NATIONAL AMERICAN UNIVERSITY

Harold D. Buckingham Graduate School
CATALOG ADDENDUM
2010 - 2012
Published July 2011

Quality higher education in a caring and supportive learning environment

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

Campus Locations

Burnsville Education Center
513 West Travelers Trail
Burnsville, MN 55337
(952) 563-1200
(952) 563-1255 (FAX)

Academics

Attendance Policy
Students are expected to attend all class sessions. If a student misses two consecutive weeks of classes without contacting the instructor and 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.

Military-Army
The AARTS (Army/ACE Registry Transcript Service) transcript may be used to document military training and experience. Army enlisted active-duty personnel and veterans who entered the service during or after 1976 may only obtain transcripts as follows by requesting online at http://aarts.army.mil. Choose the school "National American University-All Campuses"
E-mail: hrc.tagd.aarts@conus.army.mil

Academic Programs

Master of Business Administration
Emphasis Accounting
54 Credits

Offered at Online Graduate and Rapid City Graduate campuses. Some or all of the emphasis area courses may not be offered at the student's home campus.

Code	Core Courses	Foundation	Credits
AC6550	Managerial Accounting	BU5100	4.5
CI6400	Information Systems for Strategic Advantage		4.5
EC6150	Managerial Economics	BU5400	4.5
FN6350	Financial Management	BU5100, BU5500	4.5
MA6600	Quantitative Methods for Management Decisions	BU5300	4.5
MG6500	Marketing Administration	BU5620	4.5
MT6200	Leading the Organization I: Communication, Culture and Change	BU5610	4.5
MT6250	Leading the Organization II: Productivity, Process and Programs		4.5
MT6650	Strategy and Policy	Eight graduate core courses	4.5
			40.5

Code	Elective Courses	Foundation	Credits
AC6250	Forensic Accounting and Fraud Examination	BU5100, BU5500, and MT6200	4.5
AC6260	Accounting Ethics	BU5500 and MT6200	4.5
AC6270	Accounting Information Systems and Computer Related Fraud	BU5500 and MT6200	4.5
			54

Master of Management
Emphasis Proprietary Higher Education Management
54 Credits

Offered at Online Graduate and Rapid City Graduate campuses. Some or all of the emphasis area courses may not be offered at the student's home campus.

Code	Core Courses	Foundation	Credits
LA6200	Legal and Regulatory Environment for Higher Ed	MT6200	4.5
CI6400	Information Systems for Strategic Advantage	Pre-or Corequisite MT6200	4.5
MT6300	Managing Human Resources	MT6300	4.5
FN6300	Finance for Managers	MT6200	4.5
MT6700	Managerial Communications	MT6200	4.5
MG6200	Marketing and Sales Management	MT6200	4.5
MT6200	Leading the Organization I: Communication, Culture and Change	BU5610, BU5700	4.5
HE6200	Management Topics in Higher Education	Pre-or Corequisite MT6200	4.5
MT6650	Strategy and Policy	Eight graduate core courses	4.5
			40.5

Code	Elective Courses	Foundation	Credits
HE6100	History of American Higher Ed	MT6200	4.5
HE6250	Student Retention and Learner Services	HE6250	4.5
HE6300	Curriculum Design, Development and Assessment	MT6200	4.5
			54

Master of Management
Emphasis Criminal Justice Management
54 Credits

Offered at Online Graduate and Rapid City Graduate campuses. Some or all of the emphasis area courses may not be offered at the student's home campus.

Code	Core Courses	Foundation	Credits
LA6570	Human Resource Law	MT6200	4.5
CI6400	Information Systems for Strategic Advantage	Pre-or Corequisite MT6200	4.5
MT6300	Managing Human Resources	MT6300	4.5
FN6300	Finance for Managers	MT6200	4.5
MT6700	Managerial Communications	MT6200	4.5
MG6200	Marketing and Sales Management	MT6200	4.5
MT6200	Leading the Organization I: Communication, Culture and Change	BU5610, BU5700	4.5
CJ6200	Management Topics in Criminal Justice	Pre-or Corequisite MT6200	4.5
MT6650	Strategy and Policy	Eight graduate core courses	4.5
			40.5

Code	Elective Courses	Foundation	Credits
CJ6100	Law and Public Policy	MT6200	4.5
CJ6250	Management of Critical Incidents	MT6200	4.5
CJ6300	CJ Planning and Innovation	MT6200	4.5
			54

Until final approval is granted, National American University may not matriculate students in the following states: Tennessee, Minnesota, Missouri, Kansas and Alabama.

Course Descriptions

AC6250 – Forensic Accounting and Fraud Examination - 4.5 Credits
This course focuses on different types of business and occupational frauds, including asset misappropriation, corruption, and fraudulent statements (financial statement fraud). Students will research laws that relate to fraud; anti-fraud deterrence, controls and countermeasures; and fraud examination procedures and techniques.
Prerequisite: BU5100, BU5500 and MT6200

AC6260 - Accounting Ethics – 4.5 Credits
This course focuses on processes for ethical decision making; core values such as objectivity, independence, and integrity; and the need for transparency in reporting. Current regulatory developments at the state, national and international level will be covered. Students will conduct research and utilize case studies to develop their ability to analyze situations in light of legal and regulatory requirements and codes of professional conduct.
Prerequisite: BU5500 and MT6200

AC6270 - Accounting Information Systems and Computer Related Fraud – 4.5 Credits
This course focuses on the use of computers as a means of perpetrating fraud. Students will explore the various ways that computers can be used to conduct fraudulent activities including Internet and e-commerce fraud, money laundering, and identity theft. Students will learn to assess risk, detect and deter computer-related fraud, and assess relevant legal, technical and privacy issues.
Prerequisite: BU5500 and MT6200

CJ6100 - Law and Public Policy – 4.5 Credits
This course critically addresses the intersection among law, public policy and the role of courts as well as the impact of these disciplinary areas on the management of the organization. Topical areas will include: the structure of criminal and civil law; criminal and civil procedure; and development and trends in public policy as applied to the criminal justice system. Case study method will be applied for much of the course material.
Prerequisite: MT6200

CJ6200 - Management Topics in Criminal Justice – 4.5 Credits
This course will provide the student with a fundamental understanding of management related topics in criminal justice. The course will focus on the roles of leaders and managers to achieve organizational goals. Topics include resource management and allocation, management in the public and the private sector, dealing with diversity, and criminal justice in a global environment.
Prerequisite: MT6200

CJ6250 - Management of Critical Incidents – 4.5 Credits
This course provides students the opportunity to explore leadership and management challenges when dealing with a variety of emergency situations initiated through electronic, biological, nuclear, political, or other means. Students will utilize the case study approach to analyze individual and group behavior; assess the challenges inherent in leading a team during a critical incident; and classify and formulate strategies to maintain control during the incident. Topics will include emergency response planning, incident readiness documentation and testing, and communication strategies.
Prerequisite: MT6200

CJ6300 – Criminal Justice Planning and Innovation – 4.5 Credits
This course will cover the application of planning theory and techniques to the criminal justice system as well as to organization-specific problems. Students will learn techniques for problem identification, goal-setting, forecasting, and the selection of alternative courses of action. Students will evaluate the process of innovation, analyze the impact of change, recommend a change process, and develop a change plan.
Prerequisite: MT6200

LA6200 – Legal and Regulatory Environment for Higher Ed – 4.5 Credits
This course explores the legal and regulatory environment as it relates to higher education with particular attention to for-profit higher education. Research in regards to particular cases will be addressed and discussed. Other topics examined will be the various types of accreditation, writing effective accreditation reports, regulatory visits, reporting agencies, copyright and fair use, the Higher Education Act, and legal issues as they relate to the daily operation of a higher education institution.
Prerequisite: MT6200

HE6100 - History of American Higher Ed – 4.5 Credits
This course is designed for future and current college and university staff and leaders. It will provide a broad view of the history of higher education; historical trends, customs, values and traditions. Particular emphasis will be placed on the development of issues of for-profit colleges and universities.
Prerequisite: MT6200

HE6200 - Management Topics in Higher Ed – 4.5 Credits
This course will provide the student with a fundamental understanding of management topics in higher education. Topics examined will include the management and understanding of various offices and functions on campus such as financial aid, registrar's office, student accounts, athletics, student affairs, admissions and academic affairs. Leadership and managing proprietary higher education topics will also be examined.
Prerequisite: MT6200

HE6250 – Student Retention and Learner Services – 4.5 Credits
This course will focus on techniques utilized in student retention. It will examine procedures and programs in traditional and for-profit institutions, paying particular attention to retention methods for for-profit institutions and the online student. Students will research current retention programs. Case studies will be used to increase the knowledge base. Topics will include student types and their varying needs, the differences between persistence and retention, risk factors that impact retention, and planning to improve retention.
Prerequisite: MT6200

HE6300 – Curriculum Design, Development and Assessment – 4.5 Credits
This course is designed to introduce students to the methods and skills necessary for instructional planning as it relates to designing courses, curriculum, and degree programs. Students will also investigate assessment techniques and criteria, writing assessment documents and fulfilling assessment and regulatory criteria.
Prerequisite: MT6200