

# NATIONAL AMERICAN UNIVERSITY



CATALOG ADDENDUM  
2016-2017  
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Quality higher education in a caring  
and supportive learning environment

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# National American University Locations

## Central Administration

5301 S. Highway 16 ~~Mount Rushmore Rd.~~  
Rapid City, SD 57701  
(605) 721-5200  
(605) 721-5241 (FAX)

## MINNESOTA

### **Minnetonka**

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

## TEXAS

### **Allen Service Center**

~~1101 Central Expressway S., Suite 100  
Allen, TX 75013  
(972) 649-5650  
(972) 649-5652 (FAX)~~

### **Austin South**

~~6800 Westgate Blvd., Suite 102  
Austin, TX 78745-4868  
(512) 651-4750  
(512) 651-4755 (FAX)~~

## General Information

### ACCREDITATION – APPROVALS – AFFILIATIONS

The paralegal studies program offered at the Rapid City and Sioux Falls campuses are separately approved by the American Bar Association (ABA). The program offered in the Minneapolis/St. Paul metro area, including the Bloomington campus, Brooklyn Center campus, Burnsville campus, and Roseville campus, ~~and Minnetonka campus,~~ is separately approved by the ABA.

### 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 Dr. Manuel Gomez, Associate Provost and Dean of the Faculty, 5301 S. Highway 16 ~~Mount Rushmore Rd.~~, Rapid City, SD 57701, email: mgomez@national.edu, or phone: (605) 721-5274.

# Learner Services

## AMERICANS WITH DISABILITIES ACT POLICY - UNDERGRADUATE/GRADUATE

### Requesting an Accommodation

All inquiries and requests for accommodation should be submitted to the ADA coordinator, who serves as a resource for students with disabilities, verifies and maintains documentation, considers accommodation requests, and determines reasonable accommodations.

Ms. Bethany Chan  
Associate Dean of Student Services  
ADA Coordinator  
National American University  
5301 S. Highway 16 [Mount Rushmore Rd.](#)  
Rapid City, SD 57701  
Telephone: (952) 563-1285 Fax: (605) 721-5241  
[bchan@national.edu](mailto:bchan@national.edu)

## HARASSMENT AND NON-DISCRIMINATORY POLICY

### 4. Reporting Harassment

- a. If at any time a student feels he/she has experienced sexual or other forms of harassment, discrimination, or violence, the student should immediately contact: Karen Hoffman, Title IX Coordinator and System Director, Office of Student Concerns, 5301 S. Highway 16 [Mount Rushmore Rd.](#), Rapid City, SD 57701, 605-394-4805, [khoffman@national.edu](mailto:khoffman@national.edu).

If at any time an employee feels that he/she has experienced sexual and other forms of harassment, discrimination, or violence, the employee should immediately contact: Human Resources, 5301 S. Highway 16 [Mount Rushmore Rd.](#), Rapid City, SD 57701, 605-721-5312, [hremployeerelations@national.edu](mailto:hremployeerelations@national.edu)

## STUDENT CONCERNS

**New Mexico**  
New Mexico Higher Education Department  
Santa Fe Office:  
2048 Galisteo Street  
Santa Fe, NM 87505-2100  
~~Albuquerque Office:  
5201 Golden Thread Dr. NE  
Albuquerque, NM 87113  
Website: [www.hed.state.nm.us/](http://www.hed.state.nm.us/)  
Phone: (505) 476-8400  
Fax: (505) 476-8453~~

## TITLE IX: SEX DISCRIMINATION AND SEXUAL MISCONDUCT

### Sexual Assault Reporting

If a student has been sexually assaulted, the student should immediately call 911 or local law enforcement. In addition, the student should promptly report the incident to the Title IX coordinator and the campus executive officer.

### Sexual Harassment and Discrimination Reporting

Students who have experienced sexual harassment or discrimination should immediately contact the campus executive officer and the Title IX coordinator in accordance with the university's Sexual Misconduct and Harassment and Non-discrimination Policies.

Karen Hoffman  
Title IX Coordinator  
System Director for the Office of Student Concerns

5301 S. Highway 16 [Mount Rushmore Rd.](#)  
Rapid City, SD 57701  
605-394-4805 (Office)  
[khoffman@national.edu](mailto:khoffman@national.edu)

## Academics

### ACADEMIC INTEGRITY

The NAU [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 [determined in consultation between](#) the discretion of the academic dean [faculty member](#) and [his](#)/or [her](#) provost [supervisor in consideration of university policy](#) 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.

## **REGULAR AND SUBSTANTIVE INTERACTION LEARNER STATEMENT**

The learner and the instructor play a crucial role in the outcome of the online learning experience and engage in regular and substantive interactions to advance student learning and to foster persistence and completion of courses and programs. Therefore, students are expected to participate synchronously or asynchronously in regular and substantive interactions with faculty and others as required by the course syllabus.

Online learning environments integrate learner autonomy and interactive opportunities to enrich the learning experience in a caring and supportive manner. Course design and delivery promote a sense of community, contribute to students' learning and professional interests, and provide for effective assessment and documentation of student learning, persistence, and completion.

## **Academic Programs**

### **COLLEGE OF BUSINESS, ACCOUNTING, AND TECHNOLOGY**

#### **Business**

- Aviation Management BS
- Business Administration AAS
- Business Administration BS
- Business Administration BS, Emphasis in Entrepreneurship
- Business Administration BS, Emphasis in Financial Management
- Business Administration BS, Emphasis in Human Resource Management
- Business Administration BS, Emphasis in Management
- Business Administration BS, Emphasis in Management Information Systems
- Business Administration BS, Emphasis in Marketing
- ~~Business Administration BS, Emphasis in Pre Law~~
- Business Administration BS, Emphasis in Retail Management
- Business Administration BS, Emphasis Supply Chain Management
- Business Administration BS, Emphasis in Tourism and Hospitality Management
- Business Logistics AAS
- Construction Management AAS
- Construction Management BS
- Energy and Manufacturing Management BS
- Energy Management BS
- Management AAS
- Management BS
- Organizational Leadership BS
- Retail Management AAS
- Small Business Management AAS
- Health and Beauty Management AAS

#### **Information Technology**

- Computer Support Specialist Diploma
- Computer Support Specialist AAS
- ~~Electronic Health Record Support Specialist AAS~~

- Information Technology AAS
- Information Technology BS
- Information Technology BS, Emphasis in Applications Development
- Information Technology BS, Emphasis in Cybersecurity and Forensics
- Information Technology BS, Emphasis in Database Administration/Microsoft
- ~~Information Technology BS, Emphasis in Internet Systems Development~~
- Information Technology BS, Emphasis in Management Information Systems
- Information Technology BS, Emphasis in Network Management/Microsoft
- Information Technology BS, Emphasis in Web Development
- Information Technology Game Software Development BS
- Network and Server Administrator Diploma
- Office Applications and Software Support Diploma

### **COLLEGE OF HEALTH AND SCIENCES**

- Emergency Medical Services AAS
- Emergency Medical Services Management BS
- Healthcare Management BS
- Surgical Technology AAS
- ~~Veterinary Assisting Diploma~~

#### **Allied Health**

- Health Information Technology AAS
- Healthcare Coding Diploma
- Invasive Cardiovascular Technology AAS
- Medical Administrative Assistant AAS
- Medical Assisting AAS
- Medical Billing and Coding Diploma
- Medical Laboratory Technician AAS
- Medical Staff Services Management AAS
- ~~Therapeutic Massage Diploma~~

### **COLLEGE OF BUSINESS, ACCOUNTING, AND TECHNOLOGY**

#### **Business Administration BS, Emphasis in Entrepreneurship**

This program is offered online and through all campuses, except Bellevue, **and** Mesquite, ~~and Richardson~~. Some courses may only be available online, and students may be required to attend classes at different locations. Students in this program may not take any on-ground classes at Bellevue. Course availability is subject to minimum class size requirements.

#### **~~Business Administration BS, Emphasis in Pre-Law~~**

~~This program is offered through the Bloomington, Brooklyn Center, Burnsville, Independence, Lee's Summit, Minnetonka, Overland Park, Rapid City, Roseville, and Sioux Falls. Students enrolled through Overland Park are subject to Kansas curriculum requirements. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.~~

~~New students are no longer being enrolled into this program. Please see the Professional Legal Studies BS degree program now being offered through the College of Legal Studies.~~

#### **Business Administration BS, Emphasis Supply Chain Management**

This program is offered online and through all campuses, ~~except Richardson~~. Students in this program may not take any on-ground classes at Bellevue. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.

#### **Business Administration BS, Emphasis in Tourism and Hospitality Management**

This program is offered online and through the Albuquerque, Albuquerque West, Austin, Bloomington, Brooklyn Center, Burnsville, Georgetown, Houston, Indianapolis, Lewisville, ~~Minnetonka~~, Rapid City, **Richardson**, Rochester, Roseville,

Sioux Falls, Watertown, Wichita, and Wichita West locations. Students in this program may not take any on-ground classes at Bellevue. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.

### **Business Logistics AAS**

This program is offered online and through all campuses, except Bellevue, Garden City, ~~and Indianapolis, and Richardson~~. Students enrolled through Indianapolis are subject to Indiana curriculum requirements. Students in this program may not take any on-ground classes at Bellevue. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.

### **Small Business Management AAS**

This program is offered online and through all campuses, except Garden City ~~and Richardson~~. Students enrolled through Indianapolis are subject to Indiana curriculum requirements. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.

### **~~Electronic Health Record Support Specialist AAS~~**

~~This program is offered online and through all campuses, except Richardson. Students enrolled through Indianapolis are subject to Indiana curriculum requirements. Students in this program may not take any on-ground classes at Bellevue. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.~~

### **Information Technology BS, Emphasis in Cybersecurity and Forensics**

This program is offered online and through all campuses, ~~except Richardson~~. Students in this program may not take any on-ground classes at Bellevue. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.

### **~~Information Technology BS, Emphasis in Internet Systems Development~~**

~~This program is offered online and through Bellevue, Bloomington, Brooklyn Center, Burnsville, Ellsworth AFB, Georgetown, Houston, Independence, Indianapolis, Lee's Summit, Minnetonka, Rapid City, Rochester, Roseville, Tulsa, Wichita, and Wichita West. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.~~

## **COLLEGE OF HEALTH AND SCIENCES**

### **Allied Health**

#### **Veterinary Assisting Diploma**

~~This program is offered through Rapid City. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.~~

#### **Invasive Cardiovascular Technology AAS**

This program is offered through Austin, ~~Austin South~~, and Georgetown. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.

#### **Medical Administrative Assistant AAS**

This program is offered online and through Albuquerque, Albuquerque West, ~~Allen~~, Austin, ~~Austin South~~, Bellevue, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Garden City, Georgetown, Houston, Indianapolis, Mesquite, ~~Minnetonka~~, Rapid City, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Wichita, Wichita West, and Zona Rosa. Students enrolled through Indianapolis are subject to Indiana curriculum requirements. Students in this program may not take any on-ground classes at Bellevue. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.

#### **~~Therapeutic Massage Diploma~~**

~~This program is offered through Bloomington, Brooklyn Center, Burnsville, Minnetonka, Roseville, and Sioux Falls. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.~~

## **COLLEGE OF LEGAL STUDIES**

### **Paralegal Studies AAS**

This program is offered through Austin, ~~Austin South~~, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Garden City, Georgetown, Houston Independence, Lee's Summit, Lewisville, Mesquite, ~~Minnetonka~~, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Wichita, Wichita West, and Zona Rosa. Some courses may only be available online or by video live feed, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements. The programs offered at

the Rapid City and Sioux Falls locations are separately approved by the American Bar Association (ABA). The program offered in the Minneapolis/St. Paul metro area, including the Bloomington campus, Brooklyn Center campus, Burnsville campus, and Roseville campus, and Minnetonka campus, is separately approved by the ABA.

### **Paralegal Studies BS**

This program is offered through Austin, ~~Austin South~~, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Garden City, Georgetown, Houston Independence, Lee's Summit, Lewisville, Mesquite, ~~Minnetonka~~, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Wichita, Wichita West, and Zona Rosa. Some courses may only be available online or by video live feed, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements. The programs offered at the Rapid City and Sioux Falls locations are separately approved by the American Bar Association (ABA). The program offered in the Minneapolis/St. Paul metro area, including the Bloomington campus, Brooklyn Center campus, Burnsville campus, and Roseville campus, and Minnetonka campus, is separately approved by the ABA.

## **College of Business, Accounting, and Technology**

### **Business**

#### **Business Administration, BS, 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 in 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.

This program is offered online and through all campuses, except Bellevue, and Mesquite, and Richardson. Some courses may only be available online, and students may be required to attend classes at different locations. Students in this program may not take any on-ground classes at Bellevue. Course availability is subject to minimum class size requirements.

#### **Business Administration, BS, 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.~~

~~This program is offered through the Bloomington, Brooklyn Center, Burnsville, Independence, Lee's Summit, Minnetonka, Overland Park, Rapid City, Roseville, and Sioux Falls. Students enrolled through Overland Park are subject to Kansas curriculum requirements. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.~~

~~New students are no longer being enrolled into this program. Please see the Professional Legal Studies BS degree program now being offered through the College of Legal Studies.~~

#### **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**  
**180 Credits**

**Business Administration Major Core (64.5)**

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
	-	
MG6500	Marketing Administration	4.5
	OR	
MG3000	Marketing	4.5
	-	
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5
	-	
MT6300	Managing Human Resources	4.5
	OR	
MT3050	Human Resource Management	4.5
	-	
MT3500/CI 3510	Managing Information Systems	4.5
MT4200	Business Ethics	4.5
MT4441	Business Review Lab	1.5
MT4450	Strategic Management	4.5
OM3000	Operations Management	4.5

*MG6500, MT6300: Students who do not have a 2.75 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, emphasis core, or open elective 6000DC+ and 3000+ courses.*

*MT4450: Capstone Course – Senior level, minimum "C" grade required, must be completed at NAU.*

**Support Core (13.5)**

Courses must be coded AC, CI, EC, FN, LA, MG, MT, OL, or OM or equivalent transfer

MT6000DC+	Elective	
	OR	
3000+	Elective	4.5
	-	
3000+	Elective	9

*MT6000DC+: Students who do not have a 2.75 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, emphasis core, or open elective 6000DC+ and 3000+ courses.*

**Pre-Law Emphasis Core (27)**

PL1100/SO 1100/LA 1100	Introduction to Legal Principles	4.5
PL1150/LA 1150	Legal Research I	4.5
PL1350	Legal Research II	4.5
PL2500/EN 2500	Legal Writing	4.5

**Choose 9 credits from the list below**

PL2050/LA 2050	Torts	4.5
PL2350	Criminal Procedure	4.5
PL3050	Real Property	4.5
PL3100	Professional Ethics and Law Office Procedures	4.5

### Open Electives (9)

#### General Education Core (66)

(Available for block transfer)

Block transfer is not available to residents of the state of Minnesota or students attending any Minnesota campus.

#### Communications

EN1150 Composition I 4.5

#### Science

SC Science Electives 9

#### Humanities

HU2000 Critical Thinking and Problem Solving 4.5  
Humanities Elective 4.5

#### Behavioral/Social Science

Behavioral/Social Science Elective 9

(Course-by-course transfer)

#### Communications

EN1300 Composition II 4.5

-  
EN2100 Speech 4.5  
OR

EN2150 Interpersonal Professional Communication 4.5

-  
EN3050 Technical Communications 4.5

#### Mathematics

MA2000 Quantitative Reasoning 4.5

MA3000 Business Statistics 4.5

#### General Education

CS1201 Juggling College, Life, and Career: Set Up for Success! 5

CS1301 Do the Numbers! Achieving College and Career Success 5

CS2086 Career Path Planning 2

*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 with Emphasis in Pre-Law Requirements (Kansas) 180 Credits

#### Business Administration Major Core (64.5)

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

-  
MG6500 Marketing Administration 4.5  
OR

MG3000 Marketing 4.5

-  
MT1050 Introduction to Business 4.5

MT2050 Principles of Management 4.5

MT6300	- Managing Human Resources OR	4.5
MT3050	Human Resource Management	4.5
MT3500/CI 3510	- Managing Information Systems	4.5
MT4200	Business Ethics	4.5
MT4441	Business Review Lab	1.5
MT4450	Strategic Management	4.5
OM3000	Operations Management	4.5

MG6500, MT6300: Students who do not have a 2.75 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, emphasis core, or open elective 6000DC+ and 3000+ courses.

MT4450: Capstone Course – Senior level, minimum "C" grade required, must be completed at NAU.

**Emphasis Support Core (18)**

Courses must be coded AC, CI, EC, FN, LA, MG, MT, OL, or OM or equivalent transfer

MT6000DC+	Elective OR	
3000+	Elective	4.5
3000+	- Elective	13.5

MT6000DC: Students who do not have a 2.75 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, emphasis core, or open elective 6000DC+ and 3000+ courses.

**Pre-Law Emphasis Core (27)**

PL1100/SO 1100/LA 1100	Introduction to Legal Principles	4.5
PL1150/LA 1150	Legal Research I	4.5
PL1350	Legal Research II	4.5
PL2500/EN 2500	Legal Writing	4.5
PL3050	Real Property	4.5
PL3100	Professional Ethics and Law Office Procedures	4.5

**Open Electives (4.5)**

**General Education Core (66)**

(Available for block transfer)

**Communications**

EN1150	Composition I	4.5
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**Science**

SC	Science Electives	9
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**Humanities**

HU2000	Critical Thinking and Problem Solving	4.5
	Humanities Elective	4.5

**Behavioral/Social Science**

	Behavioral/Social Science Elective	9
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(Course-by-course transfer)

**Communications**

EN1300	Composition II	4.5
EN2100	- Speech OR	4.5
EN2150	Interpersonal Professional Communication	4.5
EN3050	- Technical Communications	4.5

## Mathematics

MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5

## General Education

CS1201	Juggling College, Life, and Career: Set Up for Success!	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

*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, BS, Emphasis in Supply Chain Management

Supply Chain Management has emerged as a distinct field to meet the needs of the growing global supply chain, i.e., 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 in 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.

This program is offered online and through all campuses, ~~except Richardson~~. Students in this program may not take any on-ground classes at Bellevue. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.

## Business Administration, BS, 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 combines business and specialty course work to prepare graduates for management positions in private sector and public sector organizations.

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.

This program is offered online and through the Albuquerque, Albuquerque West, Austin, Bloomington, Brooklyn Center, Burnsville, Georgetown, Houston, Indianapolis, Lewisville, ~~Minnetonka~~, Rapid City, Rochester, **Richardson**, Roseville, Sioux Falls, Watertown, Wichita, and Wichita West locations. Students in this program may not take any on-ground classes at Bellevue. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.

## Business Logistics, AAS

The logistics segment of the business supply chain works to promote the efficient and effective flow 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.

This program is offered online and through all campuses, ~~except Bellevue, Garden City, and Indianapolis, and Richardson~~. Students enrolled through Indianapolis are subject to Indiana curriculum requirements. Students in this program may not take any on-ground classes at Bellevue. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.

## Small Business Management, AAS

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.

This program is offered online and through all campuses, except Garden City and Richardson. Students enrolled through Indianapolis are subject to Indiana curriculum requirements. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.

## Technology

### ~~Electronic Health Record Specialist, AAS~~

~~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.~~

~~This program is offered online and through all campuses, except Richardson. Students enrolled through Indianapolis are subject to Indiana curriculum requirements. Students in this program may not take any on-ground classes at Bellevue. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.~~

#### ~~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~~

#### ~~92 Credits~~

#### ~~Information Technology Major Core (40.5)~~

<del>CI1320</del>	<del>Computer Concepts</del>	<del>4.5</del>
<del>CI1420</del>	<del>Principles of Programming</del>	<del>4.5</del>
<del>CI2011</del>	<del>Introduction to Database</del>	<del>4.5</del>
<del>CI2211</del>	<del>Internetworking Fundamentals</del>	<del>4.5</del>
<del>CI2440</del>	<del>Introduction to Computer Security</del>	<del>4.5</del>
<del>CI3010</del>	<del>Linux</del>	<del>4.5</del>
<del>CI3155</del>	<del>Computer Ethics</del>	<del>4.5</del>
<del>CI3679</del>	<del>Windows Operating Systems and Server Administration Fundamentals</del>	<del>4.5</del>
<del>CI4119</del>	<del>Installing and Configuring Windows Server 2012</del>	<del>4.5</del>

#### ~~Support Core (8)~~

<del>HT1000D</del>	<del>Introduction to Health Information Management and Health Care</del>	<del>4</del>
<del>HT2200D</del>	<del>Health Information Management Systems</del>	<del>4</del>

#### ~~General Education Core (43.5)~~

#### ~~Communications~~

<del>EN1150</del>	<del>Composition I</del>	<del>4.5</del>
<del>EN1300</del>	<del>Composition II</del>	<del>4.5</del>
<del>EN2100</del>	<del>Speech</del>	<del>4.5</del>
	<del>OR</del>	

EN2150	Interpersonal Professional Communication	4.5
<b>Science</b>		
SC	Science Elective	4.5
<b>Mathematics</b>		
MA2000	Quantitative Reasoning	4.5
<b>Humanities</b>		
	Humanities Elective	4.5
<b>Behavioral/Social Science</b>		
	Behavioral/Social Science Elective	4.5

*Residents of the state of Minnesota or students attending any Minnesota campus: must take a Humanities elective.*

#### **General Education**

CS1201	Juggling College, Life, and Career: Set Up for Success!	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

*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.)*

### **Electronic Health Record Support Specialist: Associate of Applied Science Requirements (Indianapolis)**

#### **96.5 Credits**

#### **Information Technology Major Core (40.5)**

CI1320	Computer Concepts	4.5
CI1420	Principles of Programming	4.5
CI2011	Introduction to Database	4.5
CI2211	Internetworking Fundamentals	4.5
CI2440	Introduction to Computer Security	4.5
CI3010	Linux	4.5
CI3155	Computer Ethics	4.5
CI3679	Windows Operating Systems and Server Administration Fundamentals	4.5
CI4119	Installing and Configuring Windows Server 2012	4.5

#### **Support Core (8)**

HT1000D	Introduction to Health Information Management and Health Care	4
HT2200D	Health Information Management Systems	4

#### **Open Elective (4.5)**

Open Elective	4.5
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#### **General Education Core (43.5)**

#### **Communications**

EN1150	Composition I	4.5
EN1300	Composition II	4.5
	-	
EN2100	Speech	4.5
	OR	
EN2150	Interpersonal Professional Communication	4.5

#### **Science**

SC	Science Elective	4.5
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<b>Mathematics</b>		
MA2000	Quantitative Reasoning	4.5
<b>Humanities</b>		
	Humanities Elective	4.5
<b>Behavioral/Social Science</b>		
	Behavioral/Social Science Elective	4.5

*Residents of the state of Minnesota or students attending any Minnesota campus: must take a Humanities elective.*

### **General Education**

CS1201	Juggling College, Life, and Career: Set Up for Success!	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

*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, BS, Emphasis in Cybersecurity 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.

This program is offered online and through all campuses, ~~except Richardson~~. Students in this program may not take any on-ground classes at Bellevue. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.

This program provides the student with the skills required to design, develop, and maintain interactive Internet web sites. This bachelor's degree program prepares the student to work in the dynamic field of Internet development as the information technology professional on a Web site design team.

This program is offered online and through Bellevue, Bloomington, Brooklyn Center, Burnsville, Ellsworth AFB, Georgetown, Houston, Independence, Indianapolis, Lee's Summit, Minnetonka, Rapid City, Rochester, Roseville, Tulsa, Wichita, and Wichita West. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.

### **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.
- Design, develop, and maintain interactive web sites employing both server side and client side programming methodologies.

## **Information Technology: Bachelor of Science Degree, Emphasis in Internet Systems Development Requirements**

**180 Credits**

### **Information Technology Major Core (51)**

CH320	Computer Concepts	4.5
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CI420	Principles of Programming	4.5
CI2011	Introduction to Database	4.5
CI2211	Internetworking Fundamentals	4.5
CI2440	Introduction to Computer Security	4.5
CI3010	Linux	4.5
CI3155	Computer Ethics	4.5
CI3310	Website and Web Application Design	4.5
	-	
MT6621	Intermediate Project Management	4.5
	OR	
CI4220/MT 4230	Project Management	4.5
	-	
CI4221	Systems Analysis and Design	4.5
CI4223	Integrative Systems Project	6

MT6621: Students who do not have a 2.75 CGPA or applicable

### Information Technology, BS, Emphasis in Internet Systems Development

transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, emphasis core, or open elective 6000DC+ and 3000+ courses.

CI4223: Capstone Course—Senior level, minimum "C" grade required, must be completed at NAU.

#### Support Core (13.5)

AC2760	Financial Accounting for Managers	4.5
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5

#### Internet Systems Development Emphasis Core (31.5)

CI2020	Visual Basic	4.5
CI3315	Web Design and Programming	4.5
CI3020	Intermediate Visual Basic	4.5
CI3380	Client Side Scripting and Open Communications	4.5
CI4119	Installing and Configuring Windows Server 2012	4.5
CI4129	Administering Windows Server 2012	4.5
CI4230	Server Side Scripting	4.5

#### Open Elective (18)

##### General Education Core (66)

(Available for block transfer)

Block transfer is not available to residents of the state of Minnesota or students attending any Minnesota campus.

##### Communications

EN1150	Composition I	4.5
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##### Science

SC	Science Electives	9
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##### Humanities

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

	Behavioral/Social Science Elective	9
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(Course-by-course transfer)

##### Communications

EN1300	Composition II	4.5
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	-	
EN2100	Speech	4.5
	OR	

EN2150	<del>Interpersonal Professional Communication</del>	4.5
EN3050	<del>Technical Communications</del>	4.5
<b>Mathematics</b>		
MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5

### **General Education**

CS1201	<del>Juggling College, Life, and Career: Set Up for Success!</del>	5
CS1301	<del>Do the Numbers! Achieving College and Career Success</del>	5
CS2086	<del>Career Path Planning</del>	2

***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.)*

## **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 MCSE Server Administrator exams and Cisco CCNA certifications.

This program is offered online and through all campuses, except Ellsworth AFB, Garden City, ~~Richardson~~, and Tulsa. Students in this program may not take any on-ground classes at Bellevue. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.

## **College of Health and Sciences**

### **Allied Health**

#### **Invasive Cardiovascular Technology, AAS**

This program is offered through Austin, ~~Austin South~~, and Georgetown. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.

#### **Medical Administrative Assistant, AAS**

This program is offered online and through Albuquerque, Albuquerque West, ~~Allen~~, Austin, ~~Austin South~~, Bellevue, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Garden City, Georgetown, Houston, Indianapolis, Mesquite, ~~Minnetonka~~, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Wichita, Wichita West, and Zona Rosa. Students enrolled through Indianapolis are subject to Indiana curriculum requirements. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.

#### **Therapeutic Massage: Diploma**

This program is offered through Bloomington, Brooklyn Center, Burnsville, ~~Minnetonka~~, Roseville, and Sioux Falls. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.

## College of Legal Studies

### Paralegal Studies, AAS

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.

This program is offered through Austin, ~~Austin South~~, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Garden City, Georgetown, Houston Independence, Lee's Summit, Lewisville, Mesquite, ~~Minnetonka~~, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Wichita, Wichita West, and Zona Rosa. Some courses may only be available online or by video live feed, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.

The programs offered at the Rapid City and Sioux Falls locations are separately approved by the American Bar Association (ABA). The program offered in the Minneapolis/St. Paul metro area, including the Bloomington campus, Brooklyn Center campus, Burnsville campus, and Roseville campus, and ~~Minnetonka campus~~, is separately approved by the ABA.

### Paralegal Studies, BS

A Bachelor of Science degree in Paralegal Studies 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.

This program is offered through Austin, ~~Austin South~~, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Garden City, Georgetown, Houston Independence, Lee's Summit, Lewisville, Mesquite, ~~Minnetonka~~, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Wichita, Wichita West, and Zona Rosa. Some courses may only be available online or by video live feed, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.

The programs offered at the Rapid City and Sioux Falls locations are separately approved by the American Bar Association (ABA). The program offered in the Minneapolis/St. Paul metro area, including the Bloomington campus, Brooklyn Center campus, Burnsville campus, and Roseville campus, and ~~Minnetonka campus~~, is separately approved by the ABA.

## Courses

### ME - Medical

#### CL1051 - Laboratory Calculations and Quality Control (3)

Students will demonstrate general calculations used in the laboratory, including normality, molality, concentrations, mean, standard deviation, and coefficient of variation. Students will utilize the metric system, scientific notation, exponentials, significant figures, and graphing of data points in calculations. They will be able to explain formulas commonly used in Chemistry, Urinalysis, and Hematology and discuss the concepts of quality control and quality assurance. Westgaard's rules are used to evaluate quality control results. This course explains the body's innate and acquired immune responses. Lymphocytes, major histocompatibility complexes, antibodies, cytokines, and complement are emphasized. Abnormalities within the immune system are related to specific disease states. Laboratory testing of those abnormalities is discussed and analyzed. Serological point of care testing is performed. (2.5 hours lecture, 1 hour lab per week) Delivery: on campus

Prerequisite: MA1500.

#### SC1356 - Introduction to General, Organic, and Biological Chemistry (4.5)

Students in health related programs will be introduced to basic general chemistry, organic, and biological chemistry concepts. Students will gain critical thinking skills through application of scientific concepts and problem solving strategies. Laboratory exercises reinforce concepts covered in the lecture portion of the course. No prior knowledge of chemistry is required. (3 hours lecture, 3 hours lab per week) Delivery: on campus

# National American University Directory

## OWNERSHIP

National American University is owned and operated by Dlorah, Inc., a South Dakota corporation, which is a wholly owned subsidiary of National American University Holdings, Inc., a Delaware corporation. National American University Holdings, Inc. is a publicly traded company with its principal office located at 5301 ~~S. Highway 16~~ [Mount Rushmore Rd.](#), Rapid City, SD 57701.

## UNIVERSITY LOCATIONS

### ~~Allen Service Center~~

#### ~~Service Center Director~~

~~Monique Mason, BCI, Friends University (2010).~~

### ~~Austin South~~

#### ~~Campus Director~~

~~Charles Lee Jr. University of Colorado (at Boulder) B.A., (1995); University of Central Missouri, M.S.E. (2001); National American University, EdD (In progress).~~

### ~~Brooklyn Center~~

#### ~~Campus Director~~

~~Vacant Diana Igo, AA, Century College (1992); BS, Psychology, University of Wisconsin—River Falls (1994); MA, Organizational Management, Concordia University (2004).~~

### ~~Minnetonka~~

#### ~~Campus Director~~

~~Diana Igo, AA, Century College (1992); BS, Psychology, University of Wisconsin—River Falls (1994); MA, Organizational Management, Concordia University (2004).~~

### ~~Richardson~~

#### ~~Campus Director~~

~~Shalonda Jones, BS, Central Missouri State University (2001); MA, Webster University (2011). [Monique Mason, BCI, Friends University \(2010\).](#)~~

## PROGRAM ADVISORY COMMITTEES

### ~~Medical Assisting Program - Georgetown and Austin South~~

~~Viviana Pelton, MBC, CPC, RMA(AMT), Medical Assisting Program Coordinator, Georgetown and Austin South, TX.~~