Quality higher education in a caring and supportive learning environment.
National American University
CAMPUS LOCATIONS
www.national.edu

CENTRAL ADMINISTRATION
5301 S. Highway 16, Suite 200
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)

DISTANCE LEARNING
5301 S. Highway 16, Suite 200
Rapid City, SD 57701
www.national.edu/distance
(605) 394-4953
(800) 770-2959
(605) 394-5082 (FAX)

AUSTIN
13801 North Mo Pac Expressway
Suite 300
Austin, TX 78727
(512) 651-4700
(512) 651-4705 (FAX)

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

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

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

BROOKLYN CENTER
6120 Earle Brown Drive, Suite 100
Brooklyn Center, MN 55426
(763) 852-7500
(763) 852-7505 (FAX)

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

COLORADO SPRINGS
5125 North Academy Boulevard
Colorado Springs, CO 80918-4001
(719) 590-8300
(719) 590-8305 (FAX)

RAPID CITY
321 Kansas City Street
Rapid City, SD 57701-3692
(605) 394-4800
(605) 394-4871 (FAX)

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

DISTANCE LEARNING
5301 S. Highway 16, Suite 200
Rapid City, SD 57701
www.national.edu/distance
(605) 394-4953
(800) 770-2959
(605) 394-5082 (FAX)

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

SIOUX FALLS
Vista Park Office Building, Suite 100
2801 South Kiwanis Avenue
Sioux Falls, SD 57105-4293
(605) 336-4600
(605) 336-4605 (FAX)

WATERTOWN EDUCATION CENTER
925 29th St. S.E., Suite E
Watertown, SD 57201
(605) 886-3450
(605) 886-4587 (FAX)

WICHITA
7309 E. 21st St. N., Suite G40
Wichita, KS 67206
(316) 681-3050
(316) 681-8174 (FAX)

ZONA ROSA
7490 NW 87th Street
Kansas City, MO 64153
(816) 412-5500
(816) 412-5505 (FAX)
National American University
Undergraduate Catalog
2008-2009

Mission Statement

National American University welcomes students of diverse interests, cultures and abilities and prepares them for careers in health care, business and business-related fields by providing quality higher education in a caring and supportive environment.

The university builds learning partnerships with students and other institutions 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 our evolving global society.

Core Values

- Offer high quality instructional programs and services.
- Provide a caring and supportive learning environment.
- Offer 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.

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, February 2007
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, www.ncahlc.org, (312) 263-0456.

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

The athletic training education program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE), on recommendation of the Joint Review Committee on Educational Programs in Athletic Training (JRC-AT).

The medical assisting programs offered at Colorado Springs, Denver and Sioux Falls are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) on the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). The Commission on Accreditation of Allied Health Education Programs can be contacted at 1361 Park Street, Clearwater, Florida 33756, phone (727) 210-2350, fax (727) 210-2354.

Initial approval has been granted by the Kansas State Board of Nursing for the university’s Practical Nurse Diploma and Associate of Science in Nursing (A.S.N.) Mobility program.

Initial approval has been granted by the Missouri State Board of Nursing for the university’s Associate of Science in Nursing (A.S.N.) program.

Interim approval has been granted by the Colorado Board of Nursing for the university’s Associate of Science in Nursing (A.S.N.) program.

Full approval has been 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) has awarded candidate status for the Associate of Science in Nursing (A.S.N.) program for spring 2008 through fall 2009. Candidate status has also been awarded for the bachelor’s degree nursing program for fall 2008 through spring 2010.

The paralegal studies program offered at the Rapid City campus is approved by the American Bar Association (ABA).

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

National American University, through the business division, has been granted accreditation by the International Assembly for Collegiate Business Education (IACBE) for the following degree programs:

- Master of Business Administration degree
- Bachelor of Science degree in Applied Management
- Bachelor of Science degree in Business Administration
- Bachelor of Science degree in Accounting
- Bachelor of Science degree in Business Administration with an emphasis in Accounting, Financial Management, Hospitality Management, Information Systems, International Business, Management, Marketing, Pre-Law and Tourism Management
- Associate of Applied Science degree in Applied Management
- Associate of Applied Science degree in Business Administration
- Associate of Applied Science degree in Accounting

The university is affiliated with Human International University, Japan; Universidad del Mar, Chile; Universidad Privada Cumbre, Bolivia; Skyline College, United Arab Emirates; Skyline Business School, India and New York College, Greece for the purpose of lower division instruction and academic articulation programs.

National American University is approved for veteran's training and for administering the various educational programs sponsored by state and federal agencies, such as the Bureau of Indian Affairs, Social Security Administration, and various state rehabilitation services.

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.
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. It 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 counseling, testing, and tutoring services; housing; 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. Jerry Joy, System Vice President for Student Services, 5301 S. Highway 16, Suite 200, Rapid City, SD 57701, or (605) 394-4821.

The Catalog

This catalog reflects the regulations, policies, procedures, programs, and fees for National American University as of September 2008. 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. The provisions of this catalog are not to be regarded as a contract between the student and National American University. The university also reserves the right to correct clerical errors.

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. The catalog is also available online at www.national.edu.
### ACADEMIC CALENDAR 2008-2009

#### Fall 2008
- **September 2**  
  Quarter begins
- **September 8**  
  **Last day to drop or add classes without penalty.** (Drop/add paper work must be submitted to the campus office by 6 p.m., September 9.)
- **September 23**  
  Interim begins
- **September 29**  
  **Last day to drop or add interim classes without penalty.** (Drop/add paperwork must be submitted to the campus office by 6 p.m., September 30.)
- **October 7**  
  End of first 5-1/2 week classes and beginning of second 5-1/2 week classes
- **November 11**  
  Veteran's Day holiday - No classes
- **November 12 – 18**  
  Final exams
- **November 18**  
  Quarter ends
- **November 19 – 30**  
  Quarter break

#### Winter 2008-2009
- **December 22 – January 4**  
  Winter break
- **January 11**  
  **Last day to drop or add interim classes without penalty.** (Drop/add paperwork must be submitted to the campus office by 6 p.m., January 12.)
- **January 17**  
  Make-up day for 5-1/2 week classes scheduled on Mondays (MLK Day)
- **January 19**  
  Martin Luther King Day - No classes
- **January 19**  
  End of first 5-1/2 week classes and beginning of second 5-1/2 week classes
- **January 24**  
  Make-up date for second 5-1/2 week classes, full and interim classes scheduled on MLK Day
- **February 22**  
  Last day to drop classes without punitive grade
- **February 23 – March 1**  
  Final exams
- **March 1**  
  Quarter ends
- **March 2 – 8**  
  Quarter break

#### Spring 2009
- **March 9**  
  Quarter begins
- **March 15**  
  **Last day to drop or add classes without penalty.** (Drop/add paperwork must be submitted to the campus office by 6 p.m., March 16.)
- **March 30**  
  Interim begins
- **April 5**  
  **Last day to drop or add interim classes without penalty.** (Drop/add paperwork must be submitted to the campus office by 6 p.m., April 6.)
- **April 10**  
  Good Friday/Easter weekend holiday - No classes
- **April 13**  
  Make-up day for 5-1/2 week classes scheduled on Friday, Saturday or Sunday (Good Friday/Easter weekend holiday)
- **April 18**  
  End of first 5-1/2 week classes and beginning of second 5-1/2 classes
- **April 18**  
  Make-up date for Good Friday/Easter weekend holiday for full-term and interim schedules
- **May 17**  
  Last day to drop classes without punitive grade
- **May 18 – 24**  
  Final exams
- **May 24**  
  Quarter ends
- **May 25 – June 7**  
  Spring/Summer quarter break
**Summer 2009**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 8</td>
<td>Quarter begins</td>
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<tr>
<td>June 14</td>
<td>Last day to drop or add classes without penalty. (Drop/add paperwork must be submitted to the campus office by 6 p.m., June 15.)</td>
</tr>
<tr>
<td>June 29</td>
<td>Interim begins</td>
</tr>
<tr>
<td>July 3</td>
<td>July 4th holiday observed - No classes</td>
</tr>
<tr>
<td>July 5</td>
<td>Last day to drop or add interim classes without penalty. (Drop/add paperwork must be submitted to the campus office by 6 p.m., July 6.)</td>
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<tr>
<td>July 11</td>
<td>Make-up day for July 4th holiday classes</td>
</tr>
<tr>
<td>July 13</td>
<td>End of first 5-1/2 week classes and beginning of second 5-1/2 week classes</td>
</tr>
<tr>
<td>August 16</td>
<td>Last day to drop classes without punitive grade</td>
</tr>
<tr>
<td>August 17–23</td>
<td>Final exams</td>
</tr>
<tr>
<td>August 23</td>
<td>Quarter ends</td>
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<tr>
<td>August 24 – September 7</td>
<td>Quarter break</td>
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**Fall 2009**

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<tr>
<td>October 13</td>
<td>End of first 5-1/2 week classes and beginning of second 5-1/2 week classes</td>
</tr>
<tr>
<td>November 11</td>
<td>Veterans’ Day holiday (observed) - No classes</td>
</tr>
<tr>
<td>November 14</td>
<td>Make-up date for Veteran’s Day holiday</td>
</tr>
<tr>
<td>November 16</td>
<td>Last day to drop classes without punitive grade</td>
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<tr>
<td>November 17-23</td>
<td>Final exams</td>
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<tr>
<td>November 23</td>
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</tr>
</tbody>
</table>
History
In 1941, the university, then known as National School of Business, opened its doors in South Dakota to students who desired specialized business training. Located on a Rapid City main street, the school offered primarily secretarial and accounting classes and programs.

Through World War II and the Korean War years, the university remained in its original location. Ground was broken at 321 Kansas City Street, Rapid City, South Dakota, in the latter part of 1960 for a new two-story brick building containing classrooms, a bookstore, a small library, and administrative offices. In 1963, the construction of a student residence hall, the College Inn, was completed.

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

Faculty and staff increased in number and, with National American University's growing stature in the educational community, new and transfer students from across the United States and foreign countries came to study. The university soon expanded its base of programs.

On the campus in Rapid City, several buildings were constructed, including a library, a gymnasium, and additions to the Administration Building and the College Inn in the late 1960s and early 1970s.

National American University campuses have been established in Austin, Texas; Denver and Colorado Springs, Colorado; Albuquerque and Rio Rancho, New Mexico; Independence and the Zona Rosa Mall in northern Kansas City, Missouri; Bloomington, Brooklyn Center and Roseville, Minnesota; Overland Park, Kansas, and Sioux Falls, South Dakota; plus education centers in Watertown, South Dakota and Wichita, Kansas. There is also an extension location at Ellsworth Air Force Base, South Dakota.

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

The curricular offerings include degrees in accounting; the allied health areas of medical administrative assistant, medical assisting, medical staff services management, pharmacy technician, and therapeutic massage; general education studies; athletic training; applied management; human resource management; business administration with emphasis areas of accounting, financial management, information systems, international business, management, marketing, and pre-law; healthcare management; information technology with emphasis areas in Internet systems development, management information systems, network administration/Microsoft, and network management/Microsoft; paralegal studies; nursing; organizational leadership; pre-engineering; and veterinary technology.

The university also offers several diploma programs. The Rapid City campus offers a diploma in veterinary assisting, which prepares students to support veterinary technicians and veterinarians in a veterinary practice. At the Overland Park campus, students can complete a practical nurse diploma and then decide if they wish to continue on to earn an A.S.N. degree. A therapeutic massage diploma program is available at several campuses for students who wish to concentrate on massage therapy skills.
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 health care management. Located at the intersection of San Mateo and Indian School Road, the campus is convenient to Interstate I 40 East and the Up-Town Area.

AUSTIN
13801 North Mo Pac Expressway
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 on North Mo Pac. Established in 2007, the Austin campus is NAU’s newest campus location, and offers excellent degree programs in business and information technology. Our faculty and staff fully understand the challenges adult students face, and are devoted to helping you to balance your educational goals with your personal and professional commitments.

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

National American University’s Bloomington campus is conveniently located across from the Mall of America. The 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 three convenient NAU campuses in the Twin Cities area.
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 on the first floor of the Earle Brown Tower, the Brooklyn Center campus is easily accessible from Interstate 694 and Highway 100. It is one of three convenient NAU campuses in the Twin Cities area.

National American University’s Colorado Springs campus is conveniently located in the heart of Colorado Springs. The 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 foundations courses, RN to BSN, and healthcare management. Located at 5121 N. Academy Boulevard, at the intersection of North Academy and North Union Boulevard, the Springs campus is easily accessible from Interstate 25, and is convenient to downtown as well as all suburban areas and military bases.

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 in a state-of-the-art facility 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
5301 S. Highway 16, Suite 200
Rapid City, SD  57701
www.national.edu/distance
(605) 394-4953
(800) 770-2959
(605) 394-5082 (FAX)

NAU provides courses and degree programs to students across the United States as well as internationally. Students access classes and extensive campus resources anytime, anywhere through National American University’s Web site at www.national.edu/distance. Online courses are asynchronous with courses designed within WebCT navigation software. Some courses contain a synchronous interactive enhancement feature to allow students to interact with faculty and other students in a real time classroom environment. National American University offers a blended model delivery system with classes located online as well as on-site at regional campus locations for graduate programming. Online students have access to electronic Learning Resource Center services such as ProQuest, Infotrac and FirstSearch. The university offers students an array of student services to support their academic endeavors.

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, written communications, humanities, math and social science. The Ellsworth campus is located in the Rushmore Center at 1000 Ellsworth Street.

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, paralegal studies, and health care 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.
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 and information technology curriculum, the Overland Park campus offers two exciting nursing programs; an Associate of Science 1+1 Nursing program and a Practical Nurse Diploma 1+1 Nursing program. 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
321 Kansas City Street
Rapid City, SD 57701
www.rapid.national.edu
(605) 394-4800
(605) 394-4871 (FAX)

National American University’s Rapid City campus is conveniently located in downtown Rapid City, SD. The Rapid City campus has been serving students in the western South Dakota area since 1941, and is still considered NAU’s home campus. In addition to its strong business and information technology curriculum, the Rapid City campus offers excellent degree programs in athletic training, veterinary technology, and paralegal studies. Located at 321 Kansas City, the Rapid City campus is easily accessible from just about anywhere in the Rapid City area, and is convenient to Interstate 90, Highway 16 and Highway 79.

RIO RANCHO
1601 Rio Rancho, Suite 200
Highway 528 and Sara Road
Rio Rancho, NM 87124-1093
(505) 348-3750
(505) 348-3755 (FAX)

National American University’s Rio Rancho campus is conveniently located on the growing west side of the Albuquerque metro area. The Rio Rancho campus has been serving students in the Rio Rancho area since 1997, and it is one of two NAU campuses located in the New Mexico region. In addition to its strong business and information technology curriculum, the Rio Rancho campus offers excellent degree programs in the health care fields. Located on the second floor of the Sandia Area Federal Credit Union, directly across the street from Intel, the Rio Rancho campus is easily accessible from Interstate 25 and Paseo Del Norte Highway, as well as Alameda and Rt. 528.
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 three convenient NAU campuses in the Twin Cities area.

SIoux FALLS
Vista Park Office Building, Suite 100
2801 South Kiwanis Avenue
Sioux Falls, SD  57105-4293
(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 along with three allied health programs; therapeutic massage, medical assisting, and pharmacy technician. 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.

WATERTOWN EDUCATION CENTER
925 29th Street S.E., Suite E
Watertown, SD 57201
(605) 886-3450
(605) 886-4587 (FAX)

National American University’s Watertown Education Center is conveniently located on Highway 212 near Interstate 29. The Watertown Education Center has been serving students in northeastern South Dakota since Fall 2006, and is considered one of NAU’s fastest growing campus locations. In addition to its strong business and information technology curriculum, the Watertown location offers excellent degree programs in paralegal studies and in three allied health programs; pharmacy technician, therapeutic massage, and medical assisting.
WICHITA
7309 E. 21st St. N., Suite G40
Wichita, KS 67206
(316) 681-3050
(316) 681-8174 (FAX)

National American University’s Wichita Education Center is conveniently located in northeast Wichita. The Wichita Education Center has been serving students in the Wichita area since 2007, and is one of two education centers in the NAU system. The Wichita campus offers students the convenience of blended model curriculum, allowing them to combine the flexibility of online courses with the face-to-face support of onsite courses to pursue associate and bachelor’s degree programs. Located in the Coldwell Banker building on East 21st Street North between Rock Road and Woodlawn, the Wichita Education Center is easily accessible from all of Wichita as well as the surrounding communities.

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 economically booming northland area of Kansas City. The Zona Rosa campus has been serving students in western Missouri since 2005, and is one of three NAU locations in the KC area. In addition to its strong business and information technology 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. The applicant should call or write the director of admissions in advance so that necessary arrangements can be made. International student admission requirements are found on pages 15-16. Online student admission requirements are found on page 14.

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 https://www.national.edu); and
2. pay a one-time, non-refundable application fee of $25 at the time of application; and
3. have graduated from a recognized high school (or the Department of Education-accepted equivalent); or
4. 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.

NOTE: Students who received their secondary-level education outside the United States must:

1. complete and submit a Student Application for Admission (Go to https://www.national.edu); and
2. pay a one-time, non-refundable application fee of $25 at the time of application; and
3. provide evidence of secondary-level education completion and any post-secondary education completion by submitting 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 https://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.)

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.;)
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 English assessment exam, Accuplacer ESL, with minimum scores in the following categories:
   a. reading skills of 102 or higher
   b. sentence meaning of 100 or higher
   c. language usage of 95 or higher
   d. 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 National American University Financial Aid offices 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.

**Austin Students**
Upon the admission of a student to any undergraduate program, National American University shall document the student’s level of preparation to undertake college level work by:

1. Obtaining proof of the student’s high school graduation or General Educational Development (GED) certification (GED score must be at or above the passing level set by the Texas Education Agency); and
2. Assessing the academic skills of each entering student.

**Exemptions**
Students do not need to take the academic skills assessment if they meet one of the following exemptions/exceptions:

**Other Assessments**
- ACT – must have taken the test within five years and have a composite score of 23 with a minimum of 19 on the English test
- SAT – must have taken the test within five years and have a combined verbal and mathematics score of 1070 with a minimum of 500 on the verbal and/or math
- TAAS – must have taken the test within three years and have a minimum score of 1770 on the writing test, a TLI of 86 on math and 89 on reading
- TAKS – must have taken the test within three years and have a minimum scale score of 2200 on math and/or minimum scale score of 2200 on English Language Arts with a writing subsection score of at least 3

**Transfers**
- a student who has graduated with an associate or bachelor’s degree from an institution of higher education.
- a student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level course work as determined by the receiving institution
- a student who has previously attended any institution and has been determined to have met readiness standards by that institution
- a student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college

**Military**
- a student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years proceeding enrollment.
- a student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States, the Texas National Guard, or service as a member of a reserve component of the armed forces of the United States

**Non-degree-seeking**
An institution may exempt a non-degree-seeking or non-certificate-seeking student.

**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 our admissions representative for further details.

**Online Students**
To apply for admission to online courses an online application must be completed. The online application is found on the university’s student Web portal at the following address: http://apply.national.edu/. Registration for online courses is also accomplished by accessing the university’s student Web portal at: https://mycampus.national.edu/.

**Instructions for Applying for Admission**
To apply for admission, an application for admission form must be completed and mailed or personally delivered to an admissions representative or the director of admissions. Application materials may be obtained and arrangements may be made for visiting the university through the admissions office. The address and phone numbers for each campus are listed on pages 7 - 12 of this catalog.
The application for admission form must be submitted along with a $25 application fee. If the applicant is not accepted, the application fee is refunded. Early application is to the student's advantage if university housing (Rapid City location), financial aid, and/or part-time employment are desired.

**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/regulatory 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.

**Academic Success Appraisal**
The purposes of the academic success appraisal are:
1. to encourage academic success and degree completion.
2. to identify existing knowledge and skills in both sentence skills and mathematics.
3. to provide students with feedback about their basic skills.
4. to aid in appropriate course placement in English or mathematics and advise the student if pre-college studies are needed.
5. to recommend a course of study in which the student may reasonably expect to achieve academic success.

As an open-enrollment institution, NAU requires all degree-seeking 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 Intermediate Algebra or College Algebra and/or College Composition (”C” grade or above) and has submitted a copy of a college transcript as documentation.
2. A student has successfully completed the CLEP English Composition with Essay, Freshman 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.

**Assessment Philosophy**
National American University provides career education to students of diverse backgrounds, interests and abilities. The university is committed to building a learning partnership with students by creating a challenging and effective educational environment. In order to achieve its mission, the university community recognizes the importance of the following:

1. Developing strategic and operational plans that are consistent with the stated mission, which promote quality academic and institutional support services and encourage excellent teaching and effective learning.

2. Designing new academic programs and support services after appropriate research and planning have been completed so that quality is "built in" to any design.
3. Identifying important indicators for academic programs and student services which can be used to measure the quality of services provided within and across university departments.
4. Reassuring these important indicators in a systematic and continuous manner with peer group analysis of resultant data to determine whether areas for improvement are present.
5. Implementing recommended actions, when indicated, and continuing to measure these areas until improvement can be documented.
6. Incorporating the findings from this improvement process into future strategic budget and operational plans.

Consistent with this philosophy, every student at National American University shall participate in periodic assessment of student learning as a requirement for graduation in order for the university to measure and improve student learning outcomes and student services. A variety of academic and institutional assessment methods is used and may include examinations, competency checklists, portfolio assignments, or survey participation.

**Finances**
Students who are out-of-state residents pay the same tuition, fees and residence hall charges 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, fees and residence hall charges are subject to change without notice. Drafts and checks should be made payable to National American University.

**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, or a permanent resident of, or a refugee in the United States of America.

**Admission Requirements**
International student applicants who wish to study in the National American University undergraduate program at a campus in the United States must:

1. complete and submit an International Student Application for Admission (See [http://www.national.edu/International%20Students/is-undergrad.html](http://www.national.edu/International%20Students/is-undergrad.html));
2. pay a one-time, non-refundable application fee of $45 US at the time of application (The fee requirement may be waived for students from higher education institutions with which National American University has an affiliation agreement);
3. 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 previous secondary education institutions attended (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 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

c. an original General Educational Development (GED) examination report demonstrating passing marks for the overall examination.

4. 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 as deemed appropriate by National American University; or

5. 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 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 participate in an international student orientation during the first week of each quarter. Students will receive information about academic and cultural issues, as well as an orientation to the campus and the local area.

Experiencing American Culture
National American University’s curriculum includes SO1800 – Community Volunteer Practicum, a social science elective course that allows students to work as volunteers in non-profit organizations. The course also offers international students the opportunity to be immersed into the American culture and to share their culture with community organizations.

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

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 office of career services at each campus assists students and graduates with employment or enhanced employment. Interaction with employers and alumni, participation in professional development classes, 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.

Each career services office prepares and reports statistical information on employment of graduates. This information is available to students, prospective students and others.

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/careerservices.

**Part-time Employment**

The career services office will assist students who want part-time employment, on or off campus, while attending the university. The career services staff works regularly with area business firms to help secure jobs for National American University students seeking part-time positions.

**Student Development**

The university sponsors a variety of programs that foster student growth and improvement and also facilitate various aspects of student and career development. National American University’s concept of a career includes not only productive employment, but also quality lifestyles, with enhancement of both as a goal.

**Student 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.

**Academic Services**

National American University campuses have a number of programs intended to assist students in gaining the optimum benefit from their academic experience. Included in these programs are the following: the Strategies for Success course, the student tutoring program, and academic success appraisals. 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 and counseling 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.

**Learning Resource Center**

National American University’s Learning Resource Center (LRC) 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. Each campus has traditional hard copy resources including books, journals, magazines, newspapers and publications that support all the academic programs. Along with traditional resources, the students, faculty and staff at each campus have access to the National American University online catalog. E-books are also available through Net Library. Electronic searchable full-text databases available include, Proquest Direct, EbscoHost, Infotrac, FirstSearch, NetAdvantage and Westlaw. All campus students have access to public libraries as well as support from local university and college libraries in their region.

**Student Groups/Organizations**

Student groups on National American University campuses have been organized for specific functions or on the basis of a common interest or goal. Student groups may include student government, student advisory councils, or other campus student organizations that exist on the basis of ethnic, recreational, athletic or academic interests.

**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.

**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 (eight 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.
Grievance
Written policies and procedures of National American University describe processes through which students may question or contest most institutional determinations. There are specific descriptions related to privacy, harassment, conduct, grades, drugs and alcohol, and other campus concerns and conditions. Due process is integral to university procedures; students are encouraged to voice their concerns and to interact productively with the university in the administration of policies that relate to them or to the well-being of other students.

Student problems or issues may be appealed through a formalized grievance policy and procedure document. Grievances can be pursued by obtaining information and printed material from a university academic dean or campus executive officer.

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 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.

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.

Policy on Student 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:

Mr. Jerry Joy, System Vice President for Student Services and ADA Coordinator
5301 South Highway 16, Suite 200
Rapid City, SD 57701
(605) 394-4821

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 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
ing the institution disclose any information from students' educational
institutions in which students seek to enroll. Persons or organizations
personnel within the institution or officials of other institutions
in access to student records.

At its discretion, the institution may provide student directory
in accordance with the provisions of the Act to
the following: name, local and permanent addresses, local and permanent telephone numbers, e-mail address, date
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
in which the student is enrolled. Requests for non-
disclosure will be honored by the university until removed by
the student. Please note that such withholding requests are
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 Welfare
National American University, through its policies, procedures
and student life programs, attempts to build a positive
institutional climate and minimize the effects of conditions or
situations on campus or off campus that might reduce student
effectiveness.

As a private institution, National American University has
greater control of campus conditions, for maximizing
educational outcomes and building an effective collegiate
environment.

In Rapid City, on-campus housing and food service are part of
the effort to meet student needs. Details regarding the residence
hall are covered in the residence hall handbook and the
application-agreement form.

Financial Aid
Financial aid and student participation in federal, state, local and
private assistance programs are very important aspects of
National American University's effort to assist students at all
locations. Almost every National American University student
at every location utilizes some form of assistance in meeting the
financial requirements of higher education. The university's
financial aid staff is skilled and up-to-date in understanding and
providing assistance to students who wish to apply for various
scholarships, grants and loan programs.

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
student services personnel.

Student Relations
Because National American University, at each of its campus
locations, is a relatively small institution, it enjoys and
encourages the interaction of students, not only with each other
but with the members of the faculty and professional staff. As a
small private university, a family-type interaction with almost
everyone in the campus community is possible and encouraged.
The university promotes student and staff involvement in
university and community affairs in a service context and in a
professional way. The university also interacts positively,
supportively, and cooperatively with student families by
assisting in student progress toward graduation and employment.

Alumni
Graduates of National American University become members of
the National American University Alumni Association.
A recent initiative has been undertaken to enhance
communication by way of newsletters and other means, and 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 on the
National American University Web site at
http://www.national.edu/alumni/alumni.html
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 advance 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
Application Fee (applies up to one year from the original scheduled start date) - $25
International Application Fee - $45
Graduate Application Fee - $45
Student Accident and Sickness Insurance Plan (optional) (Inquire for coverage and rates.)
Matriculation Fee (paid once) - $50
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
Residence Hall Deposit (Rapid City only) - $100
Portfolio Fee (per credit hour) - $50
Technology Fee (All on-campus students excluding Colorado Springs, Denver and 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.

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

Residence Hall Room Charge
(Rapid City Campus only)
All students residing in the residence hall are required to purchase a meal plan.

Per Quarter Charge
Multiple occupancy (2-person room) - $725
Single occupancy (2-person room) - $1,269
Multiple occupancy (4-person room [3 or 4]) - $725
Special occupancy (4-person room [2]) - $1,156
Junior/Senior - $725

Per Quarter Food Service Charge
66-meal plan (based on an average of six meals per week) - $455 (restrictions apply)
132-meal plan (based on an average of 12 meals per week) - $789
165-meal plan (based on an average of 15 meals per week) - $909
187-meal plan (based on an average of 17 meals per week) - $979

Additional meals may be purchased, see Financial Services for rates.

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 (pages 4 – 5).

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 in order 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 with the exception of students enrolled in programs in the state of Minnesota. The Minnesota refund policy is found below. 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% 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% of the term will have tuition and fees prorated based on the last day of attendance in accordance with the following calculation:

\[
\text{Percent of Reduction} = \frac{\text{Number of days from scheduled start of term through student’s last day of attendance}}{\text{Number of days in scheduled term}}
\]

\[
\text{Percent of term completed} = \frac{\text{Number of days from scheduled start of term through student’s last day of attendance}}{\text{Number of days in scheduled term}}
\]

Greater than first week but less than or equal to 75% of the scheduled contact hours - daily proration.*
Greater than 75% of the scheduled contact hours - No refund. An additional 25% of tuition and fees not to exceed $100 will be assessed against each prorated 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

NAU will not negotiate the sale of any promissory instrument to a third party agency prior to the student’s completion of 50% of the course.

**Residence Hall (Rapid City)**

During the quarter, should a student withdraw from the university and leave the residence hall, a pro rata refund will be applied throughout the quarter. The date that the student officially checks out of the residence hall will determine the basis for the pro rata refund. (Refer to the guidelines set forth in the residence hall application agreement form.)

**Food Service (Rapid City)**

Food service refunds are prorated throughout the quarter. The refund is based on the last day the service was utilized. The university will make full refund of any amount paid by the student for a quarter during which the student has not taken any meals under this contract, provided the student notifies the university five (5) days prior to the beginning of the quarter.

**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 aid 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 2008-09 academic year range from $400 to $4,731.)

**Federal Supplemental Education Opportunity Grants (FSEOG)**

The FSEOG program is designed to assist students with exceptional financial need. First priority is given to Pell Grant recipients. National American University FSEOG awards range from $400 to $800 per quarter. Amounts are limited and early application is important. This is available only to undergraduate students.
Federal Work-Study Program (FWS)
The Federal Work-Study Program (FWS) provides jobs for undergraduate and graduate students with 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 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 for both undergraduate and graduate students with exceptional financial need. The annual maximum for each award year of undergraduate study is $4,000. The annual maximum for each award year of graduate study is $6,000. The aggregate loan limits are $40,000 for a graduate student (including any Federal Perkins Loan borrowed as an undergraduate), $20,000 for a student who has successfully completed two years of an undergraduate program leading to a bachelor’s degree. For degree/diploma programs that are two years or less in length, borrowers are eligible for an aggregate maximum of $8,000. Students in a program of four years or longer who have not achieved third-year status are also limited to an aggregate of $8,000. Repayment of Perkins Loans for first-time 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 aid office. Funds are limited, therefore early application is important.

Federal Family Educational Loan (FFEL) Programs
Loans made through these programs are referred to as FFEL Loans. Private lenders provide funds that are guaranteed by the federal government. FFEL Loans include subsidized and unsubsidized FFEL Stafford Loan, FFEL PLUS Loans. Students repay these loans to the bank or private lender that provided them.

Federal Stafford Loan Program
The Federal Stafford Loan program is a low-interest loan. Undergraduate students may borrow up to $3,500 for their first year of study, $4,500 for their second year, and $5,500 for their third, fourth, and fifth years of study. Graduate students may borrow up to $8,500 per year. Repayment begins six months after the student graduates, withdraws or drops below half-time attendance. The interest rate on a Stafford loan is a fixed rate of 6.8%.

Unsubsidized Federal Stafford Loan
The Unsubsidized Federal Stafford Loan Program provides a low interest loan. For a dependent undergraduate student, the annual and aggregate loan limits for Unsubsidized Federal Stafford Loans are the same as the annual and aggregate Subsidized Federal Loan limits, less the amount of any Subsidized Federal Stafford Loan received by the student. For an independent undergraduate and graduate student the loan limits are the applicable annual and aggregate Unsubsidized Federal Stafford Loan limits, less the amount of any Subsidized Federal Stafford Loan received by the student. The primary difference between the Subsidized and Unsubsidized Federal Stafford Loan is that the government does not at any time pay any interest for the student in the unsubsidized program.

ANNUAL LIMITS FOR SUBSIDIZED AND UNSUBSIDIZED FEDERAL STAFFORD LOANS

<table>
<thead>
<tr>
<th></th>
<th>Dependent Student</th>
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<tbody>
<tr>
<td>1st Year</td>
<td>$3,500</td>
<td>$7,500 (only $3,500 of this amount may be in subsidized loans)</td>
</tr>
<tr>
<td>2nd Year</td>
<td>$4,500</td>
<td>$8,500 (only $3,500 of this amount may be in subsidized loans)</td>
</tr>
<tr>
<td>3rd Year</td>
<td>$5,500</td>
<td>$10,500 (only $5,500 of this amount may be in subsidized loans)</td>
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<tr>
<td>Aggregate limits for Stafford Loans</td>
<td>$23,000</td>
<td>$46,000 (only $23,000 of this amount may be in subsidized loans)</td>
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Graduate Student
Up to $20,500 may be awarded each academic year (only $8,500 of this amount may be in subsidized loans).

Graduate Student Aggregate Limit
$138,500 as a graduate or professional student (only $65,500 of this amount may be in subsidized loans). The graduate debt limit includes Stafford Loans received for undergraduate study.

Federal Parent Loan for Undergraduate Students (PLUS)
Federal PLUS loans are for parents to borrow to help pay for their child's education. The Federal PLUS loan provides additional funds for education expenses. Federal PLUS loans enable parents with good credit histories to borrow for each child who is enrolled at least half time and is a dependent student. The annual loan limit is the student's cost of education minus any estimated financial aid received.

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

Scholarships
The following sites are free scholarship searches:
www.2-eac-easci.org
www.careersandcolleges.com/cnc/login.do
www.collegenet.com/mach25
www.scholarships.com
www.fastweb.com

Nursing scholarship site
www.nursingscholarship.us

In the reference section of the university library and in the financial aid 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, Box 5046, Sioux Falls, SD, 57117, 1-800-827-1000 or contact your local county veterans service office for more information.
Select Reserve. Obtain notice of basic eligibility from your National Guard or Reserve Component unit.

Other State and Federal Programs
Benefits may be available through such government programs as Job Training Partnership Act (JTPA), 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 Air Force Tuition Assistance Program or Army Tuition Assistance Program.

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, plagiarism and cheating on assignments, tests or projects, or assisting someone else in these actions. Student dishonesty is considered in the context of classroom conduct and faculty member standards and/or the university’s policy on student conduct and behavior.

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 harmoniously 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.

The most common forms of academic dishonesty include:

**Cheating:**
1. Submitting material that is not the student’s as part of his/her course performance, such as copying from another student’s exam or allowing a student to copy from the student’s exam.
2. Using information or devices that are not allowed by the faculty, such as using formulas or data from a computer program, or using unauthorized materials for a take-home exam.
3. Obtaining and using unauthorized materials such as a copy of an exam before it is given.
4. Fabricating information, such as data for a lab report.
5. Violating specific procedures prescribed to protect the integrity of an assignment, test or other evaluation.
6. Collaborating inappropriately with others on assignments without the faculty member’s consent or knowledge.
7. Cooperating with or helping another student cheat.
8. Other forms of dishonest behavior, such as having another person take an exam.
9. Altering exam answers and requesting that an exam be re-graded.
10. Communicating with any person during an exam other than the faculty member or the exam proctor.

**Plagiarism:**
1. Directly quoting the words of others without using quotation marks or indented format to identify them, consistent with the university’s approved style guidelines.
2. Using sources of information (published or unpublished) without identifying the sources.
3. Paraphrasing materials or ideas of others without identifying the sources.

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 entrusts 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.

Sanctions/Appeals
A first suspected act of dishonesty must result in a failing grade for the test, assignment or project. A faculty member will submit written notification of the academic dishonesty incident to the campus academic dean. The academic dean will determine if this act of dishonesty is the first one identified at the university, or whether the student has a prior documented incident on file. The academic dean will forward a copy of this notification to the student and the registrar’s office. If the
student believes the identification of academic dishonesty is not appropriate, the student may request a hearing before a Grade Review Committee.

If a second suspected act occurs at the university, regardless of the course or campus, the sanction will be a failing grade for the course. The faculty member will submit written notification of the second incident of academic dishonesty to the campus academic dean. A copy of this notification will be sent to the student and the registrar’s office. If the student believes the identification of academic dishonesty is not appropriate, the student may request a hearing before a Grade Review Committee.

A third act of academic dishonesty on the part of a particular student will prompt review by the Student Conduct Committee. The faculty member will submit written notification of the third incident of academic dishonesty to the campus academic dean. A copy of this notification will be sent to the student, the registrar’s office and the system vice president for academic operations and learner services to forward to the Student Conduct Committee. The notification to the Student Conduct Committee may result in an investigation and disciplinary sanctions.

An academically dishonest act may also be so flagrant and/or far-reaching as to result immediately in a Student Conduct Committee investigation and sanctions without the steps listed above. These acts are to be reported to the system vice president for academic operations and learner services, who will notify the Student Conduct Committee. Disciplinary sanctions brought about by the Student Conduct Committee can lead to suspension or dismissal.

In the instance that a student wishes to appeal a Student Conduct Committee decision, the university’s Student Conduct Committee Procedures describes the appeal process.

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 specific grade for the exempted course.

Attendance Philosophy
The university’s philosophy on attendance supports its mission of career education. The university creates an educational environment that is responsive to both the career interests and educational objectives of its students and to 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 two consecutive weeks of classes without contacting the instructor, he/she may be administratively dropped from the course. Faculty are encouraged to establish appropriate attendance standards, including grade adjustments. Each faculty member's standards for attendance and procedures for make-up work are stated in the course syllabus.

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
The block transfer policy (General Education Equivalency) applies to all bachelor’s degree programs with the exception of the following degree programs: B.S in athletic training, and B.S. in nursing. All transfer course work must be college-level (1000 level or above).

Transfer credit may be granted for general education courses successfully completed at another accredited institution, if National American University determines that such courses substantially fulfill the learning objectives of, or qualify as a substitution for, the following general education courses: EN1300 Composition II, EN2100 Speech or EN2150 Interpersonal Professional Communication, MA2050 College Algebra, CS1500 Strategies for Success and CI1150 Introduction to CIS. Block transfer does not apply to students attending Minnesota campuses. If students were eligible for block transfer on enrollment, a subsequent change of degree program request will initiate the re-evaluation 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 at least 30 semester credit hours or 45 quarter credit hours of general education courses (no more than one computer course can be counted in the calculation) meet all of National American University’s general education requirements for the bachelor’s degrees that are eligible for block transfer.

Students who have earned an Associate of Arts (A.A.), Associate of Science (A.S.), Associate of Applied Science (A.A.S.), Associate of General Studies degree or a technical Bachelor of Applied Science degree from an accredited institution will be eligible for block transfer in the university’s Bachelor of Applied Management degree program.

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. 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.

Change of Program
Students are limited to active enrollment in only two programs at the same time. 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 that will meet 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 or 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.

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 "Nontraditional Credit."

Commencement
Formal commencement exercises are conducted annually following the spring quarter. Online students are encouraged to attend commencement exercises at any one of the university’s campuses.

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

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 math 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.

Acceptance of Dual-Credit Courses
National American University will accept in transfer all dual-credits earned at accredited colleges or universities based on comparability of subject matter, applicability of the credit earned to the student’s program and providing the student earned a final grade of “C” or better.

Enrollment Dates and Quarter System
National American University is on a four-quarter calendar schedule. These quarters are generally 11 weeks in length. New students may begin classes at the start of any of the four quarters.

The instructional methods employed by National American University include classroom lecture, instructor-led discussion, and a variety of interactive learning strategies. Laboratory courses are identified in the program listings and course descriptions.

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. A clinical credit hour for students enrolled in the A.S. Nursing degree program is based upon 30 hours of clinical experience per quarter. An externship/internship credit hour is based upon a minimum of 30 hours per quarter of on-the-job work experience.

Examination for College Credit
Standardized Tests
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 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.

Computer-based CLEP exam administration is available at some NAU campuses. 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.

**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.

**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 or 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).

**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. 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.
- **W** - Withdrawal. The student voluntarily withdrew from the course or was dropped from the course by the end of the last week of regular classes and prior to final exams week of the term. 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 granted from National American University upon recommendation of the president and faculty when a student has completed all academic requirements for the 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.
3. Each professional course in the paralegal studies, healthcare management and athletic training programs 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 registrar.
6. Students must make written application for graduation with the registrar's office two quarters prior to their anticipated graduation date.
7. Students 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, medical assisting, medical administrative assistant, medical staff services management, pharmacy technician, and veterinary technology programs must be completed with a minimum "C" grade.
   In the nursing program, a minimum “C” course grade is required for progression in all nursing (NS) courses. A minimum “C” course grade is required for all other courses.
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. (Non-traditional 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 registrar.
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 mid-term.
6. The student must satisfy all financial obligations with the university.
7. 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.
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 therapeutic massage diploma program must be completed with a “C” grade.
   In the nursing program, a minimum “C” course grade is required for progression in all nursing (NS) courses. A minimum “C” course grade is required for all other courses.
3. 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.
4. The FINAL 27 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 27 credits, the other institution must be accredited and prior written approval must be obtained from the registrar.
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 mid-term.
6. The student must satisfy all financial obligations with the university.
7. 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.
8. In all diploma programs, a minimum of 48-quarter hours of credit is required however, specific program requirements may vary.

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 or course in the Therapeutic Massage program curriculum 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 dismissal from the university (NAU students) or termination of employment (NAU employees).

**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 do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities with 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;
3. using NAU’s network to gain unauthorized access into any computer system;
4. illegal copying of software protected by U.S. copyright law (may also result in civil damages and criminal penalties);
5. using e-mail to threaten or harass others;
6. using the university’s network to access pornography or obscene material and sites displaying the same;
7. activities for the purpose of personal or commercial financial gain including chain letters, solicitation of business or services, sales of personal property, etc;
8. storing, processing or displaying racially offensive, gender offensive or obscene material;
9. using another individual’s account or identity to send or receive e-mail;
10. viewing, damaging or deleting other users’ files or communications without appropriate authorization;
11. posting materials on electronic bulletin boards, which violate existing laws, regulations or National American University policies or codes of conduct;
12. theft, misuse or abuse of computing or networking resources;
13. posting of National American University confidential materials, records, policies or procedures or transmitting the same to unauthorized personnel;
14. sharing of passwords with others.

**Vandalism**

Vandalism is defined as intentional or negligent damage to computer equipment, software and systems of the university or harming or destroying data of another user, Internet, or other networks. It includes, but is not limited to, the intentional uploading or creation of computer viruses. Vandalism will result in the cancellation of privileges and may result in suspension from the university (NAU students) or termination of employment (NAU employees).

**Nontraditional Credit**

A student may obtain up to 50% of the required credit hours toward graduation from nontraditional methods including: a) experiential learning/portfolio credit awarded by National American University, b) evaluated corporate training certificates, and c) non-transcripted military training. Letter grades are not assigned to nontraditional credit awarded by NAU and are generally not transferable to another institution. Residency requirements are not satisfied through nontraditional credit.

**Experiential Learning/Portfolio Credit**

Students possessing college-level knowledge and skills resulting from their learning experiences through their trade, business, profession or community involvement are encouraged to apply for portfolio credit. Students are required to write a separate portfolio for each college course for which they are requesting credit. The courses may be National American University courses or courses from other regionally accredited higher education institutions. A $50 per credit hour portfolio fee is charged for each portfolio.

Credit is granted on the student’s permanent record as portfolio credit. Interested students should contact their academic dean to
secure a copy of the portfolio guidelines and for assistance in matching their life experiences with college courses.

**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 learning 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**
Transcribed 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.

**Prerequisites**
Some courses require successful completion of other specified courses prior to enrollment to help ensure student success. However, in individual appropriate circumstances, these prerequisite courses may be waived by the academic dean.

**Registration/Preregistration**
Beginning dates for specific terms are listed in the university calendar. Registrations are permitted within the first week of a regular quarter for all students and the first week of the eight-week interim term for new students only. Any subsequent changes in a student's registration (including class periods and adding or dropping courses) must be completed on a change of registration form and approved by the student's advisor or the academic dean.

Students registered in a given term are encouraged to pre-register for the following quarter. There are advantages to doing so, including a greater selection of courses.

**Repeating Courses**
Any course may be repeated regardless of the letter grade earned. When a course is repeated, the higher grade will be used in computation of the grade point average and the other grade, while remaining on the transcript, will not be computed in the grade point average.

**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 office of 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 case that is considered by the Commissioner or the Commissioner’s designee.

If NAU has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it will first contact the sending institution and attempt to resolve the problem. In the event the two institutions
are unable to come to a satisfactory resolution, NAU may notify the Commissioner, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

Source Note: the provisions of this are from the Texas Administrative Code, section 4.27 adopted to be effective May 27, 2003, 28 TexReg 4109. Chapter 4, Subchapter B – Transfer of Credit, Core Curriculum and Field of Study Curricula.

Service Members Opportunity Colleges
National American University has been designated as an institutional member of Service Members Opportunity Colleges (SOC). As an SOC member, National American University has committed itself to easing the transfer of relevant course credits providing flexible academic residency requirement of no more than 25% of the total credit hours required for graduation, and credits for learning from appropriate military training and experiences.

Student 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 should 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 Academic Dean</td>
</tr>
<tr>
<td>23-27</td>
<td>3.0</td>
<td>Advisor Academic Dean</td>
</tr>
</tbody>
</table>

Student Re-entry Policy
Students who re-enter the university after more than three consecutive quarters of absence will be required to enter the university under new program requirements.

An exception to this requirement will be made if the student has four or fewer courses left in his or her program, the re-entry is within two years, and the university still offers the program. If the program is a limited enrollment program, the student will be re-admitted on a space available basis. Students who leave the university due to military deployment may request special re-admittance 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 reenrollment is conditioned upon a successful appeal with the committee.

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.

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.

Military—Air Force
Community College of the Air Force (CCAF) provides transcripts to students with training completed from November 9, 1972, to present for a small handling fee. Active duty personnel or personnel in the Air National Guard or Air Force Reserve may obtain transcripts, as follows:
1. Visit an education services counselor, career and education manager, or training technician to request an official transcript.
2. Send a written request to the following address, using Air Force Form 2099 Request for Community College of the Air Force Transcript.
   CCAF/DFRS
   130 W. Maxwell Blvd
   Maxwell AFB AL 36112-6613
3. Contact Credentials Inc. by telephone at 1-800-646-1858 or 1-847-446-1027, or through their Web site at http://www.degreeschk.com

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 obtain transcripts, as follows:
1. Request online at http://aarts.army.mil
2. Send a written request to the following address:
   AARTS Operation Center
   415 McPherson Ave
   Fort Leavenworth KS 66027-1373
   Fax: (913)684-2011 or DSN 552-2011
   E-mail: aarts@aarts.army.mil

Military—Navy/Marine
Sailor/Marine ACE Registry Transcript (SMART) provides transcripts from 1975 forward. Transcripts may be obtained, as follows:
1. Request online: https://smart.cnet.navy.mil
2. Contact the Navy College Center at 1-877-253-7122 or send an e-mail to NCCC@CNET.NAVY.mil
3. Send a written request to the following address:
   Navy College Center
   VOLED Detachment, Code N27
   Center for Personal Development
   6490 Saufley Field Road
   Pensacola, FL 32509-1282
   Fax: 1-850-452-1281
   Toll-free telephone: 1-877-253-7122

Military—U.S. Coast Guard
Transcripts may be obtained, as follows:
1. Print the request found at
   http://www.uscg.mil/hq/cgi/forms.html
2. Send the completed request to the following address:
   Commanding Officer (ve)
   USCG Institute
   5900 SW 64th Street, Room 228
   Oklahoma City, OK 73169-6999

Transfer of Credit
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. Because much of the course work at National American University is of a technical nature, transfer is typically restricted to that which has been completed within a recent time period. Consideration will be given for exceptions to this policy.

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.

Transferring students may believe that their academic achievement in certain subjects qualifies them for advanced placement. Upon review of their academic transcripts, certain prerequisites may be waived, and other course work may be substituted.

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 reading, writing, math and basic computer.

Eligibility requirements are as follows:
1. Low income and/or first generation (neither parent has a 4-year degree)
2. Discharged after January 31, 1955
3. 181 days of active duty in the U.S. military
4. Anything other than dishonorable discharge

Services available include:
1. Academic refresher courses
2. Tutoring and study skills
3. Career exploration
4. Preparation for college

5. Educational, career and cultural field trips
6. Academic advising and assistance
7. Assistance for completion of financial aid and scholarship applications
8. Referral to veterans support agencies and 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 or toll free at 1-888-559-9622.

Satisfactory Academic Progress Policy
General
All National American University students including on-campus and online students must make satisfactory academic progress toward their educational objective. Satisfactory academic progress is measured qualitatively and quantitatively, and measurements include cumulative results during periods when Title IV aid was and was not received.

1. Qualitative Progress
   a. The student must maintain a specified cumulative grade point average (CGPA) consistent with the university’s graduation requirements.
   b. For a given number of credit hours attempted plus transfer credits hours, the minimum CGPAs according to the number of credits required for the program are listed in the National American University Satisfactory Academic Progress Table in this catalog.
   c. Satisfactory (S), Unsatisfactory (U), Incomplete (I), and Withdrawal (W) grades are not used in calculating the CGPA.
   d. When a course is repeated, the highest grade achieved will be used in calculating the CGPA.
   e. The CGPA requirements listed in the National American University Satisfactory Academic Progress Table apply to full-time and part-time students.
   f. Transfer credits accepted by National American University are not used in the calculation of the student's National American University CGPA, but are added to the number of credit hours attempted when locating the minimum CGPA on the National American University Satisfactory Academic Progress Tables. For example: A student completing a bachelor’s degree of 184 credit hours with 60 transfer credits and 20 credits earned must have a CGPA of 1.28 or better. This will ensure the student has a 2.0 or better CGPA by the end of his/her maximum time frame.

2. Quantitative Progress
   a. The student must also successfully complete 67% of all credit hours attempted at National American University. Transfer credits are not used in the calculation of the successful completion rate. For example, 24 credit hours earned/36 credit hours attempted = 67%.
b. The grades of A, B, C, D and S indicate successful completion. Credit is awarded. The grades of F, I, W, and U indicate a lack of successful completion. No credit is awarded.

c. The student must complete his/her academic program within the maximum specified time. At National American University the maximum time frame is 1.5 times the standard program length for students making normal academic progress.

(i) For example, a student completing a bachelor’s degree of 184 credit hours may attempt 276 credit hours to complete that degree. (184 credit hours x 1.5 = 276 credit hours).

(ii) A student completing an associate degree of 91 credit hours may attempt 136.5 credit hours to complete that degree. (91 credit hours x 1.5 = 136.5 credit hours).

(iii) A transfer student at National American University must complete his/her program of study within 1.5 times the number of credit hours to be completed at National American University. For example: A student completing a bachelor’s degree of 184 credit hours and transferring in 60 credit hours may attempt 186 credit hours to complete that degree. [(184 credit hours - 60 transfer credit hours) x 1.5 = 186 credit hours].

Satisfactory Academic Progress Standards

Satisfactory Academic Progress Standards are administered by the Academic Standards Committee, which is composed of administrative staff and faculty as applicable. Actions taken by the Academic Standards Committee affect not only the student’s academic status, but also his/her financial aid eligibility.

Satisfactory academic progress for all students including on-campus and online students will be evaluated when the student has attempted 12 or more credit hours and incrementally every academic quarter the student attends thereafter. Each student’s status will be evaluated only once per quarter. To graduate, students must successfully complete the required number of program credit hours and have a CGPA of 2.0 or higher at the end of their academic program.

Satisfactory Academic Progress Status

A student’s satisfactory academic progress status applies for all NAU campuses. This status remains their status even during periods of non-enrollment. The Satisfactory Academic Progress Policy sets forth the following academic and financial aid status definitions:

1. **Good Standing Status**—In general this means the following:
   a. The student has successfully completed a minimum of 67% of the credit hours attempted.
   b. The student has a (CGPA) equal to or greater than the "minimum CGPA" value listed in the National American University Satisfactory Academic Progress Table on page 34. (For example, if a student has attempted 85 to 96 credit hours with no transfer credit hours in a 184 hour program, the student’s CGPA must be 1.33 or higher.)
   c. The student has not exceeded his/her maximum time frame.

2. **Probation Status**—Students who fall below the minimum CGPA listed in the National American University Satisfactory Academic Progress Table for the hours they have attempted or who fail to successfully complete 67% of the credit hours attempted will be in probation status.

   Students placed in this status will be given one quarter to correct the deficiency. At the end of the probation status quarter, students who correct the deficiency will be returned to good standing status. Students who do not correct the deficiency will be placed in suspension status. Students on probation status are normally held to a 12-quarter hour maximum enrollment. Financial aid will be disbursed to eligible students in this status.

3. **Suspension Status**—Students who do not return to good standing after one quarter of attendance following their assignment of probation status will be placed in suspension status. A suspended student may not enroll following the assignment of the suspension status or receive federal or NAU financial aid. Students in suspension status stay in suspension status until they have a successful appeal, no matter how many quarters of non-enrollment have passed. See Appeals for specifics regarding appeals.

4. **Provisional Readmission Status**—A suspended student is eligible for provisional readmission after the one-quarter suspension period and a successful appeal if:
   a. the student meets the readmission stipulations as set by the Academic Standards Committee; and
   b. it is evident that the student can progress toward a successful completion of the educational objective.

   Federal financial aid will not be disbursed to students who are in provisional readmission status.

5. **Maximum Time Frame Status**—Students who have exceeded the maximum time frame in their program will not be eligible for further federal financial aid disbursements.

**Notification**

Students who are placed on or removed from probation status, suspension status, provisional readmission status, or who have exceeded the maximum time frame will receive a notification letter stating their academic and financial aid status.

**Appeals**

Students may appeal their suspension status to the Academic Standards Committee. Appeals are made to the campus the student intends to enroll at; no matter what NAU campus the student has previously attended. Appeals will be in writing and will be considered on a case-by-case basis and must be submitted to the Academic Standards Committee no later than the last day of the first week of the quarter for which the student wishes to enroll. For specific details on the appeals process and the Appeal for Reinstatement from Suspension Form, please see an academic dean.

Students in suspension status, **after one quarter of non-enrollment**, may appeal to re-enter NAU on a provisional readmission status.

Students in suspension status with extenuating circumstances may appeal their suspension status without one quarter of non-enrollment or anytime thereafter to a probation or provisional readmission status. Extenuating circumstances can be, but are not limited to; incomplete grades that are now completed, medical conditions, and death in the immediate family.

**Reinstatement of Financial Aid Eligibility**

Students who have lost eligibility for financial aid as a result of satisfactory academic progress deficiency can be reinstated by improving their status according to the standards of satisfactory
academic progress, or with extenuating circumstances through the appeals process. (See Appeals)

**Minnesota State Grant Program**

Once a student becomes a junior (80 earned credits or more in a bachelor's degree), they must have a 2.0 CGPA to continue to receive a Minnesota State Grant. This is stricter than the CGPA requirement for federal aid.

Students who have earned 80 credits or more in a bachelor’s degree and have a CGPA of less than 2.0 are not eligible for the Minnesota State Grant. Eligibility may be regained by improving the CGPA to a 2.0 or above.

**Transfer of Credit**

Transfer credits, those earned at an accredited college, vocational school, or university, with the grade of “C” or equivalent, exempt the student from having to repeat courses already successfully completed at those other institutions. Grades received from credits that are transferred are not computed into the CGPA earned for credits taken at National American University or in the successful completion rate. Transfer credits are used to locate the minimum CGPA on the National American University Satisfactory Academic Progress Tables and in calculating the maximum time frame.

All students entering National American University begin in good standing and are evaluated at the end of each quarter of their performance at National American University.
<table>
<thead>
<tr>
<th>Credit Hours Required for Degree Program</th>
<th>Minimum Cumulative Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>41-60</td>
<td>0-12  1.00</td>
</tr>
</tbody>
</table>
National American University Distance Learning Program

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 Web page at www.national.edu/distance. Students may request additional information at that site or contact the Department of Distance Learning at 1-800-209-0182 or e-mail info@national.edu.

Instructions for Applying for Admission

The regular admission procedure requires that students:

1. Apply for admission online. The application can be found at www.national.edu/distance.
2. Submit the $25 application fee.

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. Pay a one-time, non-refundable application fee of $25 at the time of application. The fee may be waived for students from higher education institutions with which National American University has an affiliation agreement.
3. 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. 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.
4. 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.
requires that students carefully review and submit a Statement of 

a National American University degree program. Additional documentation in support of an applicant’s candidacy may be requested as deemed necessary by National American University, Form I-20 will be issued to eligible students. 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.

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 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).

Self-Directed Learner/Accountability Statement

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. The prevailing international application fee will be waived for students who have previously been accepted to a National American University degree program.


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/Accountability Statement

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.

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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.
Academics

Through the online campus, students are able to attend college courses at places and times that are convenient to them. Course enrollments are limited and may consist of learners from around the world. Students and faculty members interact with each other in a virtual campus environment.

Students may connect to the online campus 24 hours a day, seven days a week to upload work completed off-line or download materials that have been updated since the student’s last connect time. Additionally, students and faculty may communicate in real-time.

Online learning requires a high level of commitment and motivation from both faculty and students. Students must be committed to:

1. read the assigned material;
2. participate three to five times per week with class members and the instructor; and
3. complete quizzes, tests, case studies and other written assignments.

This commitment equates to approximately eight to 12 hours per week, per class.

Individuals interested in participating in online courses must have access to an Internet connection via an ISP (Internet Service Provider), a computer, e-mail software, word processing software, and an Internet browser.

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.

Attendance

Attendance is taken each week in the online classes. Students are counted as present if they successfully log into each course within the WebCT system.

Regular attendance and participation in online classes is critical to each student’s academic success. Failure to attend and participate in class in a consistent fashion will not only affect a student’s academic performance, but may also result in:

1. academic warning,
2. academic withdrawal,
3. administrative withdrawal, and/or
4. financial aid complications.

Attendance in an electronic distance learning course can be verified through the student’s access to the secured host site. As a result, the student’s last date of attendance 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 in class in a consistent fashion will jeopardize their academic standing.

Test Proctoring

To help ensure the academic integrity of the examination process at NAU, each online student is required to locate a test proctor, a verified, neutral, third person or NAU campus, that will administer certain formal examinations in the student’s online courses. Such examinations are sent directly to the student’s proctor, who forwards all completed examinations to the appropriate faculty member(s) and to the distance learning campus via an electronic fax system. Therefore, proctors must have access to a non-public fax machine. The distance learning campus supplies a course-specific, toll-free fax number for each proctored exam.
**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.

**Program Goals**
The broad intellectual foundation offered through the General Education Core Curriculum prepares graduates to meet university learning outcomes by encouraging them to:

1. develop a general knowledge of the humanities, science, mathematics, and social and behavioral sciences in order to understand the world and its cultures.
2. apply the skills of inquiry and analysis, quantitative literacy, problem solving and critical thinking.
3. communicate effectively through writing, speaking, reading, and listening.
4. employ computer skills and information literacy.
5. work cooperatively with and lead others to evaluate a situation and institute priorities for solving a problem or accomplishing a task.
6. demonstrate the knowledge and skills necessary to pursue excellence in professional, social and cultural roles in an increasingly diverse and interdependent society.
7. initiate, adapt to, and adopt innovation and change.
8. develop and practice ethical behaviors and values.
9. demonstrate the capacity and motivation for life-long learning.

The General Education Core Curriculum is an integrated collection of courses required of all students that provides a common base of knowledge – a general education – in addition to the knowledge and skills acquired in the student’s major field. Students graduating from degree programs at National American University must complete the GECC, which in most instances comprises approximately one-third of a degree program. Students are responsible for working closely with their academic advisors to ensure that individual program requirements are met.

**General Education Core Bachelor of Science Degree**

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**Total Credits – 66**

**General Education Core Associate of Applied Science Degree**

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| CS1500 Strategies for Success |
| CS2080 Career Management       |

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**Total Credits – 39**
Academic Programs

Accounting

Allied Health
Medical Administrative Assistant
Medical Assisting
Medical Staff Services Management
Pharmacy Technician
Therapeutic Massage

Arts and Sciences
General Education Studies

Athletic Training

Business
Applied Management
Business Administration
Business Administration emphasis Accounting
Business Administration emphasis Financial Management
Business Administration emphasis Hospitality Management (Affiliate Institutions)
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 Tourism Management (Affiliate Institutions)
Healthcare Management

Information Technology
Information Technology
Information Technology emphasis Internet Systems Development
Information Technology emphasis Management Information Systems
Information Technology emphasis Network Administration/Microsoft
Information Technology emphasis Network Management/Microsoft

Legal Studies
Business Administration emphasis Pre-Law
Paralegal Studies

Organizational Leadership

Veterinary Technology
Veterinary Technology
Veterinary Assisting Diploma

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

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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.

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

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

> Pending state approval in Kansas, Minnesota and Missouri


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

Pending state approval in Kansas, Minnesota and Missouri.
Accounting

Bachelor of Science Degree

According to the Bureau of Labor Statistics (2006-07), most jobs in the field of accounting are held by individuals holding a bachelor’s degree in accounting. Individuals who attain professional certification may have even greater opportunities. Economic growth and recent corporate scandals have increased the demand for well-qualified accounting graduates. The employment of accountants and auditors is expected to grow faster than the general employment average rate.

Given these trends, National American University offers a bachelor’s degree in accounting that focuses on providing graduates with the fundamental competencies necessary to enter this growth profession. Course work focuses on the skills necessary to successfully pass the Certified Public Accountant (CPA) exam. Many states also require additional education requirements beyond the bachelor’s degree for certification as a CPA. This degree program can be combined with additional undergraduate course work or the Master of Business Administration program to satisfy most state requirements.

Program Goals

The program will:

• create a caring and supportive learning environment that promotes academic excellence and student achievement through the use of a performance-based curriculum while being responsive to the individual needs of the student.
• promote the importance of professional development and lifelong learning for students.
• provide students with opportunities to develop a deeper understanding of the issues and challenges presented by a dynamic and rapidly evolving global business environment.
• cultivate a greater awareness of and sensitivity to cultural diversity, social responsibility, and ethical decision-making in students.
• provide faculty and staff an opportunity for professional growth and development.
• provide excellent customer service for all constituencies.
• optimize operational effectiveness through a continuous quality-improvement process.

Student Learning Outcomes

Graduates of the program will:

• demonstrate an ability to utilize generally accepted accounting principles and managerial/cost accounting practices.
• utilize critical thinking skills to analyze practical accounting problems and financial statements consistent with real world situations.
• demonstrate proficiency in both written and oral communication.
• adhere to ethical guidelines governing the conduct of accountants.
• efficiently utilize current technology in accounting activities and analysis.
• recognize the value of lifelong learning and the importance of participating in professional organizations.
• integrate international operations into the accounting process.
• demonstrate an ability to utilize taxation regulations and auditing practices.
• be prepared for employment responsibilities and certification testing.

Accounting

Bachelor of Science Degree

189 Credits

Offered at Albuquerque, Bloomington, Brooklyn Center, Colorado Springs, Denver, Ellsworth, Independence, Rapid City, Rio Rancho, Roseville, Sioux Falls, and Watertown. This program is also offered through NAU’s distance learning program.

Accounting Major Core

(A minimum of 40.5 of the following 61.5 credits must be earned at NAU.)

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<td>AC3050</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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### Electives

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### GENERAL EDUCATION CORE (66)

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

#### COMMUNICATIONS

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**BEHAVIORAL/SOCIAL SCIENCE**

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

#### COMMUNICATIONS

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**GENERAL EDUCATION**

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#### COMPUTER LITERACY

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<td>Introduction to CIS or CI Elective</td>
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~AC3150, AC3300, AC3450, AC4250

**CAPSTONE COURSE – Senior level, minimum “C” grade required**

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

**Students who are planning to take the CPA Exam in Colorado or New Mexico should consider taking CPA Review courses as their electives or in their future studies. Students who are planning to take the CMA Exam should take FN3010 Business Finance II as one of their electives.**

*Or placement recommendation

---

**Residents of the state of Texas**

▲ must take HI2050 – American History Since 1877 and SO2200 – US Government

>> must take a general education elective in place of CS1500 - Strategies for Success

## Block transfer is not available to these students
Residents of the state of Minnesota or students attending any Minnesota campus must take at least four courses at the 3000+ level in EN, FL, HI, HU, MA, PS, SC or SO. Block transfer is not available to these students.

Graduation Requirements: A minimum of 2.0 GPA is required overall and in Accounting Major Core. See "Graduation Requirements" section of 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 non-profit 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:

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• integrate international operations into the accounting process.

Accounting
Associate of Applied Science Degree
93 Credits

Offered at Albuquerque, Bloomington, Brooklyn Center, Colorado Springs, Denver, Ellsworth, Independence, Rapid City, Roseville, Sioux Falls, and Watertown.
This program is also offered through NAU’s distance learning program.

<table>
<thead>
<tr>
<th>Accounting Major Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC1060 Principles of Accounting I</td>
<td>AC1060</td>
<td>4.5</td>
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<tr>
<td>AC1160 Principles of Accounting II</td>
<td>AC1060</td>
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<tr>
<td>AC1260 Principles of Accounting III</td>
<td>AC1160</td>
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<tr>
<td>AC2050 Accounting Software Applications</td>
<td>AC1160/C1150/EN1300</td>
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<tr>
<td>AC3050 Intermediate Accounting I</td>
<td>AC1160</td>
<td>4.5</td>
</tr>
<tr>
<td>AC3100 Intermediate Accounting II</td>
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<td>AC1160/MA1500</td>
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<tr>
<td>LA3100 Business Law</td>
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<tr>
<td>MG1050 Principles of Marketing</td>
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<tr>
<td>MT2050 Principles of Management</td>
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### Business/Accounting/CI Electives

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<thead>
<tr>
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<tbody>
<tr>
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<td>4.5</td>
</tr>
<tr>
<td>EN1300 Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or Speech or</td>
<td></td>
</tr>
<tr>
<td>EN2150 Interpersonal Professional Communications</td>
<td>4.5</td>
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</table>

### Communications

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EN1150 Composition I</td>
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<tr>
<td>EN1300 Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or Speech or</td>
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### Science

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Science Elective</td>
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### Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MA Algebra Elective</td>
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### Humanities/Behavioral/Social Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<td>Humanities/Behavioral/Social Science Elective</td>
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### General Education

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<tr>
<th>Course</th>
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<tr>
<td>CS1500 Strategies for Success</td>
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<tr>
<td>CS2080 Career Management Advisor approval</td>
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### Computer Literacy

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

### Graduation Requirements

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

### Allied Health

- **Medical Administrative Assistant**
- **Medical Assisting**
- **Medical Staff Services Management**
- **Pharmacy Technician**
- **Therapeutic Massage**

### 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.

The medical administrative assistant program utilizes a combination of lecture and laboratory sessions to address both administrative and general topics, as well as an externship following completion of other required course work. Students in the program must complete all professional courses in the curriculum with a minimum "C" grade.

### Program Goals

- develop the student’s entry-level competence in performing administrative functions as required of medical administrative specialists.
• encourage students to project a positive attitude, and show initiative and responsibility.
• expose the student to holistic healthcare philosophy, cultural differences, and practices to respond to the needs and expectations of patients, physicians and employers.
• develop communication skills necessary to provide patient care and work effectively as a healthcare team member.
• engage learners in the process of developing professional ethics as they apply to the medical administrative assistant profession.
• encourage student membership and involvement in professional organizations and provide them with a thorough understanding of the importance of certification and continuing education.

Student Learning Outcomes
Graduates of the program will:
• demonstrate entry-level skills, knowledge and behavior competence in content and administrative functions procedures, including medical records management, healthcare coding, office accounting, and transcription.
• apply customer service concepts and principles in providing quality care.
• identify various community resources.
• recognize and respond to communication, gathering data, providing documentation, and implementing quality care.
• articulate fundamental principles, regulations, and statutes for performing within legal and ethical boundaries.
• recognize the importance of obtaining credentials, membership in professional organizations, and continuing education.

Medical Administrative Assistant
Associate of Applied Science Degree
102 Credits

Offered at Albuquerque, Bloomington, Brooklyn Center, Colorado Springs, Denver, and Roseville.

Medical Administrative Assisting Major Core
(A minimum of 22 of the following 41 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ME1100*</td>
<td>Introduction to Medical Assisting</td>
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<tr>
<td>ME1150*</td>
<td>Medical Terminology</td>
<td></td>
<td>4</td>
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<tr>
<td>ME1240*</td>
<td>First Aid and Safety ##</td>
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<tr>
<td>ME1750*</td>
<td>Medical Transcription ##</td>
<td>CI1500/ME1150</td>
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<tr>
<td>ME2211*</td>
<td>Human Pharmacology</td>
<td>SC11221</td>
<td>4</td>
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<tr>
<td>ME2250*</td>
<td>Medical Law and Ethics</td>
<td>ME1100/EN1300</td>
<td>4</td>
</tr>
<tr>
<td>ME2260*</td>
<td>Medical Record Management</td>
<td>ME1100</td>
<td>4</td>
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<tr>
<td>ME2510*</td>
<td>Essentials of Pathophysiology I</td>
<td>ME1150/SC1221</td>
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<tr>
<td>ME2520*</td>
<td>Essentials of Pathophysiology II</td>
<td>ME2510</td>
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<tr>
<td>ME2600*</td>
<td>Healthcare Coding I</td>
<td>ME1150/SC1332</td>
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<td>ME2610*</td>
<td>Healthcare Coding II</td>
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<tr>
<td>ME2620*</td>
<td>Medical Office Procedures w/Software Applications</td>
<td>CI1500/ME1100</td>
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</table>

Support Core
MT2050     Principles of Management                  4.5
OF1010     Office Accounting                           4

GENERAL EDUCATION CORE (45)
Not available for block transfer

COMMUNICATIONS
EN1150     Composition I                              4.5
EN1300     Composition II                              4.5
EN2100 or Speech or
EN2150     Interpersonal Prof. Communications          EN1150 4.5
                                                        13.5

SCIENCE
SC1221*    Essentials of Anatomy & Physiology w/Lab    6

MATHEMATICS
Algebra Elective^                                   4.5
                                                        4.5

HUMANITIES
Humanities Elective                                  4.5
                                                        4.5

BEHAVIORAL/SOCIAL SCIENCE
PS3300/MG3310 Customer Service Relations             4.5
                                                        4.5
The Medical Administrative Assisting Core and science courses are scheduled for the full required contact hours.

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

**Students attending any Minnesota campus**

# must take this course at the Bloomington or Roseville campus

^ must take MA2050 College Algebra

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

**Medical Assisting**

**Associate of Applied Science Degree**

The medical assistant performs administrative and clinical duties in a physician's office or other outpatient care settings within the scope of specific training and state law and in accordance with assignments by a physician.

Administrative duties may include patient scheduling, receptionist duties, medical record management, medical transcription, office correspondence, medical insurance procedures, and office accounts, fees and collections.

Clinical duties may include interviewing patients, taking vital signs, preparing patients for examination, assisting the physician during the exam, performing routine laboratory testing, sterilizing instruments and equipment, and administering medications. A medical assistant with sufficient training and experience may become responsible for office management.

The medical assisting program utilizes a combination of lecture and laboratory sessions, as well as an externship following completion of other required course work. Students are required to obtain a Hepatitis B vaccination prior to enrolling in the clinical science lab and laboratory techniques courses. In addition, they must complete a physical examination and tuberculosis testing prior to the externship.

The curriculum includes courses in administrative, clinical, and laboratory skills in order to provide graduates with the entry-level competencies required of medical assistants. Students in the program must complete all professional courses in the curriculum with a minimum "C" grade. Upon successful completion of CAAHEP accredited programs, each student must meet the formal training requirement to be eligible to take the national certification examination to become a certified medical assistant (CMA).

**Program Goals**

The program will:

- develop the student’s entry-level competence in performing administrative and clinical functions as required of medical assistants.
- encourage students to project a positive attitude, and show initiative and responsibility.
- expose the student to holistic healthcare philosophy, cultural differences, and practices to respond to the needs and expectations of patients, physicians and employers.
- develop communication skills necessary to provide patient care and work effectively as a healthcare team member.
- engage learners in the process of developing professional ethics as they apply to the medical assisting profession, including knowledge of the Medical Assisting Code of Ethics.
- encourage student membership and involvement in professional organizations and provide them with a thorough understanding of the importance of certification and continuing education.

**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 customer service concepts and principles in providing quality care.
- explain office policies, instruct patients according to their needs, and identify various community resources.
- recognize and respond to written, verbal and nonverbal communication concepts and principles in gathering assessment data, providing documentation, and implementing quality care.
• articulate fundamental principles, regulations and statutes for performing within legal and ethical boundaries.
• recognize the importance of becoming a certified medical assistant, membership in professional organizations, and continuing education.

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

Offered at Albuquerque, Bloomington, Brooklyn Center, Colorado Springs, Denver, Independence, Overland Park, Roseville, Sioux Falls, and Zona Rosa.

<table>
<thead>
<tr>
<th>Medical Assisting Major Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>(A minimum of 28 of the following 55 credits must be earned at NAU.)</td>
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<tr>
<td>ME1100* Introduction to Medical Assisting</td>
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<tr>
<td>ME1150* Medical Terminology</td>
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<tr>
<td>ME1240* First Aid and Safety ##</td>
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<tr>
<td>ME2130* Clinical Science Lab I ##</td>
<td>SC1221</td>
<td>2</td>
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<tr>
<td>ME2140* Clinical Science Lab II ##</td>
<td>ME2130</td>
<td>2</td>
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<tr>
<td>ME2150* Clinical Science Lab III ##</td>
<td>ME2140</td>
<td>2</td>
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<tr>
<td>ME2211* Human Pharmacology</td>
<td>SC1221</td>
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<tr>
<td>ME2250* Medical Law and Ethics</td>
<td>ME1100/EN1300</td>
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<tr>
<td>ME2260 Medical Record Management</td>
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<tr>
<td>ME2400* Laboratory Techniques I ##</td>
<td>SC1221</td>
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<tr>
<td>ME2410* Laboratory Techniques II ##</td>
<td>ME2400</td>
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<tr>
<td>ME2510* Essentials of Pathophysiology I</td>
<td>ME1150/SC1221</td>
<td>3</td>
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<tr>
<td>ME2520* Essentials of Pathophysiology II</td>
<td>ME2510</td>
<td>3</td>
</tr>
<tr>
<td>ME2600* Healthcare Coding I</td>
<td>ME1150/SC1221</td>
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<tr>
<td>ME2620* Medical Office Procedures w/Software Applications</td>
<td>CI1500/ME1100</td>
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<td>ME3000* Medical Assisting Exam Review</td>
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<tr>
<td>ME3310 Medical Assisting Externship</td>
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**GENERAL EDUCATION CORE (45)**

Not available for block transfer

<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>
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<td>4.5</td>
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<td>EN2100 or Speech or</td>
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<tr>
<td>EN2150 Interpersonal Prof. Communications</td>
<td>EN1150</td>
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</table>

**SCIENCE**

SC1221* Essentials of Anatomy and Physiology w/Lab | 6 |

**MATHEMATICS**

Algebra Elective* | 4.5 |

**HUMANITIES**

Humanities Elective | 4.5 |

**BEHAVIORAL/SOCIAL SCIENCE**

PS2000 Human Growth and Development | 4.5 |

**GENERAL EDUCATION**

CS1500 Strategies for Success | 4.5 |

CS2080 Career Management | Advisor approval | 3 |

**COMPUTER LITERACY**

CI1150 Introduction to CIS | 4.5 |

The Medical Assisting Core and science courses are scheduled for the full required contact hours.  
*Professional course (Minimum of "C" grade required)
Students attending any Minnesota campus
## must take this course at the Bloomington or Roseville campus
^ must take MA2050 College Algebra

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

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 on-line 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:
• provide students with an overview of medical staff services administration, accreditation and regulatory compliance, management of credentialing processes, privileging, risk management, medical staff law, medical terminology, peer review, and information management.
• develop students’ knowledge and skills in project management, critical thinking, problem-solving, and current technology required in the credentialing process.
• involve students in teamwork and leadership development through participation in classroom and online activities.
• prepare graduates to continue their education at the bachelor’s and graduate levels.

Student Learning Outcomes
Graduates of the program will:
• demonstrate a general knowledge of medical staff organization, medical staff management requirements, and quality and peer review assessment requirements.
• demonstrate a general knowledge of medical staff law, accreditation and regulatory standards, and compliance.
• initiate and complete the credentialing and recredentialing process for medical staff and allied health professionals.
• develop and maintain a database management program for medical staff services activities.
• communicate effectively in order to provide administrative support to medical staff leaders.
• provide documentation of department and committee activities, as required by accreditation standards, medical staff bylaws, medical staff policies, federal and state regulations, and risk management and legal requirements.
• recognize the importance of lifelong learning through participation in continuing education activities and involvement in professional memberships and organizations.

Medical Staff Services Management
Associate of Applied Science Degree
98.5 Credits

The blended delivery format is offered at Albuquerque, Bloomington**, Brooklyn Center**, Colorado Springs, Denver, Independence**, Overland Park**, Rapid City, Rio Rancho, Roseville**, Sioux Falls, Watertown, and Zona Rosa** and requires students to complete most of the Medical Staff Services Management Major Core through NAU’s distance learning program. (**> Pending state approval in Kansas, Minnesota and Missouri.) This program is also offered through NAU’s distance learning program.

<table>
<thead>
<tr>
<th>Medical Staff Services Management Major Core (A minimum of 24 of the following 40 credits must be earned at NAU, excluding internship.)</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>HA3010D* Introduction to U.S. Healthcare Delivery</td>
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<td>4</td>
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<tr>
<td>HA3110D* Quality Improvement and Risk Management</td>
<td>HA3110D</td>
<td>4</td>
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<tr>
<td>HA4050D* Healthcare Law</td>
<td>HA3010D/EN1300</td>
<td>4</td>
</tr>
<tr>
<td>ME1150D* Medical Terminology</td>
<td></td>
<td>4</td>
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<tr>
<td>ME1181D* Medical Staff Services Management I</td>
<td></td>
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<tr>
<td>ME2182D* Medical Staff Services Management II</td>
<td>ME1181D</td>
<td>4</td>
</tr>
<tr>
<td>ME2183D* Medical Staff Services Management III</td>
<td>ME2182D</td>
<td>4</td>
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<td>ME2510D* Essentials of Pathophysiology I</td>
<td>ME1150/SC1221 or SC1222D</td>
<td>3</td>
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<tr>
<td>ME2520D* Essentials of Pathophysiology II</td>
<td>ME2510D</td>
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<tr>
<td>ME3330D Medical Staff Services Externship</td>
<td>ME2183D/Instructor approval</td>
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40
Support Core
CI2100 Database for Windows CI1150  4.5
MT2050 Principles of Management  4.5

GENERAL EDUCATION CORE (49.5)
Not available for block transfer
COMMUNICATIONS
EN1150 Composition I  4.5
EN1300 Composition II EN1150  4.5
EN2100 or Speech or
EN2150 Interpersonal Prof. Communications  4.5

SCIENCE
SC1221 or Essentials of Anatomy and Physiology w/Lab  6
SC1222D or Essentials of Anatomy and Physiology  6

MATHEMATICS
Algebra Elective^  4.5

HUMANITIES
Humanities Elective  4.5

BEHAVIORAL/SOCIAL SCIENCE
PS1050 Introduction to Psychology  4.5
PS2100 Human Relations  4.5

GENERAL EDUCATION
CS1500 Strategies for Success  4.5
CS2080 Career Management Advisor approval  3

COMPUTER LITERACY
CI1150 Introduction to CIS  4.5

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

Residents of the state of Minnesota or students attending any Minnesota campus
^ must take MA2050 College Algebra

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

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 (A.A.S.) 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 A.A.S. 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 that integrate the fundamental skills, knowledge and practice of a pharmacy technician.
• provide an overview of healthcare reimbursement systems, legal principles, information technology, and basic accounting practices to operate in a managerial position.
• prepare students to collaborate successfully with healthcare professionals to meet the various needs of consumers in a multicultural society.
• encourage active participation in continuing education activities and professional pharmacy organizations.
• individualize student clinical experiences in a variety of real world settings through cooperative alliances with local retail, compounding, hospital, institutional, and home care pharmacy settings.
• measure key student learning outcomes continuously to identify and implement opportunities for improvement.

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
97.5 credits

Offered at Bloomington, Brooklyn Center, Colorado Springs, Denver, Roseville, Sioux Falls, and Zona Rosa.

<table>
<thead>
<tr>
<th>PHARMACY TECHNICIAN MAJOR CORE</th>
<th>Prerequisite</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>RX1000* Introduction to Pharmacy #</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>RX1100* Pharmacy Calculations #</td>
<td>MA0900&gt;</td>
<td>4</td>
</tr>
<tr>
<td>RX1210* Drug Therapeutics I #</td>
<td>RX1000/SC1221</td>
<td>4</td>
</tr>
<tr>
<td>RX1220* Drug Therapeutics II #</td>
<td>RX1210/EN1300</td>
<td>4</td>
</tr>
<tr>
<td>RX2110* Pharmacy Operations #</td>
<td>RX1000</td>
<td>4</td>
</tr>
<tr>
<td>RX2210* Pharmaceutical Patient Care #</td>
<td>RX1000</td>
<td>2</td>
</tr>
<tr>
<td>RX2310* Community Pharmacy Lab #</td>
<td>RX1100</td>
<td>2</td>
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<tr>
<td>RX2410* Preparing for the Pharmacy Profession #</td>
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<tr>
<td>RX2510* Infusion Pharmacy Lab ~</td>
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<td>RX3110 Infusion Externship #</td>
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<td>RX3120 Community or Outpatient Externship #</td>
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SUPPORT CORE

| ME1150* Medical Terminology |                  | 4            |
| ME1240* First Aid & Safety # |                 | 1            |
| ME2510* Essentials of Pathophysiology I | ME1150/SC1221 | 3            |
| ME2520* Essentials of Pathophysiology II | ME2510 | 3            |
|                                 |                  | 11           |

GENERAL EDUCATION CORE (49.5)

Not available for block transfer

COMMUNICATIONS

| EN1150 Composition I |                  | 4.5          |
| EN1300 Composition II | EN1150          | 4.5          |
| EN2100 or Speech or | EN1150          |              |
| EN2150 Interpersonal Professional Communications | EN1150 | 4.5          |
|                                 |                  | 13.5         |
### SCIENCE

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<tr>
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<tr>
<td>SC1221*</td>
<td>Essentials of Anatomy &amp; Physiology w/Lab</td>
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### MATHEMATICS

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### HUMANITIES

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### BEHAVIORAL/SOCIAL SCIENCE

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<tr>
<td>PS1050</td>
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<tr>
<td>PS3300/ MG3310</td>
<td>Customer Service Relations</td>
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### GENERAL EDUCATION

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<tr>
<td>CS1500</td>
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<tr>
<td>CS2080</td>
<td>Career Management</td>
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### COMPUTER LITERACY

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<tr>
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<tr>
<td>CI1150</td>
<td>Introduction to CIS</td>
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</table>

The Pharmacy Technician Core and science courses are scheduled for the full required contact hours.

~ Keyboard familiarity

* Professional course (minimum “C” grade required)

> or Academic Success Appraisal passing score

Students attending any Minnesota campus

# must take this course at the Roseville or Bloomington campus

^ must take MA2050 College Algebra

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

### 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 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.

Program Goals
The program will:

- prepare students to sit for the National Certification Exam for Therapeutic Massage and Bodywork by ensuring that they meet the standards for certification and have mastered the competencies outlined by the Commission on Massage Therapy Accreditation.
- provide students with essential knowledge and skills that integrate a range of therapeutic approaches required for working with special populations.
- provide students with a variety of massage internship experiences to choose from through cooperative alliances with local health clubs/fitness centers, corporate wellness programs, salons & spas, privately owned massage businesses, chiropractors, physical therapists, and hospitals.
- assist students in becoming professionals who stand for high personal and professional ethical standards and contribute to the development of the therapeutic massage profession.
- prepare professionals who value education and recognize the importance of lifelong learning through participating in professional research, continuing education activities, and involvement in professional memberships and organizations.
- measure key student learning outcomes and utilize the data for the ongoing enrichment of the program.
- prepare the therapeutic massage instructors and independent business owners of the future.
- qualify graduates to pursue higher education in related areas of study.

Student Learning Outcomes
Graduates of the program will:

- design an effective massage and bodywork session.
- combine massage and bodywork techniques for therapeutic benefit.
- create a self-care strategy.
- advocate successful and ethical therapeutic relationships with clients.
- summarize strategies for success as an employee, independent contractor, or small business owner.
- recommend strategies to participate in professional activities and pursue personal/professional development.
- construct a comprehensive business plan.
- refine massage and bodywork techniques for therapeutic benefit.

### Therapeutic Massage

**Associate of Applied Science Degree**

**97 Credits**

Offered at Bloomington, Brooklyn Center, Overland Park, Roseville, and Sioux Falls.

<table>
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<tr>
<th>Therapeutic Massage Major Core</th>
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<tr>
<td>TH1020* Ethics and Personal Growth</td>
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<tr>
<td>TH1030* Fundamentals of Massage Therapy</td>
<td></td>
<td>2</td>
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<tr>
<td>TH1040* Massage Standards &amp; Business Practice</td>
<td></td>
<td>2</td>
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<tr>
<td>TH1050* Fundamentals of Massage Therapy Lab #</td>
<td></td>
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<tr>
<td>TH1060* Therapeutic Massage Lab #</td>
<td>TH1050</td>
<td>2</td>
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<tr>
<td>TH1070* Ethics and Personal Growth Lab</td>
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<td>TH2020* Specialty Massage Techniques #</td>
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<td>TH2060* Neuromuscular Techniques #</td>
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<td>TH3010 Massage Internship (1)</td>
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**24**

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<td>ME2211* Human Pharmacology</td>
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<td>ME2510* Essentials of Pathophysiology I</td>
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<td>EN1300</td>
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<td>EN2100 or</td>
<td>Speech or</td>
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<tr>
<td>EN2150</td>
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<td>Essentials of Anatomy &amp; Physiology w/Lab</td>
<td>6</td>
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<td>SC2050*</td>
<td>Clinical Kinesiology</td>
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<td>SC2060*</td>
<td>Palpation of Anatomy</td>
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<td>CS2080</td>
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<td>PS1050</td>
<td>Introduction to Psychology</td>
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<td>^</td>
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<td>PS1050*</td>
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<td>Career Management</td>
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<td>Strategies for Success</td>
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<td>CS2080</td>
<td>Career Management</td>
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<td>CS1500</td>
<td>Strategies for Success</td>
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<td>CS2080</td>
<td>Career Management</td>
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</tr>
<tr>
<td>Computer Literacy</td>
<td>Introduction to CIS or CI Elective</td>
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</tbody>
</table>

The TH courses, Therapeutic Massage Support Courses and science courses are scheduled for the full required contact hours.

*Professional course (minimum “C” grade required).
(1)Program coordinator approval
(2)Word processing recommended

Students attending any Minnesota campus

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

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

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.

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**Therapeutic Massage Program Goals**
The program will:
- prepare students to sit for the National Certification Exam for Therapeutic Massage and Bodywork by ensuring that they meet the standards for certification and have mastered the competencies outlined by the Commission on Massage Therapy Accreditation.
- provide students with essential knowledge and skills that integrate a range of therapeutic approaches required for working with special populations.
- provide students with a variety of massage internship experiences to choose from through cooperative alliances with local health clubs/fitness centers, corporate wellness programs, salons & spas, privately owned massage businesses, chiropractors, physical therapists, and hospitals.
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- prepare professionals who value education and recognize the importance of lifelong learning through participating in professional research, continuing education activities, and involvement in professional memberships and organizations.
- measure key student learning outcomes and utilize the data for the ongoing enrichment of the program.

**Student Learning Outcomes**
Graduates of the program will:
- design an effective massage and bodywork session.
- combine massage and bodywork techniques for therapeutic benefit.
- create a self-care strategy.
- advocate successful and ethical therapeutic relationships with clients.
- summarize strategies for success as an employee, independent contractor, or small business owner.
- recommend strategies to participate in professional activities and pursue personal/professional development.

---

**Therapeutic Massage Diploma**
**52 Credits**

Offered at Bloomington, Brooklyn Center, Overland Park, and Roseville.

**Therapeutic Massage Major Core**
*(All 18 credits must be earned at NAU.)*

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<tr>
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<td>Massage Standards &amp; Business Practice</td>
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<td>Therapeutic Massage Lab #</td>
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<td>TH1070*</td>
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**Support Core**

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<td>First Aid and Safety #</td>
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<td>ME2510*</td>
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**GENERAL EDUCATION CORE (26)**

**COMMUNICATIONS**

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**SCIENCE**

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<tr>
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<td>SC2050*</td>
<td>Clinical Kinesiology</td>
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55
**BEHAVIORAL/SOCIAL SCIENCE**
PS1050  Introduction to Psychology  4.5

**GENERAL EDUCATION**
CS2080  Career Management  Advisor approval  3

* Professional course (minimum "C" grade required)
All courses are scheduled for the full required contact hours.

**Students attending any Minnesota campus**

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

**Arts and Sciences**

**General Education Studies**

The division of arts and sciences offers a degree in general education studies as well as general education courses for all majors. The general education core focuses on broad knowledge in subjects including communication, the humanities, natural science, mathematics, and the social sciences.

**General Education Studies**

**Associate of Science Degree**
The Associate of Science Degree in General Education Studies offers an opportunity for those students who have not declared a career goal. Upon completion of this degree, the student may apply most of the course work toward a four-year degree at National American University. The number of credits applicable toward the four-year degree will depend on the program selected.

**Program Goals**
The program will:
- develop a general knowledge of the humanities, science, mathematics, and social and behavioral sciences in order to understand the world and its cultures.
- apply the skills of inquiry and analysis, quantitative literacy, problem solving and critical thinking.
- communicate effectively through writing, speaking, reading, and listening.
- employ computer skills and information literacy.
- work cooperatively with and lead others to evaluate a situation and institute priorities for solving a problem or accomplishing a task.
- demonstrate the knowledge and skills necessary to pursue excellence in professional, social and cultural roles in an increasingly diverse and interdependent society.
- initiate, adapt to, and adopt innovation and change.
- develop and practice ethical behaviors and values.
- demonstrate the capacity and motivation for lifelong learning.

**Student Learning Outcomes**
Graduates of the program will:
- utilize both traditional (print) and electronic materials to conduct research.
- demonstrate the ability to write a research paper and business correspondence.
- communicate and listen effectively through informal speeches and formal presentations.
- perform mathematical computations at the intermediate algebra level or above.
- demonstrate basic computer literacy skills.
- utilize critical thinking skills.
- analyze problems individually and as part of a team to determine appropriate solutions.
- prepare for continuing education in an advanced degree program or in a profession.
- examine multiple dimensions of diversity within the global community.
General Education Studies*
Associate of Science Degree
93 Credits

Offered at Albuquerque, Colorado Springs, Denver, Ellsworth, Independence, Rapid City, Rio Rancho, Sioux Falls, Watertown, and Zona Rosa. This program is also offered through NAU’s distance learning program.

*This program is not eligible for Title IV financial aid. Students should visit with their academic advisor to determine what options may be available to them.

General Education Major Core
(A minimum of 18 of the following 27 credits must be earned at NAU.)

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Support Core

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<td>EC2050 Macroeconomics</td>
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Open Electives

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GENERAL EDUCATION CORE (34.5)

COMMUNICATIONS

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<td>EN1300 Composition II</td>
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<td>EN2100 or Speech or Interpersonal Prof. Communications</td>
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SCIENCE

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MATHEMATICS

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GENERAL EDUCATION

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>CS1500 Strategies for Success</td>
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<tr>
<td>CS2080 Career Management</td>
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COMPUTER LITERACY

<table>
<thead>
<tr>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>Introduction to CIS or CI Elective</td>
<td>4.5</td>
</tr>
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<td></td>
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</tbody>
</table>

This program is not available to the residents of Minnesota.

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

Athletic Training

Athletic training is an allied healthcare field specializing in preventing, recognizing, managing, and rehabilitating injuries that result from physical activity. As part of a complete healthcare team, the certified athletic trainer works under the direction of a licensed physician and in cooperation with other healthcare professionals, athletic administrators, coaches and parents. The various work settings that athletic trainers are employed include secondary schools, colleges and universities, professional sports, hospitals, clinics, physician offices, sports medicine clinics, military, law enforcement, industrial, commercial, and performing arts.
Athletic Training Program Admissions

In addition to the university’s admissions requirements and instructions on pages 13 – 15, the following admissions requirements are program specific.

All students are required to obtain a Hepatitis B vaccination prior to clinical affiliation or sign a release form not to receive the vaccination; in addition, they are required to complete a yearly physical examination. Students must also sign the Technical Standards each year. Finally, students must attend annual mandatory bloodborne pathogen training.

Technical Standards for Admission

The Athletic Training Educational Program (ATEP) at National American University is a rigorous and intense program that places specific requirements and demands on the enrolled students. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Educational Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet expectations of the program’s accrediting agency, the Commission on Accreditation of Athletic Training Education (CAATE). In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

Compliance with the program’s technical standards does not guarantee a student’s eligibility for the NATABOC certification examination.

Students in the Athletic Training Educational Program must demonstrate:

1. the mental capacity to assimilate, analyze, synthesize and integrate concepts, and problem solve to formulate assessment and therapeutic judgments, and to be able to distinguish deviations from the norm.
2. sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and material during the assessment and treatment of patients.
3. the ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish a rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
4. the ability to record the physical examination results and a treatment plan clearly and accurately.
5. the capacity to maintain composure and continue to function well during periods of high stress.
6. the perseverance, diligence and commitment to complete the Athletic Training Education Program as outlined and sequenced.
7. flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
8. affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Students in the Athletic Training Educational Program will be required to verify they understand and meet these technical standards or they believe that, with certain accommodations, they can meet the standards. The academic dean will evaluate a student who states he/she could meet the program’s technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states he/she can meet the technical standards with accommodations, then the university will determine whether it agrees that the student can meet the technical standards with reasonable accommodations. This includes a review of whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or institution, including all course work, clinical experiences and internships deemed essential to graduation.

Athletic Training
Bachelor of Science Degree

Athletic training is the allied health care field concerned with the management of health care problems associated with sports participation. Athletic trainers work cooperatively with physicians, coaches, and other allied health professionals to form the sports medicine team. Employment opportunities include medical offices, professional sports teams, university and high school teams, physical therapy clinics, corporation fitness centers, health clubs, senior citizen centers, and city recreational facilities.

This program includes a management core, specialized science courses, and a curriculum-based athletic training core. Upon completion of the program, students have the necessary preparation to take the National Athletic Trainers Association Board of Certification Exam.

Accreditation Status

The Athletic Training Education Program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE) on recommendation of the Joint Review Committee on Educational Programs in Athletic Training (JRC-AT).

Students wishing to enroll in this program must follow the admissions process outlined above.

Students in the program must complete all professional courses in the curriculum with a minimum “C” grade.
**Program Goals**
The program will:

- prepare athletic training students for the National Athletic Trainers Association Board of Certification Exam by seeing that each student meets the standards for certification and is able to master entry-level tasks as defined by the NATA-BOC competencies.
- develop professional athletic trainers that abide by high professional and personal ethical standards, which will contribute in a positive manner to the continued development of the profession of athletic training.
- provide a balanced curriculum in business management, general education, sciences, and athletic training to give the student a thorough knowledge base in the classroom, and prepare the student for a variety of real-world settings.
- develop professionals who value education and recognize the importance of lifelong learning through participating in professional research, continuing education activities, and involvement in professional memberships and organizations.
- provide each student experience in a variety of employment opportunities in athletic training clinicals through cooperative alliances with local clinical, collegiate, and high school settings.
- measure key student learning outcomes continuously and identify and implement opportunities for improvement.
- give each student the opportunity to take and pass the NATA-BOC Examination through mock NATA-BOC Examinations, BOC Self Assessment, and through clinical experiences and education.

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

- demonstrate knowledge of the history and development of athletic training as a career, basic prevention and care of athletic injuries and illnesses, foundations of rehabilitation, strength and conditioning and nutrition.
- explain and manually demonstrate proper taping and wrapping techniques of upper and lower extremities.
- explain and manually demonstrate an athletic injury evaluation of the lower extremity using Subjective, Objective, Assessment and Plan (SOAP).
- explain and manually demonstrate an athletic injury evaluation of the upper extremity using SOAP.
- explain and manually demonstrate an athletic injury evaluation of the head, neck and spine using SOAP.
- demonstrate knowledge in the use of modalities such as ultrasound and muscle stimulation, cold/warm therapy, hydrotherapy, hydrocollator and cold packs, including the indications and contraindications of each.

---

**Athletic Training Bachelor of Science Degree 187 Credits**

Offered at Rapid City.

**Athletic Training Major Core**
(A minimum of 39 of the following 77 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tbody>
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<td>AT1050*</td>
<td>Essentials of Athletic Training</td>
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<tr>
<td>AT1100*</td>
<td>Taping and Bandaging</td>
<td>AT1050</td>
<td>3</td>
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<tr>
<td>AT2050*</td>
<td>Orthopedic Evaluation I</td>
<td>AT1050/AT1100/ME1340</td>
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<td>AT2051*</td>
<td>Orthopedic Evaluation I Lab</td>
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<td>AT2100*</td>
<td>Orthopedic Evaluation II</td>
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<td>AT2101*</td>
<td>Orthopedic Evaluation II Lab</td>
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<td>AT2150*</td>
<td>Orthopedic Evaluation III</td>
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<td>AT2151*</td>
<td>Orthopedic Evaluation III Lab</td>
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<tr>
<td>AT2200*</td>
<td>Pathology of Injury/Illness</td>
<td>ME1340</td>
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<tr>
<td>AT2230*</td>
<td>General Medical Conditions</td>
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<td>Practicum II</td>
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<tr>
<td>AT2400*</td>
<td>Practicum III</td>
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<tr>
<td>AT2500*</td>
<td>Athletic Training Clinical Exp. I</td>
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<td>2</td>
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<td>AT3350*</td>
<td>Practicum V</td>
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<tr>
<td>AT3400*</td>
<td>Practicum VI</td>
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<tr>
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<td>Athletic Training Clinical Exp. II</td>
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<td>AT3550*</td>
<td>Research in Athletic Training</td>
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<td>AT3600*</td>
<td>Strength and Conditioning</td>
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<tr>
<td>AT4050*</td>
<td>Therapeutic Exercise</td>
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<tr>
<td>AT4100*</td>
<td>Therapeutic Modalities</td>
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<td>Sport Nutrition</td>
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<td>AT4350*</td>
<td>Practicum VIII</td>
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<td>AT4500*</td>
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<td>Professional Rescuer</td>
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<td>SC2220*</td>
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<td>SC3400*</td>
<td>Biomechanical Kinesiology</td>
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<tr>
<td>SC3450*</td>
<td>Physiology of Exercise</td>
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**Support Core**

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<td>Accounting for Managers</td>
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<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
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<tr>
<td>ME1150</td>
<td>Medical Terminology</td>
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<tr>
<td>MT2050</td>
<td>Principles of Management</td>
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<td>MT3300</td>
<td>Supervision</td>
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<td>MT4250</td>
<td>Entrepreneurship</td>
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<tr>
<td>PE1350</td>
<td>Wellness</td>
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**GENERAL EDUCATION CORE (78)**

Not available for block transfer

**COMMUNICATIONS**

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<td>Composition II</td>
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<td>EN2100 or</td>
<td>Speech or</td>
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<td>EN2150</td>
<td>Interpersonal Prof. Communications</td>
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<tr>
<td>EN3050</td>
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**SCIENCE**

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<td>SC1055*</td>
<td>Biological Concepts with Lab</td>
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<tr>
<td>SC1232*</td>
<td>Human Anatomy and Physiology I with Lab</td>
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<tr>
<td>SC1332*</td>
<td>Human Anatomy and Physiology II with Lab</td>
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<tr>
<td>SC1354*</td>
<td>General Chemistry and Biochemistry with Lab</td>
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**MATHEMATICS**

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<td>College Algebra</td>
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<td>Business Statistics</td>
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**HUMANITIES**

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**BEHAVIORAL/SOCIAL SCIENCE**

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**GENERAL EDUCATION**

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<td>CS2080</td>
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**COMPUTER LITERACY**

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<th>Course Title</th>
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<tr>
<td>Advisor approval</td>
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</table>

| Introduction to CIS or CI Elective | 4.5 |

* Professional course - must be passed with minimum “C” grade

**CAPSTONE COURSE--Senior level, minimum “C” grade required

^ Or placement recommendation

Graduation Requirements: A minimum of 2.0 GPA is required overall and in Athletic Training Major Core. See "Graduation Requirements" section of catalog for additional requirements
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 applied 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 more than 65 years. All NAU business programs are accredited by the Higher Learning Commission, and the International Assembly for Collegiate Business Education (IACBE).

Applied Management
Bachelor of Science Degree

The program will:

- create a caring and supportive learning environment that promotes academic excellence and student achievement through the use of a performance-based curriculum while being responsive to the individual needs of the student.
- promote the importance of professional development and lifelong learning for students.
- provide students with opportunities to develop a deeper understanding of the issues and challenges presented by a dynamic and rapidly evolving global business environment.
- cultivate a greater awareness of and sensitivity to cultural diversity, social responsibility, and ethical decision-making in students.
- provide faculty and staff an opportunity for professional growth and development.
- provide excellent customer service for all constituencies.
- optimize operational effectiveness through a continuous quality-improvement process.

Student Learning Outcomes

Graduates of the program will:

- demonstrate the ability to apply theory and critical-thinking skills to practical issues and problems that decision-makers in the field of business are likely to face.
- demonstrate proficiency in both written and oral communication skills through research papers, business memos, formal letters, written reports, oral presentations, and classroom discussions.
- utilize approved techniques to effectively analyze and synthesize numerical information with an emphasis in the areas of financial, statistical and quantitative analysis as applied to business.
- reflect appropriate leadership traits and teamwork skills during group activities and collaborative projects conducted and/or initiated by the instructor.
- show proficiency in the use of information technology, and competence with respect to information literacy.
- demonstrate the ability to identify ethical issues in various business situations and articulate a thoughtful position in response to those issues.
- prepare for employment responsibilities and continuing education appropriate to their degree level.
Applied Management  
Bachelor of Science Degree  
186 Credits

Offered at Albuquerque, Austin, Bloomington, Brooklyn Center, Colorado Springs, Denver, Ellsworth, Independence, Rapid City, Rio Rancho, Roseville, Sioux Falls, Watertown, and Zona Rosa. This program is also offered through NAU’s distance learning program.

Applied Management Major Core  
(A minimum of 39 of the following 75 credits must be earned at NAU.)

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<td>AC1160</td>
<td>Principles of Accounting II</td>
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<td>EC2100</td>
<td>Microeconomics</td>
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<td>FN3000</td>
<td>Business Finance I</td>
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<td>MT3050</td>
<td>Human Resource Management</td>
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<td>MT3250</td>
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<td>MT4000+</td>
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<td>MT4200</td>
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<td>MT4300</td>
<td>Management Across Cultures</td>
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<td>MT4440</td>
<td>Business Management Review</td>
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<td>MT4450</td>
<td>Strategic Management**</td>
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Specialty/Technical/Vocational Core (Maximum 45/Minimum 27 credits in one specialty area.)  
If the maximum 45 credits are not met in the specialty core, the difference must be made up by choosing open electives.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<th>Credit Hours</th>
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<tbody>
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GENERAL EDUCATION CORE (66)

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

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SCIENCE

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HUMANITIES

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BEHAVIORAL/SOCIAL SCIENCE

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>EN1150</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or</td>
<td>Speech or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Prof. Communications</td>
<td>EN1150</td>
<td>4.5</td>
</tr>
<tr>
<td>EN3050</td>
<td>Technical Communications</td>
<td>EN1300</td>
<td>4.5</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
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MATHEMATICS

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<th>Credit Hours</th>
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<tbody>
<tr>
<td>MA2050</td>
<td>College Algebra</td>
<td>MA1500^</td>
<td>4.5</td>
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<tr>
<td>MA3000</td>
<td>Business Statistics</td>
<td>MA2050 ^</td>
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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</thead>
<tbody>
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<td></td>
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GENERAL EDUCATION

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<thead>
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<th>Course Name</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>Advisor approval</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
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<th>Course Code</th>
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</thead>
<tbody>
<tr>
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COMPUTER LITERACY

<table>
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<tr>
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<th>Course Name</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Introduction to CIS or CI Elective</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>4.5</td>
</tr>
</tbody>
</table>
**CAPSTONE COURSE – Senior level, minimum “C” grade required**
***AC1160, EC2100, FN3000, LA3100, MA3000, MG1050, MT2050, MT4200
^ Or placement recommendation

<table>
<thead>
<tr>
<th>Residents of the state of Texas or students attending the Austin campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>▲ must take HI2050 – <em>American History Since 1877</em> and SO2200 – <em>US Government</em></td>
</tr>
<tr>
<td>&gt;&gt; must take a general education elective in place of CS1500 - Strategies for Success</td>
</tr>
<tr>
<td>## Block transfer is not available to these students.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residents of the state of Minnesota or students attending any Minnesota campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>must take at least four courses at the 3000+ level in EN, FL, HI, HU, MA, PS, SC or SO</td>
</tr>
<tr>
<td>## Block transfer is not available to these students.</td>
</tr>
</tbody>
</table>

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

**Applied Management**

**Bachelor of Science Degree**
The applied management program is designed for individuals with degrees, diplomas, or certificates in specialty areas, such as merchandising, dental hygiene, electronics, medical assisting, drafting, welding, or other vocational areas.

A minimum of twenty-eight credit hours in one specialty area are required to complete this program. Combined with our sound business and general education courses, this degree prepares the graduate for advancement in management 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.

**Program Goals**
The program will:
- create a caring and supportive learning environment that promotes academic excellence and student achievement through the use of a performance-based curriculum while being responsive to the individual needs of the student.
- promote the importance of professional development and lifelong learning for students.
- provide students with opportunities to develop a deeper understanding of the issues and challenges presented by a dynamic and rapidly evolving global business environment.
- cultivate a greater awareness of and sensitivity to cultural diversity, social responsibility and ethical decision-making in students.
- provide faculty and staff an opportunity for professional growth and development.
- provide excellent customer service for all constituencies.
- optimize operational effectiveness through a continuous quality-improvement process.

**Student Learning Outcomes**
Graduates of the program will:
- demonstrate the ability to apply theory and critical-thinking skills to practical issues and problems that decision-makers in the field of business are likely to face.
- demonstrate proficiency in both written and oral communication skills through research papers, business memos, formal letters, written reports, oral presentations, and classroom discussions.
- utilize approved techniques to effectively analyze and synthesize numerical information with an emphasis in the areas of financial, statistical and quantitative analysis as applied to business.
- reflect appropriate leadership traits and teamwork skills during group activities and collaborative projects conducted and/or initiated by the instructor.
- show proficiency in the use of information technology and competence with respect to information literacy.
- demonstrate the ability to identify ethical issues in various business situations and articulate a thoughtful position in response to those issues.
- prepare for employment responsibilities and continuing education appropriate to their degree level.

**Applied Management**

**Bachelor of Science Degree**

186 Credits

Offered at Overland Park and Wichita.

<table>
<thead>
<tr>
<th>Applied Management Major Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(A minimum of 39 of the following 75 credits must be earned at NAU.)</em></td>
<td></td>
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</tr>
<tr>
<td>AC1060 Principles of Accounting I</td>
<td>AC1060</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1160 Principles of Accounting II</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------------</td>
<td>---------</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>Elective (Exclusive of Internship)</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3050</td>
<td>Human Resource Management</td>
<td></td>
</tr>
<tr>
<td>MT3250</td>
<td>Organizational Behavior</td>
<td></td>
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<tr>
<td>MT4000+</td>
<td>Elective (Exclusive of Internship)</td>
<td>4.5</td>
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<tr>
<td>MT4000</td>
<td>Operations Management</td>
<td></td>
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<tr>
<td>MT4200</td>
<td>Business Ethics</td>
<td></td>
</tr>
<tr>
<td>MT4300</td>
<td>Management Across Cultures</td>
<td></td>
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<tr>
<td>MT4440</td>
<td>Business Management Review</td>
<td></td>
</tr>
<tr>
<td>MT4450</td>
<td>Strategic Management**</td>
<td></td>
</tr>
</tbody>
</table>

**Emphasis Support Core (22.5)**
Must be courses at the 3000+ level coded AC, CI, EC, FN, LA, MG or MT

22.5

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

22.5

**GENERAL EDUCATION CORE (66)**
Not available for block transfer

**COMMUNICATIONS**

- EN1150 Composition I 4.5
- EN1300 Composition II EN1150 4.5
- EN2100 or Speech or
- EN2150 Interpersonal Prof. Communications EN1150 4.5
- EN3050 Technical Communications EN1300 4.5

**SCIENCE**
Science Electives

9

**MATHEMATICS**

- MA2050 College Algebra MA1500^ 4.5
- MA3000 Business Statistics MA2050^ 4.5

9

**HUMANITIES**
Humanities Electives

9

**BEHAVIORAL/SOCIAL SCIENCE**
Behavioral/Social Science Electives

9

**GENERAL EDUCATION**

- CS1500 Strategies for Success 4.5
- CS2080 Career Management Advisor approval 3

15

**COMPUTER LITERACY**
Introduction to CIS or CI Elective

4

**CAPSTONE COURSE – Senior level, minimum “C” grade required**

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

**Or placement recommendation**

*Graduation Requirements: A minimum of 2.0 GPA is required overall and in Management Major Core. See "Graduation Requirements" section of catalog for additional requirements.*
Applied Management
Associate of Applied Science Degree
The Associate of Applied Science degree in Applied 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 are 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.

Program Goals
The program will:
- create a caring and supportive learning environment that promotes academic excellence and student achievement through the use of a performance-based curriculum while being responsive to the individual needs of the student.
- promote the importance of professional development and lifelong learning for students.
- provide students with opportunities to develop a deeper understanding of the issues and challenges presented by a dynamic and rapidly evolving global business environment.
- cultivate a greater awareness of and sensitivity to cultural diversity, social responsibility and ethical decision-making in students.
- provide faculty and staff an opportunity for professional growth and development.
- provide excellent customer service for all constituencies.
- optimize operational effectiveness through a continuous quality-improvement process.

Student Learning Outcomes
Graduates of the program will:
- demonstrate the ability to apply theory and critical-thinking skills to practical issues and problems that decision-makers in the field of business are likely to face.
- demonstrate proficiency in both written and oral communication skills through research papers, business memos, formal letters, written reports, oral presentations, and classroom discussions.
- reflect appropriate leadership traits and teamwork skills during group activities and collaborative projects conducted and/or initiated by the instructor.
- show proficiency in the use of information technology and competence with respect to information literacy.
- demonstrate the ability to identify ethical issues in various business situations and articulate a thoughtful position in response to those issues.
- prepare for employment responsibilities and continuing education appropriate to their degree level.

Offered at Albuquerque, Austin, Bloomington, Brooklyn Center, Colorado Springs, Denver, Ellsworth, Independence, Overland Park, Rapid City, Rio Rancho, Roseville, Sioux Falls, Watertown Wichita, and Zona Rosa. This program is also offered through NAU’s distance learning program.

Management Major Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</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>AC1060 4.5</td>
</tr>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2100</td>
<td>Microeconomics</td>
<td>EC2050 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 27</td>
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Specialty/Technical/Vocational Core (Maximum 27/Minimum 13.5)****
**** If the maximum of 27 credits are not met in the specialty core, the difference must then be made up by choosing business electives.

Business/Accounting/CI Elective Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>EN1150</td>
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</tr>
<tr>
<td>EN1300</td>
<td>EN1150 4.5</td>
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<tr>
<td>EN2100 or Speech or</td>
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GENERAL EDUCATION CORE (39)

<table>
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<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>
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<tr>
<td>EN2100 or Speech or</td>
</tr>
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</table>
EN2150  Interpersonal Prof. Communications  EN1150  4.5  

SCIENCE  
Science Electives  4.5  

MATHEMATICS  
Algebra Elective ^  4.5  

HUMANITIES/BEHAVIORAL/SOCIAL SCIENCE  
Elective  #/~  4.5  

GENERAL EDUCATION #  
CS1500D  Strategies for Success  4.5  
CS2080D  Career Management  Advisor approval  3  

COMPUTER LITERACY  
Intro. to CIS or CI Elective  4.5  

Students attending the Austin campus  
must take HI2050 – American History Since 1877 or SO2200 – US Government  
Residents of the state of Minnesota or students attending any Minnesota campus  
^ must take MA2050 – College Algebra  
# must take a humanities elective  

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

Business Administration  
Bachelor of Science Degree  
The business administration bachelor’s degree program is designed to convey to students the knowledge base and strategic mindset 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 non-profit business organizations and governmental institutions. This program is also an excellent foundation for students who may wish to pursue a business-related graduate degree.

Program Goals  
The program will:
• create a caring and supportive learning environment that promotes academic excellence and student achievement through the use of a performance-based curriculum while being responsive to the individual needs of the student.
• promote the importance of professional development and lifelong learning for students.
• provide students with opportunities to develop a deeper understanding of the issues and challenges presented by a dynamic and rapidly evolving global business environment.
• cultivate a greater awareness of and sensitivity to cultural diversity, social responsibility and ethical decision-making in students.
• provide faculty and staff an opportunity for professional growth and development.
• provide excellent customer service for all constituencies.
• optimize operational effectiveness through a continuous quality-improvement process.

Student Learning Outcomes  
Graduates of the program will:
• demonstrate the ability to apply theory and critical-thinking skills to practical issues and problems that decision-makers in the field of business are likely to face.
• demonstrate proficiency in both written and oral communication skills through research papers, business memos, formal letters, written reports, oral presentations, and classroom discussions.
• utilize approved techniques to effectively analyze and synthesize numerical information with an emphasis in the areas of financial, statistical and quantitative analysis as applied to business.
• reflect appropriate leadership traits and teamwork skills during group activities and collaborative projects conducted and/or initiated by the instructor.
• show proficiency in the use of information technology and competence with respect to information literacy.
• demonstrate the ability to identify ethical issues in various business situations and articulate a thoughtful position in response to those issues.
• prepare for employment responsibilities and continuing education appropriate to their degree level.
Business Administration
Bachelor of Science
186 Credits

Offered at Albuquerque, Austin, Bloomington, Brooklyn Center, Colorado Springs, Denver, Ellsworth, Independence, Overland Park, Rapid City, Rio Rancho, Roseville, Sioux Falls, Watertown, Wichita, and Zona Rosa. This program is also offered through NAU’s distance learning program.

<table>
<thead>
<tr>
<th>Business Administration Major Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tr>
<td>(A minimum of 40.5 of the following 79.5 credits must be earned at NAU.)</td>
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<tr>
<td>AC1060 Principles of Accounting I</td>
<td></td>
<td>4.5</td>
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<tr>
<td>AC1160 Principles of Accounting II</td>
<td>AC1060</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1260 Principles of Accounting III</td>
<td>AC1160</td>
<td>4.5</td>
</tr>
<tr>
<td>CI1230 Spreadsheets for Windows</td>
<td>CI1150</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2050 Macroeconomics</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>EC2100 Microeconomics</td>
<td>EC2050</td>
<td>4.5</td>
</tr>
<tr>
<td>FN3000 Business Finance I</td>
<td>AC1160/MA1500</td>
<td>4.5</td>
</tr>
<tr>
<td>LA3100 Business Law</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>MT1050 Principles of Marketing</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050 Principles of Management</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>MT3000 International Business</td>
<td>MT2050 or MG1050</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3050 Human Resource Management</td>
<td>MT2050/EN1300</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3250 Organizational Behavior</td>
<td>MT2050/EN1300</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4000 Operations Management</td>
<td>MT2050DMA2050</td>
<td>4.5</td>
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<tr>
<td>MT4200 Business Ethics</td>
<td>MT2050/EN1300</td>
<td>4.5</td>
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<tr>
<td>MT4210 Quantitative Analysis</td>
<td>MA2050/MA3000</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4440 Business Management Review</td>
<td>***</td>
<td>3</td>
</tr>
<tr>
<td>MT4450 Strategic Management **</td>
<td>EN1300</td>
<td>4.5</td>
</tr>
</tbody>
</table>

79.5

Business Option Core
Courses must be coded AC, CI, EC, FN, LA, MG, MT or equivalent transfer (A minimum of 18 of the following 31.5 credits must be earned at NAU, excluding internship or externship.)

| FN3000+ | 4.5 |
| MG3000+ | 4.5 |
| MT3000+ | 4.5 |
| 3000+   | 4.5 |
| 3000+   | 4.5 |
| 3000+   | 4.5 |
| 3000+   | 4.5 |

31.5

Open Electives
9

GENERAL EDUCATION CORE

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

| COMMUNICATIONS | 4.5 |
| EN1150 Composition I |

| SCIENCE | 9 |
| Science Electives |

| HUMANITIES | 9 |
| Humanities Electives |

| BEHAVIORAL/SOCIAL SCIENCE | 9 |
| Behavioral/Social Science Electives |

| General Education (course-by-course transfer – 34.5) | 9 |
| COMMUNICATIONS |  |
| EN1300 Composition II | EN1150 | 4.5 |
| EN2100 or Speech or |  |
| EN2150 Interpersonal Prof. Communications | EN1150 | 4.5 |
| EN3050 Technical Communications | EN1300 | 4.5 |

13.5
MATHEMATICS
MA2050 College Algebra MA1500^ 4.5 _______________
MA3000 Business Statistics MA2050 ^ 4.5 _______________

GENERAL EDUCATION
CS1500 Strategies for Success 4.5 _______________
CS2080 Career Management Advisor approval 3 _______________

COMPUTER LITERACY
Intro. to CIS or CI Elective 4.5 _______________

** CAPSTONE COURSE--Senior level, minimum "C" grade required
^ Or placement recommendation
*** AC1160, EC2100, FN3000, LA3100, MA3000, MG1050, MT2050, MT4200

Residents of the state of Texas or students attending the Austin campus
▲ must take HI2050 – American History Since 1877 and SO2200 – US Government
>> must take a general education elective in place of CS1500 - Strategies for Success
### Block transfer is not available to these students.

Residents of the state of Minnesota or students attending any Minnesota campus
must take at least four courses at the 3000+ level in EN, FL, HI, HU, MA, PS, SC or SO
### Block transfer is not available to these students.

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

Business Administration
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 mindset 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.

Program Goals
The program will:

- create a caring and supportive learning environment that promotes academic excellence and student achievement through the use of a performance-based curriculum while being responsive to the individual needs of the student.
- promote the importance of professional development and lifelong learning for students.
- provide students with opportunities to develop a deeper understanding of the issues and challenges presented by a dynamic and rapidly evolving global business environment.
- cultivate a greater awareness of and sensitivity to cultural diversity, social responsibility and ethical decision-making in students.
- provide faculty and staff an opportunity for professional growth and development.
- provide excellent customer service for all constituencies.
- optimize operational effectiveness through a continuous quality-improvement process.

Student Learning Outcomes
Graduates of the program will:

- demonstrate the ability to apply theory and critical-thinking skills to practical issues and problems that decision-makers in the field of business are likely to face.
- demonstrate proficiency in both written and oral communication skills through research papers, business memos, formal letters, written reports, oral presentations, and classroom discussions.
- reflect appropriate leadership traits and teamwork skills during group activities and collaborative projects conducted and/or initiated by the instructor.
- show proficiency in the use of information technology and competence with respect to information literacy.
- demonstrate the ability to identify ethical issues in various business situations and articulate a thoughtful position in response to those issues.
- prepare for employment responsibilities and continuing education appropriate to their degree level.
Business Administration
Associate of Applied Science
93 Credits

Offered at Albuquerque, Austin, Bloomington, Brooklyn Center, Colorado Springs, Denver, Ellsworth, Independence, Overland Park, Rapid City, Rio Rancho, Roseville, Sioux Falls, Watertown, Wichita, and Zona Rosa. This program is also offered through NAU’s distance learning program.

<table>
<thead>
<tr>
<th>Business Administration Major Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>(A minimum of 27 of the following 54 credits must be earned with NAU.)</td>
<td></td>
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</tr>
<tr>
<td>AC1060  Principles of Accounting I</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>AC1160  Principles of Accounting II</td>
<td>AC1060</td>
<td>4.5</td>
</tr>
<tr>
<td>CI1230  Spreadsheets for Windows</td>
<td>CI1150</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2050  Macroeconomics</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>EC2100  Microeconomics</td>
<td>EC2050</td>
<td>4.5</td>
</tr>
<tr>
<td>FN3000  Business Finance I</td>
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<td>LA3100  Business Law</td>
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GENERAL EDUCATION CORE (39)

COMMUNICATIONS

| EN1150D  Composition I            |               | 4.5          |
| EN1300D  Composition II           | EN1150        | 4.5          |
| EN2100D or Speech or              |               | 4.5          |
| EN2150D  Interpersonal Professional Communication | EN1150 | 4.5          |

SCIENCE

| Science Electives                   |               | 4.5          |
|                                    |               | 4.5          |

MATHEMATICS

| Algebra Elective                   |               | 4.5          |
|                                    |               | 4.5          |

HUMANITIES/BEHAVIORAL/SOCIAL SCIENCE

| Humanities/Behavioral/Social Science Elective |               | 4.5          |
|                                            |               | 4.5          |

GENERAL EDUCATION

| CS1500D  Strategies for Success      |               | 4.5          |
| CS2080D  Career Management           | Advisor approval | 3            |

COMPUTER LITERACY

| Intro. to CIS or CI Elective         |               | 4.5          |
|                                    |               | 4.5          |

^ Choose an elective in AC, CI, EC, FN, LA, MG, MT.

Students attending the Austin campus
~ must take HI2050 – American History Since 1877 or SO2200 – US Government
Residents of the state of Minnesota or students attending any Minnesota campus
^ must take MA2050 – College Algebra
# must take a humanities elective

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

Business Administration
Bachelor of Science Degree
Emphasis in 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.

Business Administration
Bachelor of Science Degree
With Emphasis in Accounting
186 Credits

Offered at Denver, Ellsworth, Overland Park, Rapid City, and Sioux Falls.

<table>
<thead>
<tr>
<th>Business Administration Major Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AC1060 Principles of Accounting I</td>
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<td>MT2050 or MG1050</td>
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Accounting Emphasis Core
(A minimum of 18 of the following 31.5 credits must be earned at NAU.)

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<th>Accounting Emphasis Core</th>
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Open Elective
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GENERAL EDUCATION CORE 66)
General Education (Available for block transfer – 31.5) ##

COMMUNICATIONS

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SCIENCE

Science Electives
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HUMANITIES

Humanities Electives
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BEHAVIORAL/SOCIAL SCIENCE

Behavioral/Social Science Electives
9

GENERAL EDUCATION (Course-by-course transfer – 34.5)

COMMUNICATIONS

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<td>EN3050 Technical Communications</td>
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13.5
MATHEMATICS

MA2050  College Algebra  MA1500^  4.5
MA3000  Business Statistics  MA2050^  4.5

GENERAL EDUCATION

CS1500  Strategies for Success  4.5
CS2080  Career Management  Advisor approval  3

COMPUTER LITERACY

Introduction to CIS or CI Elective  4.5

♦ Required

**CAPSTONE COURSE--Senior level, minimum "C" grade required

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

* Or placement recommendation

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

Business Administration
Bachelor of Science Degree

Emphasis in Financial Management

This emphasis program is designed for business students who have a particular interest in the field of finance. In addition to preparing students for a wide range of career opportunities in areas such as banking, financial planning and insurance, the program is also an excellent foundation for students who may wish to pursue a business-related graduate degree.

Business Administration
Bachelor of Science Degree
With Emphasis in Financial Management
186 Credits

Offered at Bloomington, Brooklyn Center, Colorado Springs, Denver, Ellsworth, Independence, Overland Park, Rapid City, Roseville, Sioux Falls, Watertown, and Wichita. 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 or all of the emphasis area courses may not be offered at the student’s home campus.

<table>
<thead>
<tr>
<th>Business Administration Major Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tr>
<td>AC1060  Principles of Accounting I</td>
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Emphasis Core

Choose 31.5 of the 40.5 credits from the list below; FN3010 is required.

(A minimum of 18 of the following 31.5 credits must be earned at NAU, excluding externships and internships.)

<p>| FN3010  Business Finance II     | FN3000       | 4.5         |
| FN3050  Investments and Portfolio Management | FN3010/MA3000 | 4.5         |</p>
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<td>Corporate Investment Decisions</td>
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<td>Risk Management and Insurance</td>
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<td>Financial Statement Analysis</td>
<td>FN3600</td>
<td>International Financial Management</td>
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<td>FN4055</td>
<td>Financial Institutions and Markets</td>
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<td>Financial Case Analysis</td>
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</table>

** CAPSTONE COURSE—Senior level, minimum "C" grade required

^ Or placement recommendation

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

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

must take at least four courses at the 3000+ level in EN, FL, HI, HU, MA, PS, SC or SO

### Block transfer is not available to these students.

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

Business Administration

Bachelor of Science Degree

With Emphasis in Hospitality Management

This emphasis in hospitality management combined with the popular business administration degree prepares graduates for management positions in the hospitality field. A wide variety of career choices are available in both of these fields including management positions, marketing, research, and in resorts, restaurants, and casinos.

This program is approved only through agreements with distance learning affiliates. Hospitality courses are not offered through NAU.
## Business Administration Bachelor of Science
### With Emphasis in Hospitality Management
### 186 Credits

<table>
<thead>
<tr>
<th>Major Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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**General Education (course-by-course transfer – 34.5)**

**COMMUNICATIONS**

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<th>Course</th>
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<th>Credit Hours</th>
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<td>**</td>
<td></td>
</tr>
<tr>
<td>Intro. to CIS or CI Elective</td>
<td></td>
<td>4.5</td>
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</tbody>
</table>

**Total Credits**

186
The hospitality emphasis core is provided only through affiliation agreements. Courses are not offered through NAU.

**CAPSTONE COURSE--Senior level, minimum "C" grade required

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

Or placement recommendation

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

Business Administration
Bachelor of Science Degree

Emphasis in Human Resource Management

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

Business Administration
Bachelor of Science

With Emphasis in Human Resource Management

186 Credits

Offered at Albuquerque, Bloomington*, Brooklyn Center*, Colorado Springs, Denver, Ellsworth, Independence, Overland Park, Rapid City, Rio Rancho, Roseville*, Sioux Falls, Watertown, Wichita, and Zona Rosa. This program is also offered through NAU’s distance learning program.

* Pending state approval in Minnesota

### Business Administration Major Core

(A minimum of 40.5 of the following 79.5 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC1060 Principles of Accounting I</td>
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</tr>
<tr>
<td>AC1160 Principles of Accounting II</td>
<td>AC1060</td>
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<td>AC1260 Principles of Accounting III</td>
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<tr>
<td>CI1230 Spreadsheets for Windows</td>
<td>CI1150</td>
<td>4.5</td>
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<tr>
<td>EC2050 Macroeconomics</td>
<td>EC2050</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2100 Microeconomics</td>
<td>EC2050</td>
<td>4.5</td>
</tr>
<tr>
<td>FN3000 Business Finance I</td>
<td>AC1160/MA1500</td>
<td>4.5</td>
</tr>
<tr>
<td>LA3100 Business Law</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>MG1050 Principles of Marketing</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050 Principles of Management</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>MT3000 International Business</td>
<td>MT2050 or MG1050</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3050 Human Resource Management</td>
<td>MT2050/EN1300</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3250 Organizational Behavior</td>
<td>MT2050/EN1300</td>
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<tr>
<td>MT4000 Operations Management</td>
<td>MT2050/MA2050</td>
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<tr>
<td>MT4200 Business Ethics</td>
<td>MT2050/EN1300</td>
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</tr>
<tr>
<td>MT4210 Quantitative Analysis</td>
<td>MA2050/MA3000</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4440 Business Management Review</td>
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<tr>
<td>MT4450 Strategic Management **</td>
<td>MT4440/EN1300</td>
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79.5

### Human Resource Management Core

(A minimum of 18 of the following 31.5 credits must be earned at NAU, excluding externship or internship.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT3080 Compensation and Benefits</td>
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<td>MT3100 Employee &amp; Labor Relations</td>
<td>MT2050</td>
<td>4.5</td>
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<td>MT3230 Employment Law</td>
<td>LA3100/MT2050</td>
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<tr>
<td>MT4050 Training and Development</td>
<td>MT3050/EN2100</td>
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<td>MT4300 Management Across Cultures</td>
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<tr>
<td>MT4420 Strategic HR Management (1)</td>
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<tr>
<td>MT4501 or HRM Internship or (2)</td>
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<tr>
<td>MT4505 Action Research Project</td>
<td>MT4420</td>
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</table>

31.5
Open Electives

GENERAL EDUCATION CORE (66)
General Education (Available for block transfer – 31.5)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COMMUNICATIONS</td>
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</tr>
<tr>
<td>SCIENCE</td>
<td>9</td>
</tr>
<tr>
<td>HUMANITIES</td>
<td>9</td>
</tr>
<tr>
<td>BEHAVIORAL/SOCIAL SCIENCE</td>
<td>9</td>
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</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<td>COMMUNICATIONS</td>
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</tr>
<tr>
<td>MATHEMATICS</td>
<td>4.5</td>
</tr>
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<td>GENERAL EDUCATION</td>
<td>4.5</td>
</tr>
<tr>
<td>COMPUTER LITERACY</td>
<td>4.5</td>
</tr>
</tbody>
</table>

** CAPSTONE COURSE—Senior level, minimum "C" grade required

^ Or placement recommendation

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

(1) MT3080, MT3100, MT3230, MT4050, MT4300

(2) MT4420 may be be taken as a co-requisite with MT4501

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

must take at least four courses at the 3000+ level in EN, FL, HI, HU, MA, PS, SC or SO

## Block transfer is not available to these students.

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

Business Administration Bachelor of Science Degree

Emphasis in 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 is available, yet graduates of this program will have an advantage in their ability to use information technology to get the job done.

Business Administration Bachelor of Science Degree

With Emphasis in Information Systems

186 Credits

Offered at Bloomington, Brooklyn Center, Colorado Springs, Denver, Ellsworth, Independence, Overland Park, Rapid City, Roseville, Sioux Falls, Watertown, and Wichita. 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

(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>Prerequisites</th>
<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>
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<tr>
<td>AC1260</td>
<td>Principles of Accounting III</td>
<td>AC1160</td>
<td>4.5</td>
</tr>
<tr>
<td>CI1230</td>
<td>Spreadsheets for Windows</td>
<td>CI1150</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>EC2100</td>
<td>Microeconomics</td>
<td>EC2050</td>
<td>4.5</td>
</tr>
<tr>
<td>FN3000</td>
<td>Business Finance I</td>
<td>AC1160/MA1500</td>
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<tr>
<td>LA3100</td>
<td>Business Law</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>MG1050</td>
<td>Principles of Marketing</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>MT3000</td>
<td>International Business</td>
<td>MT2050 or MG1050</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3050</td>
<td>Human Resource Management</td>
<td>MT2050/EN1300</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3250</td>
<td>Organizational Behavior</td>
<td>MT2050/EN1300</td>
<td>4.5</td>
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<tr>
<td>MT4000</td>
<td>Operations Management</td>
<td>MT2050/MA2050</td>
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<tr>
<td>MT4200</td>
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<td>MT2050/EN1300</td>
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</tr>
<tr>
<td>MT4210</td>
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<td>MA2050/MA3000</td>
<td>4.5</td>
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<td>MT4440</td>
<td>Business Management Review</td>
<td>MT4440/EN1300</td>
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</tr>
<tr>
<td>MT4450</td>
<td>Strategic Management **</td>
<td></td>
<td>3.5</td>
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</tbody>
</table>

79.5

### Emphasis Core

(A minimum of 18 of the following 31.5 credits must be earned at NAU, excluding externship or internship.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CI2010+</td>
<td>Database for Windows</td>
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<td>CI2000+</td>
<td>CI Elective</td>
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</tr>
<tr>
<td>CI3000+*</td>
<td>CI Elective</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>CI3000+*</td>
<td>CI Elective</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>CI4220/MT4230</td>
<td>Project Management</td>
<td>MT2050/CI1150</td>
<td>4.5</td>
</tr>
<tr>
<td>MT/CI3000+</td>
<td>Elective</td>
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<tr>
<td>MT/CI3000+</td>
<td>Elective</td>
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<td>4.5</td>
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</table>

31.5

### Open Elective

9

### GENERAL EDUCATION CORE (66)

General Education (Available for block transfer – 31.5)

#### COMMUNICATIONS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tr>
<td>EN1150</td>
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4.5

#### SCIENCE

Science Electives

9

#### HUMANITIES

Humanities Electives

9

#### BEHAVIORAL/SOCIAL SCIENCE

Behavioral/Social Science Electives

9

### General Education (course-by-course transfer – 34.5)

#### COMMUNICATIONS

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>EN2100 or</td>
<td>Speech or</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Prof. Communications</td>
<td>EN1150</td>
<td>4.5</td>
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<td>EN3050</td>
<td>Technical Communications</td>
<td>EN1300</td>
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13.5

#### MATHEMATICS

<table>
<thead>
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<th>Course Title</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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<td>MA1500^</td>
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<tr>
<td>MA3000</td>
<td>Business Statistics</td>
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</table>

9

### GENERAL EDUCATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
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<td>CS2080</td>
<td>Career Management</td>
<td>Advisor approval</td>
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7.5

76
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.

Business Administration
Bachelor of Science
With Emphasis in International Business
186 Credits

Offered at Bloomingtont, Brooklyn Center, Colorado Springs, Denver, Ellsworth, Independence, Overland Park, Roseville, Sioux Falls, Watertown, and Wichita. 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 or all of the emphasis area courses may not be offered at the student’s home campus.

### Business Administration Major Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
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<td>CI1230</td>
<td>Spreadsheets for Windows</td>
<td>CI1150</td>
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<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
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<td>EC2100</td>
<td>Microeconomics</td>
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<td>AC1160/MA1500</td>
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<td>Principles of Marketing</td>
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<td>MT2050</td>
<td>Principles of Management</td>
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</tr>
<tr>
<td>MT3000</td>
<td>International Business</td>
<td>MT2050 or MG1050</td>
<td>4.5</td>
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<tr>
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<td>Human Resource Management</td>
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<td>MT4200</td>
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<td>Quantitative Analysis</td>
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<tr>
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<table>
<thead>
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<th>Credit Hours</th>
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Emphasis Core
(A minimum of 18 of the following 31.5 credits must be earned at NAU.)

<table>
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<th>Course Title</th>
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<td>FN3600</td>
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<td>LA3200</td>
<td>International Law</td>
<td>LA3100/MT3000</td>
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<td>MT3200</td>
<td>International Management</td>
<td>MT2050/MT3000</td>
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<tr>
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<tr>
<td>MT/MG3000+</td>
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Graduation Requirements: A minimum of 2.0 GPA is required overall and in Business Administration Major Core and the Information Technology Emphasis Core. See "Graduation Requirements" section of catalog for additional requirements.

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

## Block transfer is not available to these students.
### Elective****  
*4.5*  

### Elective****  
*4.5*  

### Open Elective  
*9*  

#### GENERAL EDUCATION CORE

**General Education (Available for block transfer – 31.5)**

**COMMUNICATIONS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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**SCIENCE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science Electives</td>
<td>9</td>
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</tbody>
</table>

**HUMANITIES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Humanities Electives</td>
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</tbody>
</table>

**BEHAVIORAL/SOCIAL SCIENCE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral/Social Science Electives</td>
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</tbody>
</table>

**GENERAL EDUCATION (Course-by-course transfer – 34.5)**

**COMMUNICATIONS**

<table>
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<tr>
<th>Course</th>
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<tr>
<td>EN2100 or EN2150 Speech</td>
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<tr>
<td>EN2100 Interpersonal Prof. Communications</td>
<td>4.5</td>
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<tr>
<td>EN3050 Technical Communications</td>
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</table>

**MATHEMATICS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MA2050 College Algebra</td>
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<tr>
<td>MA2050 Business Statistics</td>
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**GENERAL EDUCATION**

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>CS1500 Strategies for Success</td>
<td>4.5</td>
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<tr>
<td>CS2080 Career Management</td>
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</table>

**COMPUTER LITERACY**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Intro. to CIS or CI Elective</td>
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</tr>
</tbody>
</table>

**CAPSTONE COURSE—Senior level, minimum “C” grade required**

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

**Students may choose from EC3100 International Economics, MG3300 International Marketing, and MT4300 Management Across Cultures.**

^ Or placement recommendation

---

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

must take at least four courses at the 3000+ level in EN, FL, HI, HU, MA, PS, SC or SO

### Graduation Requirements:

A minimum of 2.0 GPA is required overall and in Business Administration Major Core and the International Business Emphasis Core. See “Graduation Requirements” section of catalog for additional requirements.

---

**Business Administration**

**Bachelor of Science Degree**

**Emphasis in Management**

This business administration program is intended for students who aspire to management positions in a wide range of private industries and governmental agencies. Furthermore, the program is designed to cultivate in students a strategic mindset that will empower them to reach innovative solutions to contemporary business challenges within their chosen business sector.

**Business Administration**

**Bachelor of Science**

**With Emphasis in Management**

**186 Credits**
Offered at Bloomington, Brooklyn Center, Colorado Springs, Denver, Ellsworth, Independence, Overland Park, Rapid City, Roseville, Sioux Falls, Watertown, and Wichita. This program is also offered through NAU’s distance learning program.

### Business Administration Major Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC1060 Principles of Accounting I</td>
<td></td>
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<tr>
<td>AC1160 Principles of Accounting II</td>
<td>AC1060</td>
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</tr>
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<td>AC1260 Principles of Accounting III</td>
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</tr>
<tr>
<td>CI1230 Spreadsheets for Windows</td>
<td>CI1150</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2050 Macroeconomics</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>EC2100 Microeconomics</td>
<td>EC2050</td>
<td>4.5</td>
</tr>
<tr>
<td>FN3000 Business Finance I</td>
<td>AC1160/MA1500</td>
<td>4.5</td>
</tr>
<tr>
<td>LA3100 Business Law</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>MG1050 Principles of Marketing</td>
<td></td>
<td>4.5</td>
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<tr>
<td>MT2050 Principles of Management</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>MT3000 International Business</td>
<td>MT2050 or MG1050</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3050 Human Resource Management</td>
<td>MT2050/EN1300</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3250 Organizational Behavior</td>
<td>MT2050/EN1300</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4000 Operations Management</td>
<td>MT2050/MA2050</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4200 Business Ethics</td>
<td>MT2050/EN1300</td>
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<tr>
<td>MT4210 Quantitative Analysis</td>
<td>MA2050/MA3000</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4440 Business Management Review</td>
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</tr>
<tr>
<td>MT4450 Strategic Management **</td>
<td>MT4440/EN1300</td>
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**Total:** 79.5 credits

### Emphasis Core

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>MT3230 Employment Law</td>
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<td>MT3250</td>
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<td>MT3000+</td>
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**Total:** 31.5 credits

### Open Electives

9 credits

### GENERAL EDUCATION CORE

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

**COMMUNICATIONS**

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

**SCIENCE**

Science Electives

9 credits

**HUMANITIES**

Humanities Electives

9 credits

**BEHAVIORAL/SOCIAL SCIENCE**

Behavioral/Social Science Electives

9 credits

#### General Education (course-by-course transfer – 34.5)

**COMMUNICATIONS**

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<th>Course</th>
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<tbody>
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<td>EN2100 or Speech or</td>
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<tr>
<td>EN2150 Interpersonal Prof. Communications</td>
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<td>EN3050 Technical Communications</td>
<td>EN1300</td>
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**MATHEMATICS**

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<tbody>
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<td>MA2050 College Algebra</td>
<td>MA1500^</td>
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<td>MA3000 Business Statistics</td>
<td>MA2050 ^</td>
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**GENERAL EDUCATION**

<table>
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<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tr>
<td>CS1500 Strategies for Success</td>
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<tr>
<td>CS2080 Career Management</td>
<td>Advisor approval</td>
<td>3</td>
</tr>
</tbody>
</table>

9 credits

**Total:** 79.5 credits
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 retail management, sales management, marketing research, advertising and promotion.

Business Administration
Bachelor of Science
With Emphasis in Marketing
186 Credits

Offered at Bloomington, Brooklyn Center, Colorado Springs, Denver, Ellsworth, Rapid City, Roseville, Sioux Falls, Watertown, and Wichita. 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 or all of the emphasis area courses may not be offered at the student’s home campus.

### Business Administration Major Core

(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>Prerequisites</th>
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<tr>
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<td>Macroeconomics</td>
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<tr>
<td>EC2100</td>
<td>Microeconomics</td>
<td>EC2050</td>
<td>4.5</td>
</tr>
<tr>
<td>FN3000</td>
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<tr>
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<td>Business Law</td>
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<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>MT3000</td>
<td>International Business</td>
<td>MT2050 or MG1050</td>
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</tr>
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</tr>
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<td>MT4440</td>
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</tr>
<tr>
<td>MT4450</td>
<td>Strategic Management **</td>
<td>MT4440/EN1300</td>
<td>4.5</td>
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</table>

**79.5**

### Emphasis Core

(A minimum of 18 of the following 31.5 credits must be earned at NAU, excluding externship or internship.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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<td>MG4150</td>
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<tr>
<td>MG3000+</td>
<td>Elective</td>
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**31.5**
Open Elective 9 9

GENERAL EDUCATION CORE (66)
General Education (Available for block transfer – 31.5)
COMMUNICATIONS
EN1150 Composition I 4.5 4.5

SCIENCE
Science Electives 9

HUMANITIES
Humanities Electives 9

BEHAVIORAL/SOCIAL SCIENCE
Behavioral/Social Science Electives 9

General Education (course-by-course transfer – 35)
COMMUNICATIONS
EN1300 Composition II EN1150 4.5 _______________
EN2100 or Speech or
EN2150 Interpersonal Prof. Communications EN1150 4.5 _______________
EN3050 Technical Communications EN1300 4.5 _______________

MATHEMATICS
MA2050 College Algebra MA1500^ 4.5 9
MA3000 Business Statistics MA2050 ^

GENERAL EDUCATION
CS1500 Strategies for Success 4.5
CS2080 Career Management Advisor approval 3 7.5

COMPUTER LITERACY
Intro. to CIS or CI Elective 4.5 4.5

** CAPSTONE COURSE--Senior level, minimum "C" grade required
*** AC1160, EC2100, FN3000, LA3100, MA3000, MG1050, MT2050, MT4200
^ Or placement recommendation

Residents of the state of Minnesota or students attending any Minnesota campus
must take at least four courses at the 3000+ level in EN, FL, HI, HU, MA, PS, SC or SO
## Block transfer is not available to these students.

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

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 give legal advice or represent a client in court.

Business Administration
Bachelor of Science
With Emphasis in Pre-Law
186 Credits

Offered at Independence, Overland Park, Rapid City, and Sioux Falls.

<table>
<thead>
<tr>
<th>Business Administration Major Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC1060 Principles of Accounting I</td>
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<td>AC1160 Principles of Accounting II</td>
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<td>EC2050 Macroeconomics</td>
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<tr>
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<td>FN3000 Business Finance I</td>
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<tr>
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</table>

Pre-Law Emphasis Core
(A minimum of 18 of the following 31.5 credits must be earned at NAU.)

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<tr>
<th>Pre-Law Emphasis Core</th>
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<tr>
<td>PL1100 Intro. to Legal Principles</td>
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<td>PL1150 Legal Research I</td>
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<td>PL1350 Legal Research II</td>
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<tr>
<td>PL2500 Legal Writing</td>
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<td>PL2050 Torts</td>
<td>PL1100</td>
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<td>PL2350 Criminal Procedure</td>
<td>PL1350</td>
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<td>PL3050 Real Property</td>
<td>PL1100</td>
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<td>PL3100 Professional Ethics and Law Office Procedures</td>
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Open Electives

| Open Electives | 9 |

GENERAL EDUCATION CORE (66)
General Education (Available for block transfer – 31.5)

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<thead>
<tr>
<th>COMMUNICATIONS</th>
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<tbody>
<tr>
<td>EN1150 Composition I</td>
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<thead>
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<th>HUMANITIES</th>
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<tbody>
<tr>
<td>Behavioral/Social Science Electives</td>
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</table>
### Business Administration Bachelor of Science Degree

**With Emphasis in Tourism Management**

The tourism management emphasis provides students with the necessary education to compete for management-level positions. The program includes a comprehensive study in tourism and business administration. The integrated curriculum allows the fundamental business principles to be applied immediately into the specialized tourism industry.

This program is approved only through agreements with NAU affiliates. Tourism courses are not offered through NAU.

---

**Business Administration Bachelor of Science**

**With Emphasis in Tourism Management**

**184.5 Credits**

<table>
<thead>
<tr>
<th>Business Administration Major Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>(A minimum of 40.5 of the following 79.5 credits must be earned at NAU.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AC1060 Principles of Accounting I</td>
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<tr>
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<td>MT4450 Strategic Management **</td>
<td>MT4440/EN1300</td>
<td>4.5</td>
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</tbody>
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| **Tourism Management Emphasis Core #** |               | 31.5         |
| (Courses completed in emphasis must be 2000+ level tourism management specific.) |               | 31.5         |
Open Electives 9

GENERAL EDUCATION CORE (66)
General Education (Available for block transfer – 31.5)

<table>
<thead>
<tr>
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<th>Credits</th>
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<tr>
<td>EN1150 Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>SCIENCE</td>
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<tr>
<td>Science Electives</td>
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<tr>
<td>HUMANITIES</td>
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<td>Humanities Electives</td>
<td>9</td>
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<tr>
<td>BEHAVIORAL/SOCIAL SCIENCE</td>
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<td>Behavioral/Social Science Electives</td>
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</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EN1300 Composition II</td>
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<tr>
<td>EN2100 or Speech or</td>
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<tr>
<td>EN2150 Interpersonal Prof. Communications</td>
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</tr>
<tr>
<td>EN3050 Technical Communications</td>
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<tr>
<td>MATHEMATICS</td>
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</tr>
<tr>
<td>MA2050 College Algebra</td>
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</tr>
<tr>
<td>MA3000 Business Statistics</td>
<td>4.5</td>
</tr>
<tr>
<td>CS1500 Strategies for Success</td>
<td>4.5</td>
</tr>
<tr>
<td>CS2080 Career Management</td>
<td>3</td>
</tr>
<tr>
<td>COMPUTER LITERACY</td>
<td></td>
</tr>
<tr>
<td>Intro. to CIS or CI Elective</td>
<td>4.5</td>
</tr>
</tbody>
</table>

# The tourism emphasis core is provided only through affiliation agreements. Courses are not offered through NAU.

**CAPSTONE COURSE--Senior level, minimum "C" grade required

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

^Or placement recommendation

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

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 healthcare accounting, marketing, finance, law, management/supervision, and healthcare perspectives needed for managerial positions in the healthcare 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 healthcare business environment.
- measure key student learning outcomes, and identify and implement opportunities for improvement.
Student Learning Outcomes
Graduates of the program will:
• apply management and leadership concepts and principles to define successful business strategies in health care that are both professional and ethical.
• demonstrate fundamental knowledge of healthcare laws and regulations, quality improvement, information management and healthcare technology, as well as, healthcare finance.
• recognize and articulate specific knowledge of healthcare organizational structure and governance including human resources knowledge as a mechanism for leadership problem resolution.
• demonstrate critical thinking skills to analyze problems by identifying and evaluating appropriate alternative solutions according to healthcare business practices.
• show proficiency in written and oral communication skills.

Healthcare Management
Bachelor of Science
187 Credits

The blended delivery format is offered at Albuquerque, Austin, Bloomington, Brooklyn Center, Colorado Springs, Denver, Ellsworth, Independence, Overland Park, Rapid City, Rio Rancho, Roseville, Sioux Falls, Watertown, Wichita, and Zona Rosa, and requires students to complete the Healthcare Management Major Core (48 credits) through NAU’s distance learning program.

Healthcare Management Major Core
(All 48 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tr>
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<tr>
<td>HA3110D</td>
<td>Quality Improvement &amp; Risk Management</td>
<td>EN1300</td>
<td>4</td>
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<td>HA3120D</td>
<td>Essentials of Managed Care</td>
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<td>HA3220D</td>
<td>Health Information Systems</td>
<td>CI1150</td>
<td>4</td>
</tr>
<tr>
<td>HA3300D</td>
<td>Healthcare Policy and Ethics</td>
<td>EN1300</td>
<td>4</td>
</tr>
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<td>HA4050D</td>
<td>Healthcare Law</td>
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<td>HA4070D</td>
<td>Regulatory Environment in Health Care</td>
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<td>HA4110D</td>
<td>Healthcare Planning and Evaluation</td>
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<td>4</td>
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<td>HA4120D</td>
<td>Management of Continuum Care Services</td>
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<tr>
<td>HA4200D</td>
<td>Healthcare Financial Management</td>
<td>AC1160</td>
<td>4</td>
</tr>
<tr>
<td>HA4430D</td>
<td>Healthcare Management &amp; Supervision**</td>
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<tr>
<td>HA4500D</td>
<td>Action Research Project</td>
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<td>HA4510D</td>
<td>Healthcare Internship</td>
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Total: 48

Support Core

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<td>AC1160</td>
<td>Principles of Accounting II</td>
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<tr>
<td>CI1230</td>
<td>Spreadsheets for Windows or</td>
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<td>4.5</td>
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<tr>
<td>CI2010</td>
<td>Database for Windows</td>
<td>CI1150</td>
<td>4.5</td>
</tr>
<tr>
<td>MG1050</td>
<td>Principles of Marketing</td>
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<td>MT2050</td>
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Total: 22.5

Option #1 – Required Support Courses

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<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
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<tr>
<td>EC2100</td>
<td>Microeconomics</td>
<td>EC2050D</td>
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<tr>
<td>ME1150</td>
<td>Medical Terminology</td>
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<td>MT3050</td>
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<tr>
<td>3000+</td>
<td>Business Elective #</td>
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<tr>
<td>3000+</td>
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<tr>
<td>Open Elective #</td>
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</table>

Total: 44.5

OR

Option #2 – Diploma or Associate Degree in Nursing or Allied Health Required

Diploma or Associate Degree Nursing or Allied Health Courses (44.5 credits) ^^ 44.5
### GENERAL EDUCATION CORE

General Education (Available for block transfer – 27)

#### COMMUNICATIONS

<table>
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<tr>
<th>Course</th>
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<tr>
<td>EN1150 Composition I</td>
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<td><strong>HUMANITIES</strong></td>
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<tr>
<td>Humanities Electives</td>
<td></td>
</tr>
<tr>
<td><strong>BEHAVIORAL/SOCIAL SCIENCE</strong></td>
<td>9</td>
</tr>
<tr>
<td>Behavioral/Social Science Electives</td>
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<tr>
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<tr>
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**GENERAL EDUCATION (course-by-course transfer – 44.5)**

#### COMMUNICATIONS

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</thead>
<tbody>
<tr>
<td>EN1300 Composition II</td>
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<tr>
<td>EN2100 or Speech or</td>
<td></td>
</tr>
<tr>
<td>EN2150 Interpersonal Prof. Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>EN3050 Technical Communications</td>
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</tr>
<tr>
<td><strong>SCIENCE</strong></td>
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</tr>
<tr>
<td>SC Essentials of Anatomy &amp; Physiology</td>
<td>6</td>
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<tr>
<td><strong>MATHEMATICS</strong></td>
<td>10.5</td>
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<tr>
<td>MA2050 College Algebra</td>
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<tr>
<td>MA3000 Business Statistics</td>
<td>4.5</td>
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<tr>
<td><strong>GENERAL EDUCATION</strong></td>
<td>9</td>
</tr>
<tr>
<td>CS1500 Strategies for Success</td>
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<tr>
<td>CS2080 Career Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>COMPUTER LITERACY</strong></td>
<td>7.5</td>
</tr>
<tr>
<td>Intro. to CIS or CI Elective</td>
<td></td>
</tr>
</tbody>
</table>

* Professional course (minimum "C" grade required)
** CAPSTONE COURSE--Senior Level, minimum "C" grade required.
^ Or placement recommendation
^^ Or business electives at the 3000+ level
# Courses must be coded AC, CI, EC, FN, LA, MG, MT or equivalent transfer.
+ This course must be completed prior to enrolling in other HA courses.
~ All HA courses in major core must be completed prior to enrolling in this course.

---

Residents of the state of Texas or students attending the Austin campus

▲ must take HI2050 – *American History Since 1877* and SO2200 – *US Government*

>> must take a general education elective in place of CS1500 - Strategies for Success

## Block transfer is not available to these students.

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

must take at least four courses at the 3000+ level in EN, FL, HI, HU, MA, PS, SC or SO

## Block transfer is not available to these students.

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

---

**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 software development, network administration, network management, Internet systems development, and management information systems.
Information Technology
Bachelor of Science
Emphasis in Internet Systems Development
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.

Program Goals
The program will:
- provide students with knowledge of current information technology, the foundation knowledge of business operations and practices, and the analytical skills to support the information needs of a business.
- develop the problem-solving skills needed to adapt technology to meet the needs of business.
- provide students with methods to analyze, design, implement and maintain computer-based information systems to support the decision-making function of management.
- provide a balanced curriculum that addresses the knowledge and skills related to programming, databases, operating systems and networking in business environments.
- prepare students to secure positions commensurate with their emphasis areas (network administration, network management, management information systems, programming, Web development)
- encourage students to participate in continuing education activities and maintain professional memberships.
- measure key student learning outcomes continuously, and identify and implement opportunities for improvement.

Student Learning Outcomes
Graduates of the program will:
- support the data management needs of business through the design, implementation, and maintenance of relational databases.
- solve a variety of business problems through the application of structured program analysis and design concepts.
- explain current networking technologies including local area networks, wide area networks, the Internet and the hardware and software used in constructing a network infrastructure.
- implement and manage commonly used computer operating systems including both proprietary and open source systems.
- identify, describe, install and configure the hardware associated with personal computer systems.
- 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 lifecycle framework to develop an information system.
- 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
187.5 Credits

Offered at Ellsworth*, Independence*, and Rapid City*. 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
(A minimum of 27 of the following 49.5 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CI1420</td>
<td>Principles of Programming</td>
<td>(1)</td>
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<tr>
<td>CI2010</td>
<td>Database for Windows</td>
<td>CI1150 or ^</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2211</td>
<td>Internetworking Fundamentals</td>
<td>CI1150 or ^/EN1300</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2430</td>
<td>Computer Concepts</td>
<td>CI1150 or ^</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3010</td>
<td>Linux</td>
<td>CI2420</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3090</td>
<td>Database Design and Query Concepts</td>
<td>CI2010/CI1420</td>
<td>4.5</td>
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<td>CI3155</td>
<td>Computer Ethics</td>
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<tr>
<td>CI3310</td>
<td>Website and Web Application Design</td>
<td>CI1150 or ^</td>
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<tr>
<td>CI4220</td>
<td>Project Management</td>
<td>MT2050/CI1150 or ^</td>
<td>4.5</td>
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<tr>
<td>CI4221</td>
<td>Systems Analysis and Design</td>
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<tr>
<td>CI4222</td>
<td>Integrated Systems Project **</td>
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49.5

Support Core

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
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<tr>
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<td>EC2050</td>
<td>Macroeconomics</td>
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<td>Microeconomics</td>
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<td>FN3000</td>
<td>Business Finance I</td>
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<td>MG1050</td>
<td>Principles of Marketing</td>
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**Internet Systems Development Emphasis Core (31.5)**
(A minimum of 18 of the following 31.5 credits must be earned at NAU, excluding externships or internships.)

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<tr>
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<td>C11420 4.5</td>
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<tr>
<td>CI2370</td>
<td>Web Design and Programming</td>
<td>C11150/^ 4.5</td>
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<tr>
<td>CI3020</td>
<td>Intermediate Visual Basic</td>
<td>C12020/C13090 4.5</td>
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<td>CI3380</td>
<td>Client-Side Scripting and Open Comm.</td>
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<td>CI4105</td>
<td>Internet Information Service Administration</td>
<td>C14113 4.5</td>
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<td>CI4113</td>
<td>MS Windows 2003 Server</td>
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<tr>
<td>CI4230</td>
<td>Server-Side Scripting</td>
<td>C11420/C12020/C13090/C13380 4.5</td>
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**Open Elective**

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**GENERAL EDUCATION CORE (66)**

**General Education (Available for block transfer – 31.5)**

**COMMUNICATIONS**

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**SCIENCE**

Science Electives

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**HUMANITIES**

Humanities Electives

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**BEHAVIORAL/SOCIAL SCIENCE**

Behavioral/Social Science Electives

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<th>Credits</th>
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**General Education (course-by-course transfer – 35)**

**COMMUNICATIONS**

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<tr>
<td>EN2150</td>
<td>Interpersonal Prof. Communications</td>
<td>EN1150 4.5</td>
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<td>EN3050</td>
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**MATHEMATICS**

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<td>MA3000</td>
<td>Business Statistics</td>
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**GENERAL EDUCATION**

<table>
<thead>
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**COMPUTER LITERACY**

Intro. to CIS or CI Elective

<table>
<thead>
<tr>
<th>Credits</th>
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<tbody>
<tr>
<td>4.5</td>
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</tbody>
</table>

**4.5**

**CAPSTONE COURSE--Senior level, minimum "C" grade required**

+ CI1420, CI2211, CI2410, CI2420, CI3010, CI3090, CI4220, CI4221

(1) Algebra Elective/CI1150 or placement

^ Or placement recommendation

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

## Block transfer is not available to these students.

Graduation Requirements: A minimum of 2.0 GPA is required overall and in Information Technology Major Core and in Internet Systems Development Emphasis Core. See "Graduation Requirements" section of catalog for additional requirements.
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.

Program Goals
The program will:
- provide students with knowledge of current information technology, the foundation knowledge of business operations and practices, and the analytical skills to support the information needs of a business.
- develop the problem-solving skills needed to adapt technology to meet the needs of business.
- provide students with methods to analyze, design, implement and maintain computer-based information systems to support the decision-making function of management.
- provide a balanced curriculum that addresses the knowledge and skills related to programming, databases, operating systems and networking in business environments.
- prepare students to secure positions commensurate with their emphasis areas (network administration, network management, management information systems, programming, Web development).
- encourage students to participate in continuing education activities and maintain professional memberships.
- measure key student learning outcomes continuously and identify and implement opportunities for improvement.

Student Learning Outcomes
Graduates of the program will:
- support the data management needs of business through the design, implementation, and maintenance of relational databases.
- solve a variety of business problems through the application of structured program analysis and design concepts.
- explain current networking technologies including local area networks, wide area networks, the Internet, and the hardware and software used in constructing a network infrastructure.
- implement and manage commonly used computer operating systems including both proprietary and open source systems.
- identify, describe, install and configure the hardware associated with personal computer systems.
- 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 lifecycle framework to develop an information system.
- assess the information technology needs of business and evaluate and implement solutions.

Information Technology
Bachelor of Science
Emphasis in Management Information Systems
187.5 Credits

Offered at Albuquerque, Austin, Bloomington, Brooklyn Center, Colorado Springs, Denver, Ellsworth, Independence, Overland Park, Rapid City, Rio Rancho, Roseville, Sioux Falls Watertown, Wichita, and Zona Rosa. This program is also offered through NAU’s distance learning program.

Information Technology Major Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI1420</td>
<td>Principles of Programming</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>CI2010</td>
<td>Database for Windows</td>
<td>CI1150 or ^</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2211</td>
<td>Internetworking Fundamentals</td>
<td>CI1150 or ^/EN1300</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2430</td>
<td>Computer Concepts</td>
<td>CI1150 or ^</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3010</td>
<td>Linux</td>
<td>CI2420</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3090</td>
<td>Database Design and Query Concepts</td>
<td>CI2010/CI1420</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3155</td>
<td>Computer Ethics</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>CI3310</td>
<td>Website and Web Application Design</td>
<td>CI1150 or ^</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4220</td>
<td>Project Management</td>
<td>MT2050/CI1150 or ^</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4221</td>
<td>Systems Analysis and Design</td>
<td>Junior/EN1300</td>
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<tr>
<td>CI4222</td>
<td>Integrated Systems Project **</td>
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49.5

Support Core

<table>
<thead>
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<tbody>
<tr>
<td>AC1060</td>
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</tr>
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<td>AC1160</td>
<td>Principles of Accounting II</td>
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<td>EC2050</td>
<td>Macroeconomics</td>
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<tr>
<td>EC2100</td>
<td>Microeconomics</td>
<td>EC2050</td>
</tr>
<tr>
<td>FN3000</td>
<td>Business Finance I</td>
<td>AC1160/MA1500</td>
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</table>
### Management Information System Emphasis Core

*(A minimum of 18 of the following 31.5 credits must be earned at NAU, excluding externships or internships.)*

Students must have at least three emphasis courses that are different from any other B.S. I.T. program in which they are enrolled.

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
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<td>CI2000+*</td>
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<td>CI3000+</td>
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31.5

### Open Elective

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4.5

### GENERAL EDUCATION CORE (66)

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

**COMMUNICATIONS**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EN1150</td>
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**SCIENCE**

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<th>Course Title</th>
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<td></td>
<td>Science Electives</td>
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**HUMANITIES**

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<th>Course Code</th>
<th>Course Title</th>
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<tr>
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<td>Humanities Electives</td>
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**BEHAVIORAL/SOCIAL SCIENCE**

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<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td></td>
<td>Behavioral/Social Science Electives</td>
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**General Education (course-by-course transfer – 35)**

**COMMUNICATIONS**

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<thead>
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<th>Credits</th>
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<tr>
<td>EN2100 or</td>
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<tr>
<td>EN2150</td>
<td>Interpersonal Prof. Communications</td>
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<tr>
<td>EN3050</td>
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13.5

**MATHEMATICS**

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<th>Course Title</th>
<th>Credits</th>
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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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9

**GENERAL EDUCATION**

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<th>Course Code</th>
<th>Course Title</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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</table>

7.5

**COMPUTER LITERACY**

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

4.5

* CI2080 and CI2180 may not be used as CI2000D+ electives
** CAPSTONE COURSE--Senior level, minimum "C" grade required
+ CI1420, CI2211, CI2410, CI2420, CI3010, CI3090, CI4220, CI4221
(1) Algebra Elective or CI1150D or placement
^ Or placement recommendation

---

### Residents of the state of Texas or students attending the Austin campus

▲ must take HI2050 – *American History Since 1877* and SO2200 – *US Government*

>> must take a general education elective in place of CS1500 - Strategies for Success

# Block transfer is not available to these students

---

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must take at least four courses at the 3000+ level in EN, FL, HI, HU, MA, PS, SC or SO

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Information Technology
Bachelor of Science Degree
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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 System Administrator (MCSA) Exams.

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• identify, describe, install and configure the hardware associated with personal computer systems.
• 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 lifecycle framework to develop an information system.
• administer a network infrastructure designed to support management and production functions in business or industry.

Offered at Colorado Springs.

Information Technology
Bachelor of Science
Emphasis in Network Administration/Microsoft
186 Credits

Information Technology Major Core
(A minimum of 27 of the following 49.5 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI1420</td>
<td>Principles of Programming</td>
<td>(1)</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2010</td>
<td>Database for Windows</td>
<td>CI1150 or ^</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2211</td>
<td>Internetworking Fundamentals</td>
<td>CI1150 or ^/EN1300</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2430</td>
<td>Computer Concepts</td>
<td>CI1150 or ^</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3010</td>
<td>Linux</td>
<td>CI2420</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3090</td>
<td>Database Design and Query Concepts</td>
<td>CI2010/CI1420</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3155</td>
<td>Computer Ethics</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>CI3310</td>
<td>Website and Web Application Design</td>
<td>CI1150 or ^</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4220/MT4230</td>
<td>Project Management</td>
<td>MT2050/CI1150 or ^</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4221</td>
<td>Systems Analysis and Design</td>
<td>Junior/EN1300</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4222</td>
<td>Integrated Systems Project **</td>
<td>+/-EN1300</td>
<td>4.5</td>
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Support Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
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<tr>
<td>AC1160</td>
<td>Principles of Accounting II</td>
<td>AC1060</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>EC2100</td>
<td>Microeconomics</td>
<td>EC2050</td>
<td>4.5</td>
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<tr>
<td>FN3000</td>
<td>Business Finance I</td>
<td>AC1160/MA1500</td>
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<tr>
<td>MG1050</td>
<td>Principles of Marketing</td>
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<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<td>MT2050</td>
<td>Principles of Management</td>
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<td>MT4210</td>
<td>Quantitative Analysis MA2050/MA3000</td>
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**Emphasis Core**
(A minimum of 18 of the following 31.5 credits must be earned at NAU, excluding externships or internships.)

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>CI3000+</td>
<td>Elective</td>
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</tr>
<tr>
<td>CI3650</td>
<td>Supporting MS Windows XP Prof. CI1150</td>
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<tr>
<td>CI4113</td>
<td>MS Windows 2003 Server CI3650</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4123</td>
<td>Implementing Windows 2003 Infrastructure CI4113&gt;&gt;</td>
<td>4.5</td>
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**CHOOSE 2 OF THE FOLLOWING**

<table>
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<tr>
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<th>Course Title</th>
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<tbody>
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<td>CI4070</td>
<td>SQL Server Administration CI3090/CI4113</td>
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<tr>
<td>CI4075</td>
<td>Designing &amp; Implementing Databases with MS SQL Server CI3090/CI3650</td>
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<td>CI4173</td>
<td>Managing MS Exchange 2003 CI4113</td>
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<td>CI4430</td>
<td>Security in Server 2003 Networks CI4123</td>
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<td>CI4530</td>
<td>Designing MS Windows 2003 Security CI4430</td>
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**GENERAL EDUCATION CORE (66)**

**GENERAL EDUCATION**

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<tbody>
<tr>
<td>EN1150</td>
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**SCIENCE**

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**HUMANITIES**

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**BEHAVIORAL/SOCIAL SCIENCE**

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

**COMMUNICATIONS**

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**GENERAL EDUCATION**

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<td>CS2080</td>
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**COMPUTER LITERACY**

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>4.5</td>
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**CAPSTONE COURSE--Senior level, minimum "C" grade required**

1. Algebra Elective/CI1150 or placement
2. CI1420, CI12211, CI12410, CI12420, CI3010, CI3090, CI4220, CI4221
3. Or placement recommendation
4. Can be taken concurrently with CI4123

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- design, implement and manage a network infrastructure to support management and production functions in business or industry.

Information Technology
Bachelor of Science
Emphasis in Network Management/Microsoft
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<td>Principles of Programming (1)</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>CI2010</td>
<td>Database for Windows</td>
<td>CI1150 or ^</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2211</td>
<td>Internetworking Fundamentals</td>
<td>CI1150 or ^/EN1300</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2430</td>
<td>Computer Concepts</td>
<td>CI1150 or ^</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3010</td>
<td>Linux</td>
<td>CI2420</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3090</td>
<td>Database Design and Query Concepts</td>
<td>CI2010/CI1420</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3155</td>
<td>Computer Ethics</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>CI3310</td>
<td>Website and Web Application Design</td>
<td>CI1150 or ^</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4220/MT4230</td>
<td>Project Management</td>
<td>MT2050/CI1150 or ^</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4221</td>
<td>Systems Analysis and Design</td>
<td>Junior/EN1300</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4222</td>
<td>Integrated Systems Project **</td>
<td>+/-EN1300</td>
<td>4.5</td>
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</table>

** 49.5

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>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1160</td>
<td>Principles of Accounting II</td>
<td>AC1060</td>
</tr>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2100</td>
<td>Microeconomics</td>
<td>EC2050</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------</td>
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<tr>
<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>
<td>4.5</td>
</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4210</td>
<td>Quantitative Analysis</td>
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**Network Management/Microsoft Emphasis Core**

(A minimum of 20 of the following 40 credits must be earned at NAU, excluding externships or internships.)

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
<th>Notes</th>
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<tbody>
<tr>
<td>CI3650</td>
<td>Supporting MS Windows XP Prof.</td>
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<td></td>
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<tr>
<td>CI4113</td>
<td>MS Windows 2003 Server</td>
<td>4.5</td>
<td></td>
</tr>
<tr>
<td>CI4123</td>
<td>Implementing Windows 2003 Infra.</td>
<td>4.5</td>
<td></td>
</tr>
<tr>
<td>CI4133</td>
<td>Planning MS Windows 2003 Infra.</td>
<td>4.5</td>
<td></td>
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<tr>
<td>CI4143</td>
<td>Windows Server 2003 Active Directory</td>
<td>4.5</td>
<td></td>
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<tr>
<td>CI4163</td>
<td>Designing Active Directory Network</td>
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**CHOOSE 1 OF THE FOLLOWING**

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<thead>
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</thead>
<tbody>
<tr>
<td>CI4430</td>
<td>Security in Server 2003 Networks</td>
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<tr>
<td>CI4530</td>
<td>Designing MS Windows 2003 Security</td>
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**Open Elective**

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<tr>
<td>4.5</td>
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**GENERAL EDUCATION CORE (66)**

General Education (Available for block transfer – 31.5)

**COMMUNICATIONS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
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**SCIENCE**

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<tr>
<th>Course Title</th>
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<tr>
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**HUMANITIES**

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<td>Humanities Electives</td>
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**BEHAVIORAL/SOCIAL SCIENCE**

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<tr>
<th>Course Title</th>
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<tr>
<td>Behavioral/Social Science Electives</td>
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**General Education (course-by-course transfer – 35)**

**COMMUNICATIONS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EN1300</td>
<td>Composition II</td>
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<tr>
<td>EN2100 or</td>
<td>Speech or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Prof. Communications</td>
<td></td>
<td></td>
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<tr>
<td>EN3050</td>
<td>Technical Communications</td>
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**MATHEMATICS**

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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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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**GENERAL EDUCATION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Notes</th>
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<tbody>
<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
<td>4.5</td>
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<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>3</td>
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**COMPUTER LITERACY**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Intro. to CIS or CI Elective</td>
<td>4.5</td>
<td></td>
</tr>
</tbody>
</table>

**CAPSTONE COURSE--Senior level, minimum "C" grade required**

(1) Algebra elective/CI1150 or placement
+ CI1420, CI2211, CI2410, CI2420, CI3010, CI3090, CI4220, CI4221
^ Or placement recommendation
>> Can be taken concurrently with CI4123

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

### Block transfer is not available to these students.
Graduation Requirements: A minimum of 2.0 GPA is required overall and in Information Technology Major Core and in Network Management Microsoft Emphasis Core. See "Graduation Requirements" section of catalog for additional requirements.

Information Technology
Associate of Applied Science Degree
This program of study provides education for various entry-level positions in the information system 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.

Program Goals
The program will:

• prepare students to secure an entry-level position in the information technology industry.
• provide a balanced curriculum that addresses fundamental knowledge and skills related to programming, databases, operating systems, and networking in business environments.
• encourage students to participate in continuing education activities and maintain professional memberships.
• continuously measure key student-learning outcomes, and identify and implement opportunities for improvement.

Student Learning Outcomes
Graduates of the program will:

• support the data management needs of business through the design, implementation, and maintenance of relational databases.
• solve a variety of business problems through the application of structured program analysis and design concepts.
• explain current networking technologies including local area networks, wide area networks, the Internet, and the hardware and software used in constructing a network infrastructure.
• implement and manage commonly used computer operating systems including both proprietary and open source systems.
• identify, describe, install and configure the hardware associated with personal computer systems.
• demonstrate proficiency in the fundamental information technology skills required to provide user support in business.

Information Technology
Associate of Applied Science
93 Credits


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

Information Technology Major Core
(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>
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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>4.5</td>
</tr>
<tr>
<td>CI2010</td>
<td>Database for Windows</td>
<td>CI1150 ^</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2211</td>
<td>Internetworking Fundamentals</td>
<td>CI1150 ^/EN1300</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2430</td>
<td>Computer Concepts</td>
<td>CI1150 ^</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3010</td>
<td>Linux</td>
<td>CI2430</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3090</td>
<td>Database Design and Query Concepts</td>
<td>CI2010/CI1420</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3310</td>
<td>Website and Web Application Design</td>
<td>CI1150 ^</td>
<td>4.5</td>
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Choose two CI2000+ Electives

<table>
<thead>
<tr>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>CI2000+</td>
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<tr>
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<td>9</td>
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Support Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>AC1160</td>
<td>Principles of Accounting II</td>
<td>AC1060D</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
<td></td>
<td>4.5</td>
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<tr>
<td></td>
<td></td>
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<td>13.5</td>
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GENERAL EDUCATION CORE (39)

COMMUNICATIONS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>EN1150</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or</td>
<td>Speech or</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Prof. Communications</td>
<td></td>
<td>13.5</td>
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SCIENCE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td></td>
<td>Science Electives</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>4.5</td>
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</table>
MATHEMATICS

MA ^ Algebra Elective 4.5

HUMANITIES/BEHAVIORAL/SOCIAL SCIENCE

#/~

GENERAL EDUCATION

CS1500 Strategies for Success 4.5
CS2080 Career Management Advisor approval 3

COMPUTER LITERACY

Intro. to CIS or CI Elective 4.5

(1) Algebra elective/CI1150 or placement
* CI2080 and CI2180 may not be used as CI2000+ electives

Students attending the Austin campus
~ must take HI2050 – American History Since 1877 or SO2200 – US Government

Residents of the state of Minnesota or students attending any Minnesota campus
^ must take MA2050 – College Algebra
# must take a humanities elective

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

Legal Studies
Business Administration emphasis Pre-Law
Paralegal Studies

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 give legal advice or represent a client in court.

The program of study is found on pages 81-83.

Paralegal Studies Program
Admissions
In addition to the university’s admissions requirements and instructions on pages 13 – 15, 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. Paralegals, sometimes called legal assistants, may be employed in law firms; corporate legal departments; local, state, and federal government offices; bank and trust offices; and other offices requiring 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; investigate medical, police, and other records; attend hearings; assist in trial preparations; and assist at trial. A paralegal may not give legal advice, represent a client in court, or set fees.

An Associate of Applied Science degree is offered for students who wish to develop basic paralegal skills. 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.

The paralegal studies program is offered at Bloomington, Brooklyn Center, Independence, Overland Park, Rapid City, Roseville, Sioux Falls, and Zona Rosa. The Rapid City program is approved by the American Bar Association.

A 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.

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.
• utilize critical thinking skills to analyze problems by identifying and evaluating alternative solutions.
• perform legal research using both traditional and electronic resources.
• communicate effectively through both speaking and writing.
• adhere to ethical guidelines governing the conduct of attorneys and paralegals.
• recognize the value of lifelong learning and the importance of participating in professional organizations.
• prepare for employment responsibilities and continuing education appropriate to their degree.

Paralegal Studies
Bachelor of Science Degree
187 Credits

Offered at Bloomington, Brooklyn Center, Independence, Overland Park, Rapid City, Roseville, Sioux Falls, and Zona Rosa.

The Rapid City program is approved by the American Bar Association.

<table>
<thead>
<tr>
<th>Paralegal Studies Major Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tbody>
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<td>(A minimum of 36 of the following 90 credits must be earned at NAU.)</td>
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<tr>
<td>PL1100*</td>
<td>Introduction to Legal Principles (1)</td>
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<tr>
<td>PL1150*</td>
<td>Legal Research I</td>
<td>EN1150</td>
</tr>
<tr>
<td>PL1350*</td>
<td>Legal Research II</td>
<td>PL1150/EN1150</td>
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<tr>
<td>PL2050*</td>
<td>Torts</td>
<td>PL1100</td>
</tr>
<tr>
<td>PL2100*</td>
<td>Domestic Relations (1)</td>
<td>PL1100/EN1150</td>
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<tr>
<td>PL2150*</td>
<td>Civil Procedure</td>
<td>PL1350/EN1150</td>
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<tr>
<td>PL2350*</td>
<td>Criminal Procedure</td>
<td>PL1350</td>
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<tr>
<td>PL2500/EN2500*</td>
<td>Legal Writing</td>
<td>PL1350/EN1150</td>
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<td>PL3050*</td>
<td>Real Property</td>
<td>PL1100</td>
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<tr>
<td>PL3100*</td>
<td>Professional Ethics &amp; Law Office Procedures</td>
<td>PL1100/EN1150</td>
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<td>PL3000++</td>
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<td>Credits</td>
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<tr>
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<td>PL4600*</td>
<td>CLA Review</td>
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<td>PL4560</td>
<td>Paralegal Internship (2) (3)</td>
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**Support Core**

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<tr>
<td>AC2760</td>
<td>Accounting for Managers</td>
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<td>EC2050</td>
<td>Macroeconomics</td>
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<tr>
<td>LA3100</td>
<td>Business Law</td>
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</tr>
<tr>
<td>ME1150</td>
<td>Medical Terminology</td>
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<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
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<td>MT3050</td>
<td>Human Resource Management</td>
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<td>MT3230</td>
<td>Employment Law</td>
<td>4.5</td>
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<tr>
<td>HU3100</td>
<td>Critical Thinking and Problem Solving</td>
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**GENERAL EDUCATION CORE**

**Communications**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>Composition I</td>
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<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or EN2150</td>
<td>Speech or Interpersonal Prof. Communications</td>
<td>4.5</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>Science Electives</td>
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**Humanities**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>HU2000</td>
<td>Critical Thinking and Problem Solving</td>
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<td>EN1300</td>
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**Behavioral/Social Science**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>Behavioral/Social Science Electives</td>
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**General Education**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>General Education Elective</td>
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**General Education (Course-by-course transfer - 30)**

**Communications**

<table>
<thead>
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<tbody>
<tr>
<td>EN1300</td>
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<tr>
<td>EN2100 or EN2150</td>
<td>Speech or Interpersonal Prof. Communications</td>
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**Mathematics**

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<td>College Algebra</td>
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<td>MA3000</td>
<td>Business Statistics</td>
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<td>MA1500^</td>
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**General Education**

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<td>CS1500</td>
<td>Strategies for Success</td>
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<tr>
<td>CS2080</td>
<td>Career Management</td>
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<td>Advisor approval</td>
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<td>7.5</td>
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**Computer Literacy**

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<tr>
<th>Course Code</th>
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<tr>
<td>Introduction to CIS or CI Elective (4)</td>
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<td>4.5</td>
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</table>

* Must be passed with a minimum "C" grade
^ Or placement recommendation
(1) May be credited as a cross-listed sociology course. If so, another paralegal studies course must be successfully completed or transferred.
(2) Paralegal coordinator approval required
(3) Students may elect to satisfy a maximum of 4.5 internship credit hours with a paralegal studies elective course.
(4) Word processing recommended

---

**Students attending any Minnesota campus**

must take at least four courses at the 3000+ level in EN, FL, HI, HU, MA, PS, SC or SO

# Block transfer is not available to these students.

**Graduation Requirements:** A minimum of 2.0 GPA is required overall and in Paralegal Studies Major Core. See "Graduation Requirements" section of catalog for additional requirements.
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. Students can normally achieve the bachelor's degree in six additional quarters.

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.

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.
- 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.
- utilize critical thinking skills to analyze problems by identifying and evaluating alternative solutions.
- perform legal research using both traditional and electronic resources.
- communicate effectively through both speaking and writing.
- adhere to ethical guidelines governing the conduct of attorneys and paralegals.
- recognize the value of lifelong learning and the importance of participating in professional organizations.
- prepare for employment responsibilities and continuing education appropriate to their degree.

Paralegal Studies
Associate of Applied Science Degree
97.5 Credits

Offered at Bloomington, Brooklyn Center, Independence, Overland Park, Rapid City, Roseville, Sioux Falls, and Zona Rosa.

The Rapid City program is approved by the American Bar Association.

<table>
<thead>
<tr>
<th>Paralegal Studies Major Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>(A minimum of 31.5 of the following 49.5 credits must be earned at NAU, excluding internship.)</td>
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<tr>
<td>PL1100* Introduction to Legal Principles</td>
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<tr>
<td>PL1150* Legal Research I EN1150</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>PL1350* Legal Research II PL1150/EN1150</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>PL2050* Torts PL1100</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>PL2100* or Domestic Relations or PL1100/PL1350</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PL2350* Criminal Procedure PL1100/PL1350</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>PL2150* Civil Procedure PL1350/EN1150</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>PL2500/EN2500* Legal Writing PL1350/EN1150</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>PL3050* or Real Property or PL1100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PL3250* Wills, Trusts, and Probate PL1100</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>PL3100* Professional Ethics and Law Office Procedure PL1100</td>
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<td>4.5</td>
</tr>
<tr>
<td>PL4580 Paralegal Internship (1) (2) PL2500</td>
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Support Core
AC2760 Accounting for Managers 4.5
LA3100 Business Law 4.5

GENERAL EDUCATION CORE (39)

COMMUNICATIONS
EN1150 Composition I 4.5
EN1300 Composition II EN1150 4.5
EN2100 or Speech or  |
EN2150 Interpersonal Prof. Communications EN1150 4.5

13.5
Organizational Leadership

Bachelor of Science Degree

Managers today need the necessary skills to be effective leaders. This degree is designed for working professionals who recognize the need to develop their individual leadership abilities. Graduates of this program will have a distinct advantage over others managers and can expect to find opportunities in a wide range of leadership positions.

Program Goals

The program will:

• provide students with the skills to apply the theory and practices associated with modern leadership and organizational management.
• develop students’ knowledge and skills in communication, research, critical thinking, problem solving, and current technology for application in leading organizations.
• involve students in teamwork and leadership development through participation in classroom activities or applied research and projects.
• develop students’ commitment to applying professional ethics and appreciating its application to organizational environments.
• measure key student-learning outcomes continuously, and identify and implement opportunities for improvement.

Student Learning Outcomes

Graduates of the program will:

• apply creative decision-making and leadership skills to produce unique organizational solutions.
• utilize state-of-the-art communication techniques and practices to effectively reach and influence the desired audience.
• assess global markets and customer needs to develop appropriate organizational response.
• utilize office software applications to improve organizational efficiency and effectiveness.
• evaluate accounting and financial statements to assess the fiscal impact of leadership decisions.

Organizational Leadership
Bachelor of Science Degree
183 Credits

Organizational Leadership Major Core
(A minimum of 22.5 of the following 39.5 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CI2080</td>
<td>Multimedia Presentations</td>
<td>2</td>
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<tr>
<td>CI4220/MC4230</td>
<td>Project Management</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4220/MC4230</td>
<td>Project Management</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4220/MC4230</td>
<td>Project Management</td>
<td>4.5</td>
</tr>
<tr>
<td>OL3100</td>
<td>Principles of Organizational Leadership</td>
<td>4.5</td>
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</table>

Offered at Albuquerque, Austin, Independence, Overland Park, and Rio Rancho.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>OL3200</td>
<td>Global Marketing Strategies and Competition</td>
<td>4.5</td>
</tr>
<tr>
<td>OL3300</td>
<td>Managerial Decision Making</td>
<td>4.5</td>
</tr>
<tr>
<td>OL4050</td>
<td>Business Etiquette and Professionalism</td>
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</tr>
<tr>
<td>OL4100</td>
<td>Org Culture and Leadership</td>
<td>4.5</td>
</tr>
<tr>
<td>OL4500</td>
<td>Org Leadership Research I**</td>
<td>2</td>
</tr>
<tr>
<td>OL4550</td>
<td>Org Leadership Research II**</td>
<td>2</td>
</tr>
<tr>
<td>PS3300/MG3310</td>
<td>Customer Service Relations</td>
<td>4.5</td>
</tr>
<tr>
<td>AC2760</td>
<td>Accounting for Managers</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
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<td>Microeconomics</td>
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<tr>
<td>LA3100</td>
<td>Business Law</td>
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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>MT4250</td>
<td>Entrepreneurship</td>
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<td>Composition I</td>
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<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or EN1150</td>
<td>Speech or Professional Communication</td>
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</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Professional Communication</td>
<td>4.5</td>
</tr>
<tr>
<td>EN3050</td>
<td>Technical Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>MA2050</td>
<td>College Algebra</td>
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<tr>
<td>MA3000</td>
<td>Business Statistics</td>
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<tr>
<td>EN3040</td>
<td>Mass Communication and Society</td>
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<td>EN3050</td>
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<td>MA2050 ^</td>
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<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
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<tr>
<td>CS1500</td>
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<td>4.5</td>
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<tr>
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</tbody>
</table>

**CAPSTONE COURSES--Senior evel, minimum "C" grade required
^Or placement recommendation

Residents of the state of Texas or students attending the Austin campus

▲ must take HI2050 – American History Since 1877 and SO2200 – US Government
>> must take a general education elective in place of CS1500 - Strategies for Success

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

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 a fundamental knowledge specific to the field of veterinary technology.
- perform hands-on skills required in a clinical setting.
- communicate effectively through speaking and writing.
- identify and follow the ethical guidelines governing the conduct of veterinarians and veterinary technicians.
- recognize the value of lifelong learning.
- recognize the importance of participating in professional organizations.
Veterinary Technology
Associate of Applied Science Degree
134.5 Credits

Offered at Rapid City.

The Veterinary Technology program is accredited by CVTEA, a subcommittee of AVMA.

<table>
<thead>
<tr>
<th>Animal Health Major Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<td>AH1150* Animal Technology Topics</td>
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<tr>
<td>AH1160*-AH1180* Principles of Animal Care</td>
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<tr>
<td>AH1500* Intro. to Exotic Animals</td>
<td></td>
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<tr>
<td>AH2230* Animal Restraint I</td>
<td>AH2230</td>
<td>1</td>
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<tr>
<td>AH2300* Clinical Pathology I</td>
<td>SC1240*/SC1354</td>
<td>2</td>
</tr>
<tr>
<td>AH2310* Clinical Pathology I - Lab</td>
<td>SC1354</td>
<td>2</td>
</tr>
<tr>
<td>AH2400* Clinical Pathology II</td>
<td>AH2300*</td>
<td>2</td>
</tr>
<tr>
<td>AH2410* Clinical Pathology II-Lab</td>
<td>AH2310*</td>
<td>2</td>
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<tr>
<td>AH2500* Lab Animal Science</td>
<td>AH1150/SC1240 or SC1180</td>
<td>1</td>
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<tr>
<td>AH3150* Animal Clinic</td>
<td>(1)/EN1300</td>
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</tr>
<tr>
<td>AH3200* Radiological Procedures</td>
<td>SC1320</td>
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<td>AH3400* Anesthesiology and Surgicial. Proc.</td>
<td>(1)</td>
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<td>AH3700 Practicum (Externship)</td>
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<td>AS2350* Animal Diseases and Prevention I</td>
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<tr>
<td>AS2360* Animal Diseases and Prevention II</td>
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<td>AS2500* Animal Reproduction</td>
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<td>AS2600* Applied Animal Nutrition</td>
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<td>Support Core</td>
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<tr>
<td>CI1150 Intro to CIS</td>
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<tr>
<td>CI2180* Veterinary Software Applications</td>
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<td>ME1150* Medical Terminology</td>
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<td>4</td>
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<td>COMMUNICATIONS</td>
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<tr>
<td>EN1150 Composition I</td>
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<tr>
<td>EN2100 or Speech or</td>
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<tr>
<td>EN2150 Interpersonal Prof. Communications</td>
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<tr>
<td>SCIENCE</td>
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<tr>
<td>SC1055 Biological Concepts with Lab</td>
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<tr>
<td>SC1240* Anat. and Phys. of Domestic Animals I</td>
<td>ME1150*</td>
<td>4</td>
</tr>
<tr>
<td>SC1280* Comparative Anatomy Lab</td>
<td>SC1240</td>
<td>2</td>
</tr>
<tr>
<td>SC1320* Anat. and Phys. of Domestic Animals II</td>
<td>SC1240</td>
<td>3</td>
</tr>
<tr>
<td>SC1354 General Chemistry and Biochemistry w/Lab</td>
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<tr>
<td>SC2200* Pharmacology for Vet. Technicians</td>
<td>SC1320/SC1354</td>
<td>4</td>
</tr>
<tr>
<td>SC3100* Bacteriology/Parasitology</td>
<td>AH2300</td>
<td>3</td>
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<tr>
<td>SC3110* Bacteriology/Parasitology Lab</td>
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<td>MATHEMATICS</td>
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<tr>
<td>CS1500 Strategies for Success</td>
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</table>
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.

**Veterinary Assisting**
Diploma
53 Credits

Offered at Rapid City.

<table>
<thead>
<tr>
<th>Veterinary Assisting Major Core</th>
<th>Prerequisites</th>
<th>Credit Hrs.</th>
</tr>
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<tbody>
<tr>
<td>(A minimum of 16 of the following 32 credits must be earned at NAU.)</td>
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<tr>
<td>AH1150 Animal Technology Topics</td>
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<tr>
<td>AH1160-1180 Principles of Animal Care</td>
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<td>AH1500 Intro. to Exotic Animals</td>
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<tr>
<td>AH1520 Intro. to Small Animal Nutrition</td>
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<td>AH2230 Animal Restraint I</td>
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<tr>
<td>AH2320 Basic Clinical Procedures</td>
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<tr>
<td>AH2380 Surgical Preparation</td>
<td>3</td>
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<tr>
<td>AH2700 Veterinary Office and Hospital Management</td>
<td>AH1150</td>
<td>4</td>
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<tr>
<td>AH, AS or Veterinary Assisting Electives</td>
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<tr>
<td>SO1800 or Community Volunteer Practicum</td>
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<tr>
<td>CI2180 Veterinary Software Applications</td>
<td>CI1150</td>
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<td>ME1150 Medical Terminology</td>
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<tr>
<td>SC1180 Basic Animal Anatomy</td>
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**GENERAL EDUCATION CORE (21)**

**COMMUNICATIONS**

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**MATHEMATICS**

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<th>Algebra Elective</th>
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**HUMANITIES/BEHAVIORAL/SOCIAL SCIENCE**

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**GENERAL EDUCATION**

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**COMPUTER LITERACY**

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**Graduation Requirements:** A minimum of 2.0 GPA is required overall and in Veterinary Assisting Major Core. See "Graduation Requirements" section of catalog for additional requirements.
National American University School of Nursing

School of Nursing Mission Statement
The School of Nursing, as an integral part of National American University, is in concert with its mission, core values and purposes. Consistent with the overall university mission, the School of Nursing 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.

School of Nursing Goals/Purposes
- Prepare learners to influence the delivery of healthcare services through clinical judgment.
- Promote and facilitate (student-centered) lifelong learning opportunities responsive to the needs of students, graduates, faculty, community and profession.
- 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.
- Promote scholarship and research among students and faculty.
- Promote faculty development.
- Support and participate in activities that interpret and promote the role of the nurse, influence nursing practice and the concept of caring.
- Support efforts to recruit and retain students with diverse skills, experiences and learning preferences who demonstrate potential for excellence in nursing.
- Incorporate a holistic approach to culturally congruent care throughout the lifespan.

School of Nursing Philosophy
The School of Nursing derives its philosophy and purposes from the mission statement of National American University. The School of Nursing 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 eclectic 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:

  The School of Nursing 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, 1984, 2000, 2001). Nursing is embraced as a discipline committed to the importance of lifelong learning for the maintenance and advancement of knowledge.
  The School of Nursing 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, 1991, 2002, 2006).

  The School of Nursing and faculty embrace Benner’s (1984, 2000, 2001) tenet that caring practice is the invisible work of nursing, acknowledges a common human condition and is required to nurture and sustain human life.
  The School of Nursing and faculty further embrace Leininger’s (1991, 2002, 2006) 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).

- Clinical Judgment: qualitative distinction evolves over time, integrative/dynamic (Benner, 1984, 2000, 2001)
  The School of Nursing and faculty believe Benner’s (1984, 2000, 2001) 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.

  The School of Nursing and faculty believe nursing education should embrace the care of clients as addressed within all stages of well-being 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.
National American University School of Nursing uses the tenets of Benner (1984, 2000, 2001) and Leininger (1991, 2000, 2006) to form the eclectic conceptual framework. Specifically, Benner’s work on *Novice to Expert* (1984) provides a framework for the School of Nursing. The School of Nursing programs are built upon various student levels of education and experience, and designed to enhance career mobility. Concepts of care and culture based on Leininger (1991, 2002, 2006) are threaded throughout the curriculums. The constructs include experiential learning, caring, clinical judgment, and holistic health/illness/death provide horizontal threads that serve as broad categories under which a variety of content can be expressed. They are not considered mutually exclusive. It is recognized that the rapid evolution of nursing science, practice, and education demands ongoing reexamination of categories and concepts.

The School of Nursing 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 and incorporating 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 are 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. The practical nurse graduate provides direct patient care by assisting with data collection, contributing to a plan of care, performing basic therapeutic and preventive nursing measures, and assisting in evaluating the outcomes of nursing interventions of patients with commonly occurring health problems. The Associate of Science Degree graduate is prepared to serve clients with more complex care needs, which require judgment, independent decision-making within the registered nurse role, and collaborative decision-making. The Bachelor of Science degree graduate has additional educational foundation in leadership, healthcare delivery systems, community and public health nursing, nursing research, and evidence-based practice. The provision of care at this level requires a broad base of principles from science and the liberal arts.

**Nursing**

**Bachelor of Science Degree**

**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 online RN to BSN Program is designed for RNs with an associate degree or diploma who seek a bachelor’s degree in nursing.

The National American University online RN to BSN Program builds on the student’s past education and experience. This program offers a flexible and practical way for RNs to expand their knowledge and prepare for leadership positions in a variety of healthcare settings. It also provides 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.

**Admissions Requirements**

NAU School of Nursing 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 National American University 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.
- Minimum cumulative GPA of 2.8 from the graduated associate degree program in nursing or diploma nursing program. Applicants who do not meet the cumulative GPA requirement are reviewed on a case by case basis and may be admitted under probationary status.
- Minimum cumulative GPA 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 registered nurse license to practice (in the state of their choice in the U.S.) and an international professional evaluation of their prior education credentials.
General education courses are offered online and at Albuquerque, Bloomington, Brooklyn Center, Colorado Springs, Denver, Independence, Overland Park, Rio Rancho, Roseville, Sioux Falls, Watertown, Wichita, and Zona Rosa.

Offered in all states except Texas

Note: Students must have an associate degree or diploma in nursing with a 2.8 CGPA or above and a current RN license.

<table>
<thead>
<tr>
<th>Nursing Major Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>(All 49 credits must be earned at NAU.)</td>
<td></td>
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<tr>
<td>NS3026D Concepts and Challenges in Prof. Nursing</td>
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<tr>
<td>NS3050D Pathophysiology in Practice</td>
<td></td>
<td>4</td>
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<tr>
<td>NS3225D Nursing Theory and Healthcare Delivery Models</td>
<td></td>
<td>4</td>
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<tr>
<td>NS3250D Ethics &amp; Issues in Contemporary Nursing</td>
<td></td>
<td>4</td>
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<tr>
<td>NS3300D Research in Nursing</td>
<td>NS3026D/MA3000</td>
<td>3</td>
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<tr>
<td>NS3310D Evidence-Based Nursing Practice</td>
<td>NS3300D/EN1300</td>
<td>3</td>
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<tr>
<td>NS4000D Issues in Transcultural Nursing</td>
<td>EN1300</td>
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<tr>
<td>NS4050D Public Health and Community Nursing</td>
<td>NS3300D/NS4000D</td>
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<td>NS4060D Caring for Vulnerable Populations</td>
<td>NS4050D/EN1300</td>
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<tr>
<td>NS4150D Information Technology in Nursing</td>
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<tr>
<td>NS4350D Quality Mgt. in Nursing and Health Care</td>
<td>EN1300</td>
<td>4</td>
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<tr>
<td>NS4400D Leadership &amp; Management in Nursing **</td>
<td>NS3225D/NS3300D/NS4150D</td>
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Support Core

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<td>HA4050D Healthcare Law</td>
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NURSING OR OPEN ELECTIVES

62

General Education Core (75)

NOT AVAILABLE FOR BLOCK TRANSFER

COMMUNICATIONS

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<tr>
<td>EN1150 Composition I</td>
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<td>EN1300 Composition II</td>
<td>EN1150</td>
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<tr>
<td>EN2150 Interpersonal Prof. Communications</td>
<td>EN1150</td>
<td>4.5</td>
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<tr>
<td>EN3050 Technical Communications</td>
<td>EN1300</td>
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SCIENCE +

|                                |                                |              |
| SC1200 Principles of Nutrition |                                | 4.5          |
| SC Anatomy & Physiology Electives |                                | 12           |
| SC Science Elective            |                                | 4.5          |
| SC Microbiology Elective       |                                | 4.5          |

MATHMATICS

|                                |                                |              |
| MA2050 College Algebra         | MA1500^                         | 4.5          |
| MA3000 Business Statistics    | MA2050                          | 4.5          |

HUMANITIES

|                                |                                |              |
| Humanities Electives           |                                | 9            |

BEHAVIORAL/SOCIAL SCIENCE

|                                |                                |              |
| SO1050 Introduction to Sociology |                                | 4.5          |
| Behavioral/Social Science Elective |                                | 4.5          |

GENERAL EDUCATION

|                                |                                |              |
| CS1500 Strategies for Success  |                                | 4.5          |

^Or placement recommendation
** CAPSTONE COURSES
+ If sufficient science courses are not available for transfer, completion of additional science electives will be required.
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. See "Graduation Requirements" section of catalog for additional requirements.

Nursing
Associate of Science Degree
Nursing is a career that is in great demand. Nursing offers opportunities in multiple settings with individuals, families and communities. The National American University Nursing Associate of Science 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 Exam. Students are responsible for meeting eligibility requirements for licensure designated by the Nurse Practice Act and the State Board of Nursing.)

Student Learning Outcomes
• Exhibit behaviors and characteristics congruent with the professional nurse role.
• Show caring behaviors in the nurse-client interaction.
• Utilize skills to promote collaboration in the healthcare environment.
• Incorporate information to promote health, prevent disease, restore health, and promote adaptation across the lifespan.
• Create a safe and effective environment.
• Plan and adapt care based on desired outcomes utilizing the nursing process.
• Demonstrate achievement of competency of identified essential nursing skills.
• Provide culturally sensitive care to a diverse group of clients across the lifespan.

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

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

Completed applications to the nursing clinical core must be received at least 90 days prior to the start of each nursing clinical core cohort. Spaces for the nursing clinical core are assigned on a competitive and space available basis for each admission period.

Acceptance is based on available resources and overall ranking in the following areas:
• Admission to National American University before application to the nursing clinical core.
• Students who have completed nursing foundational course work at National American University will be given priority consideration but not guaranteed admission into the nursing clinical core.
• Criteria to be considered for acceptance into the nursing clinical core:
  o Minimum cumulative GPA of 2.8 on all nursing foundational courses.
  o All nursing foundational courses must be completed by application.
  o 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 cumulative GPA.
• State registry number for a certified nursing assistant (in the current state) 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 (TEAS). The TEAS provides a means to determine the potential for professional competency. The TEAS score will remain valid as entry criteria for six months. Applicants may retake the test if desired in an attempt to gain a higher score.

Submitted with the application (the cost of the following items is the student’s responsibility):
• Successful criminal background check through a company designated by National American University
• Evidence of a physical exam (current within six months of admission) completed and signed by a physician, nurse practitioner, or physician assistant
• Evidence of up-to-date immunizations or evidence of serologic immunity as required by clinical agencies
• Documentation of a negative TB skin test (taken within one year) or chest x-ray (taken within five years) signed by a licensed professional
• Documentation of current active CPR certification (American Heart Association for Healthcare Providers)
• Evidence of active health insurance (NAU student policy application is available at the student services desk)
• The functional abilities statement form, which must be signed by an M.D., declares one’s ability to meet the required performance standards necessary for success in a nursing education program as well as in the nursing profession.

* For a new start A.S.N. clinical core, the application timeline may be modified.
In addition to meeting the NAU general admissions requirements, non-English speaking students must pass the official Test of English as a Foreign Language (TOEFL) with a minimum score of 500 paper-based exam, 173 computer-based exam, or 61 for an Internet-based exam.

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

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

### Nursing
**Associate of Science Degree**
**107 Credits**

Offered at Denver and Zona Rosa

<table>
<thead>
<tr>
<th>Nursing Clinical Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<td>NS1020 Health Assessment</td>
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<tr>
<td>NS1030 Foundations of Nursing Practice</td>
<td>NS1010/NS1020</td>
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<tr>
<td>NS1031(1) Foundations of Nursing Practice - Clinical</td>
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<td>NS1040 Pharmacology I</td>
<td>NS1010/NS1020</td>
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<td>NS1050 Adult Health Needs I</td>
<td>NS1030/NS1031/NS1040</td>
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<td>NS1051(2) Adult Health Needs I - Clinical</td>
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<td>NS2011 Maternal/Child Nursing</td>
<td>NS1050/NS1051</td>
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<td>NS2012(3) Maternal/Child Nursing – Clinical</td>
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<td>NS2021 Mental Health Needs of Clients and Families</td>
<td>EN1150/NS1050/NS1051</td>
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<td>NS2022(4) Mental Health Needs of Clients and Families – Clinical</td>
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<td>NS2031 Adult Health Needs II</td>
<td>NS1050/NS2011/NS2012/NS2022/NS2022</td>
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<td>NS2040 Pharmacology II</td>
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<tr>
<td>NS3011 Complex Adult Health Needs</td>
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<td>NS3012(6) Complex Adult Health Needs - Clinical</td>
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**GENERAL EDUCATION CORE (44)**
**Nursing Foundational Core (27)**
Not available for block transfer

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<thead>
<tr>
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<tr>
<td>SC1232 Human Anatomy and Physiology I with Lab</td>
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<tr>
<td>SC1332 Human Anatomy and Physiology II with Lab</td>
<td>SC1232</td>
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<tr>
<td>SC1422 Microbiology with Lab</td>
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**MATHEMATICS**
Algebra Elective

| 4.5 |
| 4.5 |

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<tr>
<td>SC1201 Nutritional Foundations</td>
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<tr>
<td>SC1370 Pathophysiology</td>
<td>SC1332</td>
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**BEHAVIORAL/SCIENCES**

| PS1050 or Introduction to Psychology or SO1050 Introduction to Sociology | | 4.5 |
| PS2000 Human Growth & Development | | 4.5 |

(1) NS1031 must be taken concurrently with NS1030
(2) NS1051 must be taken concurrently with NS1050
(3) NS2012 must be taken concurrently with NS2011
(4) NS2022 must be taken concurrently with NS2021
(5) NS2032 must be taken concurrently with NS2031
(6) NS3012 must be taken concurrently with NS3011
+ All science transfer courses have a 5-year limit at application. All science courses must be completed with a “C” grade or higher. Students must have a CNA Certificate/State Registry Number and be officially accepted into the nursing clinical core to register for nursing courses (NS).

Minimum of 2.8 CGPA in the nursing foundational core
Minimum course grade of “C” required for progression in all courses within the nursing clinical core
Admission to the nursing foundational core does not guarantee enrollment in the nursing clinical core.

For detailed admissions/graduation requirements and policies, check the university’s catalog

Mobility Program
Overland Park, Kan.

Nursing is both an art and a science with varying levels of practitioners. The art of nursing centers upon the meaning of relationships between the patient and nurse. In practicing the art of nursing, the nurse gives attention to aesthetic and caring approaches. Nursing as a science is based upon a unique body of knowledge derived from a general education in the areas of physical, biological and behavioral sciences.

Within nursing, there are levels of practice within varying settings which require different educational preparation. The practical nurse graduate provides direct patient care by assisting with data collection, contributing to a plan of care, performing basic therapeutic and preventive nursing measures, and assisting in evaluating the outcomes of nursing interventions of patients with commonly occurring health problems. The Associate of Science degree graduate provides direct care for more complex patient problems which require judgment and collaborative decision-making.

Student Learning Outcomes

- Exhibit behaviors and characteristics congruent with the professional nurse role.
- Show caring behaviors in the nurse-client interaction.
- Utilize skills to promote collaboration in the healthcare environment.
- Incorporate information to promote health, prevent disease, restore health, and promote adaptation across the lifespan.
- Create a safe and effective environment.
- Plan and adapt care based on desired outcomes utilizing the nursing process.
- Demonstrate achievement of competency of identified essential nursing skills.
- Provide culturally sensitive care to a diverse group of clients across the lifespan.

Nursing

Practical Nurse Diploma/Mobility Program

Admissions Requirements

Application to the Practical Nursing Foundational Core is contingent on application to NAU.

Admission to the Practical Nursing Foundational Core does not guarantee enrollment in the Practical Nursing Clinical Core. Admission to the Practical Nursing Clinical Core is selective and highly competitive.

Completed applications to the Practical Nursing Clinical Core must be received at least 90 days prior to the start of each Practical Nursing Clinical Core cohort. Spaces for the Practical Nursing Clinical Core are assigned on a competitive and space available basis for each admission period.

Admission for L.P.N. articulation is based on academic criteria and complies with individual State Board of Nursing policies.

Acceptance is based on available resources and overall ranking in the following areas:

- Admission to National American University before application to the Practical Nursing Clinical Core.
- Students who have completed Practical Nursing Foundational course work at National American University will be given priority consideration but not guaranteed admission into the Practical Nursing Clinical Core.
- Criteria to be considered for acceptance into the Practical Nursing Clinical Core:
  - Minimum Cumulative GPA of 2.8 on all Practical Nursing Foundational courses
  - All Nursing Foundational courses must be completed by application.
  - All science courses must have been completed within five years of application. All science courses must have been achieved with a minimum “C.”
- Number of State Registry for a Certified Nursing Assistant (in the current state) must be on the completed application for admission into the Practical Nursing Clinical Core.
- Prior to application to the Practical Nursing Clinical Core, applicants must successfully complete a pre-entrance examination (TEAS). The TEAS provides a means to determine the potential for professional competency. The TEAS score will remain valid as entry criteria for six months. Applicants may retake the test if desired in an attempt to gain a higher score.

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

- Successful criminal background check through a company designated by National American University.
- Evidence of a physical exam (current within six months of admission) completed and signed by a physician, nurse practitioner, or physician assistant
- Evidence of up-to-date immunizations or evidence of serologic immunity as required by clinical agencies
- Documentation of a negative TB skin test (taken within one year) or chest x-ray (taken with five years) signed by a licensed professional
- Documentation of current active CPR certification (American Heart Association for Healthcare Providers)
- Evidence of active health insurance (NAU student policy application is available at the Student Services desk)
- The functional abilities statement form, which must be signed by an M.D., declares one’s ability to meet the required performance standards necessary for success in a nursing education program as well as in the nursing profession.

Nursing
Practical Nurse Diploma
Mobility Program
62 Credits

Offered at Overland Park.

Nursing Clinical Core
(All of the following 32 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS1100</td>
<td>Basic Skills &amp; Concepts of Nursing with Clinical</td>
<td>MA1500/MA2050</td>
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<tr>
<td>NS1105</td>
<td>Pharmacology for Nurses</td>
<td></td>
<td>4</td>
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<td>NS1111</td>
<td>Nursing I: Adult-Common Health Needs with Clinical</td>
<td>NS1100</td>
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<tr>
<td>NS1122</td>
<td>Nursing II: Mental Health &amp; Gerontology with Clinical</td>
<td>EN1150/NS1111</td>
<td>6</td>
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<tr>
<td>NS1133</td>
<td>Nursing III: Reproductive Systems &amp; Pediatrics with Clinical</td>
<td>NS1122</td>
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GENERAL EDUCATION CORE (30)

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<thead>
<tr>
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<th>Title</th>
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<tr>
<td>EN1150</td>
<td>Composition I</td>
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<tr>
<td>SC1200</td>
<td>Nutrition</td>
<td>4.5</td>
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<tr>
<td>SC1232#</td>
<td>Human Anatomy and Physiology I with Lab</td>
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</tr>
<tr>
<td>SC1332#</td>
<td>Human Anatomy and Physiology II with Lab</td>
<td>6</td>
</tr>
<tr>
<td>MA1500 or MA2050#</td>
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<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS2000</td>
<td>Human Growth and Development</td>
<td>4.5</td>
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</tbody>
</table>

# Courses must be taken before entering the Practical Nursing Clinical Core
+ All science transfer courses have a 5-year limit at application. All science courses must be completed with a “C” grade or higher.
Students must have a CNA Certificate/State Registry Number and be officially accepted into the Practical Nursing Clinical Core. Minimum of 2.8 CGPA must be maintained in each prerequisite course required for the Practical Nursing Clinical Core Minimum of 2.0 CGPA must be maintained in all Practical Nursing Clinical Core
Admission to the nursing foundational core does not guarantee enrollment in the nursing clinical core.
See “Graduation Requirements” section of catalog for additional requirements.

Nursing
Associate of Science Degree/A.S.N. Mobility Program

Admission Requirements
The 1+1 Nursing Program admits active licensed practical nurses to articulate into the A.S.N. Mobility program.

Application to the A.S.N. Mobility Foundational Core is contingent on application to NAU.

Admission to the A.S.N. Mobility Foundational Core does not guarantee enrollment in the A.S.N. Mobility Clinical Core. Admission to the ASN Mobility Clinical Core is selective and highly competitive.

Admissions for A.S.N. Mobility articulation is based on academic criteria and complies with the State Board of Nursing Policies.
Completed applications to the A.S.N. Mobility Clinical Core must be received at least 90 days prior to the start of each A.S.N. Mobility Clinical Core cohort. Spaces for the A.S.N. Mobility Clinical Core are assigned on a competitive and space available basis for each admission period.

Acceptance is based on available resources and overall ranking in the following areas:

- Admission to National American University before application to the A.S.N. Mobility Clinical Core.
- Graduation from a Practical Nursing Program with a Cumulative GPA of 2.8 or above.
- Current active unencumbered L.P.N. license.
- Students who have completed A.S.N. Mobility Foundational course work at National American University will be given priority consideration but not guaranteed admission into the A.S.N. Mobility Clinical Core.
- Criteria to be considered for acceptance into the A.S.N. Mobility Clinical Core:
  - Minimum Cumulative GPA of 2.8 on all A.S.N. Mobility Foundational courses
  - All Nursing Foundational courses must be completed by application.
  - All science courses must have been completed within five years of application. All science courses must have been achieved with a minimum “C.”
  - Minimum a grade of C in Anatomy & Physiology I, Anatomy & Physiology II, and Algebra (elective)
- Prior to application to the A.S.N. Mobility Clinical Core, applicants must successfully complete a pre-entrance examination (TEAS). The TEAS provides a means to determine the potential for professional competency. The TEAS score will remain valid as entry criteria for six months. Applicants may retake the test if desired in an attempt to gain a higher score.

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

- Successful criminal background check through a company designated by National American University
- Evidence of a physical exam (current within six months of admission) completed and signed by a physician, nurse practitioner, or physician assistant
- Evidence of up-to-date immunizations or evidence of serologic immunity as required by clinical agencies
- Documentation of a negative TB skin test (taken within one year) or chest x-ray (taken with five years) signed by a licensed professional
- Documentation of current active CPR certification (American Heart Association for Healthcare Providers)
- Evidence of active health insurance (NAU student policy application is available at the Student Services desk)
- The functional abilities statement form, which must be signed by an M.D., declares one’s ability to meet the required performance standards necessary for success in a nursing education program as well as in the nursing profession.

* For a new start 1+1 L.P.N./A.S.N. Mobility Clinical Core, the application timeline may be modified.

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

The general education transfer courses for the Practical Nursing/A.S.N. Mobility Foundational Core must meet the same NAU admission criteria.

All Nursing Prefix (NS) courses must be completed at NAU.

**Nursing**  
**Associate of Science Degree**  
**A.S.N. Mobility Degree**  
**107 Credits**

Offered at Overland Park.

**NOTE:** Students must have a PN diploma (32 completed credits) with a 2.8 CGPA or above and a current PN license.

### Nursing Clinical Core  
*(All of the nursing clinical core courses must be earned at NAU.)*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
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</thead>
<tbody>
<tr>
<td>NS2130</td>
<td>Nursing &amp; Diseases</td>
<td>SC1232 /SC1332/</td>
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<td>NS2140</td>
<td>Nursing IV: Adult-Complex Healthcare Needs w/Clinical</td>
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<td>NS2150</td>
<td>Nursing V: Critical Care, ER, Surgery w/Clinical</td>
<td>NS2140</td>
<td>6</td>
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<tr>
<td>NS2160</td>
<td>Nursing VI: Maternity &amp; Pediatric, Community</td>
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<td>NS2170</td>
<td>Dimensions of Nursing</td>
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**GENERAL EDUCATION CORE (45)**

**Nursing Foundational Core**

**COMMUNICATIONS**

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<td>EN2100 or</td>
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<td>EN2150</td>
<td>Interpersonal Professional Communications</td>
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112
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<td>SC1200</td>
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<td>SC1332</td>
<td>Human Anatomy and Physiology II with Lab</td>
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<tr>
<td>SC1422</td>
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<td>PS2000</td>
<td>Human Growth and Development</td>
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<tr>
<td>SO1050</td>
<td>Intro to Sociology</td>
<td>4.5</td>
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<td></td>
<td><strong>Total for BEHAVIORAL/SCIENCES</strong></td>
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</tbody>
</table>

+ All science transfer courses have a 5-year limit at application. All science courses must be completed with a “C” grade or higher. Students must be **officially** accepted into the A.S.N. Mobility Program to register for the Nursing Clinical Core. Minimum of 2.0 CGPA must be maintained in all courses of the A.S.N. Mobility Program for progression and graduation. See “Graduation Requirements” section of catalog for additional requirement.
ACCOUNTING-AC

AC1060 - Principles of Accounting I – 4.5 credits
This is an introductory course to the world of accounting. The student will learn basic accounting principles and terminology to classify and record transactions, prepare adjusting and closing entries, and prepare financial statements. The student will also learn accounting principles and concepts applicable to assets, including cash, receivables, depreciable assets, and intangible assets.
Delivery: on-ground and online

AC1160 - Principles of Accounting II – 4.5 credits
This course presents accounting principles and concepts applicable to special journals, inventories, current liabilities, long term liabilities, the time value of money, partnerships, corporations, investments, and the statement of cash flows.
Prerequisite: AC1060
Delivery: on-ground and online

AC1260 – Principles of Accounting III – 4.5 credits
This course introduces students to the fundamental concepts of management accounting. The focus pertains to accounting tools that managers will find useful in today’s business environment. Topics include job order costing, process costing, cost-volume-profit analysis, the master budget, flexible budgets, and activity-based costing.
Prerequisite: AC1160
Delivery: on-ground 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/EN1300
Delivery: on-ground 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-ground

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-ground 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-ground 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-ground and online

AC3200 - Cost Accounting – 4.5 credits
This course is designed for business and accounting majors, and introduces accounting concepts applicable to manufacturing businesses. Cost accounting concepts such as cost-volume-profit analysis, job order costing, and activity-based costing are described. There is emphasis placed upon the budgeting process and variance analysis. The course concludes with the important topics of cost behavior, cost-based decision-making, and pricing decisions.
Prerequisite: AC1160
Delivery: on-ground and online

AC3300 - Advanced Cost Accounting – 4.5 credits
This course is a continuation of the study of 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 byproducts, 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: AC3200
Delivery: on-ground 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-ground and online

AC3450 - Federal Income Tax II – 4.5 credits
This course is a continuation of the study of federal income tax law. It completes the study of federal tax and its application to individual taxpayers and then focuses on partnership, gift and estate tax considerations. Case studies involve preparation of tax returns.
Prerequisite: AC3400/EN1300
Delivery: on-ground and online

AC4050 - Advanced Accounting I – 4.5 credits
The emphasis of this course is on the preparation of consolidated financial statements.
Prerequisite: AC3150
Delivery: on-ground 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: AC3150
Delivery: on-ground and online

AC4140 - Advanced Accounting III – 4.5 credits
The course develops the concepts and procedures for partnerships; including initial formation, admission of new partners, retirement partners and partnership liquidation. The accounting for state and local governments and for private not-for-profit organizations is explained. The requirements for estates and trusts are also covered.
Prerequisite: AC3150
Delivery: on-ground and online

AC4200 - 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-ground and online

AC4250 - Auditing II – 4.5 credits
This 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-ground and online

AC4290 – Accounting Case Analysis - 3 credits
Although national certification is not a professional requirement for accountants, it is encouraged. This course provides an in-depth, comprehensive review of the accounting curriculum, accomplished through study of the concepts covered in the financial accounting, cost accounting, taxation and auditing. Prerequisites: AC3150/AC3300/AC3450/AC4250/EN1300
Delivery: on-ground and online

AC4300 – CPA Problems and Review I – 4.5 credits
This course is part of a comprehensive review in accounting for those students planning to take the Uniform Certified Public Accountant (CPA) Exam in the computer-based format. The focus is on financial accounting and reporting for business enterprises, governmental entities, and not-for-profit organizations.
Prerequisite: Senior/accounting major
Delivery: on-ground

AC4320 – CPA Problems and Review II – 4.5 credits
This course is part of a comprehensive review in accounting for those students planning to take the Uniform Certified Public Accountant (CPA) Exam. The focus of this course is on taxation, business law and accountants’ professional and legal responsibilities.
Prerequisite: Senior/Accounting Major
Delivery: on-ground

AC4350 – Accounting Seminar – 4.5 credits
This course provides the student with the opportunity to explore at considerable depth topics relevant to the field of accounting,
including fund accounting and financial reporting based upon price level changes. The student examines the application of authoritative opinions and statements by the Financial Accounting Standards Board and its predecessor, the Accounting Principles Board. The student is then better equipped to reach sound judgments and conclusions in his or her field of accounting.
Prerequisite: AC4100
Delivery: on-ground

**AC4400 - CPA Problems and Review III – 4.5 credits**
This course is part of a comprehensive review in accounting for those students planning to take the Uniform Certified Public Accounting (CPA) Exam in the computer-based format. The focus is on business structure, economic concepts, financial management, planning and measurement, and information technology.
Prerequisite: Senior/Accounting Major
Delivery: on-ground

**AC4700-4740 - Accounting 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: Advisor approval with senior status
Delivery: on-ground

**AC1900-4990 - Special Topics in Accounting - 1-6 credits**
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the academic dean
Delivery: on-ground

**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-ground

**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-ground

**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-ground

**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-ground

**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-ground

**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-ground

**AH2230 - Animal Restraint I - 1 credit**
An introduction to the principles of restraint with emphasis on large animal restraint techniques.
Delivery: on-ground

**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-ground

**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-ground

**AH2310 - Clinical Pathology I—Lab - 2 credits**
This course emphasizes laboratory exercises using techniques learned in Clinical Pathology I.
Prerequisite: SC1354
Delivery: on-ground

**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-ground

**AH2350 - 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-ground

**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-ground

**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-ground
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-ground

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-ground

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-ground

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-ground

AH2750 - Principles 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-ground

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-ground

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-ground

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-ground

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-ground

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-ground

AH3700-3720 - 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-ground

AH1900-4990 - Special Topics in Animal Health - 1-6 credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the academic dean
Delivery: on-ground

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-ground

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-ground

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-ground

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-ground

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-ground

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-ground

AS1900-4990 - Special Topics in Animal Science - 1-6 credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the academic dean
Delivery: on-ground

ATHLETIC TRAINING-AT

AT1050 - Essentials of Athletic Training - 3 credits
This is an introductory course for those who intend to pursue athletic training as a career. The course will focus on foundations and observation. The theoretical aspect will introduce athletic training as a profession, outlining its history and the role of the National Athletic Trainers’ Association (NATA) as its parent organization. The students will also learn the basis of organization, care, prevention, evaluation, recognition and rehabilitation of athletic injuries and illnesses.
Delivery: on-ground

AT1100 - Taping and Bandaging Techniques - 3 credits
This course is designed for those who wish to pursue athletic training as a career. This course will focus on a variety of taping and bandaging techniques necessary in the treatment of athletic injuries. A hands-on approach in this course will allow the students to demonstrate the different techniques.
Prerequisite: AT1050
Delivery: on-ground

AT2050 - Orthopedic Evaluation I - 4 credits
This course concentrates on building strong skills in athletic injury evaluation, recognition and care. The student athletic trainer will be able to demonstrate accurate muscle and joint testing, and perform a history, palpation and range of motion exam for common lower extremity injuries. Providing knowledge to assess and care for lower extremity athletic injuries is the goal of this course.
Prerequisite: AT1050/AT1100/ME1340
Delivery: on-ground

AT2051 - Orthopedic Evaluation I Lab - 1 Credit
This course focuses on the application of information learned in Orthopedic Evaluation I as it applies to the lower extremity. The athletic training student will demonstrate how to perform range of motion, muscle testing, and special tests on the lower extremity.
Prerequisite: AT1050/AT1100/ME1340
Delivery: on-ground

AT2100 - Orthopedic Evaluation II - 4 credits
Evaluation of the upper extremity is the goal in this course, concentrating on shoulder, elbow, hand, and wrist anatomy, injuries and assessment techniques. The student athletic trainer will be able to demonstrate accurate muscle and joint testing, and perform a history, observation, palpation and range of motion exam for common upper extremity injuries.
Prerequisite: AT2050
Delivery: on-ground

AT2101 - Orthopedic Evaluation II Lab - 1 Credit
This course focuses on the application of information learned in Orthopedic Evaluation II as it applies to the upper extremity. The athletic training student will demonstrate how to perform range of motion, muscle testing, and special tests on the upper extremity.
Prerequisite: AT2050
Delivery: on-ground

AT2150 - Orthopedic Evaluation III - 4 credits
This course focuses on the evaluation of injuries to the head, face, spine and internal organs. The student athletic trainer will gain knowledge in assessing these specific structures for degree of severity, and gain insight towards complications that may arise along with proper referral methods.
Prerequisite: AT2100
Delivery: on-ground

AT2151 - Orthopedic Evaluation III Lab - 1 credit
This course focuses on the application of information learned in Orthopedic Evaluation III as it applies to the head, face and spine extremity. The athletic training student will demonstrate how to perform range of motion, muscle testing and special tests on the head, face and spine.
Prerequisite: AT2100
Delivery: on-ground

AT2200 - Pathology of Injury/Illness - 3 credits
The purpose of this course is to present the basics of pathology/physiology of injuries/illnesses found in athletic training.
Prerequisite: ME1340
Delivery: on-ground

AT2230 – General Medical Conditions – 3 credits
The purpose of this class is to present the basis of general medical conditions found in athletic training.
Prerequisite: AT2200
Delivery: on-ground

AT2200 – Pathology of Injury/Illness – 3 credits
The purpose of this class is to provide a supervised experience in an athletic training environment. The athletic training student will be assigned a clinical experience where he or she will be given the opportunity to observe and integrate skills under the direct supervision of a certified athletic trainer in a variety of athletic settings.
Prerequisite: AT major/advisor approval
Delivery: on-ground

AT2300 – Practicum I – 1 credit
The purpose of this class is to provide a supervised experience in an athletic training environment. The athletic training student will be assigned a clinical experience where he or she will be given the opportunity to observe and integrate skills under the direct supervision of a certified athletic trainer in a variety of athletic settings.
Prerequisite: AT major/advisor approval
Delivery: on-ground

AT2350 – Practicum II – 1 credit
The purpose of this class is to provide a supervised experience in an athletic training environment. The athletic training student will be assigned a clinical experience where he or she will be given the opportunity to observe and integrate skills under the direct supervision of a certified athletic trainer in a variety of athletic settings.
Prerequisite: AT major/advisor approval
Delivery: on-ground

AT2400 – Practicum III – 1 credit
The purpose of this class is to provide a supervised experience in an athletic training environment. The athletic training student will be assigned a clinical experience where he or she will be given the opportunity to observe and integrate skills under the direct supervision of a certified athletic trainer in a variety of athletic settings.
Prerequisite: AT major/advisor approval
Delivery: on-ground
AT2500 - Athletic Training Clinical Experience I - 2 credits
This course will allow the student athletic trainer to demonstrate an appropriate level of skill related to each area taught in AT1050, AT2050, and AT2100 according to the requirements established by the National Athletic Trainers Association.
Prerequisite: AT2100
Delivery: on-ground

AT3100 - Athletic Training Management - 3 credits
The purpose of this course is to provide student athletic trainers with the organizational knowledge and skills needed to excel in the field of athletic training. Topics covered will include program management, human and financial resource management, facility design, information management, insurance issues, and legal considerations in sports medicine.
Prerequisite: AT2500
Delivery: on-ground

AT3300 – Practicum IV – 1 credit
The purpose of this class is to provide a supervised experience in an athletic training environment. The athletic training student will be assigned a clinical experience where he or she will be given the opportunity to observe and integrate skills under the direct supervision of a certified athletic trainer in a variety of athletic settings.
Prerequisite: AT major/advisor approval
Delivery: on-ground

AT3400 – Practicum VI – 1 credit
The purpose of this class is to provide a supervised experience in an athletic training environment. The athletic training student will be assigned a clinical experience where he or she will be given the opportunity to observe and integrate skills under the direct supervision of a certified athletic trainer in a variety of athletic settings.
Prerequisite: AT major/advisor approval
Delivery: on-ground

AT3500 - Athletic Training Clinical Experience II - 2 credits
This course will allow the student athletic trainer to demonstrate an appropriate level of skill related to each area taught in AT2150, AT3100, SC3400 and SC3450 according to the requirements established by the National Athletic Trainers Association.
Prerequisites: AT2500
Delivery: on-ground

AT3550 – Research in Athletic Training – 3 credits
This course is designed to introduce students to the principles of scientific inquiry and research methods. Evaluation of published research and procedures for developing a research design are also emphasized. In addition students will gain a basic understanding of statistics.
Prerequisites: AT major
Delivery: on-ground

AT3600 – Strength and Conditioning – 4 credits
This course is designed to examine strength training techniques and program design. Emphasis is placed on proper form and utilization of various workout designs to complement training goals. Students will gain experience in the theoretical and practical aspects of designing individual workout sessions, periodization, and programming to enhance progression. The course is also designed to assist the student in attaining the knowledge and skills necessary to sit for the National Strength and Conditioning Association’s Certified Strength and Conditioning Specialist Exam.
Prerequisites: SC3400/SC3450
Delivery: on-ground

AT4050 - Therapeutic Exercise - 3 credits
This course focuses on the principles and techniques in rehabilitation of athletic injuries and the role of rehabilitation in athletic training. This course is designed to develop the athletic training student’s knowledge in designing rehabilitation programs for athletes in all sports and for a variety of injuries.
Prerequisite: SC3400
Delivery: on-ground

AT4100 - Therapeutic Modalities – 3 credits
Therapeutic modalities are being used in the athletic training room and clinical settings in the management and treatment of injuries and conditions. The student athletic trainer must have a good working knowledge of the principles of modalities, and the role that each modality plays in the rehabilitation or treatment protocol. This course will discuss these modalities and the principles behind their theories of treating injuries and illness through the knowledge of electrophysics, biophysics, physiology and the body’s response to specific agents.
Delivery: on-ground

AT4150 - Sport Nutrition - 3 credits
This course is designed to instruct student athletic trainers in the dietary needs of physically active individuals. Designing pre-game meals, weight loss plans, and weight gain plans will be incorporated into this course.
Prerequisite: EN1300
Delivery: on-ground

AT4200 - Athletic Training Career Seminar - 3 credits
Preparing for the future in the field of athletic training is the purpose of this course. Student athletic trainers will be instructed on post-graduate options and proper preparation needed for taking the National Athletic Trainers’ Association Exam.
Prerequisite: AT major, senior status
Delivery: on-ground

AT4300 – Practicum VII – 1 credit
The purpose of this class is to provide a supervised experience in an athletic training environment. The athletic training student will be assigned a clinical experience where he or she will be given the opportunity to observe and integrate skills under the direct supervision of a certified athletic trainer in a variety of athletic settings.
Prerequisite: AT major/advisor approval
Delivery: on-ground

AT4350 – Practicum VIII – 1 credit
The purpose of this class is to provide a supervised experience in an athletic training environment. The athletic training student will be assigned a clinical experience where he or she will be given the opportunity to observe and integrate skills under the
This course will help the student prepare for the Microsoft Office 2003 Word Expert MOS Exam. This course will allow the student athletic trainer to demonstrate an appropriate level of skill related to each area taught in AT4050, AT4100, and AT4150 according to the requirements established by the National Athletic Trainers Association. Prerequisites: AT3500
Delivery: on-ground

**INFORMATION TECHNOLOGY-CI**

**ELECTIVE CODES:**
- A – Applications Elective
- C – CIS Elective
- N – Networking Elective
- O – Operating Elective
- P – Programming Elective

**C11150 - Introduction to CIS – 4.5 credits**
This course provides the student with the necessary background for further study of information systems. Students will gain an understanding of computers, computer technology, computer hardware and software, and how computers can be used to produce meaningful information. Students are exposed to practical examples of the computer as a useful tool and they learn how to create documents, workbooks, presentations, e-mail and databases suitable for professional purposes and personal use. (C/A)
Delivery: on-ground and online

**C11230/MT1230 - 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. (C/A)
This course will help the student prepare for the Microsoft Office 2003 Access Expert MOS Exam.
Prerequisite: C11150
Delivery: on-ground and online

**C11420 - 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. (C/P)
Prerequisite: Algebra elective/C11150 or placement
Delivery: on-ground and online

**C11500/MT1500 - Word Processing for Windows – 4.5 credits**
Word Processing for Windows teaches students how to create documents using a word processor. Topics covered in the course include creating styles, outlines, tables and table of contents, creating form letters and mailing labels, customizing toolbars and templates, and recording macros. Students also learn how to integrate a word processor with other programs and with the World Wide Web. (C/A) This course will help the student prepare for the Microsoft Office 2003 Word Expert MOS Exam.
Prerequisite: C11150
Delivery: on-ground

**C12010/MT2010 - Database for Windows – 4.5 credits**
This course is designed to provide students with skills in developing database tables and relationships. Students will create databases, perform calculations and construct joins in queries, generate reports using select queries, and perform database maintenance functions. Techniques for advanced table design and enhanced form design in a Windows environment will be presented. (C/A) This course will help the student prepare for the Microsoft Office 2003 Access Expert MOS Exam.
Prerequisite: C11150
Delivery: on-ground and online

**C12020 - 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. (C/P)
Prerequisite: C11420
Delivery: on-ground and online

**C12040/AC2050 - Accounting Software Applications – 4.5 credits**
See AC2050 (C/A)

**C12060 - Spreadsheets/Databases as Productivity Tools – 4.5 credits**
This course is designed to promote problem-solving skills in the business environment. Using software applications for storing, retrieving and presenting information in a variety of ways, participants will develop skills necessary to meet the challenges of the corporate world. (C/A)
Prerequisite: C11150
Delivery: on-ground

**C12070 - Electronic Communications/Cyberspace for the Leader – 2 credits**
Electronic Communications examines the role of the Internet and intranet in business and shows how these technologies may be applied to business to improve efficiency. The student is introduced to electronic communication and learns how to perform common business tasks using the Internet. (C/A)
Delivery: on-ground

**C12080 - 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. (C/A)
Prerequisite: C11150 recommended
Delivery: on-ground

**C12180 - Veterinary Software Applications - 2 credits**
This course is designed to provide "hands-on" experience in veterinary software applications. (C/A)
Prerequisite: C11150 or dean/academic advisor approval
Delivery: on-ground
CI2211 - Internetworking Fundamentals – 4.5 credits
This course gives students 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 also covers LAN user concepts, basic functions of system administration and operation, and basic concepts involved in establishing a small, routed computer network. (C/N)
Prerequisite: CI1150/EN1300
Delivery: on-ground and online

CI2370 - Web Design and Programming – 4.5 credits
This course develops basic competency in the HTML, XHTML and JavaScript programming concepts. This course will start out with an explanation of HTML and then guides the student into learning how to create Web pages that actually respond to and interact with the Web browser through JavaScript. They will learn how to write not only JavaScript that can stand on its own within a Web page, but also how to write scripts that call functions or otherwise interact with applications written in other development languages. (C/P)
Prerequisite: CI1150
Delivery: on-ground and online

CI2430 – Computer Concepts – 4.5 credits
This course is designed to provide students with foundations in PC hardware and software concepts. Topics include basic hardware and software installation, configuration and troubleshooting for standalone and networked PCs. Successful completion of this course helps prepare students to support personal computers. (C/O)
Prerequisite: CI1150 or placement
Delivery: on-ground and online

CI3010 – Linux – 4.5 credits
This course is a study of the Linux operating system from the perspective of a system administrator. Responsibilities for successful administration of a Linux installation are covered. Topics covered in the course include user accounts and security, resource management, application management, network administration, and disaster contingency planning. (C/O/N)
Prerequisite: CI2420
Delivery: on-ground 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. (C/P)
Prerequisite: CI2020/CI3090
Delivery: on-ground and online

CI3090 - Database Design and Query Concepts – 4.5 credits
In this course, students will learn the whole process from installation and configuration to programming interfaces and database administration. Students will learn the basic methods of creating and managing databases and tables in MySQL. In addition they will also learn how to tune and troubleshoot to create most efficient MySQL applications. (C/P/A)
Prerequisite: CI1420/CI2010
Delivery: on-ground and online

CI3155 – Computer Ethics – 4.5 credits
The purpose of the course is to provide the student with 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
Delivery: on-ground and online

CI3310 – Website and Web Application Design – 4.5 credits
In this course students learn to design, create and publish Web pages using an industry standard WYSIWYG tool. Web application designs will incorporate graphics, tables, forms, database, and multimedia that function not only as visual elements, but also as navigational and informational elements within the site. Macromedia Dreamweaver will be used. (C/P/A)
Prerequisite: CI1150 or placement
Delivery: on-ground and online

CI3380 – Client Side Scripting and Open Communications – 4.5 credits
This course develops basic competency in the HTML, XHTML and Java programming concepts. This course will start out with an explanation of HTML and then guides the student into learning how to create Web pages that actually respond to and interact with the Web browser through JavaScript. They will learn how to write not only JavaScript that can stand on its own within a web page, but also how to write scripts that call functions or otherwise interact with applications written in other development languages.
Prerequisite: CI2370
Delivery: on-ground and online

CI3450 - Database Programming – 4.5 credits
This course is designed to teach students how to develop business applications in Microsoft Access. The course focuses on the features of the Access development environment and Visual Basic for Applications. Students will also be introduced to the client server and multi-user aspects of Access applications programming. (C/P/A)
Prerequisites: CI2010 and CI2020
Delivery: on-ground and online

CI3520 - Programming in C++ - 4.5 credits
The student is introduced to programming fundamentals using C++, a powerful, highly efficient programming language that is the modern choice for creating system software. Students will write both business applications and systems programs to illustrate features of the language. Students will learn C/C++ data types, control structures, writing and using functions, arrays and subscript handling, pointers, string manipulation, and beginning Object Oriented (OO) concepts of class design and operator overloading. (C/P)
Prerequisite: CI1420
Delivery: on-ground

CI3650 - Supporting Microsoft Windows XP Professional – 4.5 credits
This course is to provide individuals who are new to Microsoft Windows 2000/XP with the knowledge necessary to understand and identify the tasks involved in supporting Windows 2000/XP networks. (C/N/O)
This course will help the student prepare for the following Microsoft Certified Professional Exam: Exam 70-270: Installing, Configuring, and Administering Microsoft Windows XP Professional.
Prerequisite: CI1150
Delivery: on-ground and online
CI3680 - Java Programming – 4.5 credits
This course introduces the Java programming language. While originally known as a tool to develop applets for World Wide Web pages, it can be used as a general purpose programming language suitable for building a variety of applications. Java is an object-oriented language much like C++, designed for maximum portability, and incorporates desirable features like automatic storage management, exception handling, and integrated support for multithreading. (C/P)
Prerequisite: CI4120
Delivery: on-ground

CI4020 - Advanced Visual Basic – 4.5 credits
This course continues with more advanced features of Visual Basic.NET. Topics include: common Windows controls, inheritance from intrinsic controls and other Windows namespaces, output using GDI, using graphics classes, components of an MDI application, connecting to SQL server and data manipulation with Transact-SQL, using XML classes to provide data to and from applications, delivery of data to and from applications in various networked environments, and working with ASP.NET Web Services. (C/P)
Prerequisite: CI3020
Delivery: on-ground

CI4070 - SQL Server Administration – 4.5 credits
This course is intended for system administrators who implement and support Microsoft SQL Server in an enterprise network. It provides students with the knowledge and skills required to install, configure, administer, and optimize SQL Server in an enterprise network. (C/N/A/O) This course assists the student in preparing for the Microsoft MCSE System Administration for Microsoft SQL Server 7.0 Exam 70-028.
Prerequisite: CI3090/CI4113
Delivery: on-ground

CI4075 - Designing and Implementing Databases with Microsoft SQL Server – 4.5 credits
This course teaches students the technical skills required to program database solutions using Microsoft SQL Server™ 2000. (C/A/P/O) This course will help the student prepare for the following Microsoft Certified Professional Exam: Exam 70-029 or 70-229: Designing and Implementing Databases with Microsoft SQL Server.
Prerequisite: CI3090/CI3650
Delivery: on-ground

CI4105 – Internet Information Service Administration – 4.5 credits
This course gives students a foundation to plan, deploy, administer, maintain and troubleshoot Microsoft’s Web service component for the Windows Server 2003 Operating system. Advanced administration, security and configuring Internet Information Server (IIS) to support various application models, including active server pages (ASP), ASP.NET, Common Gateway Interface (CGI), Internet Services Application Programming Interface (ISAPI) and File Transfer Protocol (FTP) Sites is covered.
Prerequisite: CI4113
Delivery: on-ground and online

CI4113 – Microsoft Windows 2003 Server – 4.5 credits
This course provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft® Windows Server™ 2003 environment. This course will help the student prepare for the following Microsoft Certified Professional Exam: Exam 70-290; Managing and Maintaining a Microsoft Windows Server 2003 environment.
Prerequisite: CI3650/EN1150
Delivery: on-ground and online

CI4123 - Implementing Windows 2003 Infrastructure – 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 2003 networking infrastructure. It will provide students with the knowledge and skills to implement and manage a Microsoft Windows Server 2003 network infrastructure. These tasks include implementing routing; implementing and managing Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; configuring a network access infrastructure by configuring the connections for remote access clients, and managing and monitoring network access. (C/O/N) This course will help the student prepare for the following Microsoft Certified Professional Exam: Exam 70–291: Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure.
Prerequisite: CI4113
Delivery: on-ground and online

CI4133 - Planning Windows 2003 Infrastructure – 4.5 credits
This course provides students with the knowledge and skills necessary to plan and maintain a Windows Server 2003 network. (O/N) This course will help the student prepare for the following Microsoft Certified Professional Exam: Exam 70-293: Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure.
Prerequisite: CI4123
Delivery: on-ground and online

CI4143 - Planning Windows 2003 Active Directory – 4.5 credits
This course provides students with the knowledge and skills to successfully plan, implement, and troubleshoot a Microsoft Windows Server 2003 Active Directory service infrastructure. The course focuses on a Windows Server 2003 directory service environment, including forest and domain structure, Domain Name System (DNS), site topology and replication, organizational unit structure and delegation of administration, Group Policy and user, group and computer account strategies. (C/O/N) This course will help the student prepare for the following Microsoft Certified Professional Exam: Exam 70-294: Planning, Implementing and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure.
Prerequisite: CI4113
Delivery: on-ground and online

CI4163 - Designing Active Directory Network Infrastructure Microsoft Windows 2003 – 4.5 credits
This course provides students with the knowledge and skills to design a Microsoft Active Directory directory service and network infrastructure for a Microsoft Windows Server 2003 environment. (C/O/N) This course will help the student prepare for the following Microsoft Certified Professional Exam: Exam 70–297: Designing a Microsoft Windows Server 2003 Active Directory and Network Infrastructure.
Prerequisite: CI4143/EN1300
Delivery: on-ground and online
CI4173 - Managing Microsoft Exchange 2003 – 4.5 credits
This course provides students with the knowledge and skills that are needed to update and support a reliable, secure messaging infrastructure. This infrastructure is used for creating, storing, and sharing information by using Microsoft Exchange Server 2003 in a medium-sized to large-sized (250 to 5,000 seats) messaging environment. This course offers a significant amount of hands-on practices, discussions and assessments that assist students in becoming proficient in the skills that are needed to update and support Exchange Server 2003. (C/A/N/O) Prerequisite: CI4113 Delivery: on-ground and online

CI4220/MT4230 - Project Management – 4.5 credits
This course focuses on the essentials of effective project management, the activities by which individuals strive to achieve a specific objective through deliberate methodical planning using particular interrelated tasks and effective uses of various resources. The three phases of the project are studied: identification of the need or problem, development of the proposed solution, and implementation of the solution. Students will utilize current technology and equipment. (C/A) Prerequisite: CI1150/MT2050 Delivery: on-ground and 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. (C/A) Prerequisite: Junior/EN1300 Delivery: on-ground and online

CI4222 - Integrative System 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: CI2211, CI2410, CI2420, CI3010, CI3090, CI4220, CI4221, EN1300 (C) Delivery: on-ground and online

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. (C/P) Prerequisite: CI1420/CI2020/CI3090/CI3380 Delivery: on-ground and online

CI4240 – Server-Side Programming – 4.5 credits
Students learn to quickly and easily maintain information-rich, dynamic Web pages using the Java Server Pages technology. This course will cover topics such as Client-Side Scripting, Server-Side Scripting, JavaBeans, Server, and database access from JSP. (C/P) Prerequisite: CI3090/CI3680 Delivery: on-ground

CI4430 - Security in Server 2003 Networks – 4.5 credits
This course focuses on implementing and administering network security in a Windows Server 2003 environment, including managing, and troubleshooting security policies, patch management infrastructure, security features for network communications, and planning, configuring, and troubleshooting authentication, authorization, and PKI. (C/N/O) This course will help the student prepare for the following Microsoft Certified Professional Exam: Exam 70-299: Implementing and Administering Security in a Microsoft Windows Server 2003 Network. Prerequisite: CI4123 Delivery: on-ground and online

CI4480 - Intermediate Java Programming – 4.5 credits
In this course, students will continue the process of program development using Java. The basic concepts covered in the introductory Java course will serve as foundation and will be applied extensively in this course. The primary focus will be on creating the front end user interfaces with the help of GUI (graphical user interface) and event driven programming. Students will also be introduced to important programming concepts including data sorting algorithms, multithreading and networking. (MVC). (C/P) Prerequisite: CI3680 Delivery: on-ground

CI4520 - Advanced C++ Programming – 4.5 credits
The student continues the study of the C/C++ language. Advanced use of pointers, dynamic memory allocation, data structures, additional I/O functions and the stream class hierarchy, and exception handling will be covered. Additional object-oriented topics of inheritance, polymorphism are introduced. The use of object-oriented techniques for software engineering of large projects is emphasized. (C/P) Prerequisite: CI3520 Delivery: on-ground

CI4530 - Designing Security in Server 2003 Networks – 4.5 credits
This course provides students with the knowledge and skills to design a secure network infrastructure. Topics include assembling the design team, modeling threats, and analyzing security risks in order to meet business requirements for securing computers in a networked environment. The course encourages decision-making skills through real-life scenarios that the student may encounter. Students are given the task of collecting the information and sorting through the details to resolve the given security requirement. (C/N/O) This course will help the student prepare for the following Microsoft Certified Professional Exam: Exam 70-298: Designing Security for a Microsoft Windows Server 2003 network. Prerequisite: CI4430 Delivery: on-ground and online
CI4680 - Advanced Java Programming – 4.5 credits
In this course, students will be introduced to the advanced programming concepts related to Java. The students should have already completed and be familiar with the concepts presented in the basic and intermediate Java courses as they will be applied extensively in this course. The primary focus would be on creating custom events and source components for gaining better understanding of Java event model and GUI components. Database programming related to Java will also be dealt with to complete the user interface programming. Students will also be introduced to the important concepts of Web programming using Java i.e. Servlets, Java Server Pages and Remote Method Invocations.
Prerequisite: CI3680
Delivery: on-ground

CI4800-4840 - Information Technology 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. (C)
Prerequisite: Dean/academic advisor approval with senior status
Delivery: on-ground

CI4910 – Research Topics in Systems Analysis – 1 credit
This course is a supplement to CI4221- Systems Analysis & Design. It provides students with the opportunity to research and analyze literature and issues relative to the primary course, and demonstrate additional comprehension of the topic.
Prerequisite: Must be taken in conjunction with CI4221
Delivery: on-ground

CI1900-4990 - Special Topics in Computer Information Systems - 1-6 credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the academic dean
Delivery: on-ground

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-ground 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-ground

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-ground

EC2050 – Microeconomics – 4.5 credits
This course examines parts of the economic system. It is a study of supply and demand, competition, pricing policies, wage and rent determination, and government regulation of business.
Prerequisite: EC2050
Delivery: on-ground and online

EC2100 – Macroeconomics – 4.5 credits
This course 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 monitory policy, the budget and banking. It demonstrates the role each plays in stabilizing the economy.
Prerequisite: EC2050
Delivery: on-ground and online

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.
Prerequisite: EC2050
Delivery: on-ground and online

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. Prerequisite: EN0500 or advanced placement, or successful completion of ES2030 Delivery: on-ground and online

**EN1300 - Composition II – 4.5 credits**
This course engages students in a continued exploration of the writing process. Students will read a variety of rhetorical selections and 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 writing. Prerequisite: EN1150 Delivery: on-ground and online

**EN2050 - 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. Prerequisite: EN1150 Delivery: on-ground

**EN2100 – 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. Delivery: on-ground

**EN2150 - Interpersonal Professional Communications – 4.5 credits**
Interpersonal Professional Communications provides students with information and practice in professional communication skills. This course will include effective writing of business documents as well as presentation, meeting management, and basic conflict management skills. Specifically, students will write memos, develop and present information to the class, practice meeting facilitation skills, and practice dealing with conflict situations. Prerequisite: EN1150 Delivery: on-ground and online

**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-ground

**EN3040 – Mass Communication and Society – 4.5 credits**
Students will gain a better understanding of the interactions between mass communications 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. Delivery: on-ground and online

**EN3050 – Technical Communications – 4.5 credits**
This course allows learners to apply the principles of writing and presentations used in business and industry. Various research report formats and styles are emphasized. Through written reports, learners will evaluate the design of primary and secondary research instruments. Graphic displays which depict and support technical data will be emphasized. Professional publications, abstracts, instructions, and technical documentation are also covered. Prerequisite: EN1150 Delivery: on-ground and online

**EN3150/IH3500 - 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-ground

**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-ground

**EN1900-4990 - Special Topics in English - 1-6 credits**
Topics will vary depending on the interests of the instructor and students. Prerequisite: Permission of the academic dean Delivery: on-ground

**ENGLISH STUDIES-ES**

**ES1830 - Composition I and Lab - 5 credits**
Students at the advanced level further develop their skills with paragraph and essay organization. Students learn to use advanced grammatical structures in their written assignments. Students learn rhetorical forms and research methods necessary to successfully complete college-level writing tasks. Prerequisite: ES1730 or placement recommendation Delivery: on-ground

**ES2030 - Advanced Academic Communication - 4 credits**
The goal of this course is to prepare students for writing in an academic English course and for writing academic research papers. This course is the capstone course for international students enrolled in the ESL program. Students must complete ES2030 with a grade of “C” or better before they enroll in EN1150. Prerequisite: ES1830 or placement recommendation Delivery: on-ground

**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 FL0710
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-ground

FL1250 - First Year Spanish II – 4.5 credits
This course is designed to continue a general introduction to the Spanish language stressing reading, writing, listening and speaking skills. Cultural aspects of Spanish-speaking countries will also be examined.
Prerequisite: FL1200 or Equivalent
Delivery: on-ground

FL1300 - First Year Spanish III – 4.5 credits
This course is designed to continue a general introduction to the Spanish language including activities in listening, speaking, reading and writing. Cultural aspects of Spanish-speaking countries will also be examined.
Prerequisite: FL1250 or equivalent
Delivery: on-ground

FL1710D – English for Professional Communication – 4.5 credits
In this course learners will develop practical skills relevant to a professional work setting by reading, writing, speaking and listening for specific purposes. General grammar review, emphasis on writing as a process, and the acquisition of cross-cultural understanding and analysis continue in this course. Practical skills and topics include telephone and e-mail use for a professional setting, summarizing and reporting information heard or read, and vocabulary aimed at workplace themes. A minimum of a “C” grade is required to progress.
Prerequisite: Placement recommendation
Delivery: online

FL1720D – English for Business – 4.5 credits
In this capstone FL course, language skill development is focused on business contexts. Learners will participate in reading, writing, speaking and listening activities for specific purposes related to business. Major assignments include developing a resume and cover letter, interviewing/being interviewed, reading and discussing articles related to business and culture, preparing a written report and delivering an oral presentation. A minimum of a “C” grade is required to progress.
Prerequisites: Placement or FL 1710
Delivery: online

FLJ900-4990 - Special Topics in Foreign Language - 1-6 credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the academic dean
Delivery: on-ground

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/MA1500
Delivery: on-ground 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-ground 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-ground 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-ground and online

FN3100 - Risk Management and Insurance – 4.5 credits
This course introduces corporate risk management and insurance practices. Students will address the identification, measurement, and treatment of an organization's risk. Selection and application of risk control and mitigation techniques along with risk financing tools are covered.
Prerequisite: MT2050
Delivery: on-ground and online

FN3200 - Financial Statement Analysis – 4.5 credits
This course is a study of financial statement analysis techniques with emphasis on the reporting function. It is designed to develop critical thinking and problem-solving skills in a business environment using financial statement information. Additionally, the course develops the student's ability to analyze and interpret financial data and to create solutions to business problems.
Prerequisite: FN3000
Delivery: on-ground and online

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-ground 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
HA3220D – Health Information Systems - 4 credits
This course explores the use of health information in the delivery of health care with an emphasis on its creation, storage, manipulation, reporting and use in strategic decision making. The determination of information system needs, system implementation, system evaluation, and confidentiality/security will also be addressed.
Prerequisite: HA3010/CI1150
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: HA3010/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: HA3010/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: HA3010
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, and will apply what they have learned using case studies.
Prerequisite: HA3010
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: HA3010
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/ HA3010
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: Academic advisor approval and senior status/HA3010
Delivery: online

HA4500D - Action Research Project - 4 credits
The course combines experience working on a health services project, writing a senior-level thesis and presenting the project. Learners will demonstrate critical, analytical and interpretive skills in their project and thesis.
Prerequisite: Academic advisor approval and senior status/HA3010
Delivery: online

HA4510D – Healthcare Internship - 4 credits
The internship is designed to allow students to obtain managerial experience in an approved health care 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: Academic advisor approval and senior status/HA3010
Delivery: online

HISTORY-HI

HII2050 - 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 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-ground

HII2155/HII2150 – World Religions – 4.5 credits
See HII2150

HII2910 – Intelligence and Covert Operations – 4.5 credits
This course is designed to familiarize students with intelligence and covert operations, two related subjects, which are vital to national defense, homeland security, protection of national assets, and the making and implementation of foreign policy.

While the emphasis of the course is on American intelligence, particularly from World War II to the present, the course also introduces students to other nations' intelligence resources, most notably Great Britain, Russia (and the former Soviet Union), France, Israel and others. The course also deals with the many facets of intelligence, from the familiar human intelligence, to the technological advances including electronic intelligence of all types, from satellites to cyber intelligence, and more.

HII3500/ENI3150 - American West--Fact and Fiction – 4.5 credits
See ENI3150

HII1900-4990 - Special Topics in History - 1-6 credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the academic dean
Delivery: on-ground

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-ground

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.
Prerequisite: ENI300
Delivery: on-ground 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-ground

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-ground and online

HU2150/HU2155 - World Religion – 4.5 credits
This course explores the many ways in which religion and faith have relevant influences upon the various areas of contemporary life. Different teaching methods are used to make the student more aware of how religion shapes personalities, cultures, societies and political systems.
Prerequisite: ENI300
Delivery: on-ground

HU2200 - Art Appreciation – 4.5 credits
This is an exploratory course into the various art forms and a study of art and its relation to the individual. The major periods of art, and some of the outstanding artists and their major contributions are included. Emphasis is placed on painting, ceramics, sculpture and architecture.
Delivery: on-ground

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 filmmaking. The course encourages critical analysis of films in order to enrich future viewing experiences.
Delivery: on-ground

HU1900-4990 - Special Topics in Humanities - 1-6 credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the academic dean
Delivery: on-ground
### LAW-LA

**LA3100 - Business Law – 4.5 credits**
This course introduces students to fundamental legal concepts and principles affecting business in the United States. Students examine the sources, classifications, and procedures for enforcing laws in the U.S. Students then learn to recognize and apply basic legal principles relating to contracts, torts, and product liability, including selected provisions of the Uniform Commercial Code governing the sale of goods.
Delivery: on-ground 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-ground and online

**LA1900-4990 - Special Topics in Law - 1-6 credits**
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the academic dean
Delivery: on-ground

### MATHEMATICS-MA

**MA0900 – 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 in a self-paced mastery program designed to improve their basic mathematics and introductory algebra skills. Study topics may include whole numbers, decimals, fractions, proportions, percentages, and the use of signed numbers, operations involving real numbers and algebraic expressions, solving linear equations and inequalities, graphs of linear equations and inequalities, performing operations involving polynomials.
Prerequisite: Placement recommendation
Delivery: on-ground 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: Placement recommendation or MA0900
Delivery: on-ground 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 appraisal recommendation
Delivery: on-ground 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 distribution, regression, and chi-square distribution.
Prerequisite: MA2050 or placement recommendation
Delivery: on-ground and online

**MA1900-4990 - Special Topics in Mathematics - 1-6 credits**
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the academic dean
Delivery: on-ground

### MEDICAL-ME

**ME1100 - Introduction to Medical Assisting - 4 credits**
This course is designed to allow students to obtain the knowledge which will enable them to take immediate action for injuries or sudden illnesses until more advanced medical personnel arrive. Upon successful completion of this course, students will receive certifications from the American Heart Association in CPR and Automated External Defibrillation (AED). Prerequisite: CI1500/ME1150
Delivery: on-ground 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 relates to medical records and reports, laboratory findings, and general communication in healthcare settings.
Prerequisite: Placement recommendation
Delivery: on-ground and online

**ME1181D – Medical Staff Services Management 1 – 4 credits**
This course will discuss the role of the medical staff services professional in various healthcare settings. Medical staff management topics will be addressed, including major accrediting bodies, state laws and regulatory organizations, credentialing, recredentialing and privileging.
Prerequisite: Placement recommendation
Delivery: online

**ME1240 - First Aid and Safety - 1 credit**
This course introduces 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.
Prerequisite: Placement recommendation
Delivery: on-ground

**ME1340 - Professional Rescuer - 3 credits**
This course is designed to allow students to obtain the knowledge which will enable them to take immediate action for injuries or sudden illnesses until more advanced medical personnel arrive. Upon successful completion of this course, students will receive certification from the American Red Cross in CPR for the Professional Rescuer, First Aid and Automated External Defibrillation (AED).
Prerequisite: Placement recommendation
Delivery: on-ground

**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: CI1500/ME1150
Delivery: on-ground
ME2130 - Clinical Science Lab I - 2 credits
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 in equipment and supplies control. Emphasis will be toward medical asepsis, preparation and maintenance of exam rooms, vital sign assessment, and assisting with routine examinations.
Prerequisite: ME1100
Delivery: on-ground

ME2140 - Clinical Science Lab II - 2 credits
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-ground

ME2150 – Clinical Science Lab III – 2 credits
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
Delivery: on-ground

ME2182D – Medical Staff Services Management II – 4 credits
This course is a review of the medical staff organization, bylaws, rules and regulations and how they are useful to medical staff leadership and the medical staff services professional. The support required between medical staff leadership and the medical staff services professional will be emphasized. Legal, accreditation and regulatory compliance issues related to the medical staff will also be examined.
Prerequisite: ME1181D
Delivery: online

ME2183D – Medical Staff Services Management III – 4 credits
This course addresses the knowledge and skills needed to manage the medical staff services department. Topics emphasized include the management functions of planning, organizing, leading and controlling, as well as communications, meeting coordination, project management, and the use of technology to maintain medical staff services information.
Prerequisite: ME2182D
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
Delivery: on-ground

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. Current bio-ethical issues are also addressed.
Prerequisites: ME1100/EN1300
Delivery: on-ground

ME2260 - Medical Records Management - 4 credits
This course is designed to introduce the student to standard and electronic medical record systems and management. The medical record will be viewed from various aspects including the medical record release, standard information included in a medical record, medical record formats, types of filing systems, procedure to make corrections to a medical record, medical records storage, along with procedures for inactive record storage.
Prerequisite: ME1100
Delivery: on-ground

ME2400 - Laboratory Techniques I - 3 credits
This course introduces the student to the use and care of the microscope. In addition, routine clinical chemistry, urinalysis and bacteriological procedures are covered.
Prerequisite: SC1221
Delivery: on-ground

ME2410 - Laboratory Techniques II - 3 credits
This course is a continuation of ME2400. Routine hematology and serological procedures are covered.
Prerequisite: ME2400
Delivery: on-ground

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/SC1221
Delivery: on-ground 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-ground and online

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/SC1221
Delivery: on-ground

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-ground

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: CI1500/ME1100
Delivery: on-ground
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 externship and certification exam.
Prerequisite: Instructor approval
Delivery: on-ground

ME3310 - Medical Assisting Externship - 6 credits
The medical assisting externship is designed to allow the student to obtain practical experience in a physician's office. Administrative, clinical and laboratory procedures within the scope of the student's training are addressed.
Prerequisite: Program coordinator approval
Delivery: on-ground

ME3330D – Medical Staff Services Management Externship – 6 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/program coordinator approval
Delivery: online

ME1900-4990 - Special Topics in Medical Assisting - 1-6 credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the academic dean
Delivery: on-ground

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-ground 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-ground 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-ground 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-ground

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-ground 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-ground

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-ground and online

MG3310/PS3300 - Customer Service Relations – 4.5 credits
See PS3300
Delivery: on-ground

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-ground 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-ground 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-ground

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-ground and online
MG4500-MG4540 - Marketing 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: Dean/academic advisor approval with senior status. Delivery: on-ground

MG1900-4990 - Special Topics in Marketing - 1-6 credits
Topics will vary depending on the interests of the instructor and students. Prerequisite: Permission of the academic dean. Delivery: on-ground

MILITARY SCIENCE-MS
The Military Science Courses (MS) are taught at the Ellsworth South Dakota School of Mines and Technology campus in Rapid City and the University of Colorado in Colorado Springs.

MS1000 - Leadership Laboratory - 0 credit
Provides students with progressively challenging leadership and management experiences within the cadet corps designed to develop each student’s potential for assuming the responsibilities of an Air Force officer. Enrollment in the laboratory is required. Offered on a CR/NC basis only. Delivery: on-ground

MS1010/MS1020/MS1030 - Introduction to Military Science I, II, and III - 1 credit each
These courses comprise the first year of military science and include an introduction to the American military, its organizations and weaponry, and the basic concepts of leadership. The student is provided the opportunity to learn and understand the function of management and the role of manager. These courses also include a series of one-hour lectures on basic rifle marksmanship and land navigation concluding with a live fire exercise at an approved range facility during an outdoor exercise in the Black Hills to test the student's skill levels. Delivery: on-ground

MS1110/MS1120/MS1130 - Basic Military Laboratory I, II, and III - 1 credit each
These courses are designed to accompany Military Science 101, 102 and 103. These courses provide the student with practical experience to supplement and reinforce classroom instruction. Topics addressed include drill ceremonies, physical fitness, range safety, first aid, water survival, rappelling, and basic mountaineering skills. Delivery: on-ground

MS1200- The Foundation of the United States Air Force I - 1 credit
A survey course designed to introduce students to the United States Air Force and provide an overview of the basic characteristics, missions and organization of the Air Force. Delivery: on-ground

MS1210 - The Foundation of the United States Air Force II - 1 credit
A survey course designed to introduce students to the United States Air Force and provide an overview of the basic characteristics, missions and organization of the Air Force. Delivery: on-ground

MS2010/MS2020/MS2030 - Basic Leadership and Management Skills - 1 credit each
These courses further develop leadership and management skills. These basic skills are broadened with instruction in counseling, oral presentation, written communication, and time management. In the latter portion of these courses, the student’s inherent leadership and management skills will be evaluated and future self-development recommended. Concurrent registration in Military Science 211, 212 and 213 is recommended. Prerequisite: MS1010, MS1020, and, MS1030. Delivery: on-ground

MS2110/MS2120/MS2130 - Intermediate Military Leadership Laboratory I, II, and III - 1 credit each
In these lab courses, the student develops leadership and management skills by being given the opportunity to perform duties in various leadership positions. Emphasis is placed on the development of leadership and managerial skills. This course is supplemented with instructions on use of a lensatic compass and topographic map, as well as various survival skills. Concurrent registration in MS210, MS220 and MS230 is required for these classes. Delivery: on-ground

MS2210 - ROTC Basic Camp - 4 credits
Basic Camp offers the student who did not take ROTC courses during his/her first two years of school the opportunity to enroll in ROTC at the start of the junior year. Basic Camp is a six-week training period in which the student undergoes basic military training within a regular Army environment. Instruction consists of both classroom activities and practical exercises along with considerable field training. The student is closely supervised and carefully evaluated by military officers. Delivery: on-ground

MS2500 - The Evolution of the USAF Air and Space Power I - 1 credit
This course introduces topics on Air Force heritage and leaders, introduction to air and space power through examination of competencies and functions, and continued application of communication skills. Delivery: on-ground

MS2510 - The Evolution of the USAF Air and Space Power II - 1 credit
This course introduces topics on Air Force heritage and leaders, introduction to air and space power through examination of competencies and functions, and continued application of communication skills. Delivery: on-ground

MS3000 - Air Force Leadership Studies I - 3 credits
This course teaches cadets advanced skills and focuses on knowledge in management and leadership. Emphasis is placed on enhancing leadership skills. Cadets have an opportunity to try out these leadership/management techniques in a supervised environment as juniors and seniors. Delivery: on-ground

MS3010/MS3020/MS3030 - First Year Advanced Military Science I, II, and III - 1 credit each
These courses are designed to introduce the advanced ROTC cadet to common leader responsibilities and functions in the Army. They acquaint the student with effective leadership practices applicable to both small military units and civilian management opportunities. Concurrent registration with MS3110, MS3120, and, MS3130 as appropriate is required.
**Prerequisite: MS2010, MS2020, and MS2030 or MS2210**

**Delivery: on-ground**

**MS3100 - Air Force Leadership Studies II - 3 credits**
Teaches cadets advanced skills and knowledge in management and leadership. Emphasis placed on enhancing leadership skills. Cadets have an opportunity to try out these leadership/management techniques in a supervised environment as juniors and seniors.

**Delivery: on-ground**

**MS3110/MS3120/MS3130 - Advanced Military Leadership Laboratory I, II, and III - 1 credit each**
These courses provide the student with practical experience to supplement and reinforce classroom instruction. Subjects include drill and ceremonies, physical training, instruction techniques, and leadership which complement the student's preparation for ROTC Advanced Camp. Concurrent registration with MS3010, MS3020 and MS3030 is required for these classes.

**Delivery: on-ground**

**MS3210 - ROTC Advanced Camp - 4 credits**
In this course the contracted ROTC advanced course cadet will attend a six-week intensified military training phase at Fort Lewis, Washington, which provides both classroom and practical experience in the difficult military and leadership skills required of a commissioned officer. This course is held in the summer quarter.

**Prerequisite: MS3030**

**Delivery: on-ground**

**MS3910 - Survey of American Military History - 4.5 credits**
This course is a survey of military history with the military institutions, technology and techniques, from 1763 to the present. The course will study the interrelationships of warfare, technology and society in American history. The course will focus on such items as the changes in techniques in warfare, the make-up of military establishments, and the introduction of technology into military warfare. It will also view the political and societal changes that have influenced the nature of warfare in America.

**Delivery: on-ground**

**MS4000 - National Security Affairs/Preparation for Active Duty I - 3 credits**
This course is a foundation for seniors to understand their role as military officers in American society, and includes an overview of the complex social and political issues facing the military profession.

**Delivery: on-ground**

**MS4010/MS4020/MS4030 - Second Year Advanced Military Science - 2 credits each**
These courses extend the study of leadership by introducing management skills that include problem analysis, planning techniques, and delegation and control of activities. They also provide an understanding of the command and staff organization used in the modern Army and provide a forum in which the students are able to discuss professional and ethical decisions faced by a commissioned officer. This course includes the study of military organizations and the essential inherent administrative controls necessary for their management. Concurrent registration in MS4110, MS4120 and MS4130 as appropriate is required.

**Prerequisites: MS3010, MS3020 and MS3030**

**Delivery: on-ground**

**MS4100 - National Security Affairs/Preparation for Active Duty II - 3 credits**
This course is a foundation for seniors to understand their role as military officers in American society and includes an overview of the complex social and political issues facing the military profession.

**Delivery: on-ground**

**MS4110/MS4120/MS4130 - Advanced Military Leadership Laboratory IV, V, and VI - 1 credit each**
These courses provide the student with practical experience to supplement and reinforce classroom instruction. Subjects include drill and ceremonies, physical training, instruction techniques, small unit leadership, and operations in a cadet battalion. Concurrent registration with MS4010, MS4020, and, MS4030 as appropriate is required for these classes.

**Delivery: on-ground**

**MANAGEMENT-MT**

**MT1230/C11230 - Spreadsheets for Windows – 4.5 credits**
See C11230

**MT1500/C11500 - Word Processing for Windows – 4.5 credits**
See C11500

**MT2010/C12010 - Database for Windows – 4.5 credits**
See C12010

**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-ground and online**

**MT2100/TH2100 - Mastering Therapeutic Business - 5 credits**
See TH2100

**MT2300 - Administrative Office Management – 4.5 credits**
This course provides the student with the tools necessary to evaluate and improve office efficiency. Subjects covered include: principles of office management, management of human resources, office personnel problems and practices, and space management. Particular attention is paid to the changing office technologies and management of the physical environment.

**Delivery: on-ground**

**MT3000 - 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**

**Delivery: on-ground and online**

**MT3050 - Human Resource Management – 4.5 credits**
Human resource managers, their duties and responsibilities, are the core of this course. Beginning with recruitment of personnel, the personnel process is discussed, including training, evaluation of employees, wage and salary administration, and some basics of labor law. Conflict management and discipline programs are also included in the course work.

**Prerequisite: MT2050/EN1300**

**Delivery: on-ground 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-ground 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-ground 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-ground 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-ground 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-ground 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-ground and online

MT3450/SO3450 - International Relations – 4.5 credits
This course focuses on the relevance of international relations, and helps students understand where we are headed in the future both as a nation and a community of nations. Topics covered include the scope of international relations, how players interact within the international system, economic elements of power, sociopolitical elements of power, nation versus state, sovereignty, international politics, bipolarity/multipolarity, and multinational corporations. Students will also evaluate the various instruments and tools used by players in the international political system.
Prerequisite: MT2050, MT3000
Delivery: on-ground and online

MT3470/PL3470 – Bankruptcy – 4.5 credits
See PL3470

MT4000 - Operations Management – 4.5 credits
The main focus of this course is on the essentials of effective operations management - the activities in 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/MA2050
Delivery: on-ground 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 T&D in the organization. Various elements of T&D will be examined as elements of a training program. Students will develop and present a limited training class.
Prerequisite: MT3050/EN2100
Delivery: on-ground and online

MT4150/SO4150 - Business and Society – 4.5 credits
This course is a program of study for understanding the pressures that interest groups in society place upon business organizations. Topics covered will include population growth, urban problems, minorities, air pollution, social responsibilities of businesses, and business ethics.
Prerequisite: Senior status
Delivery: on-ground 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-ground 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-ground and online

MT4230/CI4220 - Project Management – 4.5 credits
See CI4220
MT4250 – Entrepreneurship – 4.5 credits
Entrepreneurship is at the backbone of America. It is, and has been, an integral part in the making of our nation. It is a driving force for economic and social growth both in our nation and throughout the world. This course 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 business.
Prerequisite: MT2050
Delivery: on-ground and online

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-culture 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
Delivery: on-ground and online

MT4400 - Facility Management – 4.5 credits
This course encompasses the technical functions, management principles and proven approaches to facility management. Major topics include facility planning and forecasting, lease administration, space and work place planning, allocation and management, real estate acquisition and disposal, construction project management, operations, maintenance and repair, architectural/engineering planning and design, and administrative services.
Prerequisite: Instructor approval
Delivery: on-ground

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-ground 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. The course is to be taken in the senior year and prior to MT4450 Strategic Management.
Prerequisite: AC1160, EC2100, FN3000, LA3100, MA3000, MG1050, MT2050, MT4200
Delivery: on-ground and online

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/EN1300
Delivery: on-ground and online

MT4500- MT4540 - 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: Advisor approval with senior status
Delivery: on-ground

MT4501 – HRM Internship – 4.5 credits
The human resource management internship is designed to allow students to obtain experience in an approved human resource management setting through the application of concepts and theories learned in the classroom. Successful completion requires a written report, detailing the experience gained during the internship, and successful completion of the projects assigned by the internship supervisor.
Prerequisite: MT4420 may be taken concurrently with MT4440
Delivery: on-ground and online

MT4505 – Action Research Project – 4.5 credits
The course combines experience working on a human resource 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-ground and online

MT1900-04900 - Special Topics in Management - 1-6 credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the academic dean
Delivery: on-ground

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
Delivery: on-ground

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 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. (Theory – 10 hours; Lab – 20 hours)
Delivery: on-ground

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 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. (Theory – 60 hours; Lab –
40 hours)
Prerequisite: NS1010/NS1020
Delivery: on-ground

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. (Clinical – 60 hours)
Prerequisite: Must be taken concurrently with NS1030
Delivery: on-ground

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. (Theory – 30 hours;
Lab – 20 hours)
Prerequisites: NS1010/NS1020
Delivery: on-ground

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. (Theory – 30 hours; Lab – 20 hours)
Prerequisite: NS1030/NS1031/NS1040
Delivery: on-ground

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,
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
the providing direct client care. (Clinical – 150 hours)
Concurrent Courses: This course must be taken concurrently
with NS 1050
Delivery: on-ground

NS1100 - Basic Skills and Concepts of Nursing with Clinical
- 8 Credits
This course focuses on the basic history and theoretical
framework for selected nursing skills and the development of
the student’s psychomotor ability in performing those skills.
Emphasis is placed on students learning the basic skills
necessary to implement the nursing process, medical safety
(asepsis), and infection control in meeting the needs of patients.
Medical laws and ethics affecting the role of nursing will be
discussed. Concurrent clinical experience is offered in skills
lab, inpatient units of acute hospitals, long-term care facilities
and community settings.
Prerequisite: Acceptance into the Practical Nursing Clinical
Core
Delivery: on-ground

NS1105 – Pharmacology for Nurses – 4 credits
Provides an opportunity to explore the general principles of drug
action, pharmacology of the major drug classes and specific
agents within each class. Teaches principles of medication
administration, which includes dosage calculations, major drug
classifications, drug legislation, legal aspects of medication
administration, and drug action on specific body systems.
Prerequisite: MA1500 or MA2050
Delivery: on-ground
NS1111 – Nursing I: Adult-Common Health Needs with Clinical – 8 credits
This course focuses on the theoretical basis for selected nursing skills and the nursing process in meeting the health needs of adults across their aging lifespan. Instruction will focus on assessment of nursing needs and nursing care of these individuals with commonly occurring medical/surgical health needs. Clinical experience is offered in the skills lab, inpatient units of acute hospitals, long-term care facilities, and community settings (4 hours of lecture per week/12 hours of clinical/lab per week.).
Prerequisite: NS1100
Delivery: on-ground

NS1122 – Nursing II: Mental Health & Gerontology with Clinical – 6 credits
This course focuses on providing care to individuals and families who are experiencing psychosocial challenges. Emphasis is placed on the importance of establishing and maintaining therapeutic nurse/client relationships based on the use of communication skills and the problem-solving process. Instruction of pharmacotherapeutics and how they differ in age groups and psychopharmacologic therapy are presented. Concepts of management and supervision will be discussed. The clinical component encompasses a range of mental health services in a variety of environments including Alzheimer/Dementia units in long-term care facilities.
Prerequisite: NS1111/EN1150
Delivery: on-ground

NS1133 – Nursing III: Reproductive System & Pediatrics with Clinical – 6 credits
This course focuses on combining previously learned nursing skills in providing care to the reproductive and pediatric patients. Emphasis on communication while teaching the patients and families about health needs of the reproductive and pediatric patients. Pharmacotherapeutics and how they differ in these age groups will be presented. Clinical experience will be at acute-care hospitals and other community settings (3 hours theory/9 hours clinical).
Prerequisite: NS1122
Delivery: on-ground

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. (Theory – 60 hours)
Prerequisite: NS1050/NS1051
Delivery: on-ground

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

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. (Theory – 30 hours)
Prerequisite: EN1150/NS1050/NS1051
Delivery: on-ground

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. (Clinical – 60 hours)
Concurrent courses: This course must be taken concurrently with NS 2021
Delivery: on-ground

NS2031 – Adult Health Needs II – 3 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 clients 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. (Theory – 30 hours)
Prerequisites: NS 1050, NS 2011, NS 2012, NS 2021 and NS 2022
Delivery: on-ground
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 the providing direct client care. (Clinical – 210 hours)
Concurrent Courses: This course must be taken concurrently with NS 2031
Delivery: on-ground

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. (Lab – 20 hours)
Prerequisite: NS1040/NS2031/NS2032
Delivery: on-ground

NS2130 – Nursing & Diseases – 6 credits
Integrates anatomy, physiology and biochemistry into a framework for studying diseases and alterations in body function of individuals through the lifespan. Emphasis is placed on clinical correlations and physiological basis for common conditions related to functional health patterns. Principles of disease transmission and immunological responses are integrated.
Prerequisite: SC1232/SC1332
Delivery: on-ground

NS2140 - Nursing IV: Adult - Complex Healthcare Needs with Clinical – 6 Credits
Along with the role transition from LPN to RN, emphasis is placed on the differences in the scopes of practice, the nursing process and critical thinking. Focuses on the nursing process as applied to the role of the professional nurse in meeting the needs of adult patients experiencing complex physiologic alterations in physical and mental health in acute care settings is taught. The nursing process is used to promote the adaptive capabilities of patients experiencing physiologic disruptions requiring medical/surgical interventions. Mental health nursing concepts are used in providing holistic nursing care for the mentally ill. Developing competency in initiating and managing parenteral therapies is included. Skills lab practice is utilized, and clinical components encompass a variety of environments and community settings.
Prerequisite: NS1133/EN1150
Delivery: on-ground

NS2150 - Nursing V: Critical Care, ER, Surgery with Clinical– 6 Credits
This course focuses on complex conditions in specialty areas of critical care, emergency room, and the operating room/recovery. Emphasis is placed on the nursing process, physical assessment, medication, and IV administration. Ethical and legal issues are explored. Clinical components encompass specialty areas in various community settings.
Prerequisite: NS2140
Delivery: on-ground

NS2160- Nursing VI: Maternity & Pediatric, Community Health with Clinical – 6 Credits
This course focuses on meeting the needs of the mother, newborn and community health nursing. Emphasis is placed on providing family-centered care. The nursing process is utilized to promote the patient’s and family’s adaptation in situations of health and illness. Critical thinking differentiates patient needs based on age, health status, acuity of condition, and prognosis. The patient’s role within the family and society is examined. Population-based health and public health concepts to promote, maintain and restore health to individuals, families and communities are synthesized. The professional nurse’s role during community disasters will be presented. Clinical components encompass a variety of environments and community settings.
Prerequisite: NS2150
Delivery: on-ground

NS2170 - Dimensions of Nursing – 6 Credits
This course focuses on the concepts, principles and identification of leadership/management skills in providing direct nursing care for groups of clients, continuity of care, clinical judgment, appropriate delegation of tasks, and collaboration with the multidisciplinary team. Trends and issues (organizational, educational, research, political, social, economical, legal, and ethical aspects) affecting the role of the professional nurse is explored. Clinical components encompass a variety of environments and community settings.
Prerequisite: NS2160
Delivery: on-ground

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. (Theory – 30 hours; Lab – 40 hours)
Prerequisite: NS2031/NS2032
Delivery: on-ground

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. (Clinical – 180 hours)

Concurrent Course: This course must be taken concurrently with NS 3011.
Delivery: on-ground

NS3026D – Concepts and Challenges in Professional Nursing – 3 credits
This course is designed to facilitate and expand role understanding and socialization into professional nursing. An overview of the NAU School of Nursing’s mission, philosophy, goals, and conceptual framework is used to introduce the student to historical and societal influences on the evolution of nursing. Learners will investigate major issues and trends related to professional nursing practice. Concepts to be explored in further depth in the program are introduced. The exploration of professional goals and commitment to learning are emphasized.
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.
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 also addresses 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

NS3300D - Research in Nursing - 3 credits
This course is designed to facilitate understanding and appreciation for the significance of nursing research as the basis for nursing practice. The influence of quantitative and qualitative research will be discussed, and evidence-based practice will be introduced. Learners will explore the research process as a foundation for understanding, critiquing, and applying nursing research related to providing holistic care to individuals, families and communities across the continuum of cultures.
Prerequisite: NS3026D/MA3000
Delivery: online

NS3310D – Evidence-Based Nursing Practice – 3 credits
This course builds on NS 3300D and focuses on introducing learners to the nursing research process and its relationship to providing evidence-based care. Learners will explore the concept of utilization of research evidence to support nursing interventions across the continuum of care and cultures. Concepts related to basic skills for evaluating research and means of utilizing research findings to incorporate them into practice will also be explored. Learners will gain an understanding of research contribution to evidence-based practice and its relevance to advancement of nursing theory and practice.
Prerequisite: NS3300D/EN1300
Delivery: online

NS4000D – Issues in Transcultural Nursing – 4 credits
This course is designed to assist professional registered nurses 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

NS4050D – Public Health and Community Nursing – 6 credits
This course prepares the learner to apply public health principles to nursing practice from an individual, community, and system perspective. The learner is introduced to the concept of the community as the client by examining community health issues and the role of the nurse in providing care to populations. Emphasis is on population-based nursing practice, community assessment, health education, program planning, and evaluation. A participant observation experience specific to public health or community nursing is required. The observation experience will provide learners opportunity to confirm concepts and processes introduced in the course, while also considering the influence of context on the structure and processes of population-based nursing care. Learning takes place through observation, experience, interaction, critical thinking, reflection, and by reviewing current nursing and associated literature.
Prerequisite: NS3300D/NS4000D
Delivery: online

NS4060D – Caring for Vulnerable Populations – 4 credits
This course builds on NS 4050 Public Health and Community Nursing and focuses specifically on vulnerable populations. Assessment of and strategies for improving the health and wellness of vulnerable populations are developed using an epidemiological and culturally competent approach. The course explores the interface between government, culture, society, environment, policy, and barriers and resources as they relate to meeting the healthcare needs of an identified vulnerable population.
Prerequisites: NS4050D/EN1300
Delivery: online
ongoing changes in information technology. Discuss both the advantages and concerns associated with participatory thinking, and shared vision. A culturally diverse staff, fiscal and strategic planning, theories, time management and delegation, team building within presented. Learners will gain understanding of organizational quality data, and applying evidence-based practice to healthcare systems to improve quality outcomes. Prerequisite: EN1300
Delivery: online

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 evidence-based practice to healthcare systems to improve quality outcomes. Prerequisite: NS3225D/NS3300D/NS4150D
Delivery: online

NS4400D – Leadership and Management in Nursing – 6 credits
This capstone course introduces learners to the principles of leadership and management in the practice of nursing. Learners explore associated issues and their effect on nursing practice. Concepts related to change, communication, and conflict will be presented. Learners will gain understanding of organizational theories, time management and delegation, team building within a culturally diverse staff, fiscal and strategic planning, participatory thinking, and shared vision. Prerequisite: NS3225D/NS3300D/NS4150D
Delivery: online

OFFICE - OF

OF1010 - Office Accounting - 4 credits
This course is designed to introduce the student to basic accounting procedures. This course instructs the management of financial records, collection and billing procedures, the basic accounting cycle, payroll writing and withholding taxes and banking procedures. The course also provides examples of these skills in specific office settings. Delivery: on-ground

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-ground

OL3200 - Global Marketing Strategies and Competition – 4.5 credits
In today’s emerging global society, it is important that students have knowledge of global marketing strategies and understand the competition. This course will help the student learn to analyze competition within the global environment. Prerequisite: MT2050
Delivery: on-ground

OL3300 - Managerial Decision-Making – 4.5 credits
Managers must make business decisions on a daily basis. In this course, students will learn the interdisciplinary decision-making process used by rational decision-makers to ensure that successful outcomes are achieved. Delivery: on-ground

OL4050 - Business Etiquette and Professionalism - 2 credits
Career planning, job seeking, and making the most of every career opportunity are essential survival skills in today’s new economy. This course prepares the graduating student to make the most of every career opportunity, whether beginning a job search, making a career transition, working part-time, or working toward promotion. Students will prepare resumes, learn interviewing, networking and negotiating techniques, and the means to meet employer expectations. Business etiquette for office, social situations, and travel also will be discussed. Delivery: on-ground

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-ground

OL4500 - Organizational Leadership Research I - 2 credits
Research is important in today’s business environment and the successful manager must be able to research a project, develop alternatives, make final decisions, and prepare a research report. In this course, students will learn the skills necessary to conduct action research, develop alternatives, and make final decisions. Prerequisite: OL4100/ EN1150
Delivery: on-ground

OL4550 - Organizational Leadership Research II - 2 credits
This course continues the study of organizational leadership research. After conducting research, developing alternatives and making final decisions in OL450, students will be expected to prepare an action research project in complete form. Prerequisite: OL450/ EN1150
Delivery: on-ground

PHYSICAL EDUCATION

PE1350 – Wellness – 4.5 credits
The purpose of this course is to assist students in making healthy decisions regarding lifestyle behaviors. This course explores the various components of wellness and fitness such as; nutrition, resistance training, common illnesses, sexually transmitted diseases, stress management, health care, substance abuse, and managing personal lifestyles. Students will be presented with wellness and fitness information that will provide them the knowledge and skills necessary to maintain a healthy lifestyle. Delivery: on-ground

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-ground
PL1150 - Legal Research I – 4.5 credits
This course is a study of methods and procedures used in legal research of the law. 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: PL1150
Delivery: on-ground

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-ground

PL2000 – 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/CJ1150
Delivery: on-ground

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-ground

PL2100/S02120 - 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-ground

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-ground

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-ground

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.
Prerequisite: PL1350
Delivery: on-ground

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-ground

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-ground

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-ground

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
Delivery: on-ground

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-ground

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: PL.1150
Delivery: on-ground

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: PL.1350/PL.3250
Delivery: on-ground

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: PL.2150
Delivery: on-ground

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: PL.2150
Delivery: on-ground

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: PL.1350
Delivery: on-ground

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: PL.1350
Delivery: on-ground

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: PL.2150
Delivery: on-ground

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-ground

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-ground

PL1900-4990 - Special Topics in Paralegal Studies - 1-6 credits
From time to time, special topics courses are offered on subjects that interest students and instructors.
Prerequisite: Permission of the academic dean
Delivery: on-ground

PSYCHOLOGY-PS

PS1050 - Introduction to Psychology – 4.5 credits
This course covers the fundamentals of human psychology, starting with the historical context from which the psychology evolved up to modern day theories on human thought and behavior. Students will gain an understanding of the scientific method, the guidelines to critical and creative thinking, and the different methodologies used in psychological research. Students will explore and understand what affects human emotion, motivation, and cognition as well as theories of personalities and pathology. Understanding the basics of psychology promotes a better understanding of self, which helps create a more authentic and productive life.
Delivery: on-ground 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-ground

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-ground and online

PS3250/MT3250 - Organizational Behavior – 4.5 credits
See MT3250

PS3300/MG3310 - 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-ground
The course RX1000 - Introduction to Pharmacy – 4 credits provides students with detailed knowledge of the pharmacy profession. This course introduces students to the world 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.

Delivery: on-ground

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: MA0900 or placement recommendation
Delivery: on-ground

RX1210 - Drug Therapeutics I – 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 anti-infective drug, narcotic pain relievers, neurologicals, psychiatric, dermatologic, otic and ophthalmic agents.
Prerequisites: RX1000/SC1290
Delivery: on-ground

RX1220 – Drug Therapeutics II – 4 credits
This course provides students detailed information on the therapeutic use and side effects of prescription medications, nonprescription medications, and alternative therapies. For each medication studied, students learn the brand and generic name, standard pronunciation, dosage forms, and routes of administration. Therapeutic areas covered include the gastrointestinal, renal, reproductive, immune, hematologic, cardiovascular, respiratory, endocrine and musculoskeletal systems; and nutritional and alternative supplements. The role of the FDA in dietary and herbal supplements is also described.
Prerequisite: RX1000/RX1210/SC1221/EN1300
Delivery: on-ground

RX2110 - Pharmacy Operations – 4 credits
This course provides students with detailed knowledge of pharmacy operations and logistics. Students are introduced to the various forms of technology currently in use for storing, accessing, and recording pharmacy data. Students also learn various methods of inventory control, methods of payment, verification of coverage by third party payers, determination of payment, taxable and nontaxable items, and operation of a cash register. In addition, methods of handling hazardous wastes, sharps, and infection control are introduced.

Prerequisites: RX1000
Delivery: on-ground

RX2210 - Pharmaceutical Patient Care – 2 credits
This course examines the pharmacy technician’s role in providing pharmaceutical care and the importance of communication. Students explore their role in assisting the pharmacist to collect, organize and evaluate information; receiving and screening prescriptions or medication orders; counseling patients; preventing medical misadventures; and monitoring medication therapy. Students also learn strategies to communicate effectively with patients and coworkers when performing job responsibilities.
Prerequisites: RX1000
Delivery: on-ground

RX2310 – Community Pharmacy Products 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 noncompounded products for distribution, and to compound sterile and nonsterile products, and cytotoxic and other hazardous medication products.
Prerequisites: RX1000
Delivery: on-ground

RX2410 - Preparing for the Pharmacy Profession – 3 credits
This course provides students with the tools they will need to be successful as pharmacy technicians. Students are exposed to a variety of issues related to the attitudes, values and beliefs of successful pharmacy technicians. Staying current with advances in therapy, projecting an image appropriate to the profession of pharmacy, developing effective interpersonal relationships with other healthcare professionals, and learning skills for problem-solving, managing change, and negotiation are addressed. Throughout this course, students gain an appreciation for the value of technician certification and active involvement in professional organizations.
Prerequisites: RX2210
Delivery: on-ground

RX2510 – Infusion 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 sterile compounded products for distribution, acytotoxic and other hazardous injectable medication products.
Prerequisite: RX1000/RX1100
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-ground

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-ground

**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-ground

**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.
Delivery: on-ground

**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-ground 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-ground

**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-ground

**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-ground

**SC1200 - Principles of Nutrition – 4.5 credits**
This course presents basic concepts related to nutrients in foods and their metabolic functions; methods for assessment of nutritional status and of dietary adequacy; and applications to phases of human life cycle.
Delivery: on-ground 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-ground

**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-ground

**SC1221 – Essentials of Anatomy and Physiology with Lab – 6 credits**
Designed for allied health learners with little or no biology knowledge, this course provides an introduction to the essentials of anatomy and physiology. Throughout the course students 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 apply this fundamental knowledge to explain common diseases, disorders or conditions, and make recommendations that promote individual health, regardless of age or gender. Laboratory activities are imbedded in this lecture-based class to optimize student assimilation and retention of content. (4.5 hours lecture, 3 hours lab/week)
Delivery: on-ground

**SC1222D – Essentials of Anatomy and Physiology – 6 credits**
Designed for allied health learners with little or no biology knowledge, this course provides an introduction to the essentials of anatomy and physiology. Throughout the course students 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 explain common diseases, disorders or conditions, and make recommendations that promote individual health, regardless of age or gender.
Delivery: online

**SC1232 - Human Anatomy and Physiology I with Lab – 6 credits**
Designed for allied health learners with little or no biology knowledge, this course provides an introduction to the essentials of anatomy and physiology. The systems covered will include cells and tissues, integumentary system, skeletal system, muscular system, and the nervous system. Each week there are 4.5 hours of lecture and 3 hours of lab.
Delivery: on-ground

**SC1240 - Anatomy and Physiology of Domestic Animals I - 4 credits**
This course is a systems approach to the study of the essentials of anatomy and physiology of domestic animals.
Prerequisite: ME1150
Delivery: on-ground

**SC1240 - 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-ground

**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-ground
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 with minimum “C” grade
Delivery: on-ground

SC1332 – Human Anatomy and Physiology II with Lab – 6 credits
This course is a pre-med level systems approach to the study of human anatomy and physiology. The systems covered will include the endocrine system, blood, the cardiovascular system, the lymphatic system, the digestive system, the respiratory system, the urinary system, and the reproductive system. Also covered are fluid and electrolyte balance, acid and base balance, and genetics. Each week there are 4.5 hours of lecture and 3 hours of lab.
Prerequisite: SC1232
Delivery: on-ground

SC1354 - 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. This 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.
Delivery: on-ground

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 & symptoms, demographics, pathogenesis, and co-morbidities will be considered in reference to various disease processes.
Prerequisite: SC1332
Delivery: on-ground

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. (4.5 hours lecture, 3 hours lab/week)
Prerequisite: SC1353D
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 and immunology. 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 this 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 also be examined. Various life stages of medically important parasites will also be observed.
Delivery: on-ground

SC2050 - Clinical Kinesiology - 4 credits
This course explains the structure and motion of the human body. Course content includes a review of location and movement terminology, bone structure and function, joint structure and function, and common orthopedic conditions. Students will learn to differentiate normal movement mechanics from the dysfunctional movement patterns, compensations, and pathomechanics that precede joint injury and degeneration. Clinical applications of concepts reinforce learning and integration of knowledge into practice.
Prerequisite: SC2060 or TM program coordinator consent
Delivery: on-ground

SC2060 - Palpation of Anatomy - 2 credits
This course explains neuromuscular control of movement. Course content includes a survey of muscle anatomy and physiology, musculoskeletal assessment, proprioception, and neurological coordination of movement.
Prerequisite: SC1232 or TM program coordinator consent
Delivery: on-ground

SC2080 - Palpation of Anatomy Lab - 2 credits
Taken in conjunction with SC2060, this course is designed to bridge the gap between musculoskeletal anatomy and physiology and the living body. Course content includes systematic palpation of the skin and fascia, bones, bony landmark trails, muscles, and other relevant structures. Primary emphasis is placed on muscle palpation and identification of muscle actions and attachments. Other structures examined include endangerment sites, ligaments, joint structure, lymph nodes, and arteries.
Prerequisite: SC1232 or TM program coordinator consent; concurrent with SC2060
Delivery: on-ground

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-ground

SC2220 - Pharmacology for Athletic Trainers - 3 credits
This course introduces the athletic training student to the study of drugs and drug therapy. Emphasis is placed on identifying drug actions, drug names, routes of administration, and adverse effects for athletes.
Prerequisites: ME1150/SC1232
Delivery: on-ground

SC2300 - 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
Delivery: on-ground

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-ground

SC3400 - Biomechanical Kinesiology - 4 credits
The purpose of this course is to present kinesiology as it is applied to the field of athletic training. This course will allow
the student to analyze certain movements and muscles, and understand the potential of injury to the body region.  
Prerequisite: SC1232/MA2050  
Delivery: on-ground

SC3450 - Physiology of Exercise - 4 credits  
A study of the physiological affects of exercise with primary emphasis on bioenergetics, neuromuscular functions, cardiorespiratory considerations, and physical training.  
Prerequisite: SC1332  
Delivery: on-ground

SC1900-4990 - Special Topics in Science - 1-6 credits  
Topics will vary depending on the interests of the instructor and students.  
Prerequisite: Permission of the academic dean  
Delivery: on-ground

SOCIOLOGY-SO

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-ground 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-ground

SO2050 - Marriage and the Family – 4 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-ground

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-ground

SO2200 - U.S. Government – 4.5 credits  
This course will present all aspects of government - the process, the politics, the institutions, the people governing and the people being governed.  
Delivery: on-ground

SO3100 - Regional Cultural Geography – 4.5 credits  
The social, cultural, psychological and material aspects of travel are studied on a regional basis, both domestically and internationally. Political and economic conditions are examined along with tourism policy, transportation systems, and natural environment.  
Prerequisite: SC1232/MA2050  
Delivery: on-ground

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 - 1-6 credits  
Topics will vary depending on the interests of the instructor and students.  
Prerequisite: Permission of the academic dean  
Delivery: on-ground

THERAPEUTIC MASSAGE-TH

TH1020 – Ethics and Personal Growth - 2 credits  
This course examines the ethics of touch relating to the massage therapy field. 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.  
Delivery: on-ground

TH1030 – Fundamentals of Massage Therapy - 2 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. These fundamental practices contribute to success as an employee, independent contractor, or small-business owner.  
Delivery: on-ground

TH1040 - Massage Standards and Business Practice - 2 credits  
This course provides an introduction to massage standards and business administration. Students will review the history of massage in the context of understanding contemporary massage requirements, scope of practice, and code of ethics. These standards promote successful and ethical relationships with clients and serve as a foundation for the development of a start-up business and marketing plan that contributes to success as an employee, independent contractor, or small business owner.  
Delivery: on-ground

TH1050 – Fundamentals of Massage Therapy Lab - 2 credits  
This course provides an introduction to the fundamentals of therapeutic massage. 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. Students will incorporate these fundamentals into the effective design of massage and bodywork sessions in which they combine massage and bodywork techniques for therapeutic benefit. Throughout the course additional emphasis is placed on utilizing proper body mechanics during the massage as part of a practitioner self-care strategy.  
Delivery: on-ground

TH1060 – Therapeutic Massage Lab - 2 credits  
This course emphasizes the purposeful application of therapeutic massage including increased utilization of various soft-tissue and joint mobilization techniques in the whole body massage
routine. During this course, students develop, implement, and document assessments and individualized treatment plans. Students will integrate these techniques into the effective design of massage and bodywork sessions (SLO #1) in which they combine massage and bodywork techniques for therapeutic benefit (SLO #2). Prerequisite: TH1050 Delivery: on-ground

TH1070 – Ethics and Personal Growth Lab - 2 credit
This course is designed to teach the students the fundamentals of managing physical stress including proper use of breath, relaxation, body alignment, movement techniques, and diet. These fundamentals will be integrated to create a self-care strategy, to provide opportunities for students to participate in professional activities and pursue personal/professional development. Delivery: on-ground

TH2020 – Specialty Massage Techniques - 2 credits
This course is designed to introduce the student to special populations and advanced massage theories. It will examine pre/post natal massage, infant massage, geriatric massage, chronic illness, terminal illness, Craniosacral Therapy, Myofascial Release, Lymphatic Drainage, Eastern Bodywork, 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. Prerequisite: SC1221 Delivery: on-ground

TH2050 – Specialty Massage Lab - 2 credits
Taken in conjunction with TH2020, students will learn to modify the existing methods of the massage routine to fit the needs of the special population with whom they are working. Students will learn to demonstrate pregnancy massage, infant massage, geriatric massage as well as work with the principles of Asian Bodywork, Craniosacral Therapy, Lymphatic Drainage, Myofascial Release, and aromatherapy. 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. Prerequisite: SC1221 Delivery: on-ground

TH2060 - Neuromuscular Techniques - 2 credits
This lecture 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. Students will integrate these advanced techniques to create individualized treatment plans for therapeutic benefit. Prerequisite: SC1221 Delivery: on-ground

TH2070 – Neuromuscular Techniques Lab - 2 credits
Taken in conjunction with TH2060, students demonstrate the integration of deep tissue, neuromuscular techniques and other massage modalities. This lab-based course utilizes hands-on simulation and case studies to explore client scenarios with greater complexity. Prerequisite: SC1221 Delivery: on-ground

TH2100/MT2100 - Mastering Therapeutic Business - 5 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 Delivery: on-ground

TH2500 – Massage Internship – 2 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-ground

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-ground
## National American University Board of Governors

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert D. Buckingham</td>
<td>Chairman of the Board of Governors; President, DLORAH, Inc., Rapid City, SD</td>
</tr>
<tr>
<td>Linda Copper</td>
<td>Assistant to the President, DLORAH, Inc., Carlsbad, CA</td>
</tr>
<tr>
<td>Dr. Jerry L. Gallentine</td>
<td>University President and Chief Executive Officer, Rapid City, SD</td>
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<tr>
<td>Richard L. Halbert</td>
<td>Senior Member, Halbert, Dunn &amp; Halbert, L.L.C., Falls City, NE</td>
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<tr>
<td>Susan Livingston</td>
<td>Consulting Occupational Therapist, Bayfield, CO</td>
</tr>
<tr>
<td>Dr. Richard H. Mosier</td>
<td>President Emeritus of Rogers State University; President of Oklahoma Higher Education Heritage Society, Claremore, OK</td>
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<tr>
<td>H. Edward Yelick</td>
<td>Business Executive, Retired, Rapid City, SD</td>
</tr>
<tr>
<td>Kamal Puri</td>
<td>Ex Officio Member, President of Skyline College, Sharjah, United Arab Emirates</td>
</tr>
<tr>
<td>Koichi Sato</td>
<td>Ex Officio Member, Chancellor, The Human Group, Osaka, Japan</td>
</tr>
<tr>
<td>Dr. Hector Zúñiga Salinas</td>
<td>Ex Officio Member, President, Universidad del Mar, Viña del Mar, Chile</td>
</tr>
</tbody>
</table>
National American University
Central Administration

University President and Chief Executive Officer
Jerry L. Gallentine, B.S., Fort Hays State University (1962); M. Ed., University of Toledo (1963); M.S., University of Toledo (1965); Ph.D., University of Toledo (1965).

Chief Operating Officer/Chief Financial Officer
Ronald Shape, B.A., Dakota Wesleyan (1991); MBA, University of South Dakota (1996); Ed.D., University of South Dakota (2001).

Provost/General Counsel

Associate Provost/System Vice President for Curriculum and Instruction
Marilyn Holmgren, B.A., College of St. Scholastica (1976); M.S., The Tri-College University (1990); Ph.D., University of Nebraska (2008).

System Vice President of Graduate Studies/Dean of the Graduate School
Phyllis Okrepkie, B.A.A., University of San Diego (1980); MBA, National University (1984); D.M., Colorado Technical University (2001); C.M.A.

Interim System Vice President for Academic Operations and Learner Services
Jerry Joy, B.S., Peru State College (1963); M.S., Northwest Missouri State University (1965).

System Vice President of International Affairs
Blake Faulkner, B.A., Fort Lewis College (1987); M.S., Pittsburgh State University (1989); D.B.A., Argosy University (2007).

Associate Vice President of Finance
Venessa Green, B.S., DeVry Institute (1993); MBA, National American University (2006); C.P.A.

Registrar

System Director of Alumni Services

System Director of Assessment
Barbara Preszler, A.A., South Dakota State University (1984); B.S., Black Hills State University (1989); M.S., South Dakota State University (1994).

System Director of Financial Aid
Cheryl Bullinger

System Director of Human Resources/System Director for International Admissions

System Director of Information Technology
John Buxton, B.S., University of Nebraska (1993); MBA, University of Tulsa (1995).

System Librarian
Ben Wakashige, B.A., Western New Mexico University (1969); Masters in Librarianship, Emporia State University (1970).

System Director of Marketing

System Director of Student Accounts

Dean of the School of Nursing
Julia Bronner, B.S.N., College of St. Teresa (1965); M.S.N., Winona State University (1990); Ph.D., Capella University (1999); R.N., C.T.N.

System Accounting Program Chair
Jason Warr, B.S., University of Utah (1994); MBA, Westminster College (1997); C.P.A.

System Business Program Chair
Todd Herseth, B.A., Dakota Wesleyan University (1995); MBA, University of South Dakota (2004).

System General Education Program Chair

System IT Program Chair
Jeff Sloan, B.S., University of Pittsburgh (1979); M.S. Texas State University-San Marcos (2001).

System Legal Studies Program Chair
Paul Sedlacek, B.S., Business Administration, University of Nebraska (1977); J.D., University of Nebraska (1980).

System Medical Assisting and Medical Administrative Assistant Program Chair
Cathie Ogdie, A.A., Mount Saint Clare College (1974); B.A., University of Guam (1976); M.S., University of South Dakota (1995); D.L.M. (A.S.C.P.), M.T. (A.S.C.P.)

System Pharmacy Technician Program Chair
Pat Schommer, B.S., University of Wisconsin (1982); C.Ph.T.

System Therapeutic Massage Program Chair
Gerald Larson, B.A., MidAmerica Nazarene University (1988); M.S.E., University of Kansas (1996); Ph.D., University of Kansas (2001).

National American University
Campus Administration

Albuquerque
Regional President
Associate Campus Director  
Brenda Graves, B.S., National American University (1998);  

Associate Academic Dean/Learner Services Coordinator  
Jim Funaro, B.A., San Jose State University (1994).

Director of Admissions  

Campus Librarian  
Roger Squires, B.A., University of Bristol England (1965);  

Director of Student Services  
Ruthie Mares

Medical Assisting Program Coordinator  
Tanisha Garcia, B.U.S., University of New Mexico (2007);  
R.M.A.

Information Technology Coordinator  
Patricia Stans, B.S., New York University, (1963); Ph.D., New  
Mexico State University (1976).

Network Coordinator  
Mary Carson, B.S., National American University (1984); M.A.,  
Webster University (1989).

Austin  
Campus Executive Officer  
JP Foley, B.S., Computer Science, Troy State University (1986);  
M.A. Organizational Management, University of Phoenix  

Academic Dean  
Pamela A. Rogers, B.A., University of Texas-Austin (1981);  
M.A., University of Texas-Austin (1985); M.P.Aff.,  
University of Texas-Austin (1998); Ph.D., University of  

Director of Admissions  
Caren Samuels

Business Program Coordinator  
Matthew Painter, B.S., Mountain State University (1999); B.S.,  
Mountain State University (2000); M.S., Mountain State  
University (2002).

Bloomington  
Campus Director  
Roger Sage, B.S., Iowa State University (1979); MBA, Cardinal  
Stritch University (2002).

Academic Dean  
Lisa Peterson, B.S., Industrial Technology, University of  
Wisconsin (1989); M.S., Software Engineering, University  
of Wisconsin (1999).

Director of Admissions  
Mari Jane O’Donnell

Regional Campus Librarian/Assessment Coordinator  
Sherri Douglas, B.A., University of Wisconsin-Oshkosh (1998);  
B.A., University of Wisconsin-Eau Claire (2001); M.A.,  

Dean of Student Services  
Megan Halverson

Brooklyn Center  
Campus Vice President  
Christi Town, B.S., Friends University (2001); M.A. Ed., Mid-  
America Nazarene University (2005).

Associate Academic Dean  
Kathi Harms, B.S., Northern Illinois University (1970);  
M.S., Cardinal Stritch University (2004).

Regional Vice President of Enrollment Management  

Regional Campus Librarian/Assessment Coordinator  
Sherri Douglas, B.A., University of Wisconsin-Oshkosh (1998);  
B.A., University of Wisconsin-Eau Claire (2001); M.A.,  

Director of Admissions  
Michael Knapp

Paralegal Program Coordinator  
Mimi Anzel, B.A., Social Studies, University of Wyoming  
(1972); M.A., Adult Education, University of Wyoming (1976);  
J.D., University of Wyoming (1981).

Associate Dean of Student Services  
Jennifer Haworth, B.S., University of Wisconsin (2002).

Colorado Springs  
Campus Director  
Audrey DeRubis, B.S., University of Phoenix (2005).

Academic Dean  
Ernest Edwards, B.S., University of South Carolina (1967);  

Associate Director of Admissions  
Bruce Hartley

Campus Librarian/Bookstore Manager  
James Hemesath, B.S., University of Iowa (1967); M.A.,  
University of Iowa (1971); M.L.S., University of Iowa  
(1976).

Dean of Student Services  

Denver  
Campus Director  
Larry Jackson, B.S., Colorado State University (1970); M.A.  
University of Northern Colorado (1980).

Academic Dean  
Jeanne Lipp, B.A., Ohio University (1994); M.A., Ohio  
University (1996); M.S., Ohio University (1998).
Associate Vice President of Enrollment Management
Kevin McNeil

Nursing Program Chair
Dodie Serafini, Certificate, Practical Nursing, T. H. Pickens Technical Center (1990); A.A.S., Nursing, Front Range Community College (1993); B.S.N., Metro State College (2000); M.S.N., University of Northern Colorado (2004); R.N.

Bookstore Coordinator/Campus Librarian
Mary Beth Morse, B.A., Good Counsel College (1957).

Dean of Student Services
Gaylord Riba, MBA, National University (1978).

Distance Learning
President of Distance Learning
Blake Faulkner, B.A., Fort Lewis College (1987); M.S., Pittsburgh State University (1989); D.B.A., Argosy University (2007).

Vice President of Finance and Technology Innovation
Jon Outland, B.A., Augustana College (1996); MBA, University of Illinois (1998); M.S., Dakota State University (2003).

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Dean of Online Instruction

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Craig Levin, B.S., Composite Wellness Management, Black Hills State University (1995); MBA, University of South Dakota (2005).

Information Technology Program Coordinator
Bob Thrall, B.A., English Literature, St. Mary’s College (1972); M.S., Information Systems, Dakota State University (2004); M.C.S.E.

Medical Staff Services Program Coordinator
Dennis Nelsen, B.A., University of South Dakota (1977); M.P.A., University of South Dakota (1985).

Online RN to BSN Program Chair
Diana Kostrzewski, Practical Nursing, Agassiz Valley School (1972); A.S.N., Northland Community College (1980); B.S.N., Moorhead State University (1987); M.S.N., University of North Dakota (1997); Ph.D., Adult and Postsecondary Education, Capella University (2007); R.N.

Director of EFL Program

Director of International Development

Assistant to the President of Distance Learning/Director of Process Improvement

Information Technology Coordinator

Affiliate Relations Manager

Instruction and Assessment Design Manager
Kathleen Van Horn, B.A., University of Colorado (1967); M.S., Utah State University (1980); Ed.D., Utah State University (1985).

Enrollment Support Manager
Cynthia Lanham

Manager of Special Projects

Ellsworth AFB Extension
Campus Director
Scott Toothman, B.S., National American University (1997); MBA, National American University (2002).

Financial Aid Advisor
Becky Schwarz

Student Services/Academic Coordinator
Bruce Hamby, B.S., National American University (1999); MBA, National American University (2002).

Information Technology Coordinator
Steve Lashwood, A.A.S., National American University (1985); B.S., National American University (1985); MBA, National American University (2007); M.C.P.

Independence
Kansas City Metropolitan Regional President

Campus Director

Academic Dean
Associate Academic Dean
Shannon Leap, B.S., Central Missouri State University (1995); M.S., Central Missouri State University (2004).

Director of Admissions
Lindsay Kuxhausen, B.S., Colorado State University (2003).

Regional Legal Studies Program Coordinator
Susan McGlone, B.L.A., University of Missouri - Kansas City (1991); J.D., University of Missouri – Kansas City School of Law (2002).

Medical Assisting Program Coordinator
Jennifer Duffey, Certificate, Concorde Career Institute (2004); B.A., University of Missouri-Kansas City (2003); R.M.A.

Campus Librarian

Dean of Student Services
Cammie Willis, B.S., Lincoln University (1989); M.S., Friends University (2003).

Overland Park
Campus Vice President
Tunya Carr, B.P.S., Memphis University (1993); M.S., Kansas State University (1997).

Academic Dean
Tim Dzubay, B.A., English, St. John’s University (1991); M.S., Journalism, University of Kansas (1999).

Medical Assisting Program Coordinator
Patricia Pankey, Diploma, Eastern Jackson County College of Allied Health (1992); A.A., Hannibal-LaGrange College (1977); B.B.A., Baker University (2003); M.Ed., American Intercontinental University (2004); R.M.A.

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

Regional Legal Studies Program Coordinator
Susan McGlone, B.L.A., University of Missouri-Kansas City (1991); J.D., University of Missouri-Kansas City School of Law (2002).

Therapeutic Massage Program Coordinator
Gerald Larson, B. A., MidAmerica Nazarene University (1988); M.S.E., University of Kansas (1996); Ph.D., University of Kansas (2001).

Campus Librarian

Director of Admissions

Rapid City
Campus Director

Interim Academic Dean
Gale Folsland, B.S., Education, Black Hills State College (1979); MBA, Wichita State University (1995).

Dean of Student Success
Peggy Schlechter, B.S., South Dakota State University (1984); M.S., South Dakota State University (2006).

Campus Librarian

Athletic Training Program Chair
Joshua Ellis, B.S., Northern State University (1996); M.S, Northern State University (1998).

Accounting Program Coordinator
Pam Werdel, B.S., Minnesota State University Moorhead (1989); MBA, University of South Dakota (2000); C.P.A.

Business Program Coordinator
Sharon Buckles, B.S., Black Hills State University (1988); M.A.S., Southeastern Oklahoma State University (1993).

Legal Studies Program Coordinator
Mark Koehn, B.A., University of Minnesota (1980); M.A., University of Iowa (1982); Ph.D., University of Iowa (1987); J.D., Stanford Law School (1990).

Veterinary Technology Program Chair
Margaret Behrens, D.V.M., Colorado State University (1976).

Rio Rancho
Associate Campus Director

Associate Academic Dean/Learner Services Coordinator
Charlene Fields, B.S., University of Phoenix (1991); M.A., University of Phoenix (1999); M.A., Webster University (2002).

Campus Librarian

Director of Admissions

Network Coordinator
Information Technology Coordinator
Patricia Stans, B.S., Physics, New York University (1963); Ph.D., Education Administration, New Mexico State University (1976).

Roseville
Campus Vice President
Gene Muilenburg, B.S., Augustana College (1967); M.A., Concordia University (1999).

Academic Dean

Director of Admissions
Nicole Ryan, B.S., University of Minnesota (2002).

Regional Campus Librarian/Assessment Coordinator

Medical Assisting Program Coordinator
Natasha Baer, A.A.S., Minnesota School of Business (1993); B.S., Minnesota School of Business (2005); M.S., Capella University (2007); C.M.A.

Therapeutic Massage Program Coordinator
Carrie Bates-Hale, B.A., St. Cloud State University (1980); Certificate, Bancroft School of Massage Therapy (1990); Certified Mind Body Therapist.

Pharmacy Technician Program Coordinator
Pat Schommer, B.S., University of Wisconsin (1982); C.Ph.T.

Dean of Student Services

Sioux Falls
Campus Director
Lisa Houtsma, B.S., National American University (2000); M.S., University of South Dakota

Academic Dean
Marilyn Carlson Aronson, B.S., University of Sioux Falls (1960); M.A., University of South Dakota (1973); M.A., University of South Dakota (1992); Ed.D., University of South Dakota (1997).

Director of Admissions

Campus Librarian
Frances Rice, A.A., University of Maine (1977); B.S., University of Maine (1977); M.L.I.S., Simmons College (1978); M.H.S.A, St. Joseph’s College (2005).

Paralegal Studies Program Coordinator
John Pekas, B.A., University of Nebraska (1991); J.D., University of South Dakota (1993).

Medical Assisting Program Coordinator
Cathleen Ogdie, A.A., Mount Saint Clare College (1974); B.A., University of Guam (1976); M.S., University of South Dakota (1995); D.L.M. (A.S.C.P.), M.T. (A.S.C.P.)

Pharmacy Technician Program Coordinator

Therapeutic Massage Program Coordinator
Laura Woitte, A.A.S., National American University (2003); B.A., Dakota Wesleyan University (1998); M.S.A.S., University of South Dakota (2007).

Assessment Coordinator
Sister Vianney, B.S., Northern State University (1967).

Watertown
Associate Campus Director
Heidi Schooley, B.S., South Dakota State University (1999); MBA, Mount Mary College (2007).

Wichita
Associate Campus Director
Ruth Cook, B.S., Education, University of Nebraska, Lincoln (1971); MBA, Baker University (2004).

Zona Rosa
Regional President

Academic Dean
Kary Mann, B.S., Cleveland College (1997); D.C., Cleveland College (1997).

Medical Assisting Program Coordinator
Jennifer Duffey, Certificate, Concorde Career Institute (2004); B.A., University of Missouri-Kansas City (2003); R.M.A.

Nursing Program Chair
Ebony Fisher, B.S.N., Nursing, Southeast Missouri State University (2001); M.S.N., Walden University (2006); R.N.

Regional Legal Studies Program Coordinator
Susan McGlone, B.L.A., University of Missouri-Kansas City (1991); J.D., University of Missouri-Kansas City School of Law (2002).

Director of Admissions
Samantha Thompson, B.S., Northwest Missouri State University (2006).
Campus Advisory Boards

Albuquerque/Rio Rancho Campus
Peter Ambs, State of New Mexico - Children, Youth, and Family Services, Santa Fe, NM.
Freiler R. Burton, Employment Assistance Program Manager, Department of Defense, Albuquerque, NM.
Louis A. Belmont, Business Reporter, Albuquerque Journal, Albuquerque, NM.
Deni Bradlyn, Projects/Programs Manager, Silicon Supply Network Group Corporation, Intel Corporation, Rio Rancho, NM.
Burton L. Clyde, Chairman, Board of Directors, Sandia Area Federal Credit Union, Albuquerque, NM. Chief Master Sergeant, USAF (Retired)
Billye Gregoire, Executive Vice President, CWA Local 7011, Qwest/CWA, Albuquerque, NM.
James B. Lewis, Chief Operations Officer, City of Albuquerque, Albuquerque, NM.
Cheryl Pink, Marketing Manager, Rio Rancho Economic Development Corporation, Rio Rancho, NM.
Rogers Pitts, Senior Program Manager, Veritas Software Corporation, Mountain View, CA.
Marilyn Salzman, President, Abby West Office Services, Inc., Rio Rancho, NM.
Patricia Stans, Ph.D., Information Technology Coordinator, National American University; Faculty, National American University; Associate Professor Emerita, University of New Mexico, Albuquerque, NM.
Craig Lee Walker, Industrial Engineering Technology, Neutron Generators and Tubes, Sandia National Labs, Albuquerque, NM.
Col. Greg Zanetti, New Mexico National Guard, Santa Fe, NM.

Colorado Springs Campus
Leo Chaney, Computer Sciences Corporation, Colorado Springs, CO.
Bryant Haggen, EDS, Colorado Springs, CO.
Amy Lenig, National American University, Colorado Springs, CO.
John R. Tavernier, Missile Defense Agency, Colorado Springs, CO.

Denver Campus
Liz Campbell, LC Anesthesia, Denver, CO.
John Mayns, Jefferson County Sheriff’s Office, Denver, CO.

Barry Spindler, State of Colorado, Department of Labor, Denver, CO.
Abe Avila, United States Air Force, Denver, CO.
Michael Harris, Colorado State Approving Agency for Veterans Education Training, Denver, CO.
GiGi Dennis, Tri-State Generation and Transmission Association, Denver, CO.
Renee Glass, PDL BioPharma, Denver, CO.

Independence/Overland Park/Zona Rosa Campus
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.
Yvonne Petite, Consultant, Kansas City, MO.
Carolyn Pittsenbarger, Branch Manager, Blue Ridge Bank and Trust Company, Kansas City, MO.
Horace Smith, Employment and Personal Relations Manager, J.C. Penney Co., Inc., Kansas City, MO.
Tom Verdi, Team Services Manager, Data Source, Inc., Kansas City, MO.

Roseville Campus
David Aune, Director of Business and Finance, Mounds Park Academy, St. Paul, MN.
Joan Siewert-Cardona, Partner, Ideal Printers, St. Paul, MN.
George Ryan, Employer Representative, Positively Minnesota.
Dan Meuwissen, Public Safety Director, University of St. Thomas, St. Paul, MN.

Sioux Falls Campus
Dr. Marilyn Carlson Aronson, Academic Dean, National American University, Sioux Falls, SD.
Ron Huether, Pharmacist, South Dakota Board of Pharmacy, Sioux Falls, SD.
John Parks, Marketing Representative, Results Radio, Sioux Falls, SD.
John Ryan Pekas, Chairman of Minnehaha County Commission; Paralegal Studies Program Coordinator, National American University, Sioux Falls, SD.
Renae Pekas, Vice President of Marketing, Wells Fargo Educational Financial Services, Sioux Falls, SD.
Ila Schuldt, R.N., Case Manager, Sioux Falls Valley Hospital, Sioux Falls, SD.

Rolland Story, General Manager, Lewis Drugs; Associate Faculty, National American University, Sioux Falls, SD.

National American University Program Advisory Committees

**Accounting Program**
Cynthia Cochran, C.P.A., Rapid City, SD.

Laura Coome, C.P.A., South Dakota C.P.A. Society, Sioux Falls, SD.

Eileen Hamm, C.P.A., Hill City, SD.

George Jewett, Chief Accountant, Ellsworth Air Force Base, SD.

Jason Warr, C.P.A., System Accounting Program Chair, National American University, Rapid City, SD.

**Athletic Training Program**
Joshua Ellis, Athletic Training Education Program Chair, National American University, Rapid City, SD.

Jen Linton, Clinical Coordinator, National American University, Rapid City, SD.

Lew Papendick, Black Hills Orthopedic and Spine Center, Rapid City, SD.

Paul Richter, Athletic Trainer, Black Hills Orthopedic and Spine Center, Rapid City, SD.

**Business Programs**
Bill Dodd, CPA, Kenyon Construction Inc., Colorado Springs, CO.

Monni Karim, Southern Hills Business Manager, Black Hills Corporation, Rapid City, SD.

Linda Rabe, CCE, IOM, President, Rapid City Area Chamber of Commerce, Rapid City, SD.

Deb Reynolds, Business Faculty Member, Stevens High School, Rapid City, SD.

Kurt Whitesell, Senior Financial Advisor, Waddell & Reed, Rapid City, SD.

Patrick Wolff, Financial Advisor, Ameriprise Financial, Rapid City, SD.

**Information Technology Program**
Paul Berglund, Manager, Software Development, Northrop Grumman, Rapid City, SD.

John Buxton, Director of Information Technology, National American University, Rapid City, SD.

Ed Egbert, Programmer/Analyst, Black Hills Corp., Rapid City, SD.

Rick Grosek, Database Administrator, Rapid City Regional Hospital, Rapid City, SD.

Maria Kuharski, Programmer/Analyst, Black Hills Corp., Rapid City, SD.

Mike LeMay, DBA/Lotus Notes Administrator, Black Hills Corp., Rapid City, SD.

Peter W. Ottoson, Programmer, Pennington County, Rapid City, SD.

Steven Pierce, Manager, Information Services, Green Tree Servicing, L.L.C., Rapid City, SD.

Shannin Rudman, Network Developer, Conseco, Rapid City, SD.

Lois Schmoll, Programmer/Analyst, Rapid City Regional Hospital, Rapid City, SD.

Melinda Stricklan, Programmer/Analyst, Career Learning Center of the Black Hills, Rapid City, SD.

Randy Thomas, Contract Service Center Manager, Golden West Technologies, Rapid City, SD.

**Medical Assisting Program – Roseville**
Natasha Baer, M.S., C.M.A., National American University Medical Assisting Program Coordinator, Roseville, MN.

Donna Henke-Olson, B.S., C.M.A., Business Office Manager, Allina Clinics, Minneapolis, MN.

Karl Kohn, M.A. Graduate, National American University, Roseville, MN.

Tina Larrabee, M.A., Clinic Supervisor, South Lake Pediatrics, St. Louis Park, MN.

Shawn Larson, R.N., Manager, University of Minnesota Clinics, Minneapolis, MN.

Lisa Mago, R.N., Occupational and Environmental Health Partners Clinic, Minneapolis, MN.

Cindy Mulroy, Public Member, Big Lake, MN.

Dianne Pizey, M.D., South Lake Pediatrics, St. Louis Park, MN.

Dave Staplin, Medical Student, National American University Faculty Member, Roseville, MN.

Meg Whiston, Ph.D., Academic Dean, National American University, Roseville, MN.

**Medical Assisting Program - Sioux Falls**
Marilyn Carlson Aronson, Ed.D., Academic Dean, National American University, Sioux Falls, SD.

Tim Braithwaite, Sanford Clinic, Sioux Falls, SD.
Jenece Holland, Student, National American University, Sioux Falls, SD.

Dianne Hudson, C.M.A., Sanford Clinic, Sioux Falls, SD.

Betty Kelley, L.P.N., Sanford Clinic, Sioux Falls, SD.


John Parks, Public Member at Large, Sioux Falls, SD.

Deb Perkins Hicks, J.D., C.R.T.T., National American University, Faculty, Sioux Falls, SD.

Deb Picasso, M.S., O.T., National American University Faculty, Sioux Falls, SD.

Michelle Thue, C.M.A., Member at Large, Sioux Falls, SD.

Clayton Van Balen, M.D., Medical Advisor, Sanford Clinic, Sioux Falls, SD.

Michele Van Uden, MBA, Avera McKennan, SD.

**Medical Program - Colorado Springs**

Lisa Ernst, Medical Assistant Student, Colorado Springs Campus.

Dodie Ferguson, National American University Faculty Member, Colorado Springs, CO.

Erin Fitzgerald, Medical Assistant Student, Denver Campus.

Cindy Gibson, National American University Faculty, Colorado Springs, CO.

Lynne Jones, Marketing and Public Relations Specialist, Colorado Springs Health Partners, Colorado Springs, CO.

Linda Julich, Practice Administrator, Rocky Mountain Cancer Center, Colorado Springs, CO.

Heather Leaper, Mountain View Medical Group, Human Resource Manager, Colorado Springs, CO.

Brian Otis, Manager, Patient Financial Services, Memorial Hospital, Colorado Springs, CO.

Virginia Quiroz, Nurse Practitioner, Colorado Springs Health Partners, Colorado Springs, CO.

Dawn Simon, Front Office Supervisor, Rocky Mountain Cancer Center, Colorado Springs, CO.

John Siran, Laboratory Director, Penrose Community Hospital, Colorado Springs, CO.

Kathy Sparkman, Mountain View Medical Group, Training and QI Coordinator, Colorado Springs, CO.

**Associate of Science in Nursing Program – Denver**

Sharon Antonelli, R.N., Dialysis Director, Renal Nurse Association, Denver, CO.

Sherie Apodaca, C.N.A., North Valley Hospital, Denver, CO.

Paula Barnaba, R.N., Pediatric, PSA Healthcare, Denver, CO.

Lori Bazer, L.P.N., Charge Nurse, Exempla County Lutheran Home – Long Term Care, Denver, CO.

Beth Beckloff, R.N., Director of Nursing Services, Spearly Center – Long Term Care, Denver, CO.

Julia Bronner, Ph.D., R.N., C.T.N., Dean, School of Nursing, National American University, Rapid City, SD.

Christopher Christensen, R.N., Education Coordinator, Kindred Hospital, Denver, CO.

Kenneth Cochran, R.N., Director of Nursing Services, Colorado Plains Medical Center, Denver, CO.

R. Coley, R.N., Prison System, Jefferson County Detention Center, Denver, CO.

Michael Doberson, County Coroner, Arapahoe County Coroners Office, Denver, CO.

Jody Fuog, L.P.N., Staff, Longmont United Hospital, Denver, CO.

Linda Gaetoni, R.N., Dialysis Unit, Vista Care, Denver, CO.

Judy Gantner, R.N., Nursing Supervisor, Crown Point Surgical Center, Denver, CO.

Larry Jackson, Campus Director, National American University, Denver, CO.

Karen Koch, R.N., Director of Nursing Services, Berkley Manor, Denver, CO.

Jeanne Lipp, Academic Dean, National American University, Denver, CO.

Sonja Morgan, R.N., Retired Nursing Supervisor, Denver, CO.

Elizabeth Pepper, R.N., Charge Nurse, North Valley Hospital, Denver, CO.

Barbara Plous, Child Center Director, Sewall Child Development Center, Denver, CO.

Debra Pruner, R.N., Director of Education, Hospice of Saint John, Denver, CO.

Gaylord Riba, Dean of Student Services, National American University, Denver, CO.

David Richardson, Regional Director, DaVita Dialysis, Denver, CO.

Laura Scheufele, R.N., Regional Director of Prison Health Systems, Adams County Detention, Denver, CO.

Tony Sneider, R.N., Nursing Supervisor, Triumph Healthcare Hospital, Denver, CO.

Teresa Taylor, R.N., Director of Education, Memorial North, Denver, CO.
Denise Walter, R.N., Faculty, National American University, Denver, CO.

Mel Wear, R.N., Faculty, National American University, Denver, CO.

Ann Wright, R.N., Director of Nursing Services, Garden Terrace, Denver, CO.

Pat Yock, R.N., Retired Program Director, Denver, CO.

Justine Zollo, Vice President of Volunteer Resources, The Gathering Place – Women’s Day Shelter, Denver, CO.

**P.N. and A.S.N. Mobility Programs – Overland Park**

Charlotte Adams, R.N., B.S.N., Chief Nurse Officer, Heartland Spine & Specialty Hospital, Overland Park, KS.

Lori Bacon, Education Coordinator, Stormont-Vail Health Care, Topeka, KS.

Brenda Ball, R.N., B.S.N., Quality Assurance/Infection Control/Staff Development Coordinator, Olathe Good Samaritan Skilled Nursing Center, Olathe, KS

Col. John Beus, A.N.C., Deputy Commander of Nursing and Patient Support Services, Munson Army Health Center, Ft. Leavenworth, KS.

Mary Culhoun, R.N., Director of Nursing Service, The Groves, Independence, MO.

Melody Carter, R.N., Assistant Coordinator, Score 1 for Health, Kansas City University of Medicine and Biosciences, Kansas City, MO.

Patricia DeGhelder, R.N., Staff Development, Western Missouri Mental Health Center, Kansas City, MO.

Tanya Dickerson, R.N., Director of Nursing Service, Monterey Park Nursing Center, Independence, MO.

Barbara Flakus, M.S.N., A.R.N.P, B.S., Education Manager, Mid-American Rehabilitation Hospital, Overland Park, KS.

Kathy Grimes, Director of Nursing Service, Shawnee Gardens Healthcare & Rehabilitation Center, Shawnee, KS.

Vicki Holmes, R.N., Assistant Director of Nursing Service, Shawnee Gardens Healthcare & Rehabilitation Center, Shawnee, KS.

Cindy Johnson, R.N., Chief Nursing Officer, Research Medical Center, Kansas City, MO.

Janette Kilpatrick, R.N., Education Coordinator, Lawrence Memorial Hospital, Lawrence, KS.

Kim Leakey, R.N., Chief Nurse Officer, Lafayette Regional Health Center, Lexington, MO.

Nancy Melcher, R.N., Chief Nursing Officer, Lee’s Summit Medical Center, Lee’s Summit, MO.

Associate of Science in Nursing Program – Zona Rosa

Chris Calovich, Education, Menorah Medical Center, Kansas City, MO.

Melody Carter, R.N., Assistant Coordinator, Score 1 for Health, Kansas City, MO.

Cordelia Esery, R.N., Ph.D., Retired Nursing Educator, Hamilton, MO.

Mary Hale, R.N., B.S.N., M.A., Staff Development, Western Missouri Mental Health Center, Kansas City, MO.

Georgette Hartner, R.N., Director of Nursing, Providence Place, Kansas City, KS.

Leigh Morris, R.N., Nursing Coordinator, Triality, Liberty, MO.

Barb Oddo, R.N., Education, Medical Center of Independence, Independence, MO.

Cheryl Rittman, R.N., Director of Education, St. Lukes Northland Hospital, Kansas City, MO.

Ruth Schneider, Assistant Director of Nursing, New Mark Care Center, Kansas City, MO.

Rosemary Salerno, General Manager Zona Rosa Shipping Center, Kansas City, MO.

Robin Setter, R.N., M.S.N., Education, University of Kansas Hospital, Kansas City, KS.

Sonia Thomas, Education, Research Medical Center, Kansas City, MO.

John Williams, Director of Nursing, Rainbow Mental Health Center, Kansas City, KS.

Michelle Nobel, R.N., M.S.N., A.R.N.P., Education Coordinator, Olathe Medical Center, Olathe, KS

Biagio Pagano, Health, Education and Information, Wyandotte County Health Department, Kansas City, KS.

Linda Parkins, R.N., M.S., CS Educator, Menorah Medical Center, Overland Park, KS.

Lynn Parsons, R.N., M.S., P.N.P., Director of Professional Practice, Children’s Mercy Hospitals and Clinics, Kansas City, MO.


Valyne Pochop, R.N., Education Coordinator, Heartland Regional Medical Center, St. Joseph, MO.

Val Ramones, R.N., Ph.D., Affiliations Coordinator, V.A. Eastern Kansas Health Care System – Colmery – O’Neil V.A. Medical Center, Topeka, KS.

Susan Shaw, R.N., Education Coordinator, V.A. Eastern Kansas Health Care System – Dwight D. Eisenhower V.A. Medical Center, Leavenworth, KS.
Tammy Willis, R.N., M.S., Staff Development and Infection Control Nurse, Research Psychiatric Center, Kansas City, MO.

Paralegal Studies Program - Rapid City
Karen Anderson-Miller, C.L.A., Legal Technology Solutions, Rapid City, SD.
Don Bender, C.L.A., Retired, Rapid City, SD.
Tim Crawford, Loan Consultant, West River Foundation, Rapid City, SD.
Jessica Dewald, Paralegal, Assurant Preneed, Rapid City, SD.
Jennifer Dunlap, Compliance Generalist, Assurant Preneed, Rapid City, SD.
Dawn Haggerty, Paralegal, Pennington County State’s Attorney’s Office, Rapid City, SD.
Brooke Jacobson, Johnson Eiesland Law Firm, Rapid City, SD.
Mark Koehn, Legal Studies Coordinator, National American University, Rapid City, SD.
Jackie Schad, Paralegal, Johnson Eiesland Law Firm, Rapid City, SD.
Paul M. Sedlacek, System Legal Studies Program Chair, National American University, Rapid City, SD.
Jack Smith, Paralegal, Pennington County States Attorney’s Office, Rapid City, SD.
Jennifer B. Utter, Assistant State’s Attorney, Pennington County, Rapid City, SD.

Paralegal Studies Program – Kansas City Region
Ron Benedict, Attorney; Faculty Member, National American University.
Maureen Brady, Attorney; Faculty Member, National American University.
Tunya Carr, Campus Vice President, National American University, Overland Park Park Campus.
Scottie Kleypas, Attorney; Faculty Member, National American University.
Christina Leftridge, Paralegal Studies Student, National American University, Zona Rosa Campus.
Ella Lunceford, Paralegal Studies Student, National American University, Independence Campus.
Clay Norkey, Attorney, Shook, Hardy and Bacon, Kansas City, MO.
Debbie Rau, Paralegal/Legal Recruiter, The Mergis Group, Overland Park, KS.
Dan Ryan, J.D., Central City School Fund, Kansas City, MO.

Marcus Smith, Campus Director, National American University, Independence Campus.

Paralegal Studies Program - Sioux Falls
Marilyn Carlson Aronson, Ed.D., Academic Dean, National American University, Sioux Falls, SD.
Aaron Currey, Paralegal, Minnehaha County Public Advocates Office, Sioux Falls, SD.
Laurel Olson Eggers, Brandon City Attorney, Sioux Falls, SD.
Todd Kolb, P.G.A., Sioux Falls, SD.
Steven R. Nesson, Attorney, Sioux Falls, SD.
Angie Olseth, Paralegal, Crew and Crew, Canton, SD.
John Ryan Pekas, Legal Studies Program Coordinator, National American University, Sioux Falls, SD.
David Pfeiffle, Attorney, May and Johnson, Sioux Falls, SD.

Pharmacy Technician Program – Roseville
Bill Appel, Pharmacist and Customer Relations, Preferred Choice, New Brighton, MN.
Ann Brye, Area Pharmacy Manager, Target, Fridley, MN.
Chris Deilke, Student, National American University, Roseville, MN.
Carisa Finke, Pharmacist, Target, Shoreview, MN.
Jill Hutchinson, Pharmacist, Omnicare, Crystal, MN.
Julie Johnson, Pharm.D., Executive Vice President and C.E.O., Minnesota Pharmacist Association, Roseville, MN.
Carlotta Klietz, Student, National American University, Roseville, MN.
Jason Klietz, Student, National American University, Roseville, MN.
Catherine Myers, C.Ph.T., Stillwater, MN.
Brian Miller, Pharmacist and District Sales Manager, CVS, Plymouth, MN.
Tanya Rene’, C.Ph.T., Training Manager, CVS., Plymouth, MN.
Sue Schaubeschlager, Student, National American University, Roseville, MN.
Lynne Schneider, Pharmacist, Omnicare, Crystal, MN.
Pat Schommer, C.Ph.T., Pharmacy Technician Program Coordinator, National American University, Roseville, MN.

Pharmacy Technician Program – Sioux Falls
Troy Ahrens, Pharmacy Technician Student, National American University, Sioux Falls, SD.
Jennifer Bertsch, C.Ph.T., Cigna Tel-Drug, Production Floor Supervisor, Sioux Falls, SD.

Amanda Bohlen, Pharmacy Technician Student, National American University, Sioux Falls, SD.

Marilyn Carlson-Aronson, Ed.D., Academic Dean, National American University, Sioux Falls, SD.

Jenni Drexler, R.Ph., Quality Pharmacist, Cigna Tel-Drug, Sioux Falls, SD.

Tawny Erickson, C.Ph.T., Omnicare of South Dakota, Pharmacy Technician, Sioux Falls, SD.

Naomi Graves, Pharm.D., Lewis Drug, Staff Pharmacist, Sioux Falls, SD.

Ron Huether, R.Ph., South Dakota Board of Pharmacy, Executive Secretary, Sioux Falls, SD.

Jodi Hurd, Pharm.D., Avera McKennan Hospital and University Health Center, Staff Pharmacist, Sioux Falls, SD.

Lori Hendricks, R.Ph., Veterans Administration Medical Center, Staff Pharmacist, Sioux Falls, SD.

Bill Ladwig, R.Ph., Lewis Drug, VP Professional Services, Sioux Falls, SD.

Megan Maddox, Pharm.D., Sanford Health System, Medication Safety Officer, Sioux Falls, SD.


Steve Petersen, Pharm.D., Avera McKennan Hospital and University Health Center, Director of Pharmacy, Sioux Falls, SD.

Lindsay Serbousek, C.Ph.T., Administrative Assistant to VP Professional Services, Lewis Drug Corporate Office, Sioux Falls, SD.

Kelly Schroer, C.Ph.T., Pharmacy Specialities, Inc., Pharmacy Lab Technician, Sioux Falls, SD.

Danny Weiss, Pharm.D., DAKOTACARE, Clinical Pharmacist, Sioux Falls, SD.

Diane Yager, C.Ph.T., Walgreens, Senior Pharmacy Technician, Sioux Falls, SD.

**Online RN to BSN Program**

Charlotte Adams, R.N., B.S.N., Chief Nursing Officer, Heartland Spine and Specialty Hospital, Overland Park, KS.

Sandra Annesi, R.N., M.S.N., Online RN to BSN Program Associate Faculty, National American University, Port Orange, FL.

Marcia Benning, R.N., Public Health Specialist, South Dakota Department of Health, Hill City, SD.

Rita Haxton, R.N., M.S.N., Vice President of Patient Care, Rapid City Regional Hospital, Rapid City, SD.

Carolyn Kiefer, R.N., B.S.N., National American University Program Graduate, Lawrenceville, GA.

Diana Koszczewski, R.N., M.S.N., Ph.D., Online RN to BSN Program Chair/Program Coordinator Distance Learning, School of Nursing, National American University, Rapid City, SD.

Susie Law, Vice President of Clinical Resources, Health Care Corporation of America Midwest Division, Kansas City, MO.

Michelle MacDonald, R.N., M.A., P.H.N., Online RN to BSN Program Associate Faculty, National American University, Proctor, MN.

Julie Strelow, R.N., F.N.P., M.S.N., Ph.D., Online RN to BSN Program Associate Faculty, National American University, Osakis, MN.

Sue Tierney, R.N., M.S.N., P.H.N., Online RN to BSN Program Advisor/Faculty, National American University, Hermantown, MN.

**Therapeutic Massage Program - Roseville**

Amy Asleson, R.N., M.S., Intensive Care/Integrative Medicine, Mercy Hospital, Coon Rapids, MN.

Carrie Bates Hale, Therapeutic Massage Coordinator, National American University.

Michael Bawek, D.C., Normandale Chiropractic, Bloomington, MN.

Candace Linares, B.A., M.C.M.T., Children’s Hospital and Clinics of Minnesota, Minneapolis, MN.

Sharon Pollock, M.S., B.S., M.S.T., St. Croix Gardens, Hudson, WI.

**Therapeutic Massage Program - Sioux Falls**

Lexi Briggs, Licensed Massage Therapist, Sioux Falls Chiropractic, Sioux Falls, SD.

Sara Helgerson, Elements Massage Therapy Center, Sioux Falls, SD.

Cheryl Jensen, Prairie Massage, Sioux Falls, SD.

Marcia Jones, Program Director, McKennan Center for Health and Fitness, Sioux Falls, SD.

Teena Nuttbrock, Prairie Massage, Sioux Falls, SD.

Dr. Benjamin Oien, Oien Family Chiropractic, Sioux Falls, SD.

Dr. Corey Touney, Excel Chiropractic and Rehabilitation, Sioux Falls, SD.

Laura Woitte, M.S.A.S., Therapeutic Massage Coordinator, National American University.
Veterinary Technology Program
John Allan, D.V.M., South Dakota Animal Industry Board, Area Veterinarian.
Tami Bremer, R.V.T., Canyon Lake Veterinary Hospital, Rapid City, SD.
Penny Dye, D.V.M., Dakota Hills Veterinary Clinic, Rapid City, SD.
Ken Ireland, D.V.M., Northern Hills Veterinary Clinic, Sturgis, SD.
Carter Johnson, Territory Manager, MWI Veterinary Supply, Rapid City, SD.
Susan Jones, D.V.M., Noah's Ark Animal Hospital, Rapid City, SD.
Michelle Lutheran, R.V.T, Dakota Hills Veterinary Clinic, Rapid City, SD.
Lynne Mazzone, V.M.D., Mountain View Animal Hospital, Rapid City, SD.
Tera Schweiss, D.V.M., Mountain View Animal Hospital, Rapid City, SD.
Christine Teets, D.V.M., Banfield, Rapid City, SD.
George Twitero, D.V.M., Black Hills Animal Hospital, Rapid City, SD.
Becky Wagner, D.V.M. 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/Rio Rancho
Vincent Abt, B.S., Business Management, University of Phoenix (1999); MBA, University of Phoenix (2000); B.S., Information Technology/Programming, National American University (2003).
Paul Acuff, B.A., English, University of California (1975); MBA, University of Phoenix (1982); A+ Certification.
Peter Ambs, A.S. C.I.S., College of Santa Fe (1989), B.A., Business, College of Santa Fe (1990), M.S. College of Santa Fe (1995); M.C.S.E.
Robert Armstrong, B.A. Accounting, Loris College, (1965); C.P.A.
Ben Barsky, A.S., Business Administration, Baltimore College of Commerce (1951); B.B.A. Accounting, Capital College, Washington D.C. (1953); C.P.A.
Burt Clyde, B.A., Sociology/Psychology, University of Oklahoma (1967); M.S., Guidance/Counseling, University of Southern California (1969); M.A., Management, Webster University (2002).
Joanne Cohn, B.S., Education, State University of New York (1959); M.S., Education/English, State University of New York (1962); M.S., Special Education, State University of New York (1975).
Linda Devine, B.A., Individualized, Keene State College (1989); M.A., Humanities, California State University (1994).
Brian Dodson, B.S., Physics, University of Nebraska (1973); M.S. Physics, University of Illinois (1974); Ph.D., Physics, University of Illinois (1980).
Kathryn Dove, B.A., Philosophy & Political Science, Virginia Polytechnic Institute & State University (1995); J.D., University of San Diego, School of Law (1998).
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Lois Harmeson, B.A., Philosophy/Psychology, Carroll University (1949); M.A., Counseling/Human Relations, Webster University (1983).
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