various alternative healthcare modalities and to provide hands-on experience with acupressure techniques.
Delivery: on campus

AH2500 - Laboratory Animal Science - 1 Credit
This course is an introduction to laboratory animal science and technology. The student will learn breeds of laboratory animals including mice, rats, guinea pigs, hamsters, gerbils, rabbits, and primates. Animal husbandry such as care, handling, reproduction, and disease processes will be stressed. The student will also be exposed to legal requirements, anesthesia, and common laboratory animal procedures.
Prerequisite: AH1150/SC1240 or SC1180
Delivery: on campus

AH2700 - Veterinary Office and Hospital Management - 4 Credits
This course deals with the successful personnel and financial management of a veterinary practice. Topics such as front-office procedures, bookkeeping, and inventory will be covered.
Prerequisite: AH1150
Delivery: on campus

AH2750 - Principals of Avian Care - 2 Credits
This course is an introduction to avian care. Topics covered include avian identification, avian behavior, proper handling and restraint techniques, basic nutrition and husbandry, avian diseases, common laboratory procedures, and basic treatment techniques.
Prerequisite: AH1500
Delivery: on campus

AH3000 - Small Animal Dentistry - 2 Credits
This course is intended to introduce the student to basic dental care of companion animals. Oral anatomy, dental prophylaxis including teeth cleaning and polishing, dental wellness, and home care will be covered.
Delivery: on campus

AH3100 - Companion Animal Loss and Client Bereavement - 2 Credits
This course explores the human-companion animal bond and its effect on bereavement and the grief process. Also included are the effects of pet loss on the veterinary staff and management techniques used to help staff cope with these effects.
Delivery: on campus

AH3150 - Animal Clinic - 4 Credits
Basic principles relating to domestic animals, humane care, caging, housing, nutrition, and husbandry practices will be covered. The student will also become familiar with tasks related to handling, care, treatment, and usage of animals in a clinical situation or production unit.
Prerequisite: Instructor approval/EN1300
Delivery: on campus

AH3200 - Radiological Procedures - 3 Credits
This course explores the principles of radiology and radiological safety. Instruction in radiological techniques such as patient positioning, technique chart preparation, film exposure, and film processing are emphasized.
Prerequisite: SC1320
Delivery: on campus

AH3350 - Anesthesia for Veterinary Technicians - 2 Credits
This course is designed to prepare veterinary technician students for AH3400, Anesthesiology and Surgical Procedures. Principles of veterinary anesthesia will be covered. Patient preparation, pre-anesthetic protocols, general anesthesia and recovery, anesthetic equipment, and pain management will be included.
Prerequisite: Instructor approval
Delivery: on campus

AH3400 - Anesthesiology and Surgical Procedures - 4 Credits
This is a course designed to acquaint veterinary technicians with normal surgery room procedures, instrumentation, anesthesia, and monitoring.
Prerequisite: Instructor approval
Delivery: on campus

AH3700-3720 - Veterinary Technician Practicum (Externship) - 8-12 Credits
The student receives actual experience with selected veterinary clinics, hospitals, and animal care facilities where work is performed under direct supervision of practicing veterinarians.
Prerequisite: Program Director approval/EN1300
Delivery: on campus

AH1900-3990 - Special Topics in Animal Health - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on campus

**ANIMAL SCIENCE (AS)**

AS1250 - Introduction to Animal Science - 4 Credits
This course is an introduction to the husbandry of cattle, sheep, horses, swine and poultry, including breed identification, selection and breeding, animal products, basic management techniques, and practical nutrition. The student will become familiar with the terminology used in the livestock industry, thus preparing for future employment or further study. A laboratory consisting of basic livestock handling techniques, physical examination, and restraint of large animals is included. In addition, field trips to local farms, ranches, and other livestock facilities will be arranged.
Delivery: on campus
AS2070 - Horse Production - 4 Credits
This course is an introduction to the husbandry of horses, including breed identification, selection and breeding, basic management techniques, and nutrition.
Prerequisite: SC1240/SC1180
Delivery: on campus

AS2350 - Animal Diseases and Prevention I - 4 Credits
Concepts of disease control, prevention, and treatment are studied in this course. In addition, specific diseases of small domestic animals are discussed.
Prerequisite: AS1250/SC1320/EN1300
Delivery: on campus

AS2360 - Animal Diseases and Prevention II - 1 Credit
This course is a continuation of Animal Diseases and Prevention I. Diseases of large animal species including horses, cattle, sheep, and swine will be covered.
Prerequisite: AS2350
Delivery: on campus

AS2500 - Animal Reproduction - 4 Credits
This course is a review of functional anatomy of reproduction followed by detailed studies of the physiology of reproduction including endocrinology, reproductive life cycles, mammalian semen, gestation, prenatal physiology and parturition, reproductive failure, and techniques for improving reproductive efficiency.
Prerequisite: AS1250/SC1320
Delivery: on campus

AS2600 - Applied Animal Nutrition - 4 Credits
This course is an introduction to the basic principles of nutrition and feeding applicable to dogs, cats, horses, and cattle.
Delivery: on campus

AS1900-3990 - Special Topics in Animal Science - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on campus

INFORMATION TECHNOLOGY (CI)

CI1150 - Introduction to CIS - 4.5 Credits
This course provides the student with the necessary background for further study of information systems. Students gain a beginning understanding of computer hardware and software and how computer-based operations are used to produce meaningful information. Students are exposed to security and ethical use topics based on current technology, including the Internet. Students develop practical examples of documents, workbooks, presentations, and electronic mail within Internet base mailing systems suitable for personal and professional purposes.
Delivery: on campus and online

CI1230 - Spreadsheets For Windows - 4.5 Credits
Spreadsheets for Windows is a course that teaches students what a spreadsheet is and how it is used in business. Topics covered in the course include creating, editing and formatting worksheets and charts, integrating worksheet data with various programs, working with multiple worksheets, and importing data. This course will help the student prepare for the Microsoft Office 2003 Excel Expert MOS Exam.
Prerequisite: CI1150
Delivery: on campus and online

CI1420 - Principles of Programming - 4.5 Credits
Principles of Programming is designed to be a first course in computer programming. Students will learn how to design and write programs that will be error-free, reliable and easy to modify and maintain. After completing the course, students will have a firm foundation in the concepts and techniques of structured program analysis and design, and will be able to use this knowledge to solve a wide variety of business problems.
Prerequisite: Algebra elective/CI1150 or placement recommendation
Delivery: on campus and online

CI2011 - Introduction to Database - 4.5 Credits
Students learn database design and Structured Query Language (SQL) commands to create databases and database objects, insert, update, delete and retrieve data. Techniques to develop logical database models are provided. The process to convert this logical database model into a physical database model and into an implementation model is determined.
Prerequisite: CI1150 and placement recommendation
Delivery: on campus and online

CI2020 - Visual Basic - 4.5 Credits
This course provides support for student learning related to Microsoft Visual Basic.NET. Students are introduced to the Visual Studio.NET Integrated Development Environment (IDE) used to create VB.net applications. Prior procedural programming methods are enhanced by developing object-oriented procedures to gather information from users, perform internal processing needed to apply application logic and then return a result to a form. Discussion topics include memory allocation methods, if else logic structures for decision making, for next and do until looping structures, segmenting logic with sub procedures and functions, and use of multiple forms to support application requirements.
Prerequisite: CI1420
Delivery: on campus and online

CI2040/AC2050 - Accounting Software Applications - 4.5 Credits
See AC2050

CI2080 - Multimedia Presentations - 2 Credits
Multimedia Presentations addresses a variety of communication media from plain text to pictures, audio, sound, and their presentation. Students will utilize current technology and equipment to present business topics in a professional manner.
Prerequisite: CI1150 recommended
Delivery: on campus
CI2180 - Veterinary Software Applications - 2 Credits
This course is designed to provide hands-on experience in veterinary software applications.
Prerequisite: CI1150 or dean/academic advisor approval
Delivery: on campus

CI2211 - Internetworking Fundamentals - 4.5 Credits
Students will develop a foundation in current networking technologies, including, local area networks (LANs), wide area networks (WANS), the Internet, and the hardware and software associated with networking. This also includes: terminology, components, design and connectivity, as well as, LAN topologies, protocols, and wireless networks. This course covers LAN user concepts, basic functions of system administration and operation, and basic concepts involved in establishing a small, routed computer network.
Prerequisite: CI1150 or placement
Delivery: on campus and online

CI2370 - Web Design and Programming - 4.5 Credits
This course continues to develop students' competency in the HTML, XHTML, and advanced web design. This course starts with a focus on more complex, code-based understanding of HTML markup and then extends into CSS and multimedia. Additionally, students will use open-source publishing software to create sample websites. (C/P)
Prerequisite: CI1150
Delivery: on campus and online

CI2430 - Computer Concepts - 4.5 Credits
This course is designed to provide students with a foundation in PC hardware and software concepts. Topics include basic hardware and software installation, configuration, and troubleshooting for standalone PCs and networks. Successful completion of this course helps prepare students to support personal computers.
Prerequisite: CI1150 or placement
Delivery: on campus and online

CI2440 - Introduction to Computer Security - 4.5 Credits
The purpose of the course is to provide the student with an overview of the field of Information Security and Assurance. Students will be exposed to the spectrum of security activities, methods, methodologies, and procedures. Coverage will include inspection and protection of information assets, detection of and reaction to threats to information assets, and examination of pre- and post-incident procedures, technical and managerial responses, and an overview of the Information Security Planning and Staffing functions. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features.
Prerequisite: CI1150 or Placement
Delivery: on campus and online

CI3010 - Linux - 4.5 Credits
This course is a study of the Linux operating system from the perspective of a system power user and administrator. Responsibilities for successful administration, installation, and implementation of a typical Linux distribution are covered. Topics covered in the class include desktop environments, user accounts and security, resource and application management, network administration, and virtualization concepts and scenarios.
Prerequisite: CI2430
Delivery: on campus and online

CI3020 - Intermediate Visual Basic - 4.5 Credits
The student is introduced to programming in the Windows environment using Visual Basic.Net as a tool. Students will write business applications to illustrate the features of the language. Students will cover the Windows environment, events, objects, properties, methods, program design, logic design, data arrays, control arrays, data manipulation, subroutines, input/output, and data structures.
Prerequisite: CI2020/CI3091
Delivery: on campus and online

CI3091 - Database Design and Management - 4.5 Credits
Students learn advanced concepts of database design, access, and management, including installation of a Relational Database Management System. Views, partitions, advanced queries, functions, stored procedures, transaction processing, data integrity techniques, and advanced modeling and design concepts are introduced.
Prerequisite: CI2011
Delivery: on campus and online

CI3155 - Computer Ethics - 4.5 Credits
Students will be exposed to extensive and topical coverage of computer and technology-related ethics issues such as file sharing, infringement of intellectual property, security risks, Internet crime, identity theft, employee surveillance, privacy, and compliance. Students will gain an excellent foundation in ethical decision-making for current and future business managers and IT professionals.
Prerequisite: CI1150 or placement recommendation/EN1300
Delivery: on campus and online

CI3310 - Web Site and Web Application Design - 4.5 Credits
In this course, students learn advanced concepts of database design, access, and management, including installation of a Relational Database Management System. Views, partitions, advanced queries, functions, stored procedures, transaction processing, data integrity techniques, and advanced modeling and design concepts are introduced.
Prerequisite: CI1150 or placement and EN1300
Delivery: on campus and online

CI3380 - Client Side Scripting and Open Communication - 4.5 Credits
In this course, students will continue to develop a deeper understanding of HTML, DHTML, XHTML, and JavaScript. Students will also develop an understanding and appreciation of the constant evolution in web page development by making use of the technologies that are currently a part of this evolution. Students will continue the development of their personal Web pages.
Prerequisite: CI2370
Course Descriptions

CI3675 - Microsoft Windows 7 - 4.5 Credits
This course is to provide individuals with the knowledge necessary to understand and identify the tasks involved in deploying Windows 7 in a business. This course will help the students prepare for the following Microsoft Certified Professional exams: Exam 70-680 TS: Windows 7 configuring.
Prerequisite: CI2430 and CI2211
Delivery: on campus and online

CI3680 - Java Programming - 4.5 Credits
This course is designed to be an introduction to the Java programming language. This course will cover programming concepts beginning with the fundamentals of data types, control structures, methods, classes, applets, arrays and strings, and concludes with advanced topics such as inheritance and the creation of user interfaces. Upon completion of this course, the students will be able to design and implement Java applications that are secure and scalable.
Prerequisite: CI1420
Delivery: on campus

CI3710 - Internet Security - 4.5 Credits
This course introduces students to the technologies, terms, and processes related to Internet security. Students will examine concepts and techniques related to general security, network security, operating system security, and methods for testing security.
Prerequisite: CI2211 and CI2440
Delivery: on campus and online

CI3715 - Cybercrime and Information Systems - 4.5 Credits
Students will be introduced to fundamental principles in the field of cybercrime and will be exposed to a variety of computer related crime, cybercrime activities, methods, tools, and social and legal issues. Coverage will include review and investigation of actual cybercrime incidents, and examination of pre- and post- incident procedures.
Prerequisite: CI2440
Delivery: on campus and online

CI3720 - Computer Forensics - 4.5 Credits
This course introduces students to the techniques and tools of computer forensics investigations. Students will receive step-by-step explanations on how to use the most popular forensic tools. The course maps to the objectives of the international Association of Computer Investigative Specialists (IACIS) certification to provide credible, standards-based information.
Prerequisite: CI3725
Delivery: on campus and online

CI3725 - Network Security - 4.5 Credits
This course introduces the student to intrusion detection techniques used to discover intrusion attempts, respond to break-ins, and assess the damage of network attacks. Topics addressed include intrusion detection design and implementation, firewall design and implementation, virtual private networks, packet filters, and network traffic signatures.
Prerequisite: CI3710

CI4015 - MS SQL Server Implementation & Maintenance - 4.5 Credits
Students will learn to install and configure Microsoft SQL Server. The course provides students with the skills required to manage and maintain databases, user accounts, database availability, recovery and reporting. The course helps to prepare students for Microsoft Certification exam 7-432.
Prerequisite: CI3091
Delivery: on campus and online

CI4025 - MS SQL Server Design & Optimization - 4.5 Credits
This course introduces students to the process of designing a database server infrastructure to meet the business requirements of an organization. The focus is on strategies used to assess current and future of key resources such as storage, CPU, memory and network bandwidth. This course helps students prepare for Microsoft Certification exam 70-443.
Prerequisite: CI4015
Delivery: on campus and online

CI4035 - Oracle Fundamentals - 4.5 Credits
This course covers core skills required to manage an Oracle database. Topics addressed in this course include Database setup, administration, programming, backup and recovery. An introduction to PL/SQL is provided.
Prerequisite: CI3091
Delivery: on campus and online

CI4040 - Oracle SQL and PL/SQL - 4.5 Credits
Use the express edition of Oracle and SQL Developer this course will enable students to master the SQL and PL/SQL skills required to work with and Oracle database.
Prerequisite: CI4035 and CI3680
Delivery: on campus and online

CI4118 - Network Infrastructure Configuration - Server 2008 - 4.5 Credits
This course provides students with the skills and knowledge necessary to configure a Windows-based computer to operate in a Microsoft Windows Server 2008 networking infrastructure. It will provide students with the knowledge and skills to implement and manage a Microsoft Windows Server 2008 network infrastructure. These tasks include implementing routing; implementing and managing Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS); Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec); configuring a network access infrastructure by configuring the connections for remote access clients, and managing and monitoring network access. This course will help the student prepare for the following MCITP exam: 70-642 Window Server 2008 Network Infrastructure Configuration.
Prerequisite: CI2211
Delivery: on campus and online
Course Descriptions

CI4138 - Active Directory Configuration - Server 2008 - 4.5 Credits
Students will develop the knowledge and skills needed to configure Active Directory Domain Services in a distributed environment, implement Group Policies, Certificate services, and Lightweight Directory services, perform backup and restore, and monitor and troubleshoot Active Directory related issues. This course will help the student prepare for the following MCITP exam: 70-640 Configuring Windows Server 2008 Active Directory.
Prerequisite: CI4118
Delivery: on campus and online

CI4148 - Administering Windows Server 2008 - 4.5 Credits
This course provides students with the knowledge and skills to plan, manage, and maintain Windows Server 2008 servers. Windows server administration tasks include managing the infrastructure, Web, and IT application servers as well as managing the server operating system, file, and directory services, software distribution, and troubleshooting. This course will help the student prepare for the following MCITP exam: 70-646 Window Server 2008 Server Administration.
Prerequisite: CI4138
Delivery: on campus and online

CI4158 - Application Infrastructure Configuration - Server 2008 - 4.5 Credits
This course will provide students with the knowledge and skills needed to install, configure, maintain, and troubleshoot an Internet Information Services (IIS) 7.0 Web Server and to configure, manage, monitor, and troubleshoot a Terminal Services (TS) environment. This course will help the student prepare for the following MCITP exam: 70-643 Configuring Window Server 2008 Applications Infrastructure.
Prerequisite: CI4118
Delivery: on campus and online

CI4168 - Enterprise Administration Server 2008 - 4.5 Credits
Students will gain the knowledge and skills required to design network and application infrastructure solutions based on Windows Server 2008 that will meet varying business and technical requirements. This course will help the student prepare for the following MCITP exam: 70-647 Window Server 2008 Enterprise Administrator.
Prerequisite: CI4138 and CI4158
Delivery: online

CI4221 - Systems Analysis and Design - 4.5 Credits
This course covers the full process of information systems development. Students will learn the concepts, skills, methodologies, techniques, and tools necessary for a systems analyst to successfully develop information systems. It includes the development of systems "blueprints" guided by the use of a Systems Development Life Cycle used for systems implementation. Topics of discussion include: in-house software development, programming languages and tools used to test software. The student will also learn techniques that will allow them to develop projects in a team environment.
Prerequisite: CI4220 and Junior Status
Delivery: on campus and online

CI4222 - Integrative Systems Project - 4.5 Credits
Students demonstrate the ability to integrate knowledge accumulated in prior course work from their discipline and develop new knowledge to produce a capstone product. Students apply their cumulative knowledge to produce a project management handbook in a multiple discipline environment as members of a project team. Specific outcomes are expected for analysis, evaluation, and implementation processes for developing improvements during a case or live project. Formal written communications and/or multimedia presentations are provided to the stakeholders at scheduled milestones.
Prerequisite: CI4221 and Senior status
Delivery: on campus and online

CI4223 - Integrative Systems Project - 6 Credits

CI4230 - Server-Side Scripting - 4.5 Credits
This course explores the server-side programming tasks needed to develop dynamic web sites. The student will learn to design and implement the server-side components to create web pages from databases based on user input. Students examine methods associated with building ASP.NET applications using Visual Studio.NET, Microsoft Internet Information Server (IIS) and Microsoft SQL Server.
Prerequisite: CI4240/CI4202/CI43091/CI4380
Delivery: on campus and online

CI4291 - Interconnecting Cisco Network Devices I - 4.5 Credits
This course provides instruction in the fundamentals of network environments, the basics of router operations, and basic router configuration. This course is designed to provide the skills and knowledge necessary to install, operate, and troubleshoot a network using Cisco routers and switches.
Prerequisite: CI2211/CI2430
Delivery: on campus and online

CI4292 - Interconnecting Cisco Network Devices II - 4.5 Credits
Provides continued instruction in Cisco-based networking technologies. Topics include advanced routing protocols, wireless networking, virtual networks, and security. This course is designed to provide the skills and knowledge necessary to configuring and securing an advanced network, including WAN technologies with NAT, wireless networking, and IPv6.
CRIMINAL JUSTICE (CJ)

CJ1000 - 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: on campus and online

CJ1200 - Report Writing in Criminal Justice - 4.5 Credits
This course will introduce the student to the specific writing skills needed to write effective reports in criminal justice applications. Writing style, grammar, and technical writing skills will be introduced and developed, along with increasing understanding of the functions and purposes of the various reports within criminal justice agencies.
Prerequisite: EN0600 or placement recommendation
Delivery: on campus and online

CJ1500 - 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: on campus and online

CJ2100 - 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: on campus and online

CJ2150 - 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: on campus and online

CJ2200 - 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: CJ2150
Delivery: on campus and online

CJ2230 - Diversity and Criminal Justice - 4.5 Credits
This course will acquaint students with the various cultural, ethnic, and racial groups that criminal justice practitioners encounter on a daily basis. Students will also examine the relationship and interactions of each group with the criminal justice system.
Prerequisite:CJ2200
Delivery: on campus and online
CJ2250 - Introduction to Forensics in Criminal Justice - 4.5 Credits
This course will introduce the student to the concepts, applications, and technologies involved in forensic science. Topics such as fingerprint analysis, ballistics, and DNA will be covered, as well as emerging technologies to law enforcement and criminal justice.
Prerequisite: CJ2200
Delivery: on campus and online

CJ2300 - 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/EN1300
Delivery: on campus and online

CJ2400 - 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: on campus and online

CJ2700 - Cybercrime in Criminal Justice - 4.5 Credits
This course will examine the history of cyber crime and the techniques and strategies for investigating computer crime. Emphasis will be placed on the identification of cybercrime activity and applying the concepts, theories and laws of computer crime to the conduct of investigations.
Prerequisite: CI1150 or placement recommendation and CJ2200
Delivery: on campus and online

CJ3000 - 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: CJ2100
Delivery: on campus and online

CJ3100 - 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: CJ2100
Delivery: on campus and online

CJ3200 - 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: CJ2200
Delivery: on campus and online

CJ3300 - 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: CJ2100
Delivery: on campus and online

CJ3400 - Constitutional Law - 4.5 Credits
This course introduces students to ever changing laws that are applied to the Constitution. Through critical analysis of Supreme Court rulings students will find that constitutional law involves the application of human values that are constantly changing, thus the laws change with them. In addition we’ll look at the politics that often play a part in who sits on the bench of the United States’ Supreme Court and other Courts around the country as well as the laws that are established as a result of those appointments. Some of the Constitutional Amendments such as the First and the Fourteenth Amendments that are the basis of some of the more "controversial" laws are analyzed in greater detail and students will examine how they apply to certain areas such as religion and discrimination.
Prerequisite: CJ1500 and EN1300
Delivery: on campus and online

CJ3430 - 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: CJ2100
Delivery: on campus and online

CJ4500 - 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: CJ2100/EN1300
Delivery: on campus and online
CJ4600 - 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: CJ2100/EN1300
Delivery: on campus and online

CJ4700 - Applied Research Methods - 4.5 Credits
This course introduces the principles of 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: CJ2100/EN1300
Delivery: on campus and online

CJ4800-4820 - Criminal Justice Internship - 4.5-13.5 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: on campus and online

CJ4900 - Criminal Justice Capstone - 4.5 Credits
This course is the final application and explanation course for the criminal justice degree. In this course students will focus upon: making a connection between course content, skills learned and applied contexts; self-reflection pertaining to their individual criminal justice college experience; and criminal justice employment issues. Emphasis will be placed on using theory and case studies to explain policy, the use of research results to inform and evaluate policy, enhanced understanding of criminal justice operations, the use of professional decision making and leadership skill, and the enhancement of communications in criminal justice work.
Prerequisite: Senior Status and all CJ courses completed prior to enrollment
Delivery: on campus and online

CJ1900-4990 - Special Topics in Criminal Justice - 1-4.5 credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on campus and online

CLINICAL LABORATORY (CL)

CL1010 - Introduction to Medical Laboratory - 3 Credits [3 hours lecture/week]
This course explores medical/clinical laboratory health career options, accrediting and certifying agencies, administrative law, and the educational requirements of various laboratory practitioners. Laboratory safety regulations and procedures are heavily emphasized and consistently followed during laboratory exercises. Students learn about laboratory glassware and general laboratory equipment including: centrifuges, microscopes, pipettes, balance scales, spectrophotometers, and pH meters.
Delivery: on campus

CL1020 - Specimen Collection - 2 Credits [1.5 hours lecture, 1 hour lab/week]
The collection of blood specimens by venipuncture, skin puncture, and arterial puncture is addressed in this course. Students will learn about preanalytic variables that adversely affect the accuracy of test results. They will perform venipunctures and skin/capillary punctures. Collection of additional specimens such as stool, urine, sputum, and throat swabs are addressed, and students will practice collecting these specimens and explain proper collection procedures to simulated patients.
Prerequisite: Concurrent with CL1010
Delivery: on campus

CL1050 - Laboratory Calculations and Quality Control - 2 Credits [2 hours lecture/week]
This course focuses on general calculations used in the laboratory, including normality, molality, and concentrations. The metric system, scientific notation, exponents, and significant figures are reviewed. Concepts of quality control and quality assurance are discussed, and the mean, standard deviation, and coefficient of variation are calculated and interpreted. Westgard rules are used to evaluate quality control results. The concepts of external and internal quality control are discussed along with regulatory compliance requirements for competency and the use of proficiency testing. CLIA 88 regulations are revisited as are the categories of laboratory testing (waived, moderate complexity, and high complexity).
Prerequisite: MA1500
Delivery: on campus

CL1110 - Basic Immunology and Serology with Lab - 3 Credits [1.5 hour lecture, 3 hours lab/week]
This course discusses the innate and adaptive branches of the immune system. Characteristics of antigens and immunoglobulins are emphasized, and immunological test principles are explored. Diseases and disorders involving the immune system, diagnosis and monitoring of malignant tumors, and organ transplantation matches and rejections are also addressed. Serological procedures are performed in the laboratory, including point-of-care testing, use of automated instruments that employ immunological test methods, and serial dilutions with the associated calculations.
Prerequisite: CL1010 and CL1050
Delivery: on campus

CL1120 - Hematology I with Lab - 5 Credits [3 hours lecture, 4 hours lab/week]
This course addresses the production of red blood cells, white blood cells, and platelets and the various cell precursors are identified for each cell line. The structure of hemoglobin, its role in the delivery of oxygen and the transport of carbon dioxide, and functional and non-functional hemoglobin
molecules are discussed. The classification of anemias, using red blood cell indices and reticulocyte parameters, are emphasized, linking calculations to the underlying disease/condition causing the anemia. Benign white blood cell and platelet disorders/diseases are addressed. Laboratory procedures covered include: the preparation and staining of peripheral blood smears, manual hemoglobin and hematocrit, manual cell counts, erythrocyte sedimentation rates and white blood cell differentials. Automated cell counters are introduced.

Prerequisite: CL1010 and SC1332
Delivery: on campus

CL1130 - Urinalysis and Body Fluids with Lab - 3 Credits (1.5 hours lecture, 3 hours lab/week)
In this course, the student will perform the physical, chemical, and microscopic analysis of urine while reviewing renal physiology and correlating urinalysis findings with clinical conditions. The physical, chemical, and microscopic analysis of other body fluids including: CSF, synovial, peritoneal, pericardial, pleural (transudates and exudates), amniotic, fecal, and seminal fluid will be discussed and abnormal results will be correlated with clinical conditions and diseases. Collection of 24-hour urine specimens, performance of manual body fluid cell counts and associated calculations are also emphasized.

Prerequisite: CL1010 and SC1332
Delivery: on campus

CL1150 - Immunohematology I with Lab - 3 Credits (1.5 hours lecture, 3 hours lab/week)
Characteristics of immunogens (antigens) and immunoglobulins (antibodies) are applied to red blood cell typing and plasma screening. Blood group systems (antigens and antibodies), including ABO, Rh, Kell, Duffy, Kidd, MNS, Lewis, Ii, and P1, are covered in detail. Quality control of equipment and reagents, preparation of red blood cell suspensions, and tests performed on patients prior to transfusion are discussed and performed. Compatible and incompatible test results are identified. Selection of special procedures to be used in the resolution of discrepant results is discussed. This course emphasizes patients (recipients) rather than donors. Tube and gel testing systems are used in the laboratory for compatibility testing.

Prerequisite: CL1110 and SC1422
Delivery: on campus

CL1190 - Clinical Chemistry I with Lab - 4 Credits (2.5 hours lecture, 3 hours lab/week)
This course addresses the role of the clinical laboratory in the diagnosis of diseases and disorders of the kidney, liver, pancreas, and heart. The association of the analyzed compound, its chemical structure, and biochemical function are covered as the general structure and function of each organ is reviewed and linked to normal homeostasis. Clinical signs and symptoms of significant organ disease/damage are identified and linked to laboratory tests employed in identification of specific organ dysfunction. Collection, transport and processing of clinical specimens, the use of manual and automated methods, quality control and the importance of instrument calibration and standardization are discussed and practiced.

Prerequisite: CL1010, CL1050, SC1332 and SC1354
Delivery: on campus

CL2010 - Hematology II with Lab - 3 Credits (1.5 hours lecture, 3 hours lab/week)
Bone marrow aspiration, cytochemical stains, cytogenetic studies, flow cytometry, and molecular techniques are procedures covered in this course. Heavy emphasis is placed on abnormal hematological conditions, such as the leukemias, plasma cell dyscrasias, lymphomas, myeloproliferative, and myelodysplastic disorders. Peripheral blood smears are examined focusing on abnormal cellular morphology commonly associated with each disorder. The theory of blood coagulation and fibrinolysis is addressed, and specific laboratory tests and techniques involved in the assessment and monitoring of these processes are discussed and practiced.

Prerequisite: CL1120
Delivery: on campus

CL2020 - Immunohematology II with Lab - 3 Credits (1.5 hours lecture, 3 hours lab/week)
Blood donor unit collection, screening, and testing, preparation of blood components, infectious disease testing, special antibody studies, transfusion reactions, hemolytic disease of the newborn, and transfusion therapy are covered in this course. Additional topics addressed include artificial blood products, stem cell transplants, bone marrow transplantation, intraterine transfusions and the selection of appropriate blood products for special populations, such as neonates and severely immunocompromised patients.

Prerequisite: CL1150
Delivery: on campus

CL2030 - Clinical Microbiology II with Lab - 3 Credits (1.5 hours lecture, 3 hours lab/week)
Medically important parasites (protozoa and metazoan), fungi, and viruses are covered in this course. Life cycles and diagnostic stages are emphasized. Wet preparations and trichrome stained smears are examined for parasitic diagnostic
stages. Common fungal agents and their mechanisms of transmission, macroscopic appearance on culture media, and microscopic appearance, as demonstrated on lactophenol cotton blue preparations, are addressed. Viral cell cultures and immunoassays used in the identification of viral antigens and/or antibodies are briefly explored, and viral agents are linked to specific diseases and common methods of transmission. Collection of clinical specimens for parasitic, fungal, and viral culture is an integral part of the course.

Prerequisite: CL1170
Delivery: on campus

CL2050 - Clinical Chemistry II with Lab - 3 Credits (1.5 hour lecture, 3 hours lab/week)
This course covers blood electrolytes, arterial blood gases, endocrine disorders, tumor markers, and therapeutic drug monitoring. Controlled substances and their detection are briefly addressed. Diagnostic protocols, laboratory techniques, instrumentation, and specimen collection procedures are emphasized. Patient presentation is linked to laboratory results and is interwoven throughout the course material.

Prerequisite: CL1190
Delivery: on campus

CL2080 - Professional Issues - 2 Credits
Topics covered in this course include education and training of students and employees, competency assessment and behavioral evaluations, professional organizations, continuing education, and preparation of a professional portfolio. Students are encouraged to identify topics to explore to a greater degree as they encounter these subjects during their clinical internships. Preparation for the national certification examination is an important part of this course.

Prerequisite: concurrent with CL2091
Delivery: on campus

CL2091 - Clinical Internship I - 10 Credits
This internship covers the theory and practice of internship rotations through the following laboratory departments at a clinical facility: hematology, chemistry, urinalysis, coagulation, phlebotomy, and specimen collection. Students collect and process specimens, perform tests and associated quality control, perform preventive maintenance on instruments, and participate in troubleshooting as indicated in each of the listed departments under the supervision of assigned clinical laboratory staff. Emphasis is on the preanalytic, analytic, and postanalytic phases of laboratory testing.

Prerequisite: completion of all other CL courses and concurrent with CL2080
Delivery: on campus

CL2092 - Clinical Internship II - 10 Credits
This internship covers the theory and practice of internship rotations through the following laboratory departments at a clinical facility: immunohematology, immunology/serology, microbiology, and chemistry. Students collect and process specimens, perform tests and quality control, perform preventive maintenance on instruments, and participate in troubleshooting as indicated under the supervision of assigned clinical laboratory staff. Emphasis is on the preanalytic, analytic, and postanalytic phases of laboratory testing.

Prerequisite: CL2091
Delivery: on campus

COLLEGE STUDIES (CS)

CS1500 - Strategies for Success - 4.5 Credits
This course is designed to enhance the university learning experience and prepare students for personal and professional success. Concepts presented include managing change, setting and achieving goals, and thinking in ways that create success. Time management, study skills, and library research are also discussed.

Delivery: on campus and online

CS1510 - Strategies for Success A - 2.5 Credits
This two-part course is designed to enhance the university learning experience and prepare students for personal and professional success. Concepts presented include managing change, setting and achieving goals, and thinking in ways that create success. Time management, study skills, and library research also are discussed.

Delivery: on campus

CS1520 - Strategies for Success B - 2 Credits
This course continues the study of topics that enhance the university learning experience and prepare students for personal and professional success. Concepts presented include managing change, setting and achieving goals, and thinking in ways that create success.

Delivery: on campus

CS2080 - Career Management - 3 Credits
This course prepares the student to manage his/her career through the job transitions that occur in the course of a lifetime. The course encourages students to maintain work/life balance, fostering positive feelings, and values about work activities. It also helps graduating students secure professional employment. Students will prepare a resume and cover letter, learn interview techniques, develop a "skills" language, networking techniques, and the means to meet employer expectations.

Prerequisite: Academic advisor approval
Delivery: on campus and online

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.

CS1900-2990 - Special Topics in Career Management - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.

Prerequisite: Permission of the Academic Dean
Delivery: on campus and online
## Course Descriptions

### Cardiovascular Technology (CV)

**CV1010 - Introduction to Cardiovascular Technology - 4 Credits**
This course provides the student with an introduction to the field of cardiovascular technology and the roles of the cardiovascular technologist. Topics include ethical/legal aspects of health care, patient rights, communications skills, OSHA mandates, and universal precautions.
Prerequisite: Formal admission to the CVT Clinical Core
Delivery: on campus

**CV1030 - Cardiac Catheterization I - 2 Credits**
This course addresses basic life support (BLS), advanced cardiac life support (ACLS), cardiac pharmacology, and emergency procedures as they relate to the catheterization lab experience.
Prerequisite: Formal admission to the CVT Clinical Core
Delivery: on campus

**CV1040 - Basic Patient Care Skills - 4.5 Credits**
This course provides an overview of patient care standards and procedures. Students will learn skills in patient communication, safety, transport, infection control, monitoring, vital signs assessment, and patient history.
Prerequisite: CV1020
Delivery: on campus

**CV1050 - Cardiovascular Pharmacology - 4.5 Credits**
Students are introduced to pharmacology relating to the treatment of cardiovascular diseases in this course. Drug classification, indications, contraindications, action, dosage, route of administration, and side effects will be addressed.
Prerequisite: CV1020 and CV1030
Delivery: on campus

**CV1060 - Diagnostic Electrocardiography - 4.5 Credits**
This course provides students with cardiac testing skills, including the techniques and interpretation of EKG. The fundamentals of electrocardiography, stress testing, Holter monitoring, vital signs, and cardiovascular pharmacology will also be addressed.
Prerequisite: CV1030
Delivery: on campus

**CV2010 - Cardiac Catheterization - 4.5 Credits**
This course is a continuation of Cardiac Catheterization I. Advanced cardiovascular diagnostic and therapeutic procedures including percutaneous coronary intervention and electrophysiology studies will be addressed.
Prerequisite: CV1020
Delivery: on campus

**CV2020 - Cardiovascular Pathophysiology I - 4.5 Credits**
This course emphasizes the study of diseases of the cardiovascular system. Fetal cardiac development, methods of hemodynamic data collection and implications in relation to cardiac diseases are addressed.
Prerequisite: CV1030
Delivery: on campus

**CV2030 - Catheterization Lab Fundamentals I - 4.5 Credits**
This course is an introduction to the diagnostic procedures used in the catheterization lab. Prior didactic instruction in cardiac physiology and medical instrumentation are applied to catheterization lab procedures, including patient preparation and monitoring, angiographic equipment set-up, and the coronary angiography procedure itself.
Prerequisite: CV1040
Delivery: on campus

**CV2040 - Cardiovascular Pathophysiology II - 4.5 Credits**
This course focuses on the anatomy, physiology, and pathophysiology of the cardiovascular system. Cardiac and vascular structural anatomy and relationships, electrical innervation, embryology, and hemodynamics of the heart and vascular system are reviewed. The course also explores the pathophysiology, etiology, pathology, signs, symptoms, risk factors, and treatment of acquired cardiovascular diseases.
Prerequisite: CV2020
Delivery: on campus

**CV2050 - Catheterization Lab Fundamentals II - 4.5 Credits**
This course is a continuation of Catheterization Lab Fundamentals I that addresses X-ray technology and diagnostic procedures in the cardiac catheterization lab. Emphasis is on the beginning cath lab clinical experience.
Prerequisite: CV2030
Delivery: on campus

**CV2060 - Principles of Interventional Radiology - 4.5 Credits**
This course is an introduction to the diagnostic procedures used in the interventional lab including patient preparation and monitoring, angiographic equipment set-up, and vascular procedures.
Prerequisite: CV2030
Delivery: on campus

**CV3010 - Cardiovascular Technology Externship I - 13 Credits**
This course is a catheterization lab work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the cath lab clinical professionals.
Prerequisite: CV2060
Delivery: off campus

**CV3011 - Cardiovascular Technology Externship II - 13 Credits**
This course is a catheterization lab work-based learning experience that enables the student to apply specialized
occupation of limited resources. The course is designed to improve reading, writing, and composition in group discussion. Skills in group discussion, addition to enhancing critical reading skills. The course is designed to improve reading, writing, and composition in group discussion. Skills in group discussion, addition to enhancing critical reading skills. The course is designed to improve reading, writing, and composition in group discussion. Skills in group discussion, addition to enhancing critical reading skills. The course is designed to improve reading, writing, and composition in group discussion. Skills in group discussion, addition to enhancing critical reading skills.

**ECONOMICS (EC)**

**EC2050 - Macroeconomics - 4.5 Credits**
This is a study of how the entire economic system works. The course is centered around an examination of gross national product and examines fiscal and monetary policy, the budget, and banking. It demonstrates the role each plays in stabilizing the economy.

**EC2100 - Microeconomics - 4.5 Credits**
This is a study of the segments of the economic system which examines the behavior of consumers and firms in making decisions on the allocation of limited resources. The course also examines the elasticity’s of demand and supply, government actions in markets, market externalities, consumer choice and demand, production and cost, and evaluates economic market types including, perfect competition, monopoly, monopolistic competition, and oligopoly.

**EC3100 - International Economics - 4.5 Credits**
This course is a study of economics from an international perspective. After explaining how international economies differ, it explores the theory of international trade, examines forces that affect trade policies, and develops an understanding of the foreign exchange market.

**ENGLISH (EN)**

**EN0601 - Foundations of English - 0 Credits**
This course is designed to improve reading, writing, and reasoning skills and to help students build a strong foundation in these skills for a successful academic performance. The course focus is on the fundamentals of composition, writing, revision, and reading comprehension. Using a combination of instructor-facilitated activities and integrated technologies, students will work to improve their ability to generate and focus ideas for essays, compose, revise and edit drafts in addition to enhancing critical reading skills.

**EN0605 - Foundations of English - 2 Credits**
This course is designed to improve reading, writing, and reasoning skills and to help students build a strong foundation in these skills for a successful academic performance. The course focus is on the fundamentals of composition, writing, revision, and reading comprehension. Using a combination of instructor-facilitated activities and integrated technologies, students will work to improve their ability to generate and focus ideas for essays, compose, revise and edit drafts in addition to enhancing critical reading skills.

**EN1150 - Composition I - 4.5 Credits**
This course is designed to help students gain confidence and proficiency in basic writing skills. Students are introduced to principles and strategies that will help them to write and revise clearly, concisely, and coherently. Students write essays wherein organization and proper usage are stressed. Emphasis is also placed on introductory concepts of the research process.

**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.

**EN1200 - Introduction to Literature - 4.5 Credits**
This course explores elements of poetry, drama, fiction, and the essay to combine instruction in composition with an introduction to literature.

**EN2050 - Speech - 4.5 Credits**
This course is designed to improve skills in group discussion and extemporaneous speaking for practical application in personal, social and business situations. Techniques of audience analysis, listening behavior, and problem-solving are covered.

**EN2100 - Interpersonal Professional Communication - 4.5 Credits**
This course provides students with information and practice in professional communication skills. Students will write memos, develop and present information to the class, practice meeting facilitation skills, examine individual and group decision making, and practice dealing with conflict situations.

**EN2500/PL2500 - Legal Writing - 4.5 Credits**
See PL2500
EN3010 - Creative Writing - 4.5 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
Delivery: on campus

EN3040 - Mass Communication and Society - 4.5 Credits
Students will gain a better understanding of the interactions between mass communication and society. This course discusses how media content is processed and delivered to a variety of audiences. An emphasis is placed on business professionals and how they interact/function within each media setting.
Prerequisite: EN1150
Delivery: on campus and online

EN3050 - Technical Communication - 4.5 Credits
This course introduces students to a variety of written communication styles used in the business industry. Students will learn and utilize effective researching and writing skills, including primary and secondary research, and synthesize that information into a formal written report. Emphasis is also placed on incorporating visual components to depict and reinforce researched data.
Prerequisite: EN1300
Delivery: on campus and online

EN3120/PL3120 - Classical Rhetoric in a Digital Age - 4.5 Credits
See PL3120

EN3150/HI3500 - American West Fact and Fiction - 4.5 Credits
This course is an interdisciplinary study of the culture of the American West. Emphasis is placed on both the history of the region and on the images of that history as they are presented in literature and art.
Prerequisite: EN1150
Delivery: on campus

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: EN1300
Delivery: on campus and online

EN3300 - Detective Fiction - 4.5 Credits
This humanities course is designed to examine the detective fiction literary genre. The student is exposed to a wide range of detectives and detective fiction writers. This course includes the use of text, tapes, and films.
Prerequisite: EN1150
Delivery: on campus

EN1900-4990 - Special Topics in English - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on campus

FOREIGN LANGUAGE (FL)

FL0710D - English Structure I - 4.5 Credits
In this course, English language learners will develop basic writing skills beginning at the sentence level and building to paragraphs. Learners will also continue to develop functional English language skills through grammar and vocabulary lessons relevant to the writing tasks of the course. This is the first in a four-course sequence of English courses designed to prepare learners for mainstream content courses in English.
Prerequisite: Placement recommendation
Delivery: online

FL0720D - English Structure II - 4.5 Credits
In this course, learners will further their writing skills by building from paragraphs to essays, with emphasis on writing as a process. Learners will continue to develop functional English language skills and build a general knowledge of U.S. culture through reading, listening, and speaking tasks as well as grammar and vocabulary lessons. This is the second in a four-course sequence of English courses designed to prepare learners for mainstream content courses in English. A minimum of a "C" grade is required to progress.
Prerequisite: Placement or FL0710D
Delivery: online

FL1200 - First Year Spanish I - 4.5 Credits
This course is designed to give a general introduction to the Spanish language stressing listening and speaking skills. Cultural aspects of Spanish-speaking countries are also examined.
Delivery: on campus

FL1710D - Written Communications in English I - 4.5 Credits
In this course English language learners will advance their academic writing and critical thinking skills by working through the process of writing a Cause/Effect essay and an Argumentative essay. Learners will also continue to develop functional English language skills through grammar and vocabulary lessons relevant to the writing tasks of the course. This is the third in a four-course sequence of English courses designed to prepare learners for mainstream content courses in English.
Prerequisite: Placement recommendation
Delivery: online
FL1720D - Written Communications in English II - 4.5 Credits
This is the last in a four-course sequence of English courses designed to prepare learners for mainstream content courses in English. Learners will focus on academic writing and research and will write a formal research paper. Some vocabulary lessons are included.
Prerequisites: Placement or FL1710D
Delivery: online

FINANCE (FN)

FN3000 - Business Finance I - 4.5 Credits
This course is an examination of the role of financial management, analysis, forecasting, mathematics, working capital management, cash and marketable securities management, accounts receivable, inventory management, and short-term financing.
Prerequisite: AC1160 or AC2760 and MA1500
Delivery: on campus and online

FN3010 - Business Finance II - 4.5 Credits
This course is an examination of capital budgeting under uncertainty, valuation and rates of return, cost of capital, term loans and leases, long-term debt, preferred and common stock, convertibles and warrants, mergers and acquisitions, failure, and reorganization.
Prerequisite: FN3000
Delivery: on campus and online

FN3050 - Investments and Portfolio Management - 4.5 Credits
This course is an introductory course in investing. A study of the environment of investing, basic concepts of the "what" and "why" of investing, descriptions of the various types of investments, and tax implications of investment are included.
Prerequisite: FN3010/MA3000
Delivery: on campus and online

FN3060 - Corporate Investment Decisions - 4.5 Credits
This course focuses on managing both current and fixed assets. Special emphasis is placed on managing working capital, making capital budgeting decisions, evaluating firm performance, and positioning to achieve firm goals.
Prerequisite: FN3010
Delivery: on campus and online

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 campus and online

FN3200 - Financial Statement Analysis - 4.5 Credits
This course is a study of financial statement accounting with emphasis on the reporting function. It is designed to develop critical thinking and problem solving skills in a financial statement environment. Additionally, the course is focused on the student's ability to analyze and interpret financial data.
Prerequisite: FN3000

FN3600 - International Financial Management - 4.5 Credits
This course introduces the international financial environment. Particular attention is given to short-term asset and liability management, long-term asset and liability management, and international banking.
Prerequisite: MT3000/FN3010
Delivery: on campus and online

FN4055 - Financial Institutions and Markets - 4.5 Credits
This course is a study of how financial institutions and markets operate. Students will develop a conceptual framework for understanding how recent and current events impact the financial environment. Emphasis is placed on interest rate theory, money and capital market instruments, government regulation, and international market issues.
Prerequisite: FN3000
Delivery: on campus and online

FN4500 - Financial Case Analysis - 4.5 Credits
This is a case-oriented capstone course that requires students to apply various finance knowledge, skills, and techniques to case study situations. Contemporary issues including cash management, resource allocation, risk management, capital structure, budgeting, and financial strategy will be covered. Students will also analyze the legal and ethical ramifications of the decisions they make.
Prerequisite: FN3010
Delivery: on campus and online

FN4800-4840 - Finance Internship - 4.5-13.5 Credits
The purpose of this internship is to give the student experience in applying what he or she has learned in the classroom by working in a business environment. The student's responsibility is agreed upon in advance by the student's advisor, the business entity, and the student. Successful completion requires a written report by the student detailing the experience gained during the internship and successful completion of the projects assigned by the business supervisor(s). The student receives either a "pass" or "fail" grade.
Prerequisite: senior status with dean/academic advisor approval
Delivery: on campus and online

FN1900-4990 - Special Topics in Finance - 1-4.5 credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the academic dean
Delivery: on campus

HEALTH CARE (HA)

HA3010D - Introduction to U.S. Healthcare Delivery - 4 Credits
This course provides an introduction to healthcare delivery in the United States from a systems theory perspective. Topics of study include the types of professionals employed in healthcare, the institutions that provide services across the care continuum, and the effects of internal and external
environments on the healthcare delivery system. Developments in the evolution of health care in the U.S. and changes in the current healthcare environment will also be examined.

Delivery: online

HA3110D - Quality Improvement and Risk Management - 4 Credits
This course addresses methods used to measure and improve the efficiency and effectiveness of care delivery in healthcare institutions. Students will gain an understanding of the history and theory related to quality management and risk management in healthcare organizations, and will apply methods for collecting and analyzing quality data.
Prerequisite: HA3010D or HT1000D and EN1300
Delivery: online

HA3120D - Essentials of Managed Care - 4 Credits
This course examines the systems and processes used in the U.S. to control healthcare access and cost in order to improve efficiency and productivity in service delivery. Topics addressed include types of managed care organizations, reimbursement models, and utilization management in rural and urban settings.
Prerequisite: HA3010D
Delivery: online

HA3220D - Health Information Systems - 4 Credits
This course explores the use of specialized software in the completion of Health Information processes. The course will also explore policies and procedures to facilitate the electronic health record (EHR), personal health record (PHR), and other administrative applications.
Prerequisite: CI1150 or placement recommendation, EN1150 and HA3010D or HT1000D
Delivery: online

HA3300D - Healthcare Policy and Ethics - 4 Credits
This course is an introduction to ethics as it applies to healthcare management. The course will include an introduction to ethical theory and the relationship of those theories to healthcare policy and to real world healthcare management.
Prerequisite: HA3010D and EN1300
Delivery: online

HA4050D - Healthcare Law - 4 Credits
This course examines legal principles and laws regulating health services activities. Healthcare topics include liability, negligence, malpractice, right of access to care, informed consent, and confidentiality. Legal aspects of human resources management in healthcare settings are also addressed.
Prerequisite: HA3010D or HT1000D and EN1300
Delivery: online

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.
Prerequisite: HA3010D and EN1300
Delivery: online

HA4110D - Healthcare Planning and Evaluation - 4 Credits
This course explores strategic planning and evaluation in healthcare organizations. Students will examine theories and practices from the perspectives of health care and business.
Prerequisite: HA3010D
Delivery: online

HA4120D - Management of Continuum Care Services - 4 Credits
This course examines the role, organization and management characteristics of healthcare programs and institutions that provide patient services other than acute care hospitalization, such as long-term care, outpatient care, home care, hospice and, physician practice settings.
Prerequisite: HA3010D
Delivery: online

HA4200D - Healthcare Financial Management - 4 Credits
This course introduces concepts and techniques of financial decision-making for the healthcare managers. Topics covered include fiscal management and performance; cost, revenue and risk; fiscal planning and forecasting, budgeting, control, and reporting. Financial management in long-term care facilities, home health agencies, and hospitals is discussed.
Prerequisite: AC1160 and HA3010D
Delivery: online

HA4300D - Healthcare Management and Supervision - 4 Credits
Students will apply the managerial functions of planning, organization, leading, and controlling to the healthcare environment in this capstone course.
Prerequisite: HA3010D/MT2050/Advisor Approval
Delivery: online

HA4500D - Action Research Project - 4 Credits
This course for Option 2 Healthcare Management students 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.
Prerequisite: All HA courses in the major core must be completed prior to enrolling in this course.
Delivery: online

HA4510D - Healthcare Internship - 4 Credits
The internship is designed for Option 1 Healthcare Management students to obtain managerial experience in an approved healthcare organization 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 healthcare supervisor(s).
Prerequisite: All HA courses in the major core must be completed prior to enrolling in this course.
Delivery: online
HEALTH AND BEAUTY (HB)

HB2100 - Mastering Cosmetology Business - 6 Credits
This course is designed to add business skills to students' industry knowledge and experiences through studies in management, marketing, communication, and career management. Previous education and practical experiences will be integrated with knowledge and skills from the business field. Students will gain a fundamental knowledge of business development, operations, and management as it relates to the health and beauty industry.
Delivery: online

HISTORY (HI)

HI2050 - American History Since 1877 - 4.5 Credits
This course is designed to increase students' knowledge and understanding of how and why the United States came to be what it is today. The course seeks to instill in students the habits of historical thinking that will allow them to live more competent lives in their local communities and in the nation at large.
Delivery: on campus and online

HI2155/HU2150 - World Religions - 4.5 Credits
See HU2150

HI3500/EN3150 - American West Fact and Fiction - 4.5 Credits
See EN3150

HI1900-4990 - Special Topics in History - 1-4.5 credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on campus

HEALTH INFORMATION TECHNOLOGY/HEALTH CARE CODING (HT)

HT1000D - Introduction to Health Information Management and Healthcare - 4 Credits
This course provides and introduction to health care delivery in the United States and 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. Developments in the evolution of healthcare in the US and changes in the current healthcare environment will also be examined.
Delivery: online

HT1005D - Bridge Health Care Coding to Intro to Health Information and Health Care - 1 Credit
This course provides an introduction to health information processes and relationships among organizational departments and healthcare providers. Developments in the evolution of healthcare in the US and changes in the current healthcare environment will also be examined.
Prerequisite: EN1150
Delivery: online

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. (2 hours of lecture and 2 hours of lab per week)
Prerequisite: HT1000D, ME1150, ME2211 and ME2520
Delivery: online

HT2115D - ICD-10 Coding I with Lab - 3 Credits
This course covers the principles and guidelines for using ICD-10-CM to code diagnoses and ICD-10-PCS to code procedures. Students will gain an understanding of ICD as it is used in inpatient and outpatient settings. Assignments and practical examples of patient records will provide practice in coding and sequencing of diagnoses for each body system.
Prerequisite: HT2120D
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 and outpatient settings and its 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  
Delivery: online  

HT2125D - ICD-10 Coding II with Lab - 3 Credits  
This course covers the principles and guidelines for using ICD-10-CM to code diagnoses and ICD-10-PCS to code procedures. Students will gain an understanding of ICD as it is used in inpatient and outpatient. Assignments and practical examples of patient records will provide practice in coding and sequencing of diagnoses for each body system. Prerequisite: HT2115D  
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 or co-requisite  
Delivery: online  

HT2210D - Healthcare Data Quality and 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: 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  
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. This course will also 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: 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, student 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: Program coordinator 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 focused on application of coding skills and observation of supervisory and planning activities. Students will prepare a written report of their practical learning experience. Practicum placement will be at a site assigned by the practicum coordinator. Students will spend up to 90 hours at a practicum site during the quarter in which they are enrolled. Prerequisite: Program coordinator approval and completion of major core courses.  
Delivery: online  

HT1900-2990 - Special Topics in Health Information Technology - 1-4.5 credits  
Topics will vary depending on the interests of the instructor and students.  
Prerequisite: Permission of the Academic Dean  
Delivery: online  

HUMANITIES (HU)  

HU1050 - Music Appreciation - 4.5 Credits  
This course is an introduction to the study of music in a broad context of the humanities. By studying the development of music through the ages, the student will understand how the cultural and political environment affects the art of music. The development of various music styles, the elements of music,
techniques and instruments are reviewed and related to our current musical heritage.

Delivery: on campus

HU2000 - Critical Thinking and Problem Solving - 4.5 Credits
This course is designed to develop students’ basic skills of logical reasoning relative to problem-solving and related argument analysis. Learning to provide evidence and well-reasoned support for asserted solutions and/or positions within frameworks of clarity, depth, precision, relevance, and fairness are central to the course.
Delivery: on campus and online

HU2050 - Introduction to Philosophy - 4.5 Credits
This course is designed to introduce the student to the philosophical writings of ancient medieval and modern philosophers. The student, through the writings of philosophers, discovers and develops his/her own personal philosophy.
Delivery: on campus

HU2100 - Introduction to Humanities - 4.5 Credits
This interdisciplinary course examines the many ways that human creativity manifests itself in the areas of the visual arts, literature, philosophy, history, music, architecture, and technology. In this course, students will gain a broad understanding of Western cultural history.
Delivery: on campus and online

HU2150/HI2155 - World Religions - 4.5 Credits
This course explores the ways religion and its practice is relevant to human thought and behavior. A structure for organizing features common to most religious traditions makes learning easier and provides the student with a framework to identify similarities and differences between religions. Different teaching methods and techniques are used to make the student more aware of how religion shapes individual personalities, cultures, societies, and entire political systems. The course helps the student become better equipped to evaluate contemporary world events within a context of cooperation and the potentials for conflict among different religious traditions.
Prerequisite: EN1300
Delivery: on campus

HU2200 - Art Appreciation - 4.5 Credits
This course is designed to introduce the student to a study of art and its relation to the individual. The student will explore the various art forms throughout the major periods of art. Outstanding artists and their major contributions are included. Emphasis is placed on elements of art, drawing techniques, painting, digital art, photography, sculpture, ceramics, and architecture.
Delivery: on campus

HU2400 - Introduction to Film Studies - 4.5 Credits
Through the use of selected films, the student is introduced to the technical and theoretical aspects of film making. The course encourages critical analysis of films in order to enrich future viewing experiences.

Delivery: on campus

HU3000 - Voices on Aging - 4.5 Credits
This course is designed to engage students in the investigation of the emerging paradigm of conscious aging and its implications for individuals as well as society. Using an anthology of literature on aging, popular films and other media, students will examine the prevailing cultural attitudes and myths surrounding aging and how new perspectives reframe the aging process.
Delivery: on campus

HU3050 - Biomedical Ethics - 4.5 Credits
After exploring ethical argumentation through basic benefit/harm scenarios, students examine ethical issues in medical treatment and experimentation from the perspectives of patients, their families, and medical professionals. Students also produce arguments for ethical courses of action in biomedical cases.
Delivery: on campus and online

HU1900-4990 - Special Topics in the Humanities - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on campus

**LAW (LA)**

LA3100 - Business Law - 4.5 Credits
This course introduces students to fundamental legal principles affecting business in the United States, including the sources and classifications of laws in the U.S. Students learn to recognize and apply basic legal concepts relating to contracts, torts, and product liability; explore various forms of business organizations common in the United States; and gain a fundamental understanding of select legal topics critical to operating a business, including real property, personal property, agency and employment, credit and secured transactions, bankruptcy and decedent's estates.
Delivery: on campus and online

LA3200 - International Law - 4.5 Credits
This course provides the student with the tools for understanding the principles underlying the legal environment of global business. It identifies the current legal rules and regulations affecting businesses and examines new developments and trends that will affect future transactions. Ethical implications and dilemmas are presented throughout the course.
Prerequisite: LA3100/MT3000
Delivery: on campus and online

LA1900-4990 - Special Topics in Law - 1-4.5 credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on campus
MA0600-0601 - Foundations of Mathematics - 0 Credits
This developmental course is designed to help students make the transition from arithmetic to college-level algebra and encourage success in college mathematics courses. Students will work to improve their basic mathematics and introductory algebra skills. Study topics will include whole numbers, decimals, fractions, proportions, percentages, signed numbers, real numbers and algebraic expressions, linear equations and inequalities, and polynomials.
Prerequisite: Placement recommendation
Delivery: on campus and online

MA0605 - Foundations of Mathematics - 2 Credits
This developmental course is designed to help students make the transition from arithmetic to college-level algebra and encourage success in college mathematics courses. Students will work to improve their basic mathematics and introductory algebra skills. Study topics will include whole numbers, decimals, fractions, proportions, percentages, signed numbers, real numbers and algebraic expressions, linear equations and inequalities, and polynomials.
Prerequisite: MA0601
Delivery: on campus and online

MA0700-0701 - Foundations of Algebra - 0 Credits
This developmental course is designed to help students make the transition from arithmetic to college-level algebra and encourage success in college mathematics courses. Students will work to improve their basic mathematics and introductory algebra skill. Study topics will include whole numbers, decimals, fractions, proportions, percentages, signed numbers, real numbers and algebraic expressions, solving linear equations and inequalities, perform operations involving polynomials, graphing linear equations, inequalities, simplify and factor polynomials and graph linear equations.
Prerequisite: MA0600 or Academic Success Appraisal recommendation
Delivery: on campus and online

MA0705 - Foundations of Algebra - 2 Credits
This developmental course is designed to help students make the transition from arithmetic to college-level algebra and encourage success in college mathematics courses. Students will work to improve their basic mathematics and introductory algebra skill. Study topics will include whole numbers, decimals, fractions, proportions, percentages, signed numbers, real numbers and algebraic expressions, solving linear equations and inequalities, perform operations involving polynomials, graphing linear equations, inequalities, simplify and factor polynomials and graph linear equations.
Prerequisite: MA0701
Delivery: on campus and online

MA1500 - Intermediate Algebra - 4.5 Credits
This course builds on introductory algebra concepts and also includes topics such as: utilizing formulas to solve word problems, solving compound inequalities, finding solutions to a system, reducing rational expressions, and solving related equations. The course concludes with a brief introduction to functions.
Prerequisite: MA0700 or placement recommendation
Delivery: on campus and online

MA2050 - College Algebra - 4.5 Credits
This course is an in-depth study of the traditional topics of college algebra. These topics include solving linear and quadratic equations and inequalities, graphs of equations and inequalities, operations involving polynomials and rational expressions, exponents, radicals, and an introduction to exponential and logarithmic functions.
Prerequisite: MA1500 or placement recommendation
Delivery: on campus and online

MA3000 - Business Statistics - 4.5 Credits
This course is applications-oriented with a business and economics emphasis. Topics studied include presentation and interpretation of numerical data, measure of central tendency, dispersion, probability, continuous and discrete probability distributions, and linear regression.
Prerequisite: MA2050 or placement recommendation
Delivery: on campus and online

MA1900-4990 - Special Topics in Mathematics - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on campus

MEDICAL (ME)

ME1100 - Introduction to Medical Assisting - 4 Credits
This course gives the student an introduction to the profession of medical assisting, its scope of practice, and career opportunities available for the medical assistant. In addition, an orientation to the healthcare environment, receptionist duties, telephone techniques, appointment scheduling, and office maintenance are emphasized.
Delivery: on campus and online

ME1150 - Medical Terminology - 4 Credits
This course is intended specifically for students who will be required to have a working knowledge of medical vocabulary as it is related to medical records and reports, laboratory findings, and general communication in healthcare settings.
Delivery: on campus and online

ME1181D - Medical Staff Services Management I - 4 Credits
This course provides an introduction to 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, medical staff office management and credentialing.
Prerequisites: EN1300, HA4050D, and ME1150
Delivery: online
ME1240 - First Aid and Safety - 1 Credit
This course is designed to introduce the student to basic first aid and safety measures, cardiopulmonary resuscitation (CPR) of adults, children and infants, and automated external defibrillation (AED). Upon successful completion of this course, students will receive certifications from the American Heart Association in Basic Life Support for Healthcare Providers (CPR & AED), and Heartsavers® First Aid.
Delivery: on campus only

ME1750 - Medical Transcription - 4 Credits
This course introduces the student to the use of word processing and transcribing equipment in order to produce a variety of medical reports. Medical and English language skills, report formats, and medical references are emphasized.
Prerequisite: Computer literacy/ME1150
Delivery: on campus and online

ME2130 - Clinical Science Lab I - 2 Credits (4 hours of lab per week)
This course, part one of a three-part laboratory course, provides an introduction to the duties and responsibilities within the clinical area of a medical office, including theory and practice. Emphasis will be toward medical asepsis, preparation and maintenance of exam rooms, vital sign assessment, and assisting with routine examinations.
Prerequisite: SC1332
Delivery: on campus

ME2140 - Clinical Science Lab II - 2 Credits (4 hours of lab per week)
This course is a continuation of the medical assistant's duties and responsibilities in the clinical area of the medical office. The following clinical duties are presented and performed: continuation of aseptic techniques, instrument identification and sterilization, and assisting the physician with minor procedures.
Prerequisite: ME2130
Delivery: on campus

ME2150 - Clinical Science Lab III - 2 Credits (4 hours of lab per week)
This course is a continuation of the medical assistant's duties and responsibilities in the clinical area of the medical office. The following clinical duties are presented and performed: radiology, medication administration, and electrocardiography.
Prerequisite: ME2140 and MA0700 or placement recommendation
Delivery: on campus

ME2182D - Medical Staff Services Management II - 4 Credits
This course will provide a general knowledge of the medical staff organization, medical staff Bylaws and related documents, application of clinical privilege development and approval, application of other types of privileges, practitioner health and behavioral issues, as well as the role of the physician executive. Students participating in this course will be provided topics in all of the areas listed.
Prerequisite: ME1181D

ME2183D - Medical Staff Services Management III - 4 Credits
This course will expand the MSSM student’s knowledge about the roles and functions of a Medical Staff Department, focusing on the managerial responsibilities. Topics will include, coordination of medical staff meetings, budget planning, staffing analysis, confidentiality of medical staff information, physician health issues, public relations and marketing. Through research and analysis students will learn to apply project management planning and implementation processes. Students will also explore the use of technology in managing confidential information, develop a plan for public relations and marketing of medical staff matters, and select a project model that can be applied to medical staff services.
Prerequisite: ME2182D
Delivery: online

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 or SC1222D or SC1332
Delivery: on campus and 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: HT1000D and EN1300
Delivery: on campus or online

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/Computer literacy
Delivery: on campus and online

ME2400 - Laboratory Techniques I - 3 Credits (6 hours of lab per week)
This course introduces the student to the use and care of the microscope. In addition, phlebotomy, urinalysis, and microbiological procedures are covered.
Prerequisite: SC1332
Delivery: on campus

ME2410 - Laboratory Techniques II - 3 Credits (6 hours of lab per week)
This course is a continuation of ME2400. Phlebotomy, routine "waived testing" in chemistry, hematology, and immunology, as well as toxicology procedures are covered.
Prerequisite: ME2400
Delivery: on campus
ME2510 - Essentials of Pathophysiology I - 3 Credits
This course provides a study of human diseases for the allied health student. Course content emphasizes the description, etiology, signs/symptoms, diagnostic procedures, and treatment for specified diseases.
Prerequisite: ME1150 and SC1221 or SC1222D or SC1332
Delivery: on campus and online

ME2520 - Essentials of Pathophysiology II - 3 Credits
This course continues the study of human diseases for the allied health student. Course content emphasizes the description, etiology, signs/symptoms, diagnostic procedures, and treatment for specified diseases.
Prerequisite: ME2510
Delivery: on campus and online

ME2530 - Pathology for Massage Therapists - 4 Credits
This course provides the study of the process human disease for the therapeutic massage student. Course content includes disease awareness, indications and contraindications, and development of therapeutic discernment regarding treatment for specified diseases with the use of therapeutic massage.
Prerequisites: ME1150 and SC1221 or SC1222D
Delivery: on campus

ME2600 - Healthcare Coding I - 3 Credits
The focus of this course is learning the basic coding rules for ICD-9-CM, CPT and Level II (HCPCS) coding systems and then applying the rules to code patient diagnosis and services, and completing insurance claim forms. The medical topics of Medicare fraud/abuse, Centers for Medicare and Medicaid regulations, HMO's, LMRP's and PRO's are also reviewed.
Prerequisites: ME1150 and SC1221 or SC1222D
Delivery: on campus and online

ME2610 - Healthcare Coding II - 3 Credits
This course continues with more advanced practical experience in insurance billing and coding. Students will abstract proper information from the patient record to the insurance form, code diagnoses, code physician services to complete an insurance claim, make entries on the patient's ledger card, and follow up on unpaid claims. Special attention will be given to proper use of modifiers and third-party reimbursement issues.
Prerequisite: ME2600
Delivery: on campus

ME2620 - Medical Office Procedures with Software Applications - 4 Credits
This course is designed to provide allied health students with practical application skills and knowledge in medical office administrative duties in manual and computerized methods. The following areas of medical office management are emphasized: communication skills, administrative responsibilities and procedures, medical practice finances, insurance and third party reimbursement.
Prerequisite: Computer literacy/ME1100
Delivery: on campus and online

ME3000 - Medical Assisting Exam Review - 3 Credits
This course is designed to provide the medical assisting student with a comprehensive review of content, skills, and behaviors in the administrative and clinical duties performed in an ambulatory setting. Emphasis is in preparing students for their practicum and certification exam.
Prerequisite: Instructor approval
Delivery: on campus

ME3310 - Medical Assisting Practicum - 6 Credits
The medical assisting practicum is designed to allow the student to obtain practical experience in a physician’s office. An unpaid, supervised practicum in an ambulatory healthcare setting performing administrative, clinical, and laboratory procedures within scope of the student’s training are addressed.
Prerequisite: Program coordinator approval
Delivery: on campus

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: ME2183D and Program Coordinator Approval
Delivery: online

ME1900-2990 - Special Topics in Allied Health - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on campus

MARKETING (MG)

MG1050 - Principles of Marketing - 4.5 Credits
Principles of Marketing is an introductory course to the field of marketing. The student will learn the components of the marketing system and the marketing decision-making process which revolves around the marketing mix (product, price, place, and promotion). Additional topics include consumerism, the legal environment, consumer behavior, and the international market, and their effect on marketing.
Delivery: on campus and online

MG2050 - Principles of Advertising - 4.5 Credits
The student is exposed to the concepts, strategies, and planning associated with advertising and the effects of advertising in the marketing concept. Emphasis is placed at the small business and retail level.
Prerequisite: MG1050
Delivery: on campus and online

MG2100 - Principles of Selling - 4.5 Credits
This course analyzes various selling methods, techniques and applications of selling to various marketing segments. The student demonstrates various sales techniques and presents a
complete sales presentation as well as prepares several mini sales presentations.
Prerequisite: MG1050
Delivery: on campus and online

MG2200 - Principles of Retailing - 4.5 Credits
This is an introductory course designed to familiarize the student with the study of retail institutions, site selection, product selection, promotional strategies, pricing strategies, inventory control, and problems in retail management.
Prerequisite: MG1050
Delivery: on campus

MG2300 - Customer Service Relations - 4.5 Credits
Effective customer service can bring a competitive advantage to a firm. This course will provide students with information and skills in effective customer service. Topics addressed include the definition of effective customer service, models for providing effective customer service, service recovery models, practice in identifying and communicating effective customer service, and service management case studies.
Delivery: on campus and online

MG3050 - Marketing Management - 4.5 Credits
This course explores marketing concepts as they relate to the marketing manager's decision-making process. Topics discussed include the strategic planning process, marketing research procedures, market segmentation, defining the marketing mix, consumer behavior, organizational buying, advertising and promotion, distribution, pricing, and the globalization of marketing.
Prerequisite: MG1050
Delivery: on campus and online

MG3150 - Sales Management - 4.5 Credits
Emphasis of this course is in the areas of sales force management, organizing, staffing and training of a sales force, directing sales force operations, sales planning, and evaluating sales performance. Learning is enhanced with interactive lecture, group discussions and mini-case analysis.
Prerequisite: MG2100
Delivery: on campus

MG3300 - International Marketing - 4.5 Credits
This advanced marketing course allows the student to understand environmental and cultural aspects required to successfully enter into global marketing.
Prerequisite: MG1050/MT3000
Delivery: on campus and online

MG3350 - Social Media Marketing - 4.5 Credits
Social media marketing is playing an increasingly prominent role as a powerful marketing tool successfully employed by a variety of business organizations. This course examines the connections that exist between social media concepts and fundamental business considerations such as customer engagement, customer relationship management, and decision support services. Additional topics being treated in this course include social media metrics and measurement, use of profiles, the role of social objects, best practices, and the social business ecosystem.
Prerequisite: MG1050
Delivery: on campus and online

MG3500/PS3500 - Consumer Behavior - 4.5 Credits
This course informs the student of how the interaction of feeling, knowledge, behavior, and environmental events influence people and organizations in the conduct of their business transactions.
Prerequisite: MG1050
Delivery: on campus and online

MG4080 - Direct Marketing - 4.5 Credits
This course is intended to fit direct marketing into the overall marketing program and place it in context with the firm's marketing mix. Special emphasis is placed on direct mail, mail order, and telemarketing.
Prerequisite: MG1050
Delivery: on campus and online

MG4100 - Marketing Cases - 4.5 Credits
This is an advanced course in marketing management. It develops analysis and problem-solving skills by requiring the student to thoroughly analyze real marketing problems and propose viable solutions and recommendations.
Prerequisite: Senior status/MG3050
Delivery: on campus

MG4150 - 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/MA3000/MG1050/EN1300
Delivery: on campus and online

MG4500-4540 - Marketing Internship - 4.5 Credits
The purpose of this internship is to give the student experience in applying what he or she has learned in the classroom by working in a business environment. The student's responsibility is agreed upon in advance by the student's advisor, the business entity, and the student. Successful completion requires a written report by the student detailing the experience gained during the internship and successful completion of the projects assigned by the business supervisor(s). The student receives either a "pass" or "fail" grade.
Prerequisite: Dean/academic advisor approval with senior status
Delivery: on campus

MG1900-4990 - Special Topics in Marketing - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on campus
MANAGEMENT (MT)

MT2050 - Principles of Management - 4.5 Credits
This course introduces students to the field of management and emphasizes the knowledge and skills used by successful managers. Throughout the course, students will demonstrate specific knowledge and skills in the areas of management, history, decision-making, communication, planning, organizing, staffing, directing, controlling, and business ethics.
Delivery: on campus and online

MT2100 - Entrepreneurship and Small Business - 4.5 Credits
This course provides an overview of entrepreneurial concepts and strategies from a small business perspective. Topics include opportunity selection, competitive analysis, location selection, distribution, marketing promotions, financial considerations, legal and risk management issues, and business purchase or franchising opportunities.
Prerequisite: MT2050
Delivery: on campus

MT2200 - Franchising - 4.5 Credits
This course explores the world of franchising from an entrepreneurial perspective and covers topics such as the franchise feasibility study, franchisor and franchisee management and marketing practices, financial considerations, and the franchisor-franchisee relationship.
Prerequisite: MT2100
Delivery: on campus

MT2400 - Small Business Management Operations - 4.5 Credits
This course focuses on the operational issues fundamental to managing a small business. Topics include small business strategic management, managing cash flow, techniques for enhancing profitability, and direction for managing people.
Prerequisite: MT2100
Delivery: on campus

MT3000DC - International Business - 4.5 Credits
This course covers the scope of international business and the dimensions of multi-national enterprises. The student studies exporting and marketing in foreign business environments.
Prerequisite: MT2050 or (MG1050 and EN1300)
Delivery: on campus and online

MT3050 - Human Resource Management - 4.5 Credits
This course explores Human Resources Management (HRM) concepts as they relate to the HRM managers’ and supervisors’ workplace decision-making processes. Topics discussed include, HRM roles from a strategic perspective, legal environment of HRM, human resources planning and recruitment, employee selection process, performance management and appraisal, employee compensation, and managing employment relationships.
Prerequisite: MT2050 and EN1300
Delivery: on campus and online

MT3080 - 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: MT3050
Delivery: on campus and online

MT3100 - 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: MT2050
Delivery: on campus and online

MT3200 - International Management - 4.5 Credits
This course builds on the fundamentals introduced in International Business. Topics explored include the process of internationalizing business, the scope of international trade, and exporting and managing parent-subsidiary relations. Importing in the global market, licensing, joint ventures, organization structure for global operations, and government intervention are also discussed.
Prerequisite: MT2050/MT3000
Delivery: on campus and online

MT3230/PL3230 - 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: LA3100/MT2050
Delivery: on campus and online

MT3250/PS3250 - Organizational Behavior - 4.5 Credits
This course investigates the behavior of people within organizations for the purpose of applying such knowledge toward improving an organization's effectiveness. Three levels of behavior are studied: individual, individuals within a group, and inter-group behavior within organizations.
Prerequisites: MT2050/EN1300
Delivery: on campus and online

MT3300 - Supervision - 4.5 Credits
This course focuses on the art of empowering and developing people. It provides a thorough review of the supervisory management functions of planning, organizing, leading and controlling while addressing such contemporary issues as the quest for quality, team building, coaching, group dynamics,
facilitation skills, and managing human resources and diversity.
Prerequisite: MT2050
Delivery: on campus and online

MT3450/SO3450 - International Relations - 4.5 Credits
This course addresses selected topics in the field of international relations. Students will analyze important historical events, the nature of power politics, tools of foreign policy, international trade dimensions, along with current issues and ethical considerations implicit in the field. Through a guided examination and reflection of such topics, students will become better informed citizens in a world that is becoming ever more globalized.
Delivery: on campus and online

MT3470/PL3470 - Bankruptcy - 4.5 Credits
See PL3470

MT3500/CI3510 - Managing Information Systems - 4.5 Credits
Information systems (IS) have become powerful and indispensable tools of modern business. This course presents fundamental principles of IS from a business management perspective with emphasis on principles that a manager will find of particular use, such as those related to data management, e-commerce and current trends in the use of information technology.
Prerequisite: MT2050
Delivery: on campus and online

MT3600 - Strategic Entrepreneurship - 4.5 Credits
In this course, students investigate the entrepreneurial process and the role of entrepreneurship in the economy. Case study analysis will be integral to this investigation and topics will include entrepreneurial strategy, entrepreneurial marketing, the start-up process, and the importance of solid pro-forma financial statements.
Prerequisite: MT2100
Delivery: on campus

MT3650 - Business Plan Development - 4.5 Credits
In successfully launching a new business venture, the business plan plays a crucial role. This course closely examines the steps of the business planning process and guides students in conducting a feasibility analysis and developing a thorough plan for a prospective business venture.
Prerequisite: Students in the Small Business Management AAS program must complete all Major Core courses before taking this course; for students in the Business Administration Bachelor of Science Degree with Emphasis in Entrepreneurship, the prerequisite for this course is MT3600.
Delivery: on campus

MT3700D - Introduction to CMII - 4.5 Credits
This course describes the CMII approach to integrated process excellence and how to overcome the limitations of traditional Configuration Management and independent business practices. The change process is fast and efficient using the CMII model because the information being changed is properly identified, structured, linked and owned. Completion of this course with a grade of C or better fulfills part of the requirement for CMIIB Certification.
Prerequisite: MT2050
Delivery: on campus and online

MT3710D - CMII Change Process - 4.5 Credits
This course focuses on identification, physical item hierarchies, development, project planning, life cycle phases and business processes. The CMII closed-loop and fast-track change process is also extensively covered. The roles of the Change Specialist, Change Review Board and Change Implementation Board are discussed. Completion of this course with a grade of C or better fulfills part of the requirements for CMIIB Certification.
Prerequisite: MT3700D
Delivery: online

MT3711D - Lean Methods - 4.5 credits
This course focuses on Lean methods that employees may use to help an organization improve processes and how those methods differ from Six Sigma™. Students will model Lean methods to enable an organization to meet its customers' demand for a quality product or service in an ethical and efficient manner. Students will learn how to identify a value stream, eliminate wastes, minimize work and non-value activities, reduce errors and prepare metrics for monitoring and sustaining process improvements.
Prerequisites: MT2050
Delivery: online

MT3712D - Six Sigma™ Methods - 4.5 Credits
This course focuses on Six Sigma™ methods that employees may use to help an organization improve processes. Students will model Six Sigma™ and management methodologies to enable an organization to meet its customers' demand for quality products or services in an ethical and efficient manner. Students will learn how to use some basic process improvement tools following the DMAIC and DMADV phases, and how to prepare control plans to sustain improvements.
Prerequisites: MT3711D
Delivery: online

MT3921 - Special Topics in Leadership - 1.5 Credits
In this course, students will discuss and apply some of the leadership principles proposed by John C. Maxwell.
Prerequisite: Permission of the academic dean
Delivery: on campus and online

MT4050 - 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 Human Resource Development (HRD) in the organization. Various elements of T&D will be examined as elements of a training program.
Prerequisite: MT3050
Delivery: on campus and online
MT4140 - Innovation, Creativity, and New Product Development - 4.5 Credits
This course examines innovation from multiple perspectives (including organizational and technological) and at both the macro and micro levels. Topics include the various types of innovation, leading models of innovation, and the concept of innovation as it relates to competitive advantage.
Prerequisite: MT3600
Delivery: on campus

MT4150/So4150 - Business and Society - 4.5 Credits
This course focuses on the complexity of the relationship between business and society in an increasingly integrated and interdependent world economy. Topics covered will include business in relation to society, ethics, public policy, globalization, natural environment, technology and stakeholders.
Prerequisite: MT2050
Delivery: on campus and online

MT4200 - Business Ethics - 4.5 Credits
This course exposes the student to both sides of past and present ethical dilemmas facing the world. Course content includes an overview of individual ethical development, ethical issues in business today, the opportunity and conflict of ethical issues, an ethical decision-making framework, and the development of an effective ethics program in a corporation.
Prerequisite: MT2050/En1300
Delivery: on campus and online

MT4210 - Quantitative Analysis - 4.5 Credits
This is an introductory study of decision-making and planning through the use of decision trees, expected monetary value, linear programming, inventory control, and queuing theory.
Prerequisite: MA3000/MA2050
Delivery: on campus and online

MT4220/Ci4220 - Project Management - 4.5 Credits
See Ci4220

MT4240 - International Entrepreneurship - 4.5 Credits
This course explores the opportunities of entering today's global market from the international entrepreneurship perspective. International Entrepreneurship combines theoretical, scenario-based, and real-world application to expose the student to concepts, principles, and skills that are crucial to building and running a successful international business. Topics discussed include international entrepreneurship and entrepreneurship opportunities, entering the global market, and managing the global entrepreneurship enterprise.
Prerequisite: MT3600
Delivery: on campus

MT4300 - Management Across Cultures - 4.5 Credits
This course provides students with a sense of the diversity of cultures and business practices throughout the world. The course enables students to focus on dynamic management issues in both foreign and diverse domestic environments. Major topic areas include international business management, cross-cultural communication, negotiation and decision-making skills, ethics and social responsibility, strategy formulation and implementation, global organizational skills, and staffing and training for global operations.
Prerequisite: MT3250/EN1300
Delivery: on campus and online

MT4420 - 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: MT3080/MT3100/MT3230/MT4050/MT4300
Delivery: on campus and online

MT4440 - Business Management Review - 3 Credits
This course provides a comprehensive review of business-related topics to include management, marketing, business ethics and social responsibility, accounting, economics, business law, finance, business analysis, and international issues. A comprehensive examination over these topics will constitute a significant portion of the student's final course grade. Lecture and lab activities are included in this course. (2.0 hours lecture and 2.0 hours lab/week on campus).
Prerequisite: AC1160, EC2100, LA3100, MA3000, MG1050, MT2050, MT4200
Delivery: on campus and online

MT4441 - Business Review Lab - 1.5 Credits
This course provides a comprehensive review of business related topics to include management, marketing, business ethics and social responsibility, accounting, economics, business law, finance, business analysis and international issues. A comprehensive examination over these topics will constitute a significant portion of the student's final course grade. (3 hour lab/week on campus)
Prerequisite: AC1160 or AC2760, EC2100, FN3000, LA3100, MA3000, MG1050, MT2050, MT4200, and Senior Status

MT4450 - Strategic Management - 4.5 Credits
This course provides practical training for the senior-level business student to develop an understanding and knowledge of strategic management as a tool for long-term business success. The course will develop skills in analyzing the various functions and contributions of the organization's component parts, and how they may be used in making strategic decisions. Students will create strategy by means of written case analyses.
Prerequisite: Senior status/MT4440
Delivery: on campus and online

MT4500-4540 - Management Internship - 4.5-13.5 Credits
The purpose of this internship is to give the student experience in applying what he or she has learned in the classroom by working in a business environment. The student's responsibility is agreed upon in advance by the student's advisor, the business entity, and the student. Successful
completion requires a written report by the student detailing the experience gained during the internship, and successful completion of the projects assigned by the business supervisor(s). The student receives either a "pass" or "fail" grade.

Prerequisite: Completion of Major Core courses and senior status.
Delivery: on campus

MT4501 - Human Resource Management 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: MT4420/may be taken concurrently with MT4420
Delivery: on campus and online

MT4505 - Human Resource Management 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: MT4420
Delivery: on campus and online

MT1900-4990 - Special Topics in Management - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on campus

NURSING (NS)

NS1010 - Introduction to Professional Nursing - 2 Credits
This course is designed to introduce role understanding and socialization into professional nursing practice. 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. An introduction to nursing process, nursing informatics, culturally congruent care, health promotion, disease prevention, and health restoration concepts are presented. Nursing theory, legalities, and ethics are introduced. The scope of practice of the professional nurse, evidence based practice, as well as standards of professional practice will be explored.
Prerequisite: EN1150, MA1500 or MA2050, SC1232, SC1332, SC1422
Delivery: on campus

NS1020 - Health Assessment - 2 Credits
This course introduces the associate degree nursing student to the principles and psychomotor skills necessary to provide holistic and culturally congruent health and physical assessments for clients across the lifespan, with the focus on adults and older adults, in a variety of community and acute care settings. Health promotion and maintenance principles are incorporated throughout this course. Emphasis is placed on the use of the nursing process, critical thinking skills, and psychosocial and cultural care in collecting and documenting the health and physical assessment data for clients. Students are provided faculty-guided theory and laboratory experiences as well as faculty-supervised open laboratory time in order to develop competence and confidence in the performance of health and physical assessments.
Prerequisite: EN1150, MA1500 or MA2050, SC1232, SC1332, SC1422
Delivery: on campus

NS1030 - Foundations of Nursing Practice - 8 Credits
This course introduces the associate degree nursing student to the principles and psychomotor skills necessary to provide holistic and culturally congruent nursing care for clients across the lifespan, with the focus on adults and older adults, in a variety of community and acute-care settings. Health promotion and maintenance principles are incorporated throughout this course. Emphasis is placed on the use of the nursing process, critical thinking skills, and psychosocial and cultural care in providing client care. Students are provided faculty-guided theory and laboratory experiences as well as faculty-supervised open laboratory time in order to develop competence and confidence in the performance of nursing skills.
Prerequisite: SC1201, SC1370, NS1010, NS1020
NS1030 and NS1031 must be taken concurrently.
Delivery: on campus

NS1031 - Foundations of Nursing Practice Clinical - 2 Credits
This course provides the associate degree nursing student an introduction to an actual healthcare environment and the opportunity to implement the principles and psychomotor skills learned in previous and concurrent courses. Health promotion and maintenance principles are an integral component of nursing care. The learner has the opportunity to provide holistic and culturally congruent nursing care for adults and older adults in a long-term care setting. Emphasis is placed on the application of nursing skills, including the nursing process, psychosocial, and culturally congruent client relationships, clinical judgment, communication and documentation, health and physical assessment, and basic and advanced nursing procedures. Students are provided faculty-guided and supervised clinical experiences in order to develop competence and confidence in the providing direct client care.
Prerequisite: SC1201, SC1370, NS1010, NS1020
NS1030 and NS1031 must be taken concurrently.
Delivery: on campus

NS1040 - Pharmacology I - 4 Credits
Introduces the associate degree nursing student to the concepts and techniques of dosage calculation and medication administration by a variety of techniques. Students will apply critical thinking skills to the calculation and administration of
medications. Through use of the nursing process, students are introduced to the basic concepts of pharmacology related to actions, therapeutic and adverse effects, and interactions of drugs/herbs. The course covers basic pharmacology of commonly used medications using a body systems approach with emphasis placed on therapeutic interventions and client education to clients across the lifespan. Emphasis will be placed on the importance of communication to the safe and competent administration of pharmacological agents.

Prerequisite: SC1201, SC1370, NS1010, NS1020
Delivery: on campus

NS1050 - Adult Health Needs I - 4 Credits
This course will focus on the role of the professional nurse in application of the nursing process to meet the holistic healthcare needs of clients throughout the adult and older adult years. Emphasis is placed on nursing and pharmacological interventions in the care of clients with acute and chronic health conditions across the health-illness continuum in acute and long-term care settings. The course focuses on the concepts of pain management, fluid and electrolyte balance, perioperative care, care of the client with cancer, death and dying, infection and inflammation, and shock syndromes. Disorders of the musculoskeletal, integumentary, respiratory, and reproductive systems are presented. Health promotion, health maintenance, and illness prevention concepts will be linked with caring and cultural congruent care.
Prerequisite: NS1030, NS1031, NS1040
NS1050 and NS1051 must be taken concurrently.
Delivery: on campus

NS1051 - Adult Health Needs I Clinical - 5 Credits
This course provides the associate degree nursing student with the opportunity to incorporate medical/surgical nursing concepts and care in a healthcare environment, and the opportunity to implement the principles and psychomotor skills learned in previous and concurrent courses. Health promotion and maintenance principles are an integral component of nursing care. The learner will provide holistic and culturally congruent nursing care for adults and older adults in acute and subacute care settings. Emphasis is placed on the competent application of nursing care and skills for medically/surgically complex clients utilizing and implementing the nursing process, psychosocial, and culturally congruent client relationships, clinical judgment, communication and documentation, health and physical assessment, and advanced nursing procedures. Students are provided faculty-guided and supervised clinical experiences in order to develop competence and confidence in providing direct client care.
Prerequisite: NS1030, NS1031, NS1040
NS1050 and NS1051 must be taken concurrently.
Delivery: on campus

NS2011 - Maternal/Child Nursing - 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.
Prerequisite: SO1050 or PS1050, NS2031, NS2032
NS2011 and NS2012 must be taken concurrently.
Delivery: on campus

NS2012 - Maternal/Child Nursing Clinical - 3 Credits
This course provides the associate degree nursing student with the opportunity to incorporate maternal/newborn and pediatric nursing care concepts in various healthcare environments. It affords the student an opportunity to implement the principles and psychomotor skills learned in the previous and concurrent courses. Health promotion and maintenance principles are an integral component of nursing care. The student will provide holistic, culturally congruent nursing care to the childbearing family. Emphasis is placed on the competent application of nursing care skills and principles to the childbearing family as the client, utilizing and implementing the nursing process. Communication, clinical judgment, therapeutic client relationships, documentation, and health and physical assessment will be coupled with advanced nursing procedures. Students are provided faculty-guided and supervised clinical experiences in maternal, newborn and pediatric setting in order to develop competence and confidence in providing care to the childbearing family.
Prerequisite: SO1050 or PS1050, NS2031, NS2032
NS2011 and NS2012 must be taken concurrently.
Delivery: on campus

NS2021 - Mental Health Needs of Clients and Families - 3 Credits
This course introduces mental health concepts, selected common psychiatric disorders, treatment modalities, and related nursing care of clients and their families. Students will use communication and caring through the application of the therapeutic relationship in caring for and treating clients and families with common clinical conditions and disorders. Students will utilize the nursing process to assess and plan for the culturally sensitive care of clients and families. The professional nursing student will develop a teaching plan for a single psychoactive medication during the course, and gain knowledge of common psychoactive medications use in the treatment of clients.
Prerequisite: EN1150, SO1050 or PS1050, NS2031, NS2032
NS2021 and NS2022 must be taken concurrently.
Delivery: on campus

NS2022 - Mental Health Needs of Clients and Families Clinical - 2 Credits
This course provides the associate degree nursing student with the opportunity to develop interpersonal skills for caring for clients, across the lifespan, who may be encountering difficulties in the perceptual or behavioral spheres. Students will develop culturally sensitive care plans using nursing process to meet the needs of the mental health client and the family. The professional nursing student will develop a teaching plan around client diagnosis or treatment and share with the client using therapeutic communication. The student will be able to assess the client and the environment for safety.
issues which may impair the provision of a therapeutic milieu. The student will integrate nursing care that considers dignity, worth, uniqueness, and the rights of individual clients and families. Students are provided faculty-guided and supervised clinical experiences in order to develop competence and confidence in the providing direct client care.

Prerequisite: SO1050 or PS1050, NS2031, NS2032
NS2021 and NS2022 must be taken concurrently.

Delivery: on campus

NS2031 - Adult Health Needs II - 4 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 adult and older adult years. Emphasis is placed on nursing and pharmacological interventions in the care of client’s with acute and chronic health conditions across the health-illness continuum in acute care settings. Disorders of the neurological, cardiovascular, blood, lymphatic, immune, endocrine, gastrointestinal, renal and urinary systems, and the special senses are presented. Health promotion, health maintenance, and illness prevention concepts will be linked with caring and cultural congruence.

Prerequisites: PS2000, NS1050, NS1051
NS2031 and NS2032 must be taken concurrently.

Delivery: on campus

NS2032 - Adult Health Needs II Clinical - 7 Credits
This course provides the associate degree nursing student with the opportunity to incorporate advanced medical/surgical nursing concepts and care in a healthcare environment for complex and potentially medically unstable adult and older adult clients. The student will implement the principles and psychomotor skills learned in previous and concurrent courses, and manage health promotion and maintenance for assigned clients. The learner will provide holistic and culturally congruent nursing care with emphasis on the discriminating management of nursing care, implementation of the nursing process, psychosocial and culturally congruent client relationships, clinical judgment, communication and documentation, health and physical assessment, and advanced nursing procedures in acute and subacute care settings. Students are provided faculty-guided and supervised clinical experiences in order to develop competence and confidence in providing direct client care.

Prerequisites: PS2000, NS1050, NS1051
NS2031 and NS2032 must be taken concurrently.

Delivery: on campus

NS2040 - Pharmacology II - 1 Credit
This course is designed to be a lab experience allowing the student to demonstrate assessment, clinical judgment, and integration of knowledge to care for clients with complex disease management and pharmacological interventions. The course is designed to be a lab experience utilizing human simulation to provide complex physiological and pharmacological scenarios. Emphasis is placed on accurate assessment of data, selected pharmacological interventions, outcomes evaluation, and documentation.

Prerequisite: NS2011, NS2012, NS2021, NS2022

Delivery: on campus

NS3011 - Complex Adult Health Needs - 5 Credits
This course challenges the associate degree nursing student to integrate and synthesize the knowledge gained in all previous courses to be applied to the adult and older adult client with co-morbidities of both acute and chronic health needs. Emphasis is placed on the management of clients with chronic illness that is complicated by an exacerbation or an acute illness, clients with compromised verbal abilities, clients requiring mechanical ventilation, and clients with multi-system failure. The course also presents the student with the challenges of planning, implementing and evaluating care for the client with altered sensorium and/or cognition.

Prerequisite: NS2011, NS2012, NS2021, NS2022
NS3011 and NS3012 must be taken concurrently.

Delivery: on campus

NS3012 - Complex Adult Health Needs Clinical - 6 Credits
This clinical course provides the associate degree nursing student the opportunity to integrate all the components of the professional nursing role in acute-care and subacute settings. The student will demonstrate leadership, management and culturally congruent care, and skill to care for clients with diverse and complex needs across the lifespan. Students will have the opportunity to demonstrate synthesis of clinical competence and clinical judgment, and respond to complex and emergent client health needs. Students will have the opportunity to organize and prioritize care needs of multiple clients and justify the care of assigned clients. Students are provided faculty-guided and supervised clinical experiences in enhancing clinical judgment and in providing direct client care.

Prerequisite: NS2011, NS2012, NS2021, NS2022
NS3011 and NS3012 must be taken concurrently.

Delivery: on campus

NS3026D - Concepts and Challenges in Professional Nursing - 3 Credits
This course is designed to facilitate role understanding and socialization into professional nursing. This course introduces concepts to be explored in further depth in the program, including social context for nursing, nursing roles in the healthcare delivery system, nurses and political action, and nursing’s future challenges.

Delivery: online

NS3050D - Pathophysiology in Practice - 4 Credits
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
NS3225D - Nursing Theory and Healthcare Delivery Models - 4 Credits
This course will utilize Leininger’s theory on culture care as a framework for introducing the learner to the paradigms, theories, values, concepts, and phenomenon of interest in the discipline of nursing. Learners will explore the relationships between theory, research, and practice. Additionally, learners will explore the U.S. healthcare delivery system, healthcare economics, the political process, and its impact on the health of individuals, families, and communities. Within this framework the learner will examine the impact of cultural, social, and ethnic diversity on the delivery of health care and develop strategies for addressing healthcare issues utilizing the political process.
Delivery: online

NS3250D - Ethics and Issues in Contemporary Nursing - 4 Credits
This course explores the theories, models, and principles that serve as guides for ethically sound behavior within a nursing context. The course addresses the complexities created by science and technological advances, increasing cultural diversity, the variety of settings where nurses practice, and emphasizes the importance of principled behavior in personal and professional situations.
Delivery: online

NS3305D - Evidence-Based Practice and Research in Nursing - 6 Credits
This online course will provide a foundation for research and evidence-based nursing practice. The course will assist learners to understand, critique, and apply nursing research in providing holistic care to individuals, families, and communities across the continuum of cultures. Learners will develop basic skills to interpret and apply research and evidence to all scopes of nursing practice.
Prerequisite: NS3026D, MA3000, EN1300
Delivery: online

NS3315 - LPN to RN Transition - 4.5 Credits
This course is designed to assist the licensed practical/vocational nurse to transition to the role of the baccalaureate degree nurse. The focus is 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. Nursing theory, professional values, legalities, and ethics are introduced. Nursing roles will be further explored: designer, coordinator, manager of care, mandatory reporter, advocate, change agent, educator, and member of a profession.
Students are provided faculty guided theory and laboratory experiences in order to develop competence and confidence in the performance of health history and physical assessment data for client’s health experience.
Prerequisite: Admission to the nursing clinical core
Delivery: on campus

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, hematoletic, integumentary, genetics, and reproduction.
Prerequisites: SC1232, SC1332
Delivery: online

NS3321D - Holistic Health Assessment - 4 Credits
This online 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 interactive experiences in order to develop competence and confidence in the performance of health history and physical assessments across the lifespan.
Prerequisites: Admission to the nursing clinical core
Delivery: online

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. Nursing theory, professional values, legalities, and ethics are introduced. The scope of practice of the professional nurse, as well as standards of professional practice will be explored. The core tenets of caring and healing are central to the practice of a professional nurse. Nursing literature will be introduced and the student will begin to explore nursing theory and the evidence base of the discipline.
Prerequisites: Admission to the nursing clinical core
Delivery: on campus

NS3326D - Professional Role Development - 2 Credits
This course focuses on the core competencies of critical thinking, therapeutic communication, assessment, and technical skill and the 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 a 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.
Prerequisites: Admission to the nursing clinical core
Delivery: online
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 client and their 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 campus

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 assessing and meeting the holistic health needs of the client and their family. Family nursing theory is applied throughout the health experience. Students will complete a teaching/learning project, a comprehensive physical assessment, a comprehensive social assessment, a communication project, and a family nursing intervention to meet the needs and desires of the client and their family unit.
Delivery: on campus

NS3340D - Pathophysiologic Concepts II - 4 Credits
This online 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 healthcare needs of clients with chronic health conditions throughout the lifespan. Family-centered nursing interventions will be used to promote and maintain health and prevent disease complications for families. Developmental theories will be introduced, and family stress and adaptation theories reinforced. 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 campus

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 healthcare settings. The physiologic and psychosocial needs and desires associated with chronic illness will be examined.
Delivery: on campus

NS3346D - Pharmacology for Nurses - 4 Credits
This course provides the theoretical background that enables the student to provide safe and effective nursing care related to medications or herbal/natural products to persons across the lifespan. 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: online

NS3360 - Holistic Nursing Care in Acute Illness I - 7 Credits
This course focuses on the foundational concepts, principles, and techniques of beginning and intermediate psychomotor skills necessary to provide holistic and culturally congruent nursing care for 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 and adaptation of clients with acute illness or exacerbations of chronic illness. Students will learn to provide physical nursing care and to perform delegated medical treatments.
Delivery: on campus

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. Emphasis is placed on learning the nursing actions necessary to manage clients with acute signs, symptoms, disease, and illness trajectories in the acute care setting. Clinical practice guidelines, standard policy and procedures will inform the students’ nursing practice. 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 provide client and family-centered care.
Delivery: on campus

NS4000D - Issues in Transcultural Nursing - 4 Credits
This course is designed to assist students to explore and analyze cultural values, beliefs, attitudes, and patterned life
ways of themselves, clients, and other members of the community. Learners will describe examples of varying healthcare practices in populations. Utilizing culture care knowledge and methodologies, learners will develop a culturally-congruent nursing care plan that meets the holistic needs of a simulated client and family.

Prerequisite: EN1300
Delivery: online

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. 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 campus

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. 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 campus

NS4050D - Public Health and Community Nursing - 6 Credits
This course introduces the student to the concept of population focused nursing practice. Public health, public health nursing, and community nursing are examined from a local, national, and international perspective.

Prerequisite: NS3305D, NS4000D
Delivery: online

NS4060D - Caring for Vulnerable Populations - 4 Credits
This course builds on Public Health and Community Nursing and focuses specifically on vulnerable populations. Perspectives on vulnerability, epidemiology of vulnerability, factors contributing to vulnerability, and outcomes of vulnerability are explored. Assessment, planning and implementation, evaluation of care, and strategies for improving the health and wellness of vulnerable populations are developed using an epidemiological and culturally competent approach.

Prerequisites for Online RN to BSN: EN1300, NS4050D
Prerequisites for Generic BSN: EN1300, NS4043
Delivery: online

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. Students will learn to provide psychosocial, physical, and end of life nursing care and to perform delegated medical treatments in the emergent and/or acute care setting.

Delivery: on campus

NS4145 - Holistic Nursing Care in Acute Illness II and End of Life Clinical - 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 learn to care for complex multi-system 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 including end of life care. 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 campus

NS4150D - Information Technology in Nursing - 4 Credits
This course provides learners with knowledge about IT systems used in hospitals and healthcare agencies and applications to improve nursing delivery of safe patient-centered care. Concepts include a survey of the types of systems currently in use and in development, environmental assessment to determine system needs, implementation and staff education strategies, system cost-benefit determination, and system evaluation. Learners will discuss both the advantages and concerns associated with ongoing changes in information technology.

Delivery: online

NS4155D - Public Health and Community Nursing Clinical - 2 Credits
This course introduces the student to population based clinical experience with a focus on meeting the health needs of a community as a whole. The student will assess a community in relation to a Healthy People 2020 health objective. Evidence based public health nursing interventions will be developed based on barriers and assets within a community. Measurable health indicators will be developed as a means of evaluating their success in meeting the goals identified for the chosen population. Community partners are identified that are essential for promoting health within a population.

Prerequisite: NS4050D
Delivery: online
NS4210D - Research and Evidence-Based Practice - 4 Credits
This online 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, EN1300
Delivery: online

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 will be discussed throughout the course.
Delivery: on campus

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. The student will further explore the concepts of supervision and delegation of healthcare personnel in the healthcare setting.
Delivery: on campus

NS4300 - Concept Integration for the Professional Nursing Role I - 5 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. Concepts of pharmacology specific to the maternity client will be presented.
The nursing student will have the opportunity to incorporate maternal/newborn care and nursing care concepts in varied healthcare environments. It affords the student an opportunity to implement the principles and psychomotor skills learned in previous and concurrent courses. The student will provide holistic, culturally congruent nursing care to the childbearing family. Emphasis is placed on the competent application of nursing care skills and principles to the childbearing family as the client, utilizing and implementing the nursing process. Communication, clinical judgment, therapeutic client relationships, documentation, and health and physical assessment will be coupled with advanced nursing procedures.

Students are provided faculty-guided, supervised clinical experiences in maternal/newborn nursing care.
Delivery: on campus

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 fulfill in the practice area. This course will assist with the transition from the academic setting to the professional practice setting. Students will have the opportunity to provide client-centered care and evidence-based nursing interventions during a supervised clinical or preceptored experience. This experience supports the role transformation of students and promotes clinical competence at the BSN preparation level.
Delivery: on campus

NS4350D - Quality Management in Nursing and Health Care - 4 Credits
This course provides a multidisciplinary approach to quality management. The learner will gain an understanding of the historical and theoretical evolution of quality management, national quality standards, customer satisfaction and cost, issues in quality care, various methods of collecting and managing quality data, and applying evidenced-based practice to healthcare systems to improve quality outcomes.
Prerequisite: EN1300
Delivery: online

NS4400D - Leadership and Management in Nursing - 6 Credits
This course introduces students to the principles of leadership and management in the practice of nursing. Students explore associated issues and their effect on nursing practice. Concepts related to change, communication, conflict, and financial management will be presented. Students will gain understanding of organizational theories, key skills in nursing and human resource management, strategic planning, participatory thinking, and shared vision.
Prerequisite: Online RN to BSN: EN1300, NS3225D, NS3305D, NS4150D; Generic BSN: All 3000-level nursing courses and EN1300
Delivery: online

**OCCUPATIONAL THERAPY (OT)**

OT1000 - Foundations for Occupational Therapy with Lab - 4.5 Credits
This course provides an introduction to the occupational therapy profession and to the principles and practices which promote health and participation in life through engagement in occupation. This course introduces fundamental concepts and aspects of occupational therapy philosophy, goals, values, and ethics. Students learn about OT/OTA role delineation and collaborative relationships. Through lecture, lab, discussion, and assignments, students learn skills that are central to the practice of occupational therapy: activity analysis, writing goals and objectives, teaching and learning methods and styles, time-use management, and effective communication. (3 hours lecture, 3 hours lab/week)
Prerequisite: Formal admission into the OTA Clinical Core
Delivery: on campus

OT1020D - Introduction to Medical Terminology - 1.5
Credits
This course provides an introduction to medical and
professional terminology. The course provides a basis for
understanding common terminology and applications in
medical and occupational therapy documentation.
Prerequisite: Formal admission into the OTA Clinical Core
Delivery: online

OT1040 - Clinical Conditions in Occupational Therapy with
Lab - 4.5 Credits
This course explores the etiology, symptoms, prognosis,
clinical course, and management of congenital and
developmental disabilities, acute and chronic diseases,
traumatic injuries, psychiatric conditions, and other client
conditions that are commonly seen in occupational therapy.
The effects of such conditions on development and
occupational performance throughout the lifespan are
examined during lecture, discussion, and laboratory activities.
Precautions ensuring client and caregiver safety are discussed.
Presentations from expert clinicians are provided. (2.5 hours
lecture, 4 hours lab/week)
Prerequisite: OT1000 or corequisite
Delivery: on campus and online

OT1060 - Human Movement for Occupation with Lab - 4.5
Credits
This course provides students with knowledge and application
of biomechanics, kinesiology, and movement-related function
that is necessary for occupation. The interrelationship among
the central nervous system, peripheral nervous system, and
musculoskeletal system is discussed. Students examine
anatomical landmarks, muscle strength, muscle endurance,
joints, posture, balance, and analysis of functional movement
for basic occupations. (2.5 hours lecture, 4 hours lab/week)
Prerequisite: OT1000 and SC1332
Delivery: on campus

OT2020 - Pediatric Practice and Level I Fieldwork - 4.5
Credits
This course explores the theories and models of practice used
in occupational therapy evaluation and intervention for infants,
children, and adolescents. Observation skills, problem solving,
critical thinking, treatment techniques, and documentation are
practiced through case studies, laboratory activities,
examinations, discussion, and field experiences. This course
explores the use of assistive technology to enhance
occupational performance in pediatrics. Fieldwork consists of
observation and guided practice for application of the
occupational therapy process in medical, educational, and
community settings serving children and adolescents. (2 hours
lecture, 4 hours lab/week plus 15 hours fieldwork)
Prerequisite: OT1040 and SC1332
Delivery: on campus and online

OT2040 - Physical Rehabilitation and Level I Fieldwork - 6
Credits
This course examines the theories and models of practice used
in occupational therapy evaluation and intervention for adults
with physical disabilities. Observation skills, problem solving,
critical thinking, treatment techniques, and documentation are
practiced through case studies, laboratory activities,
examinations, discussion, and field experiences. This course
provides exploration of assistive technology and techniques
used in occupational therapy rehabilitation settings including
physical agent modalities, splinting, computer programs, low
vision adaptations, and adaptive equipment. Fieldwork
consists of observation and guided practice for application of
the occupational therapy process in hospital, clinic, nursing
home, and/or home health settings serving adults with physical
dysfunction.
Prerequisite: OT1020, OT1040, OT2010, SC1232, & SC1332
Delivery: on campus and online

OT2060 - Psychosocial Practice and Level I Fieldwork - 4.5
Credits
This course provides an understanding of mental illness and
psychosocial dysfunction, as well as the theories and models
of practice used in occupational therapy evaluation and
intervention for adolescents and adults. Observation skills,
problem solving, critical thinking, treatment techniques, and
documentation are learned through case studies, laboratory
activities, written and practical examinations, discussion, and
field experiences. Emphasis is placed on therapeutic use of
self, groups, and group processes. Fieldwork consists of
observation and guided practice for application of the
occupational therapy process in hospitals, clinics, and
community facilities that serve individuals with mental health
dysfunction. (2 hours lecture, 4 hours lab/week plus 15 hours
fieldwork)
Prerequisite: OT2020 and PS1050
Delivery: on campus and online

OT2080 - Geriatric Practice and Level I Fieldwork - 4.5
Credits
This course examines the processes of aging within cultural,
social, demographic, and economic contexts. Observation
skills, problem solving, critical thinking, evaluation,
intervention, and documentation are learned through case
studies, laboratory activities, examinations, discussion, and
field experiences. This course focuses on intervention
techniques used to modify daily occupational tasks through
environmental assessments and adaptation. Fieldwork visits
are with healthy, active older adults in the community as well
as adults with physical and mental dysfunction in nursing
home, home health, adult day care, skilled nursing, and
dementia-care settings. (2 hours lecture, 4 hours lab/week plus
15 hours fieldwork)
Prerequisite: OT2040 and OT2060
Delivery: on campus and online

OT2220 - Evidence-Based Practice with Lab - 2 Credits
This course focuses on the provision of the knowledge and
skills to access and appraise all levels of professional literature
to inform best assessment and intervention practices. Students
are introduced to basic research concepts. Emphasis is placed on skills for being a life-long consumer of knowledge. (1 hour lecture, 2 hours lab/week) Prerequisite: OT2020
Delivery: on campus

OT2240 - Management and Professional Issues - 4.5 Credits
This course examines basic management and support tasks for the role of the occupational therapy assistant. Topics include program development, ethical principles in the workplace, supervisory relationships and personnel considerations, the roles and functions of regulatory agencies, funding and reimbursement systems, health care delivery systems, and entrepreneurship. Additional topics include preparation for Level II fieldwork, licensure and certification, and writing a professional development plan. (4.5 hours lecture) Prerequisite: OT2020
Delivery: on campus

OT2400 - Clinical Reasoning with Lab - 4.5 Credits
This course focuses on application, integration, and assimilation of clinical reasoning skills, problem-solving strategies, and a deeper understanding of the occupational therapy process. Building on previous core classes, students work together to make sound ethical, clinical-based decisions in case studies, role plays, class discussions, and presentations. This capstone course prepares students for fieldwork and entry-level practice. (3 hours lecture, 3 hours lab/week) Prerequisite: OT2040 and OT2060 with co requisite
Delivery: on campus

OT2500 - Level II Fieldwork A - 9 Credits
This clinical course is the culmination of the theory, foundations, and skills learned in the OTA curriculum. Students will use the occupational therapy process while practicing the skills of an entry-level OTA. Students are assigned to a setting working with individuals with developmental, physical, and/or psychosocial dysfunction. Students complete a full time clinical experience for a minimum of eight weeks. This experience must be supervised by a licensed or credentialed OT or OTA and must be completed during the day as indicated by the cooperating fieldwork site. Prerequisite: All OT and General Education courses must be successfully completed with at least a grade of "C" and an overall GPA of 2.5
Delivery: off campus

OT2501 - Level II Fieldwork B - 9 Credits
This clinical course is the culmination of the theory, foundations, and skills learned in the OTA curriculum. Students will use the occupational therapy process while practicing the skills of an entry-level OTA. Students are assigned to a setting working with individuals with developmental, physical, and/or psychosocial dysfunction. Students complete a full time clinical experience for a minimum of 8 weeks. This experience must be supervised by a licensed or credentialed OT or OTA and must be completed during the day as indicated by the cooperating fieldwork site. Prerequisite: All OT and General Education courses must be successfully completed with at least a grade of "C" and an overall GPA of 2.5
Delivery: off campus

ORGANIZATIONAL LEADERSHIP (OL)

OL3100 - Principles of Organizational Leadership - 4.5 Credits
Leadership has been a key topic in many management courses, and in recent years, it has been recognized that effective leadership is required to meet organizational challenges. This course will help students gain insight and learn necessary skills to enhance their leadership abilities. Delivery: on campus and online

OL4100 - Organizational Culture and Leadership - 4.5 Credits
Culture in organizational settings is complex and diverse. This course will address culture at the national, industrial, organizational, and sub-organizational levels. Prerequisite: OL3100
Delivery: on campus and online

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 campus and online

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 campus and online

OL4500 - Action Research I - 2 Credits
Research is important in today's business environment and the successful organizational leader must be able to conduct organizational research. This course is part one of a two-part course series. Students will first learn about the principles and processes involved in action research. Then, after formulating an action research plan for a specific organizational issue, students will begin do gather data in preparation for further steps that will be taken in Action Research II to bring the project to completion. Prerequisite:

MT4200/MT4300/OL3100/OL4100/OL4200/OL4300
Delivery: on campus and online

OL4550 - Action Research II - 2 Credits
This course continues the study of action research. After conducting preliminary research in OL4500 Action Research I, students will analyze data findings, make specific recommendations based on the analysis, and produce a written research report detailing their action research project. Finally, students will create a PowerPoint presentation that highlights the central elements of their action research project.
Prerequisite: OL4500 and EN1300
Delivery: on campus and online

OL1900-4990 - Special Topics in Organizational Leadership - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on campus

OPERATIONS MANAGEMENT (OM)

OM1000D - Introduction to Business Logistics - 4.5 Credits
This course introduces students to the many dimensions of logistics. Students will begin to explore the elements of the logistics system, including demand management, order management, inventory management, warehousing management, and transportation management. Supply chain management concepts, international logistics, and career opportunities in the logistics field are also addressed.
Prerequisite: MT2050
Delivery: online

OM2100D - Logistics and Transportation Management - 4.5 Credits
This course introduces students to the field of logistics with an emphasis on the physical distribution and transportation of raw materials, intermediate inputs, and finished product. Throughout the course, students will demonstrate specific knowledge and skills in the areas of logistics planning, pricing and cost decisions, regulations and public policy, risk management, supply chain management. Furthermore, students will understand the operations and structure of different modes of transportation including rail, water, air, and highway.
Prerequisite: OM1000D (for the Business Logistics AAS degree program); MT2050 (for the Business Administration Bachelor of Science Degree With Emphasis in Supply Chain Management degree program)
Delivery: online

OM2200D - Purchasing and Supply Chain Management - 4.5 Credits
This course reflects the ever-changing face of supply management and the increased impact of the recent economic recession. Topics include strategic management, innovation, sustainability, and collaboration. The course emphasizes the role that procurement is taking on through increasing stakeholder engagement and delivering costs.
Prerequisite: Prerequisite: OM1000D (for the Business Logistics AAS degree program); MT2050 (for the Business Administration Bachelor of Science Degree With Emphasis in Supply Chain Management)
Delivery: online

OM2300D - Demand Forecasting and Inventory Management - 4.5 Credits
This course focuses on key components of supply chain management, principally, demand forecasting and inventory management. Topics include the various techniques used in demand forecasting and inventory management, in addition to a limited treatment of resource planning and the application of lean thinking and Six Sigma™ management philosophies.
Prerequisite: OM1000D
Delivery: online

OM3000 - Operations Management - 4.5 Credits
The main focus of this course is on the essentials of effective operations management – the activities which people carry out the actual transformation of resources into products and services. It emphasizes people operating in teams for improved goods and services to customers.
Prerequisite: MT2050 and MA2050
Delivery: on campus and online

OM3100D - Business Logistics Internship - 4.5 Credits
The business logistics internship is designed to provide students with professional experience in an approved logistics setting. Students will apply concepts and theories learned in the classroom to the workplace environment. Successful completion of this course requires a written report, detailing the experience gained during the internship, and successful completion of the projects assigned by the internship supervisor.
Prerequisite: Completion of all Major Core courses
Delivery: online

OM3150D - Business Logistics Project - 4.5 Credits
This course serves as a vehicle to integrate the various discipline specific skills developed throughout the logistics program. The case study approach will be used as the mode of analysis. Students will present analyses of case studies, with an increasing level of sophistication.
Prerequisite: Completion of all Major Core courses
Delivery: online

OM3200D - Marketing and Distribution Channels - 4.5 Credits
Marketing channels have become an essential element of any successful business plan due to increased competition and the explosion of Information Technology and E-Commerce. Students will become aware of marketing channel strategy, design, and integration of E-Commerce technology.
Prerequisite: MG1050 and OM3000
Delivery: online

OM3400D - Manufacturing Planning and Control - 4.5 Credits
The development of an effective manufacturing planning and control (MPC) system is key to the success of any company. This course closely examines planning and controlling in all aspects of manufacturing, including managing materials,
scheduling machines and people, and coordinating suppliers and key customers.
Prerequisite: OM3000
Delivery: online

OM4100D - Quality Management in the Supply Chain - 4.5 Credits
This course introduces students to the critical role of managers in the process of understanding, measuring, and improving quality throughout the supply chain. This applies to both the manufacturing and services field. Students will gain an understanding of quality control strategy, operations, and implementation as a means of creating comparative advantage for a firm. The interaction between quality control and other business functions is studied. The use of product quality as an input into its value to customers is emphasized. Students will also study and implement a Six Sigma™ quality control methodology. Finally, the value of leadership in the organization in creating and improving a culture of quality is studied.
Prerequisite: OM3400D
Delivery: online

OM4200D - Projects and Technologies in the Supply Chain Management - 4.5 Credits
Managing projects and technology in the supply chain involves initiating, planning, executing, and closing stages. Moreover, the management processes entail proactive improvement of buyer-supplier efficiencies. Topics include project risk planning, budgeting, and quality planning.
Prerequisite: OM2100D, OM2200D, OM3200D, OM3400D and OM4100D
Delivery: online

OM4500D - Strategic Supply Chain Management - 4.5 Credits
This course is designed so students will characterize Strategic Supply Chain Management with an emphasis on understanding and classifying methods of effective supply chain management. Throughout this course, students will demonstrate specific knowledge and skills in the areas of supply chain management, ethics, inventory, contracts, integration, strategies, sourcing, pooling, pricing, global logistics, design, and technologies.
Prerequisite: OM4200D
Delivery: online

PARALEGAL (PL)

PL1100/SO1100 - Introduction to Legal Principles - 4.5 Credits
This course examines the United States legal system from a historical and philosophical perspective. Students explore numerous topics, including the relationship between law, values, status, wealth, and power. Students are introduced to legal reasoning and analysis, the dynamic process of making and enforcing laws, the structure of the legal system in this country, and the participants in that system.
Delivery: on campus

PL1150 - Legal Research I - 4.5 Credits
This course is a study of methods and procedures used in legal research. It introduces the student to indexes used as the primary source of the law (statutes, regulations and case law) and secondary sources (legal encyclopedias), and includes an introduction to computerized researching.
Prerequisite: EN1150
Delivery: on campus

PL1350 - Legal Research II - 4.5 Credits
This course is an extension of Legal Research I with an emphasis on complete research of specific legal problems or questions. The student is given responsibility to research a project embodying several questions of law with the results reduced to a legal memorandum.
Prerequisite: PL1150
Delivery: on campus

PL2050 - Torts - 4.5 Credits
This course is a study of the basic principles of tort law. Students examine the elements of the different torts, including negligence, the various intentional torts, strict liability, torts connected to land, and products liability. Students analyze hypothetical tort claims, possible defenses to such claims, and damages resulting from such torts.
Prerequisite: PL1100
Delivery: on campus

PL2100/SO2120 - Domestic Relations - 4.5 Credits
This course is a study of family law and a review of law and procedures relative to marriage, divorce, adoption, parent/child relationships with legal rights, privileges, and duties of all parties.
Prerequisite: PL1100
Delivery: on campus

PL2150 - Civil Procedure - 4.5 Credits
This course explores the civil litigation process. Students acquire a thorough knowledge of all aspects of a civil procedure, including service of process, pretrial discovery, motions, trial, appeal, and enforcement of judgments. Students utilize such knowledge to draft pleadings and papers under the supervision of an attorney.
Prerequisite: PL1350/EN1150
Delivery: on campus

PL2350 - Criminal Procedure - 4.5 Credits
This course examines the constitutional foundation of criminal law and criminal procedure. Students review substantive criminal law concepts, including criminality, culpability, and the elements of particular crimes. Students also explore criminal procedure, including search and seizure, the pretrial process, trial, sentencing, and appeal.
Prerequisite: PL1350
Delivery: on campus

PL2500/EN2500 - Legal Writing - 4.5 Credits
This course is an extension of the Legal Research courses with an emphasis on the various types of legal writing. The student is given responsibility for drafting legal correspondence,
instruments, pleadings and briefs, in addition to interoffice memorandums.
Prerequisites: PL1350/EN1150
Delivery: on campus

PL3000 - Law Office Technology - 4.5 Credits
This course introduces students to technology commonly utilized in law offices. Using a hands-on approach, students learn various software applications, including applications related to office management, case organization and management, electronic discovery, litigation support, presentation and trial graphics, electronic research, databases, and word processing.
Prerequisite: PL1100/CI1150
Delivery: on campus

PL3050 - Real Property - 4.5 Credits
This course introduces students to the laws of real property. Topics include the different estates in real property, property rights, finance and conveyance, contracts, mortgages, liens, and land use. Students review legal descriptions, and draft deeds and other real estate documents under the supervision of an attorney.
Prerequisite: PL1100
Delivery: on campus

PL3100 - Professional Ethics and Law Office Procedures - 4.5 Credits
This course provides a classroom forum for discussion of ethical issues involved in the legal profession and, specifically, ethical issues encountered by paralegals. Students review and discuss the purpose of the ethical codes and guidelines of the American Bar Association, the National Association of Legal Assistants, and the National Federation of Paralegal Association. Students consider ethical issues concerning the unauthorized practice of law, confidentiality, conflicts of interests, advertising and solicitation, attorney fees and client funds, competency, and professionalism, and discuss law office procedures to prevent ethical violations.
Prerequisite: PL1100
Delivery: on campus

PL3120/EN3120 - Classical Rhetoric in a Digital Age - 4.5 Credits
Of the many definitions of "rhetoric," this course focuses on rhetoric as the art of persuasion and explores the application of rhetorical theory to the modern world, with emphasis on the legal profession and digital expressions. Students practice and experiment with clarity, structure, fluency and logic in both oral and written projects. After exploring the concepts of classical rhetoric, students learn to apply those concepts to improve persuasive abilities in today’s society-from courtrooms to advertising to blogs.
Prerequisite: EN1300
Delivery: on campus

PL3230/MT3230 - Employment Law - 4.5 Credits
See MT3230

PL3250 - Wills, Trusts, and Probate - 4.5 Credits
This course introduces students to the legal principles involved in the creation and enforcement of wills and trusts and the procedures of estate administration. Students review basic estate planning techniques and prepare testamentary documents for review by an attorney. Students also acquire knowledge and skills necessary to assist in the administration of a decedent’s estate.
Prerequisite: PL1100
Delivery: on campus

PL3400 - Evidence/Exclusionary Rule - 4.5 Credits
This course introduces students to the intriguing and complex rules that govern the admission of evidence at trial. Through the study of the Federal Rules of Evidence, supplemented by numerous examples, students acquire a fundamental knowledge and understanding of the purpose and procedures related to the law of evidence.
Prerequisite: PL1350 or Junior status
Delivery: on campus

PL3470/MT3470 - Bankruptcy - 4.5 Credits
This course instructs students on all aspects of consumer bankruptcy proceedings, from the filing of the bankruptcy petition to the final discharge. Students gain practical knowledge of debtor/creditor relations, secured and unsecured debt, and the effect of the commencement of Chapter 7 and Chapter 13 bankruptcy proceedings, and bankruptcy alternatives.
Prerequisite: PL1100
Delivery: on campus

PL3500 - Introduction to Contracts - 4.5 Credits
This course examines the law of contracts and the corollary law of equitable remedies. Students study the classical contract model, the Uniform Commercial Code, and federal statutes governing contracts. Students analyze hypothetical factual scenarios by applying legal and equitable theories learned in this course. In addition, students develop practical skills by drafting basic contracts and pleadings associated with contract litigation.
Prerequisite: PL1150
Delivery: on campus

PL4110 - Elder Law - 4.5 Credits
This course examines various legal issues encountered by the elderly, and explores various methods for addressing those issues, including advance directives, wills, trusts, guardianships, entitlement programs, managed care and long-term care insurance, viatical settlements, living facilities for the elderly, financial planning, and elder abuse.
Prerequisite: PL3250
Delivery: on campus

PL4150 - Practical Legal Investigation - 4.5 Credits
This course instructs the student in methods of conducting a proper investigation through interviewing techniques, records investigation, the taking of statements, and proper reporting of obtained information.
Prerequisite: PL2150
Delivery: on campus
PL4200 - Litigation and Trial Practice - 4.5 Credits
This course prepares the student to assist attorneys in all aspects of civil litigation from the client interview through pre-trial discovery and motion practice, to trial and post-trial motions and appeals. This course guides the student through an entire set of facts and requires considerable research and the preparation of discovery documents, motions, briefs, stipulations, and other papers related to civil litigation.
Prerequisite: PL2150
Delivery: on campus

PL4220 - Environmental Law - 4.5 Credits
This course examines the complex and interrelated federal, state and local laws and regulations controlling pollution, and the environment.
Prerequisite: PL1350
Delivery: on campus

PL4250 - Administrative Law - 4.5 Credits
This course examines administrative agencies and administrative procedures, with emphasis on federal agencies. Students review constitutional issues addressed during the development of agencies and the delegation of power to agencies. Students study procedures governing agency actions, including rulemaking, investigations, enforcement, and adjudications.
Prerequisite: PL1350
Delivery: on campus

PL4350 - Adversary System - 4.5 Credits
This course examines the adversary system and alternate dispute resolution methods. It is also a practicum that applies the knowledge and skills developed by the student in previous courses. Students assist in the preparation of a lawsuit for trial, commencing with the initial interview through post-trial motion procedures.
Prerequisite: PL2150
Delivery: on campus

PL4500-4590 - Paralegal Internship - 4.5-13.5 Credits
This course provides the student with practical experience in a law firm or other law-related office in a capacity agreed upon in advance by the faculty internship supervisor, the internship office, and the student. Students communicate regularly with the faculty internship supervisor and submit weekly reports completed by the student.
Prerequisite: Instructor approval
Delivery: on campus

PL4600 - CLA Review - 4.5 Credits
Although national certification is not a professional requirement for paralegals/legal assistants, it is strongly encouraged. This course provides an in-depth, comprehensive review of the paralegal curriculum, accomplished through study of the concepts covered in the Certified Legal Assistant (CLA) Examination.
Delivery: on campus

PL1900-4990 - Special Topics in Paralegal Studies - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on campus

PSYCHOLOGY (PS)

PS1050 - Introduction to Psychology - 4.5 Credits
This course covers the essentials of psychology and introduces the basic concepts and theories that constitute the discipline. Students will gain an appreciation of the relevance of psychology to everyday life, especially connecting psychological concepts to the students’ chosen discipline of study. Students will explore and understand how to think critically about psychological theories and phenomena.
Prerequisite: none
Delivery: on campus and online

PS2000 - Human Growth and Development - 4.5 Credits
This course is designed to increase the student’s knowledge and understanding of growth and development at each age and stage throughout the lifespan. Concepts and theories about physical, cognitive, social, and personality development over the lifespan are presented. Emphasis is placed on issues and theoretical perspectives in the field, genetic and environmental influences, the development of basic human abilities, and the development of self in society.
Delivery: on campus

PS2100 - Human Relations - 4.5 Credits
This course is a study of interactions among people - why our beliefs, attitudes and behaviors sometimes cause interpersonal conflict in our personal lives and in work-related situations. The emphasis is on the analysis of human behavior, prevention strategies, and resolution of behavioral problems in organizations.
Delivery: on campus and online

PS3100 - Abnormal Psychology - 4.5 Credits
This course will provide an understanding of psychopathology using an integrative and multidimensional perspective. Psychological disorders will be explored from biological, psychological, and social dimensions. Additional focus will be concentrated on the clinical description, causation, and treatment and outcome of diagnosable pathology.
Prerequisite: PS1050
Delivery: on campus

PS3250/MT3250 - Organizational Behavior - 4.5 Credits
See MT3250

PS3500/MG3500 - Consumer Behavior - 4.5 Credits
See MG3500

PS1900-4990 - Special Topics in Psychology - 1-4.5 credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on campus
PHARMACY (RX)

RX1000 - Introduction to Pharmacy with Lab - 4 Credits
This is an introductory course in the field of pharmacy. The course introduces students to the work of pharmacy technicians and the context in which the technician's work is performed. Students learn the concept of direct patient care and the technician's general role in its delivery. Students are introduced to the medication laws, standards, and regulations affecting pharmacy technicians and the concept of quality assurance and its procedures. Students examine the attitudes, values, and beliefs necessary for successful pharmacy technicians. Lab activities are embedded in the course. (3.5 lecture + 0.5 lab; 4.5 contact hours)
Delivery: on campus

RX1100 - Pharmacy Calculations - 4 Credits
This course introduces students to the calculations performed by technicians in the pharmacy practice setting. The course will orient users to the different measuring systems used in the pharmacy and conversions between the systems. Students will also learn common pharmacy symbols. Calculations will include proportions and dilutions. Common calculations in pharmacy will be applied, such as calculating proper dosage and identifying amounts of ingredients for compounded products. Common medications, by trade and generic name, targeted outcome, and primary body system are investigated. Prerequisites: MA0700 or placement recommendation and RX1000
Delivery: on campus

RX1500 - Pharmacy Operations with Lab - 3 Credits
This course provides students with knowledge of pharmacy operations in a variety of settings. Students will investigate the role of a pharmacy technician in dispensing medications, examine duties in sterile and nonsterile environments, control inventory and purchase pharmaceuticals, demonstrate professional communication and customer service skills, and distinguish practices for safety and the prevention of medication errors. Lab activities to practice and demonstrate skills are embedded in the course. Prerequisites: none
Delivery: on campus

RX2200 - Medical Insurance and Pharmacy Law - 2 Credits
The class provides students with a basic understanding of medical insurance and pharmacy billing. Students examine current technology to initiate, verify, adjudicate, and collect payment for pharmacy services and supplies. The process to dispense medications and over-the-counter products complying with federal and state laws in accordance with federal and state laws and regulations is outlined. Prerequisites: RX1000/RX1500
Delivery: on campus

RX2310 - Community or Outpatient Pharmacy Lab - 2 Credits
This course provides students with hands-on experience in the production of pharmaceutical products. The skills of medication preparation, labeling, product storage, providing supplemental patient information, and quality assurance are addressed. Students also learn to prepare manufactured products for distribution including immunizations and investigational drugs, and to compound nonsterile products. Prerequisites: RX1000/RX1100/RX1500
Delivery: on campus

RX2410 - Preparing for Pharmacy Profession with Lab - 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. Lab activities are embedded in the course. (1.5 Lecture credits + 1.5 Lab credits = 4.5 Contact Hours) Prerequisite: All RX 2000 classes
Delivery: on campus

RX2500 - Drug Therapeutics I with Lab - 4 Credits
This course provides students detailed information on the therapeutic use and side effects of prescription medications, nonprescription medications, and alternative therapies, including immunizations. For each medication studied, students learn the brand and generic name, standard pronunciation, dosage forms, and routes of administration. Therapeutic areas covered include the anti-infective drugs, narcotic pain relievers, neurologicals, and psychiatric agents. Lab activities are embedded in the course. (3.5 credits lecture + 0.5 credits lab = 4.5 contact hours) Prerequisites: RX1000/RX1500, SC1221 or SC1222D
Delivery: on campus

RX2510 - Inpatient Pharmacy Lab - 2 Credits
This course provides students with hands-on experience in the production of pharmaceutical products, utilized during inpatient hospital stays. The skills of medication preparation, labeling, product storage, providing supplemental patient information, and quality assurance are addressed. Students also learn to prepare sterile compounded products for distribution, and cytotoxic and other hazardous injectable medication products. Prerequisite: RX1000/RX1100/RX1500
Delivery: on campus

RX2600 - Drug Therapeutics II with Lab - 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, dosage forms, and routes of
administration. Therapeutic areas covered include the gastrointestinal, renal, respiratory, and endocrine systems; plus hormone, topical ophthalmic, and otic agents. Lab activities are embedded in the course. (3.5 Lecture credit + 0.5 Lab credit = 4.5 contact hours)
Prerequisite: RX1000/RX1500/RX2500/SC1221 or SC1222D
Delivery: on campus

RX2700 - Drug Therapeutics III with Lab - 3 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 cardiac system, plus muscle relaxants, narcotic analgesics, anti-inflammatory drugs, immunizations, and neoplastic agents. This course teaches the American Heart Association’s cardiopulmonary resuscitation of adults, children, and infants. Safety concerns and disaster responses in the health care environment are explored. Lab activities are embedded in the course. (1.5 Lecture credit + 1.5 Lab credit = 4.5 contact hours)
Prerequisites: RX1000/RX1500/SC1221 or SC1222D
Delivery: on ground

RX3110 - Infusion Externship - 4 Credits
Students practice skills developed in the didactic and laboratory phases of their training in an environment that provides infusion services. The student will engage in the entire scope of activities that might be performed by a pharmacy technician at the particular site. The student will be evaluated by the site's preceptor.
Prerequisites: Program coordinator approval
Delivery: on campus

RX3120 - Community or Outpatient Externship - 4 Credits
Students practice skills developed in the didactic and laboratory phases of their training in a community or outpatient pharmacy that does not offer infusion services. The student will engage in the entire scope of activities that might be performed by a pharmacy technician at the particular site. The student will be evaluated by the site's preceptor.
Prerequisites: Program Coordinator approval
Delivery: on campus

RX1900-2990 - Special Topics for Pharmacy Technicians - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on campus

SCIENCE (SC)

SC1040 - General Biology - 4.5 Credits
This non-lab course is designed to introduce the student to the life sciences. Development of a science-oriented vocabulary is stressed. Organization, structure/function relationship, the scientific method, characteristics of living things, and information systems are some of the topics discussed.
Delivery: on campus

SC1055 - Biological Concepts with Lab - 4.5 Credits
This lecture course is designed to introduce the student to the life sciences. Development of a science-oriented vocabulary is stressed. Organization, structure/function relationships, the scientific method, characteristics of living things, and information systems are some of the topics discussed. Laboratory exercises reinforce biological concepts learned in the lecture portion of this course. (3.5 hours lecture, 2 hours lab/week)
Delivery: on campus

SC1100 - Environmental Science - 4.5 Credits
This course is an introduction to environmental science that includes energy principles, relationships of organisms in ecosystems, and human impact.
Delivery: on campus and online

SC1120 - Astronomy - 4.5 Credits
This course is an introduction to astronomy as a science. Basic principles of physics are utilized in developing an overall concept of our location in space and a general view of the neighborhood. Current topics are emphasized.
Delivery: on campus

SC1150 - Environmental Geology - 4.5 Credits
This course includes the examination of Earth processes that influence human activities. Topics include Earth development, rocks and minerals, internal Earth processes, surface Earth processes, Earth resources, pollution, and waste disposal.
Delivery: on campus

SC1180 - Basic Animal Anatomy - 4 Credits
This course is an introduction to anatomy of domestic animals. Parts of the animal and the skeleton will be emphasized. In addition, major muscles, vessels, nerves and organs will be identified and their primary functions discussed.
Delivery: on campus

SC1200 - Principles of Nutrition - 4.5 Credits
This course introduces nutritional concepts including principles of digestion and absorption, the functions of nutrients, lifecycle needs, disease prevention, and weight management. The basic principles of nutrition are studied with particular emphasis on their applications to human health and daily living.
Delivery: on campus and online

SC1201 - Nutritional Foundations - 2 Credits
This course introduces the basic nutritional concepts and their application to health and disease modification and prevention; including digestion and absorption, functions of nutrients, nutritional needs across the lifespan, and weight management.
Delivery: on campus

SC1210 - Introduction to Meteorology - 4.5 Credits
This course examines the nature of the atmosphere, including how and why a wide variety of weather conditions are observed on the Earth. Topics include: heat transfer and
temperature; moisture, clouds and precipitation; air pressure and wind; mid-latitude storm systems; tornadoes and hurricanes; weather forecasting; and climate change. There will also be a special emphasis on local climatology.

Delivery: on campus

SC1221 - Essentials of Anatomy and Physiology with Lab - 6 Credits
This course provides an introduction to the essentials of anatomy and physiology. The course will demonstrate knowledge of the complementary relationship between structure and function of the human body, as well as the integration of systems to maintain homeostasis. Students will be able to apply this fundamental knowledge to address common diseases, disorders or conditions, and make recommendations that promote individual health, regardless of age or gender. Laboratory activities are embedded in this lecture-based class to optimize student assimilation and retention of content. (4.5 hours lecture, 3 hours lab/week)

Delivery: on campus

SC1222D - Essentials of Anatomy and Physiology - 6 Credits
This course provides an introduction to the essentials of anatomy and physiology. The course will demonstrate knowledge of the complementary relationship between structure and function of the human body, as well as the integration of systems to maintain homeostasis. Students will be able to apply this fundamental knowledge to address common diseases, disorders or conditions, and make recommendations that promote individual health, regardless of age or gender.

Delivery: online

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. The course 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

SC1232 - Human Anatomy and Physiology I with Lab - 6 Credits
This course utilizes a systems approach to study human anatomy and physiology. Cells and tissues, the integumentary system, the skeletal system, the muscular system, the nervous system and the endocrine system are addressed. (4.5 hours lecture, 3 hours lab/week)

Delivery: on campus

SC1240 - Anatomy and Physiology of Domestic Animals - 4 Credits
This course is a systems approach to the study of the essentials of anatomy and physiology and physiology of domestic animals.

Prerequisite: ME1150
Delivery: on campus

SC1280 - Comparative Anatomy Lab - 2 Credits
This course covers the comparison of the anatomy of domestic animals using the cat as a model of dissection.

Prerequisite: SC1240
Delivery: on campus

SC1300 - Physical Science - 4.5 Credits
This lecture course provides a general knowledge of the physical sciences dealing with matter and energy. Lectures cover introductory chemistry, physics, astronomy, and earth sciences.

Prerequisite: MA1500
Delivery: on campus

SC1320 - Anatomy and Physiology of Domestic Animals II - 3 Credits
This course is a continuation of the systems approach to the study of the essentials of anatomy and physiology of domestic animals. Systems not covered in Anatomy and Physiology of Domestic Animals I are addressed.

Prerequisite: SC1240
Delivery: on campus

SC1332 - Human Anatomy and Physiology II with Lab - 6 Credits
This course utilizes a systems approach to study human anatomy and physiology. The blood, and cardiovascular system, the lymphatic system, the digestive system, the respiratory system, the urinary system, and the reproductive system are addressed. Also covered are fluid and electrolyte balance, acid and base balance, and genetics. (4.5 hours lecture, 3 hours lab/week)

Prerequisite: SC1232
Delivery: on campus

SC134 - General Chemistry and Biochemistry with Lab - 6 Credits
This course is a basic study of concepts of chemistry and its importance in life sciences. The course emphasizes biochemistry and includes intense problem-solving sessions in the metric system and medical mathematics. Laboratory exercises reinforce chemistry concepts learned in the lecture portion of this course. (3 hours lecture, 3 hours lab/week)

Delivery: on-campus

SC1334 - General Chemistry and Biochemistry with Lab - 4.5 Credits
This course is a basic study of concepts of chemistry and its importance in life sciences. The course emphasizes biochemistry and includes intense problem-solving sessions in the metric system and medical mathematics. Laboratory exercises reinforce chemistry concepts learned in the lecture portion of this course. (3 hours lecture, 3 hours lab/week)

Delivery: on-campus

SC1370 - Pathophysiology - 6 Credits
This course is designed to familiarize the beginning nursing student with the communication, interpretation and impact of disease by an individual, family, and community. The interrelatedness and response to disease will consider the biological, social, cultural, spiritual, physical, and behavioral aspects of the individual. Etiology, signs and symptoms, demographics, pathogenesis, and co-morbidities will be considered in reference to various disease processes.

Prerequisite: SC1332
Delivery: on campus
SC1421D - Microbiology - 4.5 Credits
This course is a general introductory course to microbiology. It provides a background in many areas of microbiology, antimicrobial agents and immunology. Host parasite relationships of microorganisms will be studied with an emphasis on bacteria.
Delivery: online

SC1422 - Microbiology with Lab - 6 Credits
This course is a general introductory course to microbiology. It provides a background in many areas of microbiology, antimicrobial agents, immunology and host parasite relationships of microorganisms will be studied with an emphasis on bacteria. In the lab portion of this course, students will learn aseptic techniques and apply them in the isolation of pure cultures of bacteria. Students will also perform various staining techniques and chemical tests to identify these bacteria. The response of bacteria to changes in environmental conditions will be examined. Various life stages of medically important parasites will also be observed. (4.5 hours lecture, 3 hours lab/week)
Delivery: on campus

SC2050 - Clinical Kinesiology - 4 Credits
This course explains the body’s structures, regions, and movements. Course content includes a review of location and movement terminology, bone structure and function, joint structure and function, and muscle profiles. Students will learn how and understanding of the body’s structures will help the body move through joint motions, and passive and resisted range of motion techniques. Clinical applications of concepts reinforce learning and integration of knowledge into practice.
Prerequisite: SC2061 or TM program coordinator consent
Delivery: on campus

SC2061 - Palpation of Anatomy with Lab - 3 Credits
This course is designed to bridge the gap between musculoskeletal anatomy and physiology and the living body. Course content includes a survey of muscle anatomy and physiology, musculoskeletal assessment, proprioception, neurological coordination, systemic palpation of the skin and fascia, bones, and other relevant structures. Primary emphasis is placed on muscle palpation and identification of muscle actions and attachments. 1.5 hours lecture, 3 hours lab/week.
Prerequisite: SC1221
Delivery: on campus

SC2200 - Pharmacology for Veterinary Technicians - 4 Credits
This course introduces the veterinary technician student to the study of drugs and drug therapy. Emphasis is placed on identifying drug actions, drug names, routes of administration, and adverse effects.
Prerequisites: SC1320/SC1354
Delivery: on campus

SC3100 - Bacteriology/Parasitology - 3 Credits
This course is a study of characteristics of pathogenic and non-pathogenic bacteria and fungi. The fundamentals of infections and control of internal and external parasites are also explored.
Prerequisite: AH2300

SC3110 - Bacteriology/Parasitology Lab - 2 Credits
This course includes laboratory exercises in the collection, culture and identification of bacteria and fungi. Identification of internal and external parasites is also emphasized.
Prerequisite: AH2300/AH2310
Delivery: on campus

SC1900-4990 - Special Topics in Science - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on campus

SO1050 - Introduction to Sociology - 4.5 Credits
This course is designed to develop the sociological thinking of students. The multifaceted nature and depth of sociology will be presented in such areas as socialization, diversity, stratification, social institutions, and globalization.
Delivery: on campus and online

SO1100/PL1100 - Introduction to Legal Principles - 4.5 Credits
See PL1100

SO1800 - Community Volunteer Practicum - 4.5 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.
Delivery: on campus

SO2050 - Marriage and the Family - 4.5 Credits
This course studies premarital and marital relationships in modern society. The historical and cultural aspects of love, dating, marriage, and alternative systems are used to discover the difficulties in adjusting to marriage and the family.
Prerequisite: SO1050
Delivery: on campus

SO2120/PL2100 - Domestic Relations - 4.5 Credits
See PL2100

SO2150 - Child Growth and Development - 4.5 Credits
This course looks at children from a developmental perspective; it reflects how children change as a result of age and experience. The student studies the physical, cognitive, social, and emotional development of children from conception through adolescence.
Prerequisite: SO1050
Delivery: on campus

SO2200 - U.S. Government - 4.5 Credits
This course will focus on several different areas of the United States government. In particular, discussion and study will center on the process, politics, institutions, and people that make the government function. Additionally, students will learn how current events affect not only the outcomes of elections, legislation, and policy, but also their own lives.
Delivery: on campus and online
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.
Prerequisite: SO1050
Delivery: on campus

SO3450/MT3450 - International Relations - 4.5 Credits
See MT3450

SO4150/MT4150 - Business and Society - 4.5 Credits
See MT4150

SO1900-4990 - Special Topics in Sociology - 1-4.5 Credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on campus

THERAPEUTIC MASSAGE (TH)

TH1021 - Ethics and Personal Growth with Lab - 3 credits
Students will develop fundamental knowledge and skills required to promote successful and ethical therapeutic relationships with clients and be successful as an employee, independent contractor, or small business owner. This course is also designed to teach the fundamentals of managing physical stress including proper use of breath, relaxation, body alignment, movement techniques, and diet. (1.5 hours lecture, 3 hours lab/week.)
Delivery: on campus

TH1031 - Fundamentals of Massage Therapy with Lab - 3 Credits
This course provides an introduction to massage practice including the effects, benefits, indications, and contraindications for massage; preparing equipment and products for massage; sanitary and safety practices; and client consultation and documentation. Students will incorporate this fundamental information into the effective design of massage and bodywork sessions. Throughout the course students progressively classify massage movements, apply massage techniques, demonstrate procedures for a general body massage, and create a professional massage routine for clients in various positions lying and seated. (1.5 hours lecture, 3 hours lab/week.)
Delivery: on campus

TH1041 - Massage Standards and Business Practice with Lab - 3 Credits
Students will review the history of massage in the context of understanding contemporary massage requirements, scope of practice, and code of ethics. This course emphasizes the application of therapeutic massage including increased utilization of various soft-tissue and joint mobilization techniques in the whole body massage routine. Student will also develop, implement, and document assessments and individualized treatment plans. (1.5 hours lecture, 3 hours lab/week.)
Prerequisite: TH1031
Delivery: on campus

TH2021 - Specialty Massage Techniques with Lab - 3 Credits
This course will examine craniosacral therapy, myofascial release, lymphatic drainage, Eastern bodywork, reflexology, and energy therapies. Students will incorporate these advanced techniques into the effective design of massage and bodywork sessions in which they combine massage and bodywork techniques for therapeutic benefit. Students will also learn to modify the existing methods of the massage routine to fit the needs of the special population with whom they are working. (1.5 hours lecture, 3 hours lab/week.)
Prerequisite: SC1221 and TH1041
Delivery: on campus

TH2061 - Neuromuscular Techniques with Lab - 3 Credits
This course provides a systematic training program for deep tissue, neuromuscular techniques and other massage modalities. Course content covers sequential, progressive massage therapy for the entire body. The course utilizes "hands-on" simulation and case studies to explore client scenarios with greater complexity. (1.5 hours lecture, 3 hours lab/week.)
Prerequisite: SC1221 and EN1300
Delivery: on campus

TH2081 - Special Population Massage Techniques with Lab - 3 Credits
The course will examine pre/post natal massage, infant massage, geriatric massage, chronic/terminal illness, hospice, cancer, and pain management. Students will learn the theories of these advanced techniques to gain knowledge on how to effectively incorporate them into massage and bodywork sessions. Students will also learn to modify the existing methods of the massage routine to fit the needs of the special population with whom they are working. (1.5 hours lecture, 3 hours lab/week.)
Prerequisite: SC1221 and TH1041
Delivery: on campus

TH2100 - Mastering Therapeutic Business - 4 Credits
This course is designed to introduce the student to employment options, such as being a self-employed massage therapist or working for a business. The course will include topics such as life planning, success strategies, conscious business, business start-up, business and financial management, therapeutic communications, and marketing.
Prerequisite: TH2050 and EN1300
Delivery: on campus

TH2500 - Student Clinic - 3 Credits
This diploma-level internship emphasizes supervised student clinic activities, preparation for the national certification exam, and employment as a massage professional. Students will incorporate all components of their instruction into the recruiting, screening, orienting, and massaging of clients, as
well as, beginning to explore opportunities for massage professionals in their community. The student clinic is an integral part of the training to gain practical knowledge of the therapeutic massage industry.

Prerequisite: Program coordinator approval
Delivery on campus

TH3010 - Massage Internship - 2 Credits
An integral part of the training to gain practical knowledge of the therapeutic massage industry is an acquisition of practical skills in a clinical/educational setting. The fieldwork provides administrative, observational opportunities, hands-on experience as appropriate, feedback to the student, and learning tasks as appropriate. Fieldwork is completed in a supervised setting at an approved site.
Prerequisite: Program coordinator approval
Delivery: on campus

TOURISM AND HOSPITALITY MANAGEMENT (TM)

TM1000 - Introduction to Tourism and Hospitality Management - 4.5 Credits
This course provides learners with a basic knowledge of all the activities associated with the tourism and hospitality industry. Students explore lodging, food service, events, conventions, concerts, gaming, resorts, parks, and attractions. The students learn what products, services, and experiences these facilities provide. Students also learn how the industry is divided into segments of professionals, including facility operators, conveyance operators, activity managers, and sales and promotion personnel. Students learn what types of customers are served by the industry.
Delivery: on campus and online

TM2000 - Food Service and Lodging Management - 4.5 Credits
This course provides information on techniques involved in managing the full range of lodging and food services facilities. The course addresses the full range of lodging facilities and food service facilities. Students learn the various tasks employees and management personnel perform to deliver products and services experiences to customers. There is discussion of the elements that build quality and success into these types of businesses.
Prerequisite: MT2050
Delivery: on campus

TM2050 - IT Applications for Tourism and Hospitality - 4.5 Credits
The goal of this course is to familiarize students with the information technology tools that are used in the tourism and hospitality industry. These tools include 800-number reservation systems, e-mail, web sites, computerized reservation systems used for lodging and airlines, and software used to manage tourism and hospitality facilities.
Prerequisite: CI1150 or placement recommendation
Delivery: on campus

TM2250 - Destination Tourism - 4.5 Credits
This course is designed to provide information on the major tourist destinations found in countries around the world. Students will learn relevant facts about the world’s regions, including the geography, climate, weather patterns, culture, lodging and transportation options, and attractions, and will decide how to best match a traveler’s needs and interests to specific destinations.
Delivery: on campus

TM2500 - Tourism and Hospitality Marketing - 4.5 Credits
The goal of this course is to provide students with tools to participate in the marketing and sales aspects of the tourism and hospitality industry. The course covers the wide variety of marketing and sales tools that are used by business and government to promote the travel and hospitality industry. Marketing strategy and philosophy are discussed as they apply to the tourism and hospitality industry.
Prerequisite: MG1050/TM1000
Delivery: on campus

TM3100 - Event and Convention Management - 4.5 Credits
A significant portion of the travel industry serves customers attending events and conventions. Students learn about the many types of products, services, and experiences that are provided to customers who attend events and conventions. In turn, the course will address the tasks that must be executed by workers and managers at events and conventions. There is discussion of what elements build quality and success into event and convention management.
Prerequisite: MT2050
Delivery: on campus

TM4500 - Internship - 4.5 Credits
The purpose of this internship is to give the student experience in applying what he or she has learned in the classroom by working in a business or government environment. The student’s responsibility is agreed upon in advance by the student’s advisor, the business entity, and the student. Successful completion requires a written report by the student detailing the experience gained during the internship and successful completion of the projects assigned by the business supervisor(s).
Prerequisite: Junior or Senior status
Delivery: on campus
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Michaelle Holland, BS, National American University (1995); MEd, MidAmerica Nazarene University (2004).

System Vice President of Campus Academic Operations
Matthew Mottl, BA, St. Cloud State University (1998); MA, National American University (2012).

Executive Vice President of Academic Operations
Michael Bell, BS, Shorter College (1992); MEd, State University of West Georgia (1997); EdS, Argosy University (2010).

System Director of Alumni Services
Guy W. Tillett, BA, Butler University (1959); MAT, Indiana University (1968).

System Director of the Center for Student Achievement/System General Education Chair
Holly Boomer, BA, Chadron State University (1989); MA, Chadron State University (1990); PhD, University of Nebraska-Lincoln (2000).

System Director of Financial Aid
Cheryl Bullinger

System Director of Human Resources
Jackie Peterson, BBA, University of Wisconsin (1981); MILR, University of Wisconsin (1993); Senior Professional in Human Resources Certification.

System Librarian
Pat Hamilton, BA, University of South Dakota (1974); MLS, University of Washington-Seattle (1979).

System Director of Marketing
Tiffany Smith, BA, Chadron State College (1997).

System Director of Student Accounts

System Director for Learner Services
Meg Whiston, BA, University of New Hampshire (1981); MEd, University of New Hampshire (1982); MEd, University of New Hampshire (1984); PhD, Cornell University (1992).

System Director of Quality Assurance
Erin Van Norman, BA, University of Northern Colorado (1988); MA, University of Colorado-Colorado Springs (1994); JD, University of Nevada-Las Vegas (2004).

Dean of the School of Nursing

**Online MSN Program Chair**
Ebony Fisher, BSN, Southeast Missouri State University, (2001); MSN, Walden University (2006).

**System Criminal Justice Program Chair**
John Preston, BA, University of Alabama (1993); MS, University of Alabama (1999).

**System Business Program Chair**
Todd Herseth, BA, Dakota Wesleyan University (1995); MBA, University of South Dakota (2004).

**System Clinical Allied Health Program Chair**
Cathleen Ogdie, AA, Mount Saint Clare College (1974); BA, University of Guam (1976); MS, University of South Dakota (1995); DLM (ASCP), MT (ASCP).
CENTRAL ADMINISTRATION - ONLINE CENTRAL

President of Online Learning
Bob Paxton, BS, Nebraska Christian College (1978); MS, Fort Hays State University (1979); PhD, University of Texas (1989).

Vice President of Academics and Learner Services
Ann Larson, BS, North Dakota State University (2000); MS, University of Mary (2003); MBA, University of Mary (2006); EdD, University of South Dakota (2008).

Vice President of Campus Operations, Online
Holly Hoebelheinrich, BS, National American University (2004); MM, National American University (2011).

Vice President of Development and Operations
Jon C. Outland, BA, Augustana College (1996); MBA, University of Illinois, Urbana-Champaign (1998); MS, Dakota State University (2002).

Director of Affiliate Operations

Director of Academics and International Relations
Marcie Cudmore, BS, Black Hills State University (2003); MBA, National American University (2007).

Business Program Coordinator
Craig Levin, BS, Black Hills State University (1995); MBA, University of South Dakota (2005).

Business Program Coordinator/General Education Instruction
Andrea Serna, AA, North Iowa Area Community College (1998); BSS, Cornell College (2001); MBA, Southwest Minnesota State University (2004); EdD, University of South Dakota (2011).

Online RN to BSN Program Coordinator

Regional Enrollment
CAMPAIGN ADMINISTRATION

Regional Leadership

East Region
Senior Vice President of Campus Operations
Christi Town, BS, Friends University (2001); MEd, Mid-America Nazarene University (2005).
Regional Academics and Learner Services Dean
Bethany Chan, BS, University of Delaware (2002); MS, Iowa State University (2004).

Midwest Region
Regional Vice President
Heidi Schooley, BS, South Dakota State University (1999); MBA, Mount Marty College (2007).
Regional Academics and Learner Services Dean
Lindy Kralicek, BA, Wichita State University (2006); MSL, Southwestern College (2011).

South Region
Executive Vice President of Campus Operations
Joan Ellison, BS, National American University (1996); MAEd, University of Phoenix (1998); MBA, Capella University (2005).
Regional Academics and Learner Services Dean
Jennifer Duffey, BA, University of Missouri-Kansas City (2003); Certificate, Concorde Career Institute (2004); MBA, Park University (2009).

Southeast Region
Senior Vice President of Campus Operations
Kenneth March, BA, Piedmont Baptist Bible College (1989); MA, Heart of America Seminary (2002).
Regional Academics and Learner Services Dean
Jennifer Duffey, BA, University of Missouri-Kansas City (2003); Certificate, Concorde Career Institute (2004); MBA, Park University (2009).

West Region
Regional Vice President
Regional Academics and Learner Services Dean

Albuquerque
Campus President
Academic Dean
Luis H. Quinonez, BA, University of New Mexico (1992); MBA, University of Phoenix (2005).
Learner Services Advisors
Katherine Baggett, BS, Northern Arizona University (1998); ME, Northern Arizona University (2007); ME, Northern Arizona University (2009).

Albuquerque West
Campus Director
Academic Dean
Jill Kissinger, BS, University of Colorado (1985); JD, University of Denver (1990).
Director of Admissions
Carl Hohsfield, BA, University of New Mexico (2005).
Campus Librarian
Brian Renvall, BA, Simon Fraser University (1999); MA, Eastern New Mexico University (2007); MLIS, Texas Woman's University (2011).

Austin
Campus Executive Officer
Brooke Joeckel, BS, Concordia University (2001).
Academic Dean
Elizabeth Villarreal, BS, University of Texas at Austin (1996); MS, Texas State University (2003); PhD, University of Texas at Austin (2012).
Director of Admissions
Nancy Meason
Learner Services Advisors
Information Technology Program Coordinator
Demetrice Browder, BS, Louisiana Tech University (1997); MS, Marist College (2002).
Medical Assisting Program Coordinator
Viviana V. Vera, BS, Park University (2001); Certified Professional Coder (2005); MBA, University of Phoenix (2005); Registered Medical Assistant (2010).

Austin South Education Center
Campus Director
Mark Winkleman, BA, Wabash College (1982); MA, Indiana University (1985); PhD, University of Illinois (1995).
**Bellevue**

**Campus Director**
Trevor Mischke, BME, Northern State University (2004); BA, Northern State University (2004); MM, National American University (2009).

**Academic Dean**
Asanté Moody, AAS Kansas City Community College (1992); BA, University of Nebraska at Omaha (1997); MAM Doane College (2003).

**Director of Admissions**
Leanne Lemenke, AAS, Kaplan University (2009); BA, Bellevue University (2010); MAM, Bellevue University (2012).

**Associate Director of Admissions**

**Medical Assisting Program Coordinator**
Ron Maly, BS, Midland Lutheran College (1989); MA, University of Nebraska at Omaha (1992).

**Bloomington**

**Campus Executive Officer**
Roger Sage, BS, Iowa State University (1979); MBA, Cardinal Stritch University (2002).

**Academic Dean**

**Learner Services Advisors**

**Directors of Admissions**

**Regional Campus Librarian/Assessment Coordinator**

**Brooklyn Center**

**Executive Campus Director**
Travis Jensen, BS, South Dakota State University (2004); MA, South Dakota State University (2012).

**Plymouth**

**Director of Admissions**
Leanne Lemenke, AAS, Kaplan University (2009); BA, Bellevue University (2010); MAM, Bellevue University (2012).

**Associate Director of Admissions**

**Medical Assisting Program Coordinator**
Ron Maly, BS, Midland Lutheran College (1989); MA, University of Nebraska at Omaha (1992).

**Burnsville Education Center**

**Campus Director**
Kristin Marthaler, BS, South Dakota State University (2006).

**Director of Admissions**
Megan Palmersheim, BA, University of Wisconsin-La Crosse (2010).

**Centennial**

**Campus Executive Officer**
Brian DeBoskey, BA, University of California at Davis (1998); MBA, University of Phoenix (2008).

**Director of Admissions**
Joanna Hansard, BA, University of Phoenix (2011).

**Learner Services Advisor**
Richard Linsacum, BA, University of Northern Colorado (2009).

**Colorado Springs**

**Campus Executive Officer**
Audrey DeRubis, BS, University of Phoenix (2006); MS, Regis University (2009).

**Academic Dean**
Robert Brace, BA, Northwestern College (2000); MA, Saint Mary’s University of Minnesota (2009).
Jun Harada, BS, Skidmore College (1982); MDiv, Gordon Conwell Seminary (1990); MBA, University of Colorado (2003).

**Director of Admissions**  
Carl N. Brown, Jr.

**Associate Director of Admissions**  
Jared Humeny

**Learner Services Advisors**  
Renee Salters, BA, Colorado State University (2003); MLIS, San Jose State University (2011).

**Medical Assisting Program Coordinator**  

**Colorado Springs South**

**Campus Director**  
Courtney Hansen, BA, Mercyhurst College (2004).

**Academic Dean**  
Maura Dougherty, BA, Rockmont College (1979); JD, University of Denver College of Law (1994).

**Director of Admissions**  

**Denver**

**Campus Executive Officer**  

**Director of Admissions**  
John C. Johnson, AAS, Chippewa Valley Community College (2009).

**Nursing Program Chair**  
Josephine Ssenkungo, RN, Front Range Community College (2003); MSN, University of Phoenix (2010).

**Distance Learning**

**President, Distance Learning Campus**  
Thomas Pettit, BS, University of Phoenix (2002); MBA, University of Phoenix (2008).

**Dean of Academic Affairs**  
Jacey Moran, BS, Minnesota State University (2005); MA, Minnesota State University (2007).

**Directors of Admissions**  
Rachel Geske, BA, Black Hills State University (2010).  
Shell Jeffery-Tomjack, BA, Chadron State College (1996).  
Dona Ochsner, AAS, National American University (2012).  
Jason Tschetter, BS, University of South Dakota (2001); BS, DeVry (2002); MM, National American University (2012).

Rob Wibben, BS, Metropolitan State University (2010); MBA, Colorado Christian University (2012).

**Ellsworth Air Force Base Extension**

**Campus Executive Officer**  
John P. Terry, BS, Bellevue University (1990); MBA, City University (1996).

**Academic Dean**  
Larry Lettau, BS, Accounting and BS, Business Administration, Black Hills State University (1998); MBA, Regis University (2000).

**Learner Services Advisor**  
Carlos D. Moore, BS, National American University (2003); MBA, National American University, (2007).

**Georgetown**

**Campus Director**  
Joel Lee, BA, Roanoke College (2003); MM, National American University (2011).

**Director of Admissions**  
Patricia Drake, BS, University of Arizona (2003); MM, University of Phoenix (2007).

**Academic Coordinator**  
Rob Fedson, BMEd, University of Northern Iowa (1982); MM, University of Texas (1985).

**Financial Service Representative**  
Bobbie Pratt, BA, University of Texas at Dallas (1982).

**Independence**

**Campus President**  
Tyre Smith, BS, Northern State University (2004); MBA, University of Phoenix (2007).

**Academic Dean**  
Cammie Willis, BS, Lincoln University (1990); MS, Friends University (2003).

**Assistant Academic Dean**  
Keith Stiffer, BA, University of Northern Iowa (2007); MS, University of Central Missouri (2009).

**Directors of Admissions**  
Chris Carpenter, BS, University of Kansas (2008); MBA, National American University (2012).

**Regional Legal Studies Program Coordinator**  
Zachary Luaea, BS, Kansas State University (1999); JD, Washburn University School of Law (2004).

**Regional Medical Assisting Coordinator**  
Kimberly Runum, Northland Career Center (1994); AASMA, Colorado Technical Center (2005); BSHSA, Colorado Technical Center (2007); RMA, American Medical Technologist (2010).
Lee's Summit

Campus Executive Officer
Tunya Carr, BPS, Memphis University (1993); MS, Kansas State University (1997).

Academic Dean
Charles W. Lee, Jr., BA, University of Colorado (1995); MA, University of Central Missouri (2001).

Academic Coordinator
Carissa Schoen, BS, Baker University (2008).

Director of Admissions

Lewisville Education Center

Campus Director
Dan Irvin, BSB/M, University of Phoenix (2009); MAEd, University of Phoenix (2011).

Academic Coordinator
Jacqueline Wilson, BS, University of Northern Iowa (2003).

Director of Admissions
Chad Bloemker

Mesquite

Campus Director
Mark A. Pullam, BA, Lindenwood University (1994); MBA, University of Phoenix (2006).

Academic Dean
Susan Winton, BA, Texas Tech University (1995); MA, Texas Tech University (1998); MS, Secondary Education, Texas A&M University - Corpus Christi (1999); MS, Educational Technology, Texas A&M University - Corpus Christi (1999).

Director of Admissions
Darlene Gross

Financial Services Representative
Ebony S. Jones

Medical Assisting Coordinator
Naudia Moore, CMA Certificate, Sanford-Brown College-Dallas (2003); AS, Dallas County Community College District (2008); BAAS, University of North Texas (2010).

Minnetonka Education Center

Campus Director
Aaron Zellmer, BS, Wayland Baptist University (2009).

Academic Coordinator
Valera Hachey, BA, University of Wisconsin Madison (2004); MS, Capella University (2006).

Director of Admissions

Overland Park

Campus Director/Academic Dean
Kerry Norbury, BA, Fort Hays State University (1993); MAEd, University of Missouri-Kansas City (2004).

Director of Admissions
Alex Deck, BS, University of Kansas (2008).

Medical Assisting Program Coordinator
Myriah L. Parker, Medical Assisting Diploma, Concorde Career College (1992); BHSA, Baker College (2009).

Regional Legal Studies Program Coordinator
Zachary Luea, BS, Kansas State University (1999); JD, Washburn University (2004).

Regional Business Program Chair
Asefaw Indrias, BS, Park University (1989); MPA, Park University (1992); DBA, University of Phoenix (2010).

B.S.N. Nursing Chair
Wendy Richardson, BSN, University of Kansas (1995); MSN, University of Kansas (2003).

Rapid City

Campus Executive Officer
John Quinn, BA, Yale University (1966); JD, University of Pennsylvania (1968); LLM, New York University (1974); JSD, New York University (1979); MA, University of Hong Kong (1987).

Academic Dean
Gale Folsland, BS, Black Hills State College (1979); MBA, Wichita State University (1995).

Campus Librarian
Patricia Weiss, AAS, National American University (1988); BS, National American University (1990); BS, National American University (1992).

Accounting Program Coordinator
Hannah Lloyd, BS, Liberty University (2008); MS, Liberty University (2009).

Information Technology Coordinator
Steve Lashwood, AAS, National American University (1985); BS, National American University (1985); MBA, National American University (2007); MCP.

Legal Studies Program Coordinator
Mark Koehn, BA, University of Minnesota (1980); MA, University of Iowa (1982); PhD, University of Iowa (1987); JD, Stanford Law School (1990).

Nursing Program Director
Julie Slattery, BS, University of Wisconsin River Falls (2010).

Financial Service Representatives
Gail Bruns, AAS, National American University (2011). Pada Vang
Cynthia Price, ASN, Davis & Elkins College (1993); BSN, Davis & Elkins College (1996); MS, Ball State University (2003); MSN, Marshall University (2011).

**Veterinary Technology Program Chair**
Margaret Behrens, DVM, Colorado State University (1976).

**Richardson**

**Campus Director**
Shalonda Jones, BS, Central Missouri State University (2001); MA, Webster University (2011).

**Director of Admissions**
Willie Bailey, BS, Ball State University (2001).

**Academic Coordinator**
Markita Melton, BA, University of Missouri-Kansas City (2002); MA, Webster University (2007).

**Financial Services Representative**
Shentia Simmons

**Rochester**

**Campus Director**
Sam Thompson, BS, Northwest Missouri State University (2006).

**Administrative Assistant**
Dawne Metttes

**Financial Services Representative**
Tyler Brown

**Admissions Advisors**
Ben Austin, BS, Winona State University (1999).
Amanda Capes, BS, Crossroads College (2011).
Jill Daly, BS, University of Minnesota-Mankato (1983).
Katie Garretson, BAS, University of Minnesota-Duluth (2012).
Courtney Severtson, BS, Southwest Minnesota State University (2012).
Mike Tesfatsion

**Roseville**

**Executive Campus Director**

**Academic Dean**
Chad DeBruzzi, BS, University of Minnesota Duluth (1997); MEd, Saint Mary’s University of Minnesota (2002).

**Director of Admissions**
Matthew Horton, BS, Minnesota State University-Mankato (2008).
Heather Niedfeldt, BA, University of Minnesota-Duluth (2009).

**Regional Campus Librarian/Assessment Coordinator**

**Therapeutic Massage Program Coordinator**
Kelli Aliffi, BS, Georgia State University (1998); Certificate, Atlanta School of Massage (2002); MA, Argosy University (2008).

**Pharmacy Technician Program Coordinator**
Teri Wiege, BS, North Dakota State University (1990), RPh.

**Learner Services Advisors**
Jennifer Callahan, BS, Saint Cloud State University (2006).
Lisa Setterlund, BS, Concordia University (2001); MEd, Concordia University (2003).

**Regional Legal Studies Program Coordinator**
Brian Gravely, BA, Western Kentucky University (2001); JD, Hamline University (2004).

**Sioux Falls**

**Campus Executive Officer**
Lisa Houtsma, BS, National American University (2000); MS, University of South Dakota (2004).

**Academic Dean**
Tasha Almond, BS, Rockford College (2003); MS, Northern Illinois University (2005); PhD, University of South Dakota (2011).

**Director of Admissions**
Gretchen Elfstrand, BS, Dakota Wesleyan University (1999); AAS, National American University (2010).
Matt Karels, BS, Minnesota State University (2003); MBA, Colorado Technical University (2011).

**Campus Librarian**
Nancy Myers, BA, University of South Dakota (1968); ML, Emporia State University (1969); MBA, University of South Dakota (1977); EdD, University of South Dakota (1993).

**Paralegal Studies Program Coordinator**
John Pekas, BA, University of Nebraska (1991); JD, University of South Dakota (1993).

**Medical Assisting Program Coordinator**
Kristin Wells-Slaba, AAS, Minnesota West Community and Technical College (2003); BS, Colorado Technical University (2012).

**Therapeutic Massage Program Coordinator**
Laura Woitte, BA, Dakota Wesleyan University (1998); AAS, National American University (2003); MAS, University of South Dakota (2007).

**Assessment Coordinator**
Sister Vianney, BS, Northern State University (1967)

**Tulsa**

**Campus Director**

**Directors of Admissions**
Michael Lager
Financial Service Representative
Cassey Reese, BS, Wayne State College (2003).

Watertown Education Center

Campus Executive Officer
Tracie Maag, AAS, National American University (2010).

Academic Coordinator
Tracy Randel-Ronke, Diploma, Lake Area Technical Institute (1999); BA, Mount Marty College (2006); MS, South Dakota State University (2009).

Assistant Director of Admissions

Financial Services Representative

Weldon Spring

Campus Director
Jonathan Daniels, AAS, Kaskaskia College (1998); BS, Excelsior College (2010).

Academic Dean
Kendall Hoyer, ALA, University of Phoenix (1998); BS, University of Nevada Las Vegas (2001); MS, NOVA Southeastern University (2004).

Director of Admissions
Rolando Sawyer, BA, University of Central Missouri (2008).

Wichita

Campus Executive Officer
Colleen L. Schneider, AAS, National American University (1998); BS, National American University (2002); MM, National American University (2009).

Academic Dean
Michael G. Cole, BS, Southwestern College (2005); MBA, Southwestern College (2010); BS, Southwestern College (2011).

Director of Admissions
Miya Williams, BS, Wichita State University (2003); MBA, Baker University (2009).

Medical Assisting Program Coordinator
Paula Phelps, BS, Newman University (2000); RMA (2012); MBA, National American University (2012).

Wichita West

Campus Director
Eric Dennis, BA, University of Central Florida (1987)

Director of Admissions

Nursing Program Chair
Tona Leiker, BSN, Wichita State University (1978); MN, Wichita State University (1984); PhD, University of Kansas (2011).

Zona Rosa

Campus Executive Officer
Tim Dzubay, BA, St. John's University (1991); MS, The University of Kansas (1999).

Academic Dean
Terri Beauregard, BA, Marymount College (1980); MS, Fort Hays State University (1996).

Director of Admissions
Jessica Klinhammer, BA, Winona State University (2009).

Business Program Coordinator
Asefaw Indrias, BS, Park University (1989); MPA, Park University (1992); DBA, University of Phoenix (2010).

Medical Assisting Program Coordinator
Myriah L. Parker, Medical Assisting Diploma, Concorde Career College (1992); BHSA, Baker College (2009).

Nursing Program Chair

Regional Legal Studies Program Coordinator
Zachary Lua, BS, Kansas State University (1999); JD, Washburn University (2004).

Clinical Laboratory Science Program Coordinator
Terrie Simons, BS, Missouri Western State College (1992); MT, Research Medical Center (1992); C(ASCP), American Society of Clinical Pathologists (2001); JD, Concord Law School (2010).

Pharmacy Technician Program Coordinator

CAMPUS ADVISORY BOARDS

Albuquerque/Albuquerque West Campus

Peter Ambs, State of New Mexico - Children, Youth, and Family Services, Santa Fe, NM.

Carolyn Helton, Patterson Dental Supply, Albuquerque, NM.

Raymond McKinney - Owner/Agent, Farmers Insurance, Rio Rancho, NM.

Jessica Moore, Thompson Reuters.com, Albuquerque, NM.

Patricia Stans, PhD, Information Technology Coordinator, National American University; Faculty, National American University; Associate Professor Emerita, University of New Mexico, Albuquerque, NM.

Scott Whitefield, Vice President, CB Richard Ellis, Albuquerque, NM.
Austin Campus
Juanita Budd, Executive Director, Austin, TX.
Karen Douthitt Dallman, Tax Manager, Ernst & Young, Austin, TX.
Megan Garrett, Human Resources Business Partner, Frog Design, Inc., Austin, TX.
Kelly Long, Human Resource Manager, First Texas Bank, Georgetown, TX.
William Perry, Faculty Representative, National American University, Austin, TX.

Colorado Springs Campus
Ernest Edwards, Lt Col, USAF (Ret).
Bryant Haggen, EDS, Colorado Springs, CO.
Amy Lenig, National American University, Colorado Springs, CO.
Rita Pantoya, Military/Business Affairs, Colorado Springs Chamber of Commerce.
AJ Riviezzo, Owner, American Physician Financial Solutions, LLC.
John R. Tavernier, Missile Defense Agency, Colorado Springs, CO.
Christopher M. Turner, Attorney at Law, Koncilja & Koncilja, PC.

Denver Campus
Dr. Gloria De la Vara, De la Vara Chiropractic, Denver, CO.
Michael Harris, Colorado State Approving Agency for Veterans Education Training, Denver, CO.
Dr. Augustine Rios, Jewish Hospital Research Center, Denver, CO.
Marshall Robin, Pencol Pharmacy, Denver, CO.
Robert Siegel, Mediaet, Minneapolis, MN.
Denise Walter, BSN, RN, National American University, Denver, CO.

Independence/Lee's Summit/Overland Park/Zona Rosa Campuses
Pamela Billings, Branch Manager, Kelly Services, Kansas City, MO.
Sue Craig, Officer, Student Loans Dept., Blue Ridge Bank and Trust, Independence, MO.
Arthur Diaz, Director, Wyandotte Works, Kansas City, KS.
Celeste Gruhin, Human Resources Recruiter, United Parcel Services, Lenexa, KS.

Sioux Falls Campus
Tasha Almond, PhD, Academic Dean, National American University, Sioux Falls, SD.
Ron Huether, Pharmacist, South Dakota Board of Pharmacy, Sioux Falls, SD.
John Ryan Pekas, Chairman of Minnehaha County Commission; Paralegal Studies Program Coordinator, National American University, Sioux Falls, SD.
Ila Schuldt, RN, Case Manager, Sioux Falls Valley Hospital, Sioux Falls, SD.
Rolland Story, Insurance Agent, Farmer’s Insurance, Associate Faculty, National American University, Sioux Falls, SD.

PROGRAM ADVISORY COMMITTEES

Accounting Program
Cynthia Cochran, CPA, Rapid City, SD.
Laura Coome, CPA, South Dakota CPA Society, Sioux Falls, SD.
William Dodd, CPA, H&R Block, Giddings, TX
Eileen Hamm, CPA, Hill City, SD.
George Jewett, Governmental Accountant (ret), Rapid City, SD.
Jason Warr, CPA, System Vice President for Academic Administration and Regulatory Affairs, National American University, Rapid City, SD.

Associate of Science in Nursing Program - Denver
Amy Akel, Student, National American University, Denver, CO.
Priscilla Akpai, Alumni Student, National American University, Denver, CO.
Kathryn Albo, Alumni Student, National American University, Denver, CO.
Sharon Antonelli, RN, Dialysis Director, Renal Nurse Association, Denver, CO.
Shanelle Armes, Administrator, Brighton Gardens, Denver, CO.
Carol Avery, RN, BSN, Clinical Faculty, National American University, Denver, CO.
Jeanne Ballard, RN, Director of Nursing, Heritage Mountain View, Denver, CO.
Denise Baskerville, RN, Clinical Education, Colorado Acute Specialty Hospital, Denver, CO.
Steven Baysinger, DON, Cherry Hills, Englewood, CO.
Janet Bert, Adjunct Nursing Faculty, National American University, Denver, CO.
Mary Block, Alumni Student, National American University, Denver, CO.
Amy Boren, RN/DON, The Center @ Centennial, Colorado Springs, CO.
Amanda Brookshire, Alumni Student, National American University, Denver, CO.
Rachel Brunkow, Alumni Student, National American University, Denver, CO.
Eileen Cabrera, Alumni Student, National American University, Denver, CO.
Kim Calahan, DON, Balfour Retirement Community Skilled Nursing Facility, Denver, CO.
Arleigh Carrier, Avista Adventist Hospital Centura, Lafayette, CO.
Christopher Christensen, LPN, Education Coordinator, Kindred Hospital, Denver, CO.
Ryan Copeland, Alumni Student, National American University, Denver, CO.
Katherine Copolla, Alumni Student, National American University, Denver, CO.
Yvonne Crist, LPN, Nursing Foundation Advisor, National American University, Denver, CO.
Becky Dailey, Staff Development, Broomfield Skilled Care/Rehab Center, Broomfield, CO.
Jasmine Dal, Clinical Education, Memorial Health Systems, Colorado Springs, CO.
Becky Davis, Employment and Internship Coordinator, Excelsior Youth Center, Aurora, CO.
Lea Desmond, Alumni Student, National American University, Denver, CO.
Kathy Doeschot, RN, MSN, Nursing Faculty, National American University, Denver, CO.
Cynthia Doner, Alumni Student, National American University, Denver, CO.
Katherine Dunbar-Morr, Alumni Student, National American University, Denver, CO.
Marlene Evans, RN, Pediatric Nurse Consultant, Westgate Community Elementary, Broomfield, CO.
Randi Fields, Alumni Student, National American University, Denver, CO.
Karen Fisk, Alumni Student, National American University, Denver, CO.
Jessica Flaskerud, Alumni Student, National American University, Denver, CO.
Rachel Fluckey, Alumni Student, National American University, Denver, CO.
Mary Ann Forman, Director of Volunteers, Brideway Home, Denver, CO.
Andrea Fraser, Clinical Education, Avista Adventist Hospital, Louisville, CO.
Ivy Gugat, Student, National American University, Denver, CO.
Allyson Guiliano-Brookins, Director/ OB, Colorado Plains Medical Center, Ft. Morgan, CO.
Toni Haag, RN, Director of Nursing, Classic Residence by Hyatt, Denver, CO.
Melanie Hammon, Alumni Student, National American University, Denver, CO.
Bambi Haney, RN, Director of Nursing Services, Devereux Cleo Wallace, Denver, CO.
Megan Haran, Alumni Student, National American University, Denver, CO.
Erin Harper-Sanchez, Adjunct Nursing Faculty, National American University, Denver, CO.
Ali Hartman, RN, DON, Heritage Club Mountain View, Denver, CO.
Heather Haynes, Alumni Student, National American University, Denver, CO.
D’Anne Hays, Alumni Student, National American University, Denver, CO.
Meggan Healey, Alumni Student, National American University, Denver, CO.
Jennifer Herrig, Alumni Student, National American University, Denver, CO.
Josh Holtz, Alumni Student, National American University, Denver, CO.
Laura Hotterle, Avista Adventist Hospital Centura, Lafayette, CO.
Kristin Jez, RN, DON, Heritage Club Greenwood Village, Denver, CO.
Michael Julian, DON, Haven Behavioral, Thornton, CO.
Rebecca Just, Executive Director, Garden Terrace, Aurora, CO.
Nicole Kaupp, Alumni Student, National American University, Denver, CO.

Jeneane Kennan, Alumni Student, National American University, Denver, CO.

Susan Kopowski, RN, DON, Arvada Care & Rehabilitation, Arvada, CO.

John Kunkle, Clinical Schedule, Little Sisters of the Poor, Denver, CO.

Brad Langdorf, CNO, Colorado Plains Medical Center, Ft. Morgan, CO.

Kevin Layne, Alumni Student, National American University, Denver, CO.

Denise Leon, BSN, RN, Adjunct Nursing Faculty, National American University, Denver, CO.

Patricia Loya, Alumni Student, National American University, Denver, CO.

Martha Manning, DON, Frasier Meadows Healthcare Center, Boulder, CO.

Jeff Martell, Alumni Student, National American University, Denver, CO.

Megan Martinez, Student, National American University, Denver, CO.

Kathryn McCune, Executive Director, Emeritus At Roslyn, Denver, CO.

Cindy McKinney, Volunteer Coordinator, The Tennyson Center for Children, Denver, CO.

Lee Miller, Clinical Placement, Triumph Hospital, Denver, CO.

Edith Mukandi, Alumni Student, National American University, Denver, CO.

Nicole Neill-Vokes, Alumni Student, National American University, Denver, CO.

Barbara Noble, Director of Social Services, Mountain States Children's Home, Denver, CO.

Lisa Nolan, RN, DON, The Villas at Sunny Acres, Thornton, CO.

Leann O'Brien, Volunteer and Student Placement Coordinator, Arapahoe House, Denver, CO.

Kayla Olivas, Alumni Student, National American University, Denver, CO.

Linn Oliver, Director, Adams 12 Five Star Schools, Northglenn, CO.

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Bachelor of Science in Nursing Program - Bloomington

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Bachelor of Science in Nursing Program - Rapid City

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Bachelor of Science in Nursing Program - Sioux Falls

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BSN and LPN Bridge to BSN Program - Wichita West

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Business Programs

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Criminal Justice Program

Jean Capdevila, Attorney-at-Law, Davenport, IA.

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Information Technology Program

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Medical Assisting Program - Albuquerque

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Medical Assisting Program - Austin and Georgetown

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Medical Assisting Program - Bellevue

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Medical Assisting Program - Bloomington

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Medical Assisting Program - Brooklyn Center

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Medical Assisting Program - Colorado Springs

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Medical Assisting Program - Denver

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Medical Assisting Program - Kansas City Region

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Medical Assisting Program - Roseville

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Medical Assisting Program - Sioux Falls

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Medical Assisting Program - Wichita

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Online RN to BSN Program

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Paralegal Studies Program - Kansas City Region

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Paralegal Studies Program - Minnesota Region

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Laurel Olson Eggers, Brandon City Attorney, Sioux Falls, SD.

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David Pfeiffle, Attorney, May and Johnson, Sioux Falls, SD.

Pharmacy Technician Program - Austin and Georgetown
Kenix Bui, Teacher, Pflugerville ISD, Austin, TX.

Paula Herrin, CPhT Student, National American University, Austin, TX.

Margarette Kaylor, Public Member, Austin, TX.

Nathan Pope, PharmD, Owner and Pharmacist-In-Charge, Live Oak Pharmacy, Austin, TX.

David Reichert, BS Pharm, PharmD, CCRA, R.Ph, Director of Pharmacy Operations, ALK-Abello, Round Rock, TX.

Viviana Vera, MBA, CPC, RMA (AMT), National American University Medical Assisting Program Coordinator/Pharmacy Technician Program Academic Advisor Austin, TX and Georgetown, TX.

Pharmacy Technician Program - Kansas City Region
Jeanne Blom, RPh, Store Manager, Walgreens Pharmacy.

Lisa Cannon, Manager Externships in Missouri for Walgreens, RPh

Pamela Clark, BSN, RN, MSM, Director of Pharmacy Administration, Shawnee Mission Medical Center, Shawnee Mission, KS.

Gwyn Collier, CPhT, MCPht, MBA, Pharmacy Technician Program Coordinator, Independence, MO and Zona Rosa, MO.

David Hitchcock, RPh.

Christopher Ramsay, CPhT, MCPht, BS, Pharmacy Technician Adjunct Instructor, Independence, MO and Zona Rosa, MO.

Ray Schmidt, CPhT, Director of Pharmacy, Heartland Hematology/Oncology Associates, Kansas City, MO.

Diane Weintraub, RPh, Northland Pharmacy, Kansas City, MO.

Pharmacy Technician Program - Minnesota Region
Rania Abu-Ria, AAS, Pharmacy Technician, National American University graduate, Brooklyn Center, MN.

Laurie Deegan, RPh, Ambulatory/Retail Training Manager, Fairview Pharmacy Services, Minneapolis, MN.

Kathy Doden, Store Manager, South Metro Pharmacy Technician Externship Coordinator, Walgreens, Bloomington, MN.

Roberta Ebbers, MA, CPhT, Assistant Pharmacy Technician Program Coordinator, National American University, Brooklyn Center and Bloomington, MN.
Daniel Goudy, Pharmacy Technician Student, National American University, Roseville, MN.

Michael Koski, RPh, IV Department Manager, PharMerica, Fridley, MN.

Kong Lor, BA, CPhT, Walgreens, Faculty, National American University, MN region.

Kathryn Raths, BS, RPh, Faculty, National American University, MN region.

Kathryn Schultz, PharmD, FASHP, Director of Pharmacy, Bethesda Hospital, ASHP President-elect Minneapolis, MN.

Stephanie Scott, BA, CPhT, Fairview Riverside Hospital, Pharmacy Technician, Faculty, National American University, MN Region.

Samantha Smith, Pharmacy Technician Student, National American University, Roseville, MN.

Neal J. Uitto, BS, RPh, Directory of Operations, Omnicare, Minneapolis, MN.

Teri Wiege, BS, RPh, Pharmacy Technician Program Coordinator, National American University, Roseville, MN.

Drew Wolf, Store Manager, North Metro Pharmacy Technician Externship Coordinator, Walgreens, St. Paul, MN.

Pharmacy Technician Program - Sioux Falls

Troy Ahrens, CPhT, Pharmacy Technician Graduate, National American University, Veterans Administration Medical Center, Pharmacy Technician, Sioux Falls, SD.

Thay Bray, Pharmacy Technician Student, National American University, Sioux Falls, SD.

Jenni Drexler, RPh, Quality Pharmacist, Cigna Home Delivery Pharmacy, Sioux Falls, SD.

Naomi Graves, PharmD, Lewis Drug, Staff Pharmacist, Sioux Falls, SD.

Lori Hendricks, RPh, Veterans Administration Medical Center, Staff Pharmacist, Sioux Falls, SD.

Ron Huether, RPh, South Dakota Board of Pharmacy, Drug Monitoring Program Director, Sioux Falls, SD.

Stepheon Jaeger, Lead Pharmacy Technician, Sanford Health, Sioux Falls, SD.

Cathie Ogdie, MS, DLM (ASCP), MT (ASCP) Clinical Allied Health Chair, National American University, Sioux Falls, SD.

Kelly Schroer, CPhT, Pharmacy Specialties, Inc., Pharmacy Lab Technician, Sioux Falls, SD.

Lori Talbott, Pharmacy Technician Student, National American University, Sioux Falls, SD.

Therapeutic Massage Program - Minnesota

Kelley Aliffi, Therapeutic Massage Coordinator, National American University, Brooklyn Center, MN.

Harmony Green, Regional Recruiting Consultant, Massage Envy, MN and Western WI.

Therapeutic Massage Program - Sioux Falls

Sara Christians, Licensed Massage Therapist, Sioux Falls, SD.

Lexi Fredrickson, Licensed Massage Therapist, Sioux Falls Chiropractic, Sioux Falls, SD.

Jessica Jansen, Licensed Massage Therapist, Sioux Falls, SD.

Marcia Jones, Supervisor Integrative Medicine, Avera Cancer Institute, Sioux Falls, SD.

Benjamin Oien, DC, Oien Family Chiropractic, Sioux Falls, SD.

Tracy Smith, DC, Natural Arts Chiropractic, Sioux Falls, SD.

Corey Touney, DC, Excel Chiropractic and Rehabilitation, Sioux Falls, SD.

Joyce Voss, Executive Secretary, Sioux Falls, SD.

Laura Woitte, MSAS, Therapeutic Massage Coordinator, National American University, Sioux Falls, SD.

Veterinary Technology Program

Teanna Aduddell, RVT, Noah's Ark Animal Hospital, Rapid City, SD.

Tami Bremer, veterinary technician, Canyon Lake Veterinary Hospital, Rapid City, SD.

Penny Dye, DVM, Dakota Hills Veterinary Clinic, Rapid City, SD.

Maggie Engler, Black Hills Raptor Center, Rapid City, SD.

Ken Ireland, DVM, Northern Hills Veterinary Clinic, Sturgis, SD.

Carter Johnson, Territory Manager, MWI Veterinary Supply, Rapid City, SD.

Susan Jones, DVM, Noah’s Ark Animal Hospital, Rapid City, SD.

Michelle Lutheran, RVT, Dakota Hills Veterinary Clinic, Rapid City, SD.

Lynne Mazzone, VMD, Mountain View Animal Hospital, Rapid City, SD.

Christine Teets, DVM, Banfield, The Pet Hospital, Rapid City, SD.
George Twitero, DVM, Black Hills Animal Hospital, Rapid City, SD.

Becky Wagner, DVM Animal Clinic, Rapid City, SD.
NATIONAL AMERICAN UNIVERSITY

FACULTY

This list reflects the names of full-time faculty and core associate faculty who teach for the university. Please note that inclusion in this list is not a guarantee that a faculty member will be teaching throughout the academic year.

Albuquerque/Albuquerque West

Vincent Abt, BS, Business Management, University of Phoenix (1999); MBA, University of Phoenix (2000); BS, Information Technology, National American University (2003).

Paul Acuff, BA, English, University of California (1967); MBA, University of Phoenix (1999).

Peter Ambs, AS, CIS, College of Santa Fe (1989); BA, Business Administration, College of Santa Fe (1990); MBA, College of Santa Fe (1995).


Calvin Boyd, BA, Biological Sciences, University of Colorado (1974); MD, The George Washington University (1980).

Michael Brock, BA, English and American Literature, University of London (2007); MA, Comparative Literature, University of London (2008).


Jessica Carr, BS, Business Administration, National American University (2007); MM, National American University (2009).


Keith Clark, BBA, Financial Management, University of New Mexico (1995); MBA, Tax Accounting, University of New Mexico (2001).


Linda Devine, BA, Individualized Studies, Keene State College (1989); MA, Humanities, California State University (1994).

Jessica Feder, AA, Pre-Management, Central New Mexico Community College (2006); BBA, Business Administration, The University of New Mexico (2008); MA, Accounting, The University of New Mexico (2011).


Timothy Gerken, BFA, Design, Bowling Green State University (1978); MDiv, Theology, Asbury Theological Seminary (1981); MS, Accounting, Central Michigan University (1987); MS, Taxation, Walsh College (1995).

Carolyn Helton, BSBM, Business Management, University of Phoenix (2003); MBA, Marketing, University of Phoenix (2005); DM, Organizational Leadership, University of Phoenix (2010).

Jeff Hill, BS, Microbiology, Texas A&M (1993); PhD, Human Biological Chemistry and Genetics, University of Texas (2001).

Jill Kissingher, BS, Business, University of Colorado (1985); JD, University of Denver (1990).


Teri Lafayette, AS, Medical Lab Technician, Central New Mexico Community College (2001); BSBA, Management, Colorado Technical University (2005); MBA, University of Phoenix (2007).

Rebecca Loustauna, Diploma, Medical Assisting, Remington College (2005); BS, Healthcare Management, National American University (2010).

Gary Malvin, AB, Music, University of Michigan (1976); PhD, Medical Sciences, University of New Mexico (1983).

Stephanie McIver, BA, Psychology, Spelman College (1987); MA, Psychology, The Ohio State University (1991); PhD, Psychology, The Ohio State University (1996).

Raymond McKinney, BSBM, Management, University of Phoenix (2000); MAOM, Organizational Management, University of Phoenix (2002).

Patrick McManus, BS, Engineering Technology, New Mexico State University (2003); MBA, Business Administration, New Mexico State University (2005); MS, Industrial Engineering, New Mexico State University (2006).

Charles Milazzo, BS, Accounting, University of New York (1975); MBA, Business Administration, University of Phoenix (2003); DM, Organizational Leadership, University of Phoenix (2008).


Jim Peaslee, BSIM, Industrial Management, University of Cincinnati (1962); MBA, University of Phoenix (2000).

Juanita Quintana-Frazier, Certificate, Medical Assistant, Everest College (1976); BA, Management, University of Phoenix (1997).

Nancy Reddish, BS, Home Economics, University of New Mexico (1970); MA, Speech Communication, University of New Mexico (1987).

Ron Reid, BA, Sociology, University of New Mexico (1984); MA, Counseling, University of New Mexico (1991); PhD, Psychology, University of North Dakota (1997).


Patricia Stans, BS, Physics, New York University (1963); PhD, Education Administration, New Mexico State University (1976).

David Tran, BS, Applied Management, National American University (2008); MBA, Business Administration, Webster University (2010).

Melanie Viramontes, BA, History, New Mexico State University (1998); MFA, Creative Writing, New Mexico State University (2008).

Karen White, BS, Education, Northern Illinois University (1971); AA, Law Enforcement, University of New Mexico (1981); A, Criminal Justice Administration, Mt. Mercy College (1982); MA, Elementary Education, University of New Mexico (1988); MA, Counseling, Western New Mexico University (1993); MA, School Administration, Western New Mexico University (1996).


Nora Yazzie, BS, Elementary Education, New Mexico State University (1977); MA, English, University of New Mexico (1998).

Pamela Yenser, BA, English, Wichita State University (1966); MA, English, Pittsburg State University (1988); MFA, Creative Writing, University of Idaho (2003).

Austin/Austin South


Anthony Choueifati, BA, Psychology, University of Houston (2002); JD, South Texas College of Law (2005).

William Dodd, BS, Accounting, University of Maryland (1987); MBA, Business Administration, University of Phoenix (1992).

Brenda Johnson, ADN, Nursing, First Park Community College (1988); BSN, Nursing, West Texas A&M University (1988); MSN, Nursing, West Texas A&M University (2005).

Alma Lee, BS, Radiologic Technology, Northwestern State University of Louisiana (1989); BS, Pharmacy, University of Louisiana-Monroe (1995).

Clinton Moore, BA, History, Texas A&M University (1997); JD, Lewis & Clark College (2000); MA, History, Texas State University (2007).

Joseph Naraguma, BS, General Sciences, University of Bermuda (1987); MS, Horticulture, University of Arkansas (1994); PhD, Applied Statistics, University of Arkansas (1998).


Juanita Peka, BS, Health Administration, University of Phoenix (2008).

William Perry, BS, Psychology, Texas State University (1978); MBA, Texas State University (2006).

Diana Pierini, BS, Nursing, Michigan State University (1979); MSN, Nursing, The University of Texas at Austin (2010).

Elizabeth Roden, BBA, Accounting, The University of Texas - Pan American (1982); MBA, The University of Texas - Pan American (1988).
Ryan Schoenbeck, BA, Interdisciplinary Humanities, Michigan State University (2001); MEd, Curriculum and Instruction, The University of Texas at Austin (2003); PhD, Curriculum and Instruction, The University of Texas at Austin (2010).

Alan Stickland, BS, Pharmacy, Philadelphia College of Pharmacy and Science (1978).

Viviana Vera, BS, Management/Human Resources, Park University (2001); MBA, University of Phoenix (2005).

Bellevue

Dana Bacon, AAS, Human Services, Southeast Community College (1996); BA, Human Relations, Doane College (1999); MA, Instructional Technology, Bellevue University (2009).

Traci Cadwallader, BSEd, Elementary Education, University of South Dakota (2003); MSEd, Curriculum and Instruction, Wayne State College (2011).

April Hopkins-Freeman, BSN, The University of Texas Health Sciences (1984); MBA, Health Care Management, University of Phoenix (2008).

Ron Maly, BS, Natural Science/Biology, Midland University (1989); MA, Biology, University of Nebraska-Omaha (1992).

Bloomington

Ella Ackermann, BS, Organizational Administration, Northwestern College (1991); MBA, Cardinal Stritch University (2003).

Christopher Armstrong, BS, Biology, University of Northern Iowa (1987); PhD, Zoology, Arizona State University (1996).

Lorraine Baldrige, BSN, Nursing, The University of Iowa (1990); MSN, Nursing, Walden University (2010).

Andrian Belinski, BS, Computer Engineering, Moldova Technical University (1990); MS, Computer Engineering, Moldova Technical University (1990).

Elena Belinski, BS, Math, Moldova University (1992); MA, Math, Moldova University (1992).

Robert Collins, BS, Business Administration, University of Southern California (1960); MBA, Marketing, New York University (1969).

Jane Crane, AA, Medical Laboratory Technician, Alexandria Technical College (1996); BA, Individualized, Metropolitan State University (1998).

Pamela DeShazor, BA, Management/Communications, Concordia University (1997); MBA, Concordia University (2004); MSE, Adult Education, University of Wisconsin (2010).
Maria Murad, BA, English, University of Minnesota (1979); MA, English, University of Minnesota (1982).

Michelle Muthiani, BA, International Studies and Political Science, Methodist University (2004); JD, The University of North Carolina at Chapel Hill (2010).

Timothy Nagle, BS, Speech and Art, Northern Michigan University (1972); BS, Computer Science, Oregon State University (1981); MA, Educational Psychology, University of Minnesota (1992); PhD, Educational Psychology, University of Minnesota (2001).

Laurel Ostrow, BA, English, University of Minnesota (1975); MSN, Nursing, Pace University (1985); Certificate, Adult Nurse Practitioner, St. Catherine University (1987); MA, Teacher Preparation, University of St. Thomas (2002).

Marc Peterson, BA, Criminology, University of Minnesota (2000); MS, Criminal Justice Studies, St. Cloud State University (2004).

Kara Postier, BA, Criminal Justice, Hamline University (2001); MA, Criminal Justice, Concordia University (2007).

Kathryn Raths, BS, Recreation and Park Management, University of Oregon (1979); BS, Pharmacy, University of Minnesota (1989).

Sarah Rydeen, BA, Dietetics, College of St. Benedict (2003); MS, Nutrition, University of Minnesota (2009).

Roger Sage, BS, English/History, Iowa State University (1979); MBA, Cardinal Stritch University (2003).

Teri Wiebe, BS, Pharmacy, North Dakota State University (1990).

Brooklyn Center
Kelley Aliffi, BS, Psychology, Georgia State University (1998); Certificate, Clinical Massage Therapy, Atlanta School of Massage (2002); MA, Marriage and Family Therapy, Argosy University (2008).

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Elena Belinski, BS, Math, Moldova State University (1992); MA, Math, Moldova State University (1992).

Ross Bergfalk, BA, Biology, Bethel University (1983).

Annette Bohnen, BA, Elementary Education, St. Catherine University (1996).

Robert Collins, BS, Business Administration, University of Southern California (1960); MBA, Business Administration, New York University (1969).

James Cook, BS, Ministry, Northwestern College (1978); MS, Counseling, California State University (1992).

Jane Crane, AA, Medical Laboratory Technician, Alexandria Technical College (1996); BA, Individualized, Metropolitan State University (1998).

Carly Czajka, BA, English, University of Michigan (2010); MA, English, Wayne State University (2012).

Chad Debruini, BAS, Teaching and Mathematics, University of Minnesota (1997); MEd, Teaching and Learning, Saint Mary's University of Minnesota (2002).

Jennifer Dotseth, AAS, Mechanical Drafting and Design, Anoka Technical College (2009); AAS, Medical Assistant, Anoka Technical College (2006); BS, Operations Management, Minnesota State University (2010).


Aimee Edwin, BA, Psychology, Augustana College (1999); MD, University of Minnesota (2005).

Maggie Eilertson, BA, Political Science, Vassar College (2004); JD, William Mitchell College of Law (2008).

Joanna Elmhurst, BS, Human Development and Family Studies, University of Wisconsin - Stout (2005); AAS, Medical Assistant, Rasmussen College (2007).


William Fietzer, BA, University of Wisconsin (1971); MA, English, University of Wisconsin (1974); MLIS, Library and Information Studies, University of Wisconsin (1989).

Corey Gaitwood, BS, Management Information Systems, Metropolitan State University (2004); MMIS, Management Information Systems, Metropolitan State University (2008).

Brian Gravely, BA, History, Western Kentucky University (2001); JD, Hamline University (2004).

Dale Hartman, BS, Sociology, Minnesota State University (1990); MS, Sociology, Minnesota State University (1997).

Richard Hechter, BA, Psychology, University of Minnesota (1985); JD, William Mitchell College of Law (1988).

Dean Jankord, DC, Northwestern College of Chiropractic (1987).

Jerry Klein, BA, Philosophy, Marquette University (1977); BA, Political Science, Marquette University (1977); JD, William Mitchell College of Law (1981).

Gary Lehtola, MSc, Applied Mathematics, University of Oulu (1997).
Jane Lenz, BA, Economics and Business, Drake University (1979); MA, Management, College of St Scholastica (2002).


Daisy Lor, BA, Psychology, Metropolitan State University (2010).

Kong Lor, BA, Physiology, University of Minnesota (2008).

Michelle Muthiani, BA, International Studies and Political Science, Methodist University (2004); JD, The University of North Carolina at Chapel Hill (2010).

Timothy Nagle, BS, Northern Michigan University (1972); BS, Computer Science, Oregon State University (1981); MA, Educational Psychology, University of Minnesota (1992); PhD, Educational Psychology, University of Minnesota (2001).

Eleanor Ohito, BS, Zoology, Central Mindanao University (1984); MAT, Biology, University of San Carlos (1994).

Ellie Ott, BS, Biology, University of Wisconsin (1995); Certificate, Massage Therapist and Health Educator, National Holistic Institute (1997).


Stanley Peterson, BS, Accounting, National American University (2006); MBA, Human Resource Management, National American University (2010).

Galina Rozhkova-Preszler, BS, Business Administration, Colorado State University (2006); MS, Accountancy, San Diego State University (2008).

Sarah Rydeen, BA, Dietetics, College of St. Benedict (2003); MS, Nutrition, University of Minnesota (2009).

Eleanor Schultz, BA, Business Education, California State College at Los Angeles (1968); MA, College of St. Thomas (1980); EdS, Education Specialist, College of St. Thomas (1981).

Emily Solid, BA, English/Women’s Studies, St. Olaf College (2000); MA, Liberal Studies, Hamline University (2008).

Stacy Stoldtorf, BS, Speech Communication, Minnesota State University - Mankato (1998); MS, Counseling-College Development, Minnesota State University - Mankato (2001).


Greg Walsh, BA, Business Administration, College of St. Thomas (1974); MBA, Business Administration, Henderson State University (1977).

Carissa Wyant, BA, Religion and Justice Studies, Wellesley College (2002); MA, Religion, Yale University (2004).

Alexander Yonly, BS, Business Administration, National American University (2001); MA, Human Resource Management, St. Mary's University (2004); MA, Management, St. Mary's University (2004).

**Colorado Springs/Colorado Springs South**

Rachel Bachmann, AB, Germanic Languages and Literature, Washington University in St. Louis (2000); MA Germanic Studies, Indiana University (2003); MA Spanish, Indiana University (2006); PhD, Germanic Studies, Indiana University (2008).

Charles Boyll, BS, Chemical Engineering, Michigan Technological University (1975); MBA, University of North Dakota (1978); MEd, Secondary Education, Xavier University (1998).


Pedro Canellas, BS, Biochemistry, University of California (1977); PhD, Biochemistry, University of California (1982).

Melanie Clague, BSBA, Business Management, Colorado State University - Pueblo (2005); MBA, Colorado State University - Pueblo (2010).

Michael Cooley, BS, Personnel Administration, University of Cincinnati (1982); MA, Counseling Psychology, Lesley University (1989).

Andrawis Dabit, BS, Chemical Engineering, Aristotelian University of Salonica (1978); MS, Chemical Engineering, Aristotelian University of Salonica (1978).

Michael J. Dillon, BA, Psychology, University of Notre Dame (1974); MA, Psychology, Western Michigan University (1977); PhD, Psychology, Western Michigan University (1981).

Ernest Edwards, BS, Business Administration, University of South Carolina (1967); MM, Management, University of Phoenix (2005).

Lisa Fennessey, Diploma, Medical Assistant, Denver Technical College (1993); BS, Human Services/Management, University of Phoenix (2009).

Bob Garrity, BS, Business Administration, Providence College (1957); MEd, University of Oklahoma (1968).
Jun Harada, BS, Business, Skidmore College (1982); MDiv, Youth Ministry, Gordon Conwell Seminary (1990); MBA, University of Colorado (2003).

Renée Harmon, AA, Southeastern Community College (2006); BA, Journalism, Western Illinois University (2008); MA, Communication, University of Missouri (2010).


John Hughes, BS, Biology Genetics, The University of Kansas (2006); MS, Pharmacology and Toxicology, The University of Kansas (2008).

Amy S. Lenig, BA, Spanish, Millersville University (1987); MBA, Texas A&M University (1993).

Michael O'Loughlin, AAS, Computer Science, Middlesex County College (1977); BS, Computer Science, Kean University (1983); MS, Computer Science, Naval Postgraduate School (1992).


Jack Savino, BA, Political Science, University of Notre Dame (2004); MHS, Biochemistry/Reproductive Biology, Johns Hopkins University (2005).

Lashly Speights, AAS, Business Administration, Wayland Baptist University (2004); BSOE, Business Administration, Wayland Baptist University (2005); MBA Business Administration, Webster University (2008).


Denver

Janet Berti, BSN, Adelphi University (1966); MSN, Adelphi University (1977); MD, Ross University (1988).

Gerald Burke, AA, Sandhills Community College (1982); BS, Business Administration, St. Augustine’s College (1984); MA, Organizational Management, University of Phoenix (1998).

Kathryn Doeschot, AS, Nursing, University of Nebraska (1977); BS, Nursing, University of Nebraska (1979); MSN, Nursing, University of Texas (1984).

Kenneth Dole, BS, Biological Science, Colorado State University (1979); MHS, Health Sciences, Duke University (1997).


Kacey Jechura, BS, Psychology, Georgia Southern University (1999); MA, Psychology, University of West Georgia (2001).

Jane Hughes, BS, Biology Genetics, The University of Kansas (2006); MS, Pharmacology and Toxicology, The University of Kansas (2008).

Amy S. Lenig, BA, Spanish, Millersville University (1987); MBA, Texas A&M University (1993).


Jack Savino, BA, Political Science, University of Notre Dame (2004); MHS, Biochemistry/Reproductive Biology, Johns Hopkins University (2005).

Lashly Speights, AAS, Business Administration, Wayland Baptist University (2004); BSOE, Business Administration, Wayland Baptist University (2005); MBA Business Administration, Webster University (2008).


Dee Adkins, AAS, Nursing, Hillsborough Community College (1997); AA, St. Petersburg Jr. College (2000); BS, Nursing, University of South Florida (2001); MSN, Nursing Education, Indiana University (2008).
Melissa Aho, AA, Anoka-Ramsey Community College (1992); BA, History, St. Cloud State University (1994); MS, Anthropology, University of Wisconsin (1998); BA, Art History, University of Minnesota (1999); Master Library and Information Science, Dominican University (2001); MA, Art History, University of St. Thomas (2009).

Kim Alarie, BA, English, Huron College (1986); MA, English, University of South Dakota (1990).


Margie Andrist, BS, Public Relations, University of Central Missouri (1994); MSM, Management, Baker University (2007).

Ashley Arends, BS, Sociology, Minnesota State University (2006); MA, Sociology, Minnesota State University (2009).

Marcella Atwater, BS, Nursing, North Carolina A&T State University (1976); MS, Nursing, Hampton University (1991); MA, Counseling, North Carolina Central (2002).

David Auchter, BA, English, Denison University (1980); MA, Linguistics, University of Houston (1987); PhD, English, University of Houston (2000).


Shelly Baker, BS, Management, Colorado Technical University (2003); MSM, Business Management, Colorado Technical University (2005); PhD, Business Administration, Northcentral University (2009).

Ashley Bass, BS, Business Administration, Southwestern College (2008).

Nick Bergan, BA, Economics, Saint Louis University (2002); MS, Economics, Florida State University (2004).

Karine Blackett, BIS, Individualized Studies, University of Minnesota (1988); MS, Student Affairs in Higher Education, Colorado State University (1995); EdD, Educational Administration, University of South Dakota (2008).


Bipin Bora, BT, Mechanical Engineering, Indiana Institute of Technology (1983); MS, Mechanical Engineering, Case Western Reserve University (1985).

David Bouvin, BA, Psychology, Roberts Wesleyan College (1992); MBA, Argosy University (1998); DBA, Information Systems, Argosy University (2000).

Mary Bowman, BS, Medical Record Administration, Chicago State University (1981); MPH, Public Administration, Roosevelt University (1991).

Kelly Brayman, BSBA, Marketing, West Virginia University (1999); MBA, Health Administration, Eastern University (2004).

Bradley Bridges, BS, Political Science, Florida State University (1996); MBA, Management, Wake Forest University (2001).


Heidi Bruno, BSBA, Finance, University of Florida (1998); BSBA, Management, University of Florida (1998); MA, Accounting, Florida Atlantic University (2007).

Lisa Bruno, BA, Administration of Justice, Salve Regina University (1993); MA, Criminal Justice, Anna Maria College (1997); JD, Massachusetts School of Law (2000).

Shalon Bull, BS, Food Science and Human Nutrition, University of Florida (1996); MS, Food Science and Nutrition, University of Florida (1998).

Rebecca Burke, BS, Management/Human Resources, Park University (2009); MBA, Park University (2011).

Sara Burnette, BS, Political Science, Utah State University (1982); JD, University of South Dakota (2011).


Katrina Bynes, BS, Accounting, National American University (1998); MBA, Regis University (1999).

Shawn Callanan, BS, Spanish, Black Hills State University (2000); MA, Curriculum and Instruction, Black Hills State University (2007).

Lisa Campbell, Certificate, Coding, Moraine Valley Community College (2001); AAS, Medical Assisting, Robert Morris University (1996); BBA, Business Administration, Robert Morris University (1997); MHA, Health Care Administration, Governors State University (2000).


Catrina Carrington, BA, English, University of Colorado (2000); MA, Journalism, Syracuse University (2002).

Natasha Cauley, BS, Health Information Management, University of Alabama (2000); MPH, Public Health, University of Alabama (2002).

Seth Chaikin, BSB, Business Administration, University of Kansas (1997); MAIS, Accounting and Information System, University of Kansas (1998).


Susan Cochrane, BA, English, Kennesaw State University (2004); MA, Professional Writing, Kennesaw State University (2009).

Camille Cochrane, BS, Education, University of Alabama (1965); MA, Mathematics, University of Alabama (1967).

Catherine Cole, BS, Justice Systems, Truman State University (2003); MS, Administrative Studies, Missouri State University (2006).

SheKendra Collins, BA, Mathematics, Tuskegee University (2002); MAM, Applied Mathematics, Auburn University (2005).

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Nicole Copemann, BS, Health Information Management, Florida A&M University (2006); MS, Health Care Administration, Florida A&M University (2009).

Susan Cousins, AAS, RN-Nursing, Maria College (1989); BS, Organizational Management, Bethel College (2003); MEd, Instructional Technology, American InterContinental University (2004).

Ebony Crump, BA, Business Administration, National-Louis University (2002); MBA, National-Louis University (2006).

Marcie Cudmore, BS, Sociology, Black Hills State University (2003); MBA, Management Emphasis, National American University (2007).

Fadi Dajani, BBA, Business Administration, Wichita State University (1995); MBA, Wichita State University (1997); MS, Computer Resources and Information Management, Webster University (2000).

Kristopher Dane, BS, Management/Finance, Park University (2005); MBA, Park University (2006).

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Ashlynn Davis, BA, Criminology, The Ohio State University (2003); MS, Criminal Justice, University of Cincinnati (2009).


Michelle Davis, BS, Physician Assistant Studies, University of Nebraska (1998); MPAS, University of Nebraska (2000).


Vivian Derby, Diploma, Nursing, St. John’s School of Nursing (1973); BA, Management of Health Services, Ottawa University (1997); MA, Human Resources, Ottawa University (2001).

Mary Dershiwsky, BS, Education/Math, Southern Connecticut State University (1974); MS, Accounting, University of New Haven (1977); PhD, Management, University of Massachusetts (1985).

Lesley DeSantis, AB, Business, St. Clair Community College (2000); BBA, Marketing, University of Michigan (2002).

Linda Devine, BA, Individualized Studies, Keene State College (1989); MA, Humanities, California State University (1994).

Michael Dick, BS, Management Information Systems, Park University (1991); MBA, University of Central Missouri (1994).

Sally Ann Dodge, BS, Mathematics, State University of New York (1972); MAT, Mathematics, Webster University (2005).
Judy Domalewski, BS, Business Administration, University of South Dakota (1986); MS, Organizational Management, University of Phoenix (2000).

Laura Donovan, BA, Journalism, University of South Dakota (2007); MBA, University of South Dakota (2008).

Ellen Doyle, BS, Diagnostic Imaging, Thomas Jefferson University (1991); EdS, Brain Research, Nova Southeastern University (2007); MCLS, Chemical and Life Sciences, University of Maryland (2010); MS, Education Media Design and Technology, Full Sail University (2010).

Jennifer Duffey, BA, Elementary Education, University of Missouri (2003); Diploma, Medical Assistant, Concorde Career College (2004); MBA, Health Care/Health Services Management, Park University (2009).

Crystal Dye, BS, Psychology, Milligan College (2003); MIT, Information Technology, American InterContinental University (2005).


Carolyn Edmonds, Diploma, Nursing, Muncie School of Nursing (1984); AAS, Medical Assisting, Ivy Tech Community College (1993); BA, Health Care Administration, Concordia University (2000); MA, Adult Education, University of Phoenix (2008).

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