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
(800) 209-0182 Admissions
(605) 394-5082 (FAX)

RIO RANCHO
1601 Rio Rancho, Suite 200
Highway 528 and Sara Road
Rio Rancho, NM 87124-1903
(505) 348-3750
(505) 348-3755 (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)

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

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

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

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

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

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

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

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

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

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

ZONA ROSA
7490 NW 87th Street
Kansas City, MO 64153
(816) 412-5500
(816) 412-5505 (FAX)
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 and organizations locally, nationally and internationally through its private, regionally-accredited system of campuses and education centers offering courses in traditional, accelerated and distance learning formats.

As a comprehensive technical and professional institution of higher learning, the university responds to the changing needs of students, employers, and their communities by providing undergraduate and graduate programs and continuing education opportunities to serve 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, January 2009
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 on probation with a progress report due on or before June 1, 2010, to the Commission on Accreditation of Athletic Training Education (CAATE).

The medical assisting programs offered at Albuquerque, Bloomington, Colorado Springs, Denver, Overland Park, Roseville, and Sioux Falls are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) on the recommendation of the Medical Assisting Education Review Board. 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 (ASN) Mobility program.

Full approval has been granted by the Missouri State Board of Nursing for the university’s Associate of Science in Nursing (ASN) program.

Interim approval has been granted by the Colorado Board of Nursing for the university’s Associate of Science in Nursing (ASN) 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 (ASN) 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 National League for Nursing Accrediting Commission (NLNAC) has granted full initial accreditation for the NAU Zona Rosa, Missouri ASN program for spring 2009 through spring 2014.

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 has received specialized accreditation for its Associate of Applied Science, Bachelor of Science, Master of Management, and Master of Business Administration degree programs in business through the International Assembly for Collegiate Business Education (IACBE), Olathe, Kansas.

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

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

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

The Lee’s Summit campus is an extension of the Independence, Missouri campus and is pending approval.

Admissions Statement

National American University admits students of any age, religion, race, sex, sexual orientation, cultural background, or national and ethnic origin to all of the programs, activities, rights, and privileges generally accorded or made available to students at the university. The university does not discriminate on the basis of these characteristics in the administration of its educational policies, admissions policies, scholarship and loan programs, or other university-administered programs. No qualified disabled person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any university-related program or activity. National American University reserves the right to make changes at any time in its policies and procedures, fees, class schedules, and/or programs.

Equal Educational Opportunity Policy

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

Questions and comments concerning the university's EEO Policy may be directed to Mr. Jason Warr, System Vice President for Student Services, 5301 S. Highway 16, Suite 200, Rapid City, SD 57701, or (605) 721-5274.

The Catalog

This catalog reflects the regulations, policies, procedures, programs, and fees for National American University as of September 2009. National American University reserves the right to adopt, amend, and implement its policies and procedures as it deems appropriate and necessary. Under certain circumstances, National American University may grant exceptions to its policies and procedures in individual cases when it is determined, in the sole and absolute discretion of the university, that such action would be appropriate to further the mission and purposes of the university.

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

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

Prospective students should contact the admissions office for information regarding any such possible changes. Currently enrolled students should consult the campus executive officer, academic dean, or other appropriate administrators.
### ACADEMIC CALENDAR 2009 - 2010

#### Fall 2009
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 8</td>
<td>Quarter Begins</td>
<td></td>
</tr>
<tr>
<td>September 14</td>
<td>Last day to drop or add classes without penalty.</td>
<td>(Drop/add paperwork must be submitted to the campus office by 6 p.m., September 15.)</td>
</tr>
<tr>
<td>September 29</td>
<td>Interim begins</td>
<td></td>
</tr>
<tr>
<td>October 5</td>
<td>Last day to drop or add interim classes without penalty</td>
<td>(Drop/add paperwork must be submitted to the campus office by 6 p.m., October 6.)</td>
</tr>
<tr>
<td>October 13</td>
<td>End of first 5-1/2 week classes and beginning of second 5-1/2 week classes</td>
<td></td>
</tr>
<tr>
<td>November 11</td>
<td>Veteran’s Day Holiday (observed) - No classes</td>
<td></td>
</tr>
<tr>
<td>November 14</td>
<td>Make-up date for Veteran’s Day Holiday</td>
<td></td>
</tr>
<tr>
<td>November 16</td>
<td>Last day to drop classes without punitive grade</td>
<td></td>
</tr>
<tr>
<td>November 17-23</td>
<td>Final Exams</td>
<td></td>
</tr>
<tr>
<td>November 23</td>
<td>Quarter Ends</td>
<td></td>
</tr>
<tr>
<td>November 24 – December 1</td>
<td>Quarter Break</td>
<td></td>
</tr>
</tbody>
</table>

#### Winter 2009-2010
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
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<tbody>
<tr>
<td>December 2</td>
<td>Quarter Begins</td>
<td></td>
</tr>
<tr>
<td>December 8</td>
<td>Last day to drop or add classes without penalty.</td>
<td>(Drop/add paperwork must be submitted to the campus office by 6 p.m., December 9)</td>
</tr>
<tr>
<td>December 23 – January 5</td>
<td>Winter Break</td>
<td></td>
</tr>
<tr>
<td>January 6</td>
<td>Classes Resume</td>
<td></td>
</tr>
<tr>
<td>January 6</td>
<td>Interim Begins</td>
<td></td>
</tr>
<tr>
<td>January 12</td>
<td>Last day to drop or add interim classes without penalty</td>
<td>(Drop/add paperwork must be submitted to the campus office by 6 p.m., January 13)</td>
</tr>
<tr>
<td>January 16</td>
<td>Make-up date for Martin Luther King Jr. Day for first 5-1/2 week classes</td>
<td></td>
</tr>
<tr>
<td>January 18</td>
<td>Martin Luther King Jr. Holiday – No classes</td>
<td></td>
</tr>
<tr>
<td>January 20</td>
<td>End of first 5-1/2 week classes and beginning of second 5-1/2 week classes</td>
<td></td>
</tr>
<tr>
<td>January 23</td>
<td>Make up date for Martin Luther King Jr. Day</td>
<td></td>
</tr>
<tr>
<td>February 23</td>
<td>Last day to drop classes without punitive grade</td>
<td></td>
</tr>
<tr>
<td>February 24 – March 2</td>
<td>Final Exams</td>
<td></td>
</tr>
<tr>
<td>March 2</td>
<td>Quarter Ends</td>
<td></td>
</tr>
<tr>
<td>March 3 – March 9</td>
<td>Winter/Spring Quarter Break</td>
<td></td>
</tr>
</tbody>
</table>

#### Spring 2010
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 10</td>
<td>Quarter Begins</td>
<td></td>
</tr>
<tr>
<td>March 16</td>
<td>Last day to drop or add classes without penalty.</td>
<td>(Drop/add paperwork must be submitted to the campus office by 6 p.m., March 17)</td>
</tr>
<tr>
<td>March 31</td>
<td>Interim Begins</td>
<td></td>
</tr>
<tr>
<td>April 2</td>
<td>Good Friday Holiday – No classes</td>
<td></td>
</tr>
<tr>
<td>April 6</td>
<td>Last day to drop or add interim classes without penalty</td>
<td>(Drop/Add paperwork must be submitted to the campus office by 6 p.m., April 7)</td>
</tr>
<tr>
<td>April 10</td>
<td>Make-up date for Good Friday Holiday</td>
<td></td>
</tr>
<tr>
<td>April 14</td>
<td>End of first 5-1/2 week classes and beginning of second 5-1/2 week classes</td>
<td></td>
</tr>
<tr>
<td>May 18</td>
<td>Last day to drop classes without punitive grade</td>
<td></td>
</tr>
<tr>
<td>May 19-25</td>
<td>Final Exams</td>
<td></td>
</tr>
<tr>
<td>May 25</td>
<td>Quarter Ends</td>
<td></td>
</tr>
<tr>
<td>May 26 – June 6</td>
<td>Spring/Summer Quarter Break</td>
<td></td>
</tr>
</tbody>
</table>

#### Summer 2010
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>June 7</td>
<td>Quarter Begins</td>
<td></td>
</tr>
<tr>
<td>June 13</td>
<td>Last day to drop or add classes without penalty.</td>
<td>(Drop/add paperwork must be submitted to the campus office by 6 p.m., June 14)</td>
</tr>
<tr>
<td>June 28</td>
<td>Interim Begins</td>
<td></td>
</tr>
<tr>
<td>July 5</td>
<td>July 4th Holiday (Observed) – No Classes</td>
<td></td>
</tr>
<tr>
<td>July 6</td>
<td>Last day to drop or add interim classes without penalty</td>
<td>(Drop/Add paperwork must be submitted to the campus office by 6 p.m., July 7)</td>
</tr>
<tr>
<td>July 10</td>
<td>Make-up date for 4th of July Holiday</td>
<td></td>
</tr>
<tr>
<td>July 12</td>
<td>End of first 5-1/2 week classes and beginning of second 5-1/2 week classes</td>
<td></td>
</tr>
<tr>
<td>July 22</td>
<td>Last day to drop regular term classes without a punitive grade</td>
<td></td>
</tr>
<tr>
<td>July 30</td>
<td>Last day to drop an Interim class without a punitive grade</td>
<td></td>
</tr>
<tr>
<td>August 16 – 22</td>
<td>Final Exams</td>
<td></td>
</tr>
<tr>
<td>August 22</td>
<td>Quarter Ends</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<td></td>
</tr>
<tr>
<td>September 7</td>
<td>Quarter Begins</td>
<td></td>
</tr>
</tbody>
</table>
| September 13 | **Last day to drop or add classes without penalty.**  
Drop/add paperwork must be submitted to the campus office by 6 p.m., September 14 |
| September 28 | Interim Begins                       |
| October 4    | **Last day to drop or add interim classes without penalty.**  
(Drop/add paperwork must be submitted to the campus office by 6 p.m., October 5) |
| October 12   | End of first 5-1/2 week classes and beginning of second 5-1/2 week classes |
| October 22   | Last day to drop regular term classes without a punitive grade |
| October 30   | Last day to drop an Interim class without a punitive grade |
| November 11  | Veteran's Day Holiday - No classes   |
| November 13  | Make-up date for Veteran’s Day Holiday |
| November 16-22 | Final Exams                        |
| November 22  | Quarter Ends                         |
| November 23-30 | Quarter Break                      |
History

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

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

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

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

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

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

National American University currently has 17 campuses and education centers located in seven states and online. Campuses are in full operation in Rapid City and Sioux Falls, South Dakota; Austin, Texas; Denver and Colorado Springs, Colorado; Albuquerque and Rio Rancho, New Mexico; Independence and the Zona Rosa Mall in Kansas City, Missouri; Bloomington, Brooklyn Center and Roseville, Minnesota; Overland Park, Kansas. The university has education centers located in Watertown, South Dakota and Wichita, Kansas, plus an extension location at Ellsworth Air Force Base near Rapid City, South Dakota.

Within the NAU system of campuses, curricular offerings include bachelor’s and associate 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; business administration with emphasis areas of accounting, financial management, human resource 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; and veterinary technology.

The university also offers several diploma programs, including a veterinary assisting program at the Rapid City campus, a practical nurse program at the Overland Park campus, and a therapeutic massage program offered at several of the university’s campus locations.

For more than 65 years National American University has been a recognized leader in academic excellence. In a single academic quarter, as many as 10,000 students from all over the globe may be enrolled in NAU’s master’s, bachelor’s and associate degree programs. With more than 850 dedicated staff and faculty guiding these students to their ultimate goals, it is easy to recognize that from National School of Business in 1941 through National American University in 2009, the university has experienced a dramatic evolution as an academic institution.
Campus Locations

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

National American University’s Albuquerque campus is conveniently located in the heart of the Albuquerque metro area. The Albuquerque campus has been serving students in the central New Mexico area since 1975, and has long been considered one of NAU’s flagship campus locations. In addition to its strong business and information technology curriculum, the Albuquerque campus offers excellent degree programs in medical assisting, medical administrative assistant, and healthcare management. Located at the intersection of San Mateo and Indian School Road, the campus is convenient to Interstate I 40 East and the Uptown 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 with easy access from North Mo Pac, I-35 and MetroRail. Established in 2007, NAU’s newest campus offers excellent degree programs in business, information technology and allied health. Our faculty and staff are committed to providing higher education in a caring and supportive environment.

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.
BROOKLYN CENTER
6200 Shingle Creek Pkwy, Suite 130
Brooklyn Center, MN 55430-4100
(763) 852-7500
(763) 852-7505 (FAX)

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

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

National American University’s Colorado Springs campus is conveniently located in the heart of Colorado Springs. The Colorado Springs campus has been serving students in the southern Colorado area since 1974, and has long been considered one of NAU’s flagship campus locations. In addition to its strong business and information technology curriculum, the Colorado Springs campus offers excellent medical degree programs in medical assisting, medical administrative assistant, medical staff services, RN foundation courses, and healthcare management. Located at 5121 N. Academy Boulevard, at the intersection of North Academy and North Union Boulevard, the Colorado Springs campus is easily accessible from Interstate 25, and is convenient to downtown as well as all suburban areas and military bases.

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

National American University’s Denver campus is conveniently located in the heart of the Denver metro area. The Denver campus has been serving students in the central Colorado area since 1974, and has long been considered one of NAU’s flagship campus locations. In addition to its strong business and information technology curriculum, the Denver campus offers an Associate of Science in Nursing degree which is taught at the campus with state-of-the-art equipment where students practice hands-on learning. Located at the intersection of Colorado Boulevard and Interstate 25, the campus is convenient to downtown, Cherry Creek, and the Denver Tech Center.
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 with the latest 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 communications, 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, healthcare coding, paralegal studies, and healthcare management. The Independence campus is easily accessible from Interstate 70 and Highway 291 just north of the Independence Center. The area is a restaurant and shopping destination due to its proximity to downtown and all suburban areas.
LEE’S SUMMIT EDUCATION CENTER
401 N.W. Murray Road
Lee’s Summit, MO 64081
(816) 600-3900
(816) 600-3905 (FAX)

National American University’s Lee’s Summit Education Center is conveniently located in the heart of the Kansas City metro area. The Lee’s Summit Education Center has been serving students in the Kansas City area since October of 2009; it is considered one of NAU’s blended model Education Center locations. In addition to its strong Business curriculum, the Lee’s Summit Education Center offers excellent degree programs in Medical Assisting and I.T. Located on N.W. Murray Road between Chipman Avenue and Third street the campus is convenient to 50 Highway and 470.

MINNETONKA EDUCATION CENTER
10901 Red Circle Dr
Minnetonka, MN 55343
952-562-4200
952-562-4205 (Fax)

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

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 57701-3692
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/pre-law studies. A tourism and hospitality management emphasis program is unique to the campus. Located at 321 Kansas City Street, 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 healthcare 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) 884-7200
(605) 884-7205 (FAX)

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

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

National American University’s Wichita campus is conveniently located in northeast Wichita and has been serving students in the area since 2007. The Wichita campus offers the convenience of on-ground classes, online classes, or a combination of both. Students can pursue associate or bachelors degrees in a wide variety of programs. Located on East 21st Street North between Rock Road and Woodlawn, the Wichita campus is easily accessible from all areas of Wichita and the surrounding communities.
National American University’s Zona Rosa campus is conveniently located in the newly developed Zona Rosa outdoor shopping center in the northland region of Kansas City. The Zona Rosa campus has been serving students in western Missouri since 2005, and is the northern most campus of three NAU locations in the KC metro area. In addition to its strong business, information technology, and Allied Health curriculum, the Zona Rosa campus offers an Associate of Science in Nursing degree which is taught in a state-of-the-art facility where students practice hands-on learning. Located at Interstate 29 and Barry Road, approximately four miles from the Kansas City International Airport, the Zona Rosa campus is easily accessible from all major traffic arteries and the city’s bus service.
Admissions

It is recommended that applicants and their families visit National American University so that they may become acquainted with the personnel and facilities of the university. A personal interview should be scheduled with a member of the admissions staff. 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 16.

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 http://www.national.edu); and
2. pay a nonrefundable 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 education outside the United States, United States territories, or Department of Defense-recognized U.S. high schools located on military bases outside the territorial United States must:

1. complete and submit a Student Application for Admission (Go to http://www.national.edu); and
2. pay a nonrefundable application fee of $25 at the time of application; and
3. provide evidence of secondary-level education completion and any postsecondary 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 http://www.national.edu for further details on country-specific equivalencies of U.S. high school education.)
   b. 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.)
   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.); or
2. provide an official International English Language Testing System (IELTS) score report with an overall minimum score of 5. (The IELTS must have been taken within the past two calendar years. Official test scores must be sent from the testing agency to National American University.); or
3. provide evidence of completion of two semesters (or the equivalent) of college-level English (excluding ESL courses) with a grade of “C” or higher at an accredited college or university whose language of instruction is English; or
4. provide evidence of English language proficiency by completing the English assessment exam, Accuplacer ESL, with minimum scores in the following categories:
   - reading skills of 102 or higher
   - sentence meaning of 100 or higher
   - language usage of 95 or higher
   - writing sample of 5 or higher

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 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.

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

As an open-enrollment institution, NAU requires all diploma and 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 college-level algebra and/or composition (“C” grade or above) and has submitted a copy of a college transcript as documentation.
2. A student has successfully completed the CLEP 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.

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 assessing the academic skills of each entering student.

Students residing in the state of Texas and seeking enrollment with NAU fulfill the Texas Success Initiative 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 preceding 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.

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.

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

Finances
Students who are out-of-state residents pay the same tuition, 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.

**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.

**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/InternationalStudents/Pages/IntlUndergraduateAdmission.aspx);
2. pay a one time, nonrefundable 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 postsecondary 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 postsecondary 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 postsecondary 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;)
   c. Provide evidence of completion of two semesters (or equivalent) of college-level English (excluding ESL courses) with a grade of “C” or higher at an accredited college or university whose language of instruction is English; or
   d. provide evidence of English language proficiency by completing the English assessment exam, Accuplacer ESL, with minimum scores in the following categories:
      - reading skills of 102 or higher
      - sentence meaning of 100 or higher
      - language usage of 95 or higher
      - writing sample of 5 or higher
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.

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

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/.

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

Learner 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.

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

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

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

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
National American University has:

**1. National American University takes a positive, proactive role in Drug and Alcohol Policy**

Handbook.

students with disabilities, plea procedures for providing reasonable accommodations for students with disabilities, 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. Jason Warr, System Vice President for Academic Operations and Learner Services
5301 South Highway 16, Suite 200
Rapid City, SD 57701
(605) 721-5274

For more details regarding the university’s policies and procedures for providing reasonable accommodations for students with disabilities, please see the System Student Handbook.

**2. 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.

**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 not otherwise addressed by a formal policy may be appealed through a grievance policy and procedure document. Grievances can be pursued by obtaining information and printed material from a university academic dean or campus executive officer.

**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.

**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.

**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. Most campuses have traditional hard copy resources including books, journals, magazines, newspapers and publications that support all the academic programs. All campuses have access to the NAU Online Library. The Online Library provides access to the National American University online catalog, e-book, and myriad electronic searchable full-text databases including: Proquest, EbscoHost, Gale Infotrac, WorldCat and LexisNexis. All campus students have access to public libraries as well as often support from local university and college libraries in their region.

**Learner Support Services**

National American University campuses have a number of programs intended to assist students in gaining the optimum benefit from their academic experience. Tutoring is perhaps one of the oldest and most supportive activities sponsored by the university. Successful students in a particular discipline are hired by the university and tutoring services are made available to the students at each campus.
Advising contacts between students and members of the faculty and the professional staff are also very important in planning and achieving goals for education, for careers, and for life.

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

Applications are available at each campus in the spring. Letters of reference and a brief autobiography must be included with the application.

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

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

University publications, including this catalog and the student handbook, play a role in orienting students to National American University. Strategies for Success, a university course which is available at each campus in the spring. Letters of reference and a brief autobiography must be included with the application.

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

Recognition and Scholarships
National American University recognizes students for their academic achievements, leadership abilities, and community service. Information on scholarship programs can be obtained by contacting the financial aid office at the campus of interest. In addition to various quarterly honors, the university participates in the national program Who's Who Among Students in American Universities and Colleges. Outstanding upper division students in bachelor’s programs are selected and recognized yearly at each location. Academic excellence, leadership and service are factors used to select qualified candidates for Who’s Who.

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

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

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

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

In addition, FERPA affords students certain rights with respect to their education records. These rights include the following:
1. the right to inspect and review their education records within 45 days of the day the university receives a request for access;
2. the right to request an amendment of their education records that they believe are inaccurate or misleading;
3. the right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent (One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or support staff position); and
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

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

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

Tuition, Fees and Refund Policy

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

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

Debts that are not paid in full within 30 days after a student’s last date of attendance will be subject to late charges of up to 18 percent per year (1.5 percent 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) - $735
Single occupancy (2-person room) - $1,286
Multiple occupancy (4-person room [3 or 4]) - $735
Special occupancy (4-person room [2]) - $1,176
Junior/Senior - $735

Per Quarter Food Service Charge
66-meal plan (based on an average of 6 meals per week) - $462 (restrictions apply)
88-meal plan (based on an average of 8 meals per week) - $572
132-meal plan (based on an average of 12 meals per week) - $792

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

Students completing at least one course during the term will not be eligible for a refund. Students who withdraw without completing any courses during the term will have a refund calculation completed.
The period of enrollment includes all courses for which the student is registered, from the first scheduled day of attendance through the last scheduled day of classes for this student.

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

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

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

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

<table>
<thead>
<tr>
<th>Last Day of Attendance</th>
<th>Percent of Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal prior to the first day of classes</td>
<td>100%</td>
</tr>
<tr>
<td>Last day of attendance during the first week of classes</td>
<td>100%</td>
</tr>
<tr>
<td>Beyond first week but during first 60% of scheduled classes daily proration*</td>
<td></td>
</tr>
<tr>
<td>Beyond 60% of scheduled classes no refund</td>
<td></td>
</tr>
</tbody>
</table>

* 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

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

**Administrative Fee**

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

Percent to be refunded = 100% minus percent of term completed

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**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 2009-10 academic year range from $609 to $5,350.)

**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.

**Academic Competitiveness Grant (ACG)**

The ACG is for undergraduate students who are enrolled in the first or second academic year of an eligible program in any field, who have completed a rigorous secondary school program of study, and who also have at least a 3.0 cumulative GPA for the first academic year.

**National Science and Mathematics Access to Retain Talent Grant (SMART)**

The SMART Grant is for undergraduate students who are enrolled in the third or fourth year of an eligible program and pursuing an eligible major with at least a 3.0 GPA. Students do not need to complete a rigorous secondary school program of study to be eligible for this grant.
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 $5,500. The annual maximum for each award year of graduate study is $8,000. The aggregate loan limits are $60,000 for a graduate student (including any Federal Perkins Loan borrowed as an undergraduate), $27,500 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 $11,000. Students in a program of four years or longer who have not achieved third-year status are also limited to an aggregate of $11,000. 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.

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

There are two types of Stafford Loans: subsidized and unsubsidized. You must have financial need to receive a subsidized Stafford Loan. Financial need is not a requirement to obtain an unsubsidized Stafford Loan. The U.S. Department of Education will pay (subsidized) the interest that accrues on subsidized Stafford Loans during certain periods.

ANNUAL LIMITS FOR SUBSIDIZED AND UNSUBSIDIZED FEDERAL STAFFORD LOANS

<table>
<thead>
<tr>
<th></th>
<th>Dependent Undergraduate Student</th>
<th>Independent Undergraduate Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year</td>
<td>$3,500 Unsub $2,000</td>
<td>$9,500 (only $3,500 of this amount may be in subsidized loans)</td>
</tr>
<tr>
<td>2nd Year</td>
<td>$4,500 Unsub $2,000</td>
<td>$10,500 (only $4,500 of this amount may be in subsidized loans)</td>
</tr>
</tbody>
</table>

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.studentaid.ed.gov.

Scholarships
The following sites are free scholarship searches:
www2.eac-eascl.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**
Students at National American University are engaged in academic preparation for career/professional activity of the highest standards. Each career/profession constrains its members with both ethical responsibilities and disciplinary limits. To assure the validity of the learning experience, the university has established clear standards for student work. The mission and purposes for National American University 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, 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 and faculty to accomplish educational objectives; however, students 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 regraded.
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 and clarification 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, learner services coordinator or academic dean. There shall be no “statute of limitations” that precludes faculty from acting on the discovery of alleged acts of academic dishonesty, either during the term when the course in question is being offered or after the course has ended (and after a student has graduated).

**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 work with administration to impose any sanctions.

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

**Assessment Philosophy**
The assessment of student learning outcomes is integral to achieving the National American University Mission and
student learning at National American University: The following are essential elements in the assessment of student learning:

- Qualified faculty design and approve new academic programs and support services after appropriate research and planning have been completed so that quality is imbedded in all programs and services.

- Qualified faculty create a program mission statement and student learning outcomes for each undergraduate and graduate academic program, consistent with the University Mission and Purposes and Core Values, program accreditation standards, and good practices in higher learning and in the profession. These learning outcomes are combined with faculty-developed criteria to serve as the basis for assessing the quality of teaching and learning, as well as related support services, provided within and across academic programs and campuses.

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

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

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

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

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

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

**Attendance Philosophy**

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

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

**Attendance Policy**

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

Attendance is taken each week in all classes. Students enrolled in online classes are counted as present if they successfully log into each course within the university’s learner management system. Additional information about attendance in online classes can be found on page 37.

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

**Auditing**

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

The following students are eligible to request auditing privileges:

24
1. Students who are already carrying at least eight hours of credit may audit one or more on-campus or online courses, on a space available basis, at no additional cost.

2. Graduates of National American University may audit, on a space available basis, a course they have previously taken and passed at National American University at no additional cost.

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

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

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

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

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

**Cancellation of Courses**
The university reserves the right to cancel any scheduled course for insufficient enrollment.

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

**Change of Program**
Students are limited to active enrollment in 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 will meet the requirements of the new program.

**Change of Program with Grade Deletion**
Any student may apply one time for a change of program with grade deletion. To initiate this process, the student consults with his/her academic advisor who will explain the specific application guidelines.

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

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

A standard quarter credit hour is based upon 10 hours of instruction per quarter. A laboratory credit hour is based upon 20 hours of laboratory time per quarter. An externship/internship credit hour is based upon a minimum of 30 hours per quarter of on-the-job work experience. Nursing standards for laboratory credit hours and clinical credits vary. Please refer to the school of nursing student handbook for details.

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.

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.

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

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

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

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

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

Grading Standards
Grade points are earned as follows for each credit hour:

A - 4 grade points - Excellent or Superior
B - 3 grade points - Good
C - 2 grade points - Satisfactory
D - 1 grade point - Passing

Grade designations for which grade points are not earned include:

F - Failure. The subject may be repeated, and in the case of non-elective courses, it will be necessary to do so in order to complete a program.
I - Incomplete. The student did not complete all requirements of the course at the time of grading.
W - Withdrawal. The student voluntarily withdrew from the course or was dropped from the course before completing 60 percent of the academic term. This grade has no bearing
detailed below:

The requirements for obtaining a Bachelor of Science degree are
president and faculty after a student has completed all academic
The degree or diploma is conferred by the National American
Conferring of Degrees
Graduation Requirements
Grade reports are issued at the end of each quarter.
halfway through each quarter if their grades are below a "C".
assignments. Additionally, students will receive a notice

U Unsatisfactory. Used in courses for which credit is
awarded and credit hours count toward graduation but are
not calculated into the GPA.

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

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

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

Bachelor of Science Degree Graduation Requirements
The requirements for obtaining a Bachelor of Science degree are
detailed below:
1. CAPSTONE courses must be completed with a minimum
"C" grade.
2. A minimum 2.0 grade point average is required overall in
the MAJOR CORE and in the EMPHASIS CORE. For
nursing minimum grade point average requirements, please
refer to the school of nursing student handbook.
3. Each professional course in the paralegal studies,
healthcare management, and athletic training must be
completed with a minimum "C" grade.
4. A student must successfully complete three 3000-level and
three 4000-level courses at National American University.
These courses are chosen from the MAJOR CORE and
EMPHASIS CORE.
5. Residency Requirements:
   a. The university's residency requirements for the
   MAJOR and EMPHASIS CORES are listed on the
   program status sheets, which are included in the
   Academic Programs section of this catalog.
   b. Twelve of the credits in the MAJOR CORE credits
   must be 3000- or 4000-level courses (excluding
   internships).
   c. The FINAL 54 credits must be taken in residence at
   National American University. (Non-traditional credit
does not apply to the residency requirement). If a
   student desires to take courses concurrently at another
   institution during the final 54 credits, the other
   institution must be accredited and prior written
   approval must be obtained from the associate
   provost/system vice president for curriculum and
   instruction.
6. Students must make written application for graduation with
the registrar's office two quarters prior to their anticipated
graduation date.
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,
ever 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. For nursing minimum grade point average
requirements, please refer to the school of nursing student
handbook.
3. The university’s residency requirements for the MAJOR
CORE are listed on the program status sheets which are
included in the Academic Programs section of this catalog.
4. The FINAL 36 credits must be taken in residence at
National American University. (Nontraditional credit does
not apply to the residency requirement). If a student
desires to take courses concurrently at another institution
during the final 36 credits, the other institution must be
accredited and prior written approval must be obtained
from the associate provost/system vice president for
curriculum and instruction. For nursing residency
requirements, please refer to the school of nursing
handbook.
5. A student must make written application for graduation
with the registrar's office two quarters prior to his/her
anticipated graduation date. The deadline for application is
the Friday of the week following midterm.
6. The student must satisfy all financial obligations with the
university.
7. Candidates for graduation must have official transcripts
from all previous postsecondary institutions on file in the
registrar's office. No student will be eligible for graduation
while holding a special or non-degree status.
8. In all associate programs, a minimum of 90-quarter hours
of credit is required; however, specific program
requirements may vary.

Diploma Program Graduation Requirements
The requirements for obtaining a diploma are as follows:
1. A minimum 2.0 grade point average is required overall and
in the MAJOR CORE.
2. Each professional course in the therapeutic massage
diploma program must be completed with a "C" grade.
For nursing minimum grade point average requirements,
please refer to the school of nursing student handbook.
The university’s residency requirements for the MAJOR CORES are listed on the program status sheets, which are included in the Academic Programs section of this catalog.

The FINAL 27 credits must be taken in residence at National American University. (Nontraditional credit does not apply to the residency requirement.) If a student desires to take courses concurrently at another institution during the final 27 credits, the other institution must be accredited and prior written approval must be obtained from the associate provost/system vice president for curriculum and instruction.

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

The student must satisfy all financial obligations with the university.

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

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

Incomplete Policy

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

Independent Study

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

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

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

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

Internet Policy

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

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

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

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

Netiquette

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

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

Prohibited Use

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

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

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

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

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

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

Course Registration
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 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. For nursing course progression policies, please refer to the school of nursing student handbook.

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

Resolution of Transfer Disputes – Texas
The following procedures shall be followed by NAU in resolution of credit transfer disputes involving lower-division courses:
1. If NAU does not accept course credit earned by a student at another institution of higher education, it will give written notice to the student and to the sending institution that transfer of the course credit was denied, and will include in that notice the reasons for denying the credit. Attached to the written notice will be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.
2. A student who received notice as specified in paragraph (1) above may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution. At NAU the designated official is the dean of academics.
3. The two institutions and the student will attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.
4. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and NAU will notify the Commissioner in writing of its denial and the reasons for the denial.

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

The Texas Coordinating Board will collect data on the types of transfer disputes that are reported and the disposition of each 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.

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

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

Associate Provost/System VP for Curriculum & Instruction

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

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

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 percent of the total credit hours required for graduation, and credits for learning from appropriate military training and experiences.
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 that includes your full name or former name if appropriate, social security number, and the address of the location you want the free transcript to be sent to the following address, using Air Force Form 2099 Request for Community College of the Air Force Transcript. (Your signature is required for release of a transcript.)
   CCAF/DFRS
   100 South Turner BLVD
   Gunter Annex AL  36114-3011.
3. Contact Credentials Inc. by telephone at 1-800-646-1858 or 1-847-446-1027, or through their Web site at http://www.credentials-inc.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
   298 Grant Avenue
   Fort Leavenworth KS 66027-1254
   Fax: (913)684-9497 (9499) or DSN 552-9497 (9499)
   E-mail: aarts@aarts.army.mil

Military—Navy/Marines
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: ncc@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 32509-5204
   Fax: 1-850-452-1281 or (850) 452-1051 DSN FAX (from Military phones) 922-1281 or 922-1051
   Toll-free telephone: 1-877-253-7122

Military—U.S. Coast Guard
Transcripts may be obtained, as follows:

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
   FAX: (405) 954-7249

Transfer of Credit
Transfer credit will not be granted for designated capstone courses in the university's academic programs. 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. Credit transfer may be restricted to that which has been completed within a recent time period. Students wishing to transfer credits must see that an official transcript of those credits is sent to the registrar. Transfer credits are also subject to the university's residency requirements.

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

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

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

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

Students who have completed more than 60 percent of the academic term may not be withdrawn from a course. Please refer to the academic calendar for withdrawal deadlines for each academic term. For additional nursing program withdrawal procedures, please refer to the school of nursing student handbook.

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 credit 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), Withdrawal (W), and Withdrawal-Fail (WF) 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 Table. 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 66.67% 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 = 66.67%. (This calculation is rounded to two decimal places.)
   b. The grades of “A”, “B”, “C”, “D” and S indicate successful completion. Credit is awarded. The grades of “F”, “F”, “W”, “WF” 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.
      a. 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).
      b. 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).
      c. 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 at each campus, 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 cumulatively 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 and will not be reevaluated until the next quarter attempted even if prior grades should be changed. 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 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 66.67% 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. (For example, if a student has attempted 85 to 96 credit hours with no transfer credit hours in a 94-hour program, the student's CGPA must be 1.75 or higher.)
   c. The student has not exceeded his/her maximum quarter hour maximum enrollment.

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 66.67% of the credit hours attempted will be placed 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 forth 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 but may continue to enroll with other payment arrangements.

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; regardless of the NAU campus the student has previously attended. Appeals will be in writing (and preferably with the student also present at the appeal), 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 reenter NAU on a provisional readmission status.

Students in suspension status with extenuating circumstances or who have shown academic improvement in their deficiency area 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.

### Satisfactory Academic Progress Table
(Minimum Cumulative Grade Point Average)

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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 onetime, nonrefundable 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 postsecondary education through satisfaction of one of the following requirements:
   a. Provide an official 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 postsecondary 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 postsecondary work. All records should be submitted in the original language, and credentials in languages other than English must be accompanied by a certified English translation. Translations should be literal and not interpretive. A key to the marking system or grading scale should also be included if it is not indicated on the transcript.
   c. Provide an official General Educational Development (GED) examination report demonstrating passing marks for the overall examination. In exceptional cases, an applicant may provide an official examination report from another test identified by National American University that demonstrates passing marks for the overall examination.

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

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.

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

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

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

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

1. Complete the International Student Application for Admission. 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**

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

Success depends upon the individual student’s self-motivation and ability to undertake independent study. Experience has shown that some students fail to realize the degree of effort and time that is required to successfully complete the course(s). Based upon the foregoing, National American University requires that students carefully review and submit a Statement of Accountability, which specifically identifies their commitment to success in self-directed study.

**Finances**

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

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

**Learner Services**

Learner services are provided through personnel, programs, and procedures offered to assist students in the completion of online courses and programs. Other aspects of learner services attempt to reduce or regulate conditions that might conflict with educational objectives shared by students and the university. The program of learner services at National American University’s online campus contributes to the career development goals of the online students.

**Online Orientation**

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

**Academic Advising Services**

Online students have access to academic advisors to assist students with questions concerning course scheduling, degree completion, and other academic issues. Academic advisors can be reached through e-mail at uservices@national.edu or by phone at 1-800-548-0602.
**Tutoring Services**

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

**Technical Support**

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

**Learning Resource Center**

National American University’s Learning Resource Center (LRC) assists and supports students, faculty and staff in achieving success in their academic programs and careers through the development and maintenance of current and timely information in a variety of formats. Distance learning students, faculty and staff have access to the National American University online catalog. E-books are also available through NetLibrary. Electronic, searchable full-text databases available include ProQuest Direct, EbscoHost, Infotrac, FirstSearch, NetAdvantage and Westlaw.

**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.

Individuals interested in learning more about the online courses and distance education should visit National American University’s Web site at: www.national.edu/distance.

**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.

**Certificates of Completion**

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

**Test Proctoring**

To help ensure the academic integrity of the examination process at NAU, each online student is required to 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 nonpublic 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 lifelong 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.

<table>
<thead>
<tr>
<th>General Education Core</th>
<th>General Education Core</th>
</tr>
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<tbody>
<tr>
<td><strong>Bachelor of Science Degree</strong></td>
<td><strong>Associate of Applied Science Degree</strong></td>
</tr>
<tr>
<td>Communications (18 credits)</td>
<td>Communications (13.5 credits)</td>
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<tr>
<td>EN1150 Composition I</td>
<td>EN1150 Composition I</td>
</tr>
<tr>
<td>EN1300 Composition II</td>
<td>EN1300 Composition II</td>
</tr>
<tr>
<td>EN2100 Speech or</td>
<td>EN2100 Speech or</td>
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<tr>
<td>EN2150 Interpersonal Professional Communications</td>
<td>EN2150 Interpersonal Professional Communications</td>
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<tr>
<td>EN3050 Technical Communications</td>
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<tr>
<td>Science (9 credits)</td>
<td>Science (4.5 credits)</td>
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<tr>
<td>Mathematics (9 credits)</td>
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<tr>
<td>MA2050 College Algebra</td>
<td>Algebra Elective</td>
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<tr>
<td>MA3000 Business Statistics</td>
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<tr>
<td>Humanities (9 credits)</td>
<td>Humanities/Behavioral/Social Science (4.5 credits)</td>
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<tr>
<td>Behavioral/Social Science (9 credits)</td>
<td>General Education (7.5 credits)</td>
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<td>CS1500 Strategies for Success</td>
</tr>
<tr>
<td>CS1500 Strategies for Success</td>
<td>CS2080 Career Management</td>
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<tr>
<td>CS2080 Career Management</td>
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</tr>
<tr>
<td>Computer Literacy (4.5 credits)</td>
<td>Computer Literacy (4.5 credits)</td>
</tr>
<tr>
<td>CI1150 Introduction to CIS or CI Elective</td>
<td>CI1150 Introduction to CIS or CI Elective</td>
</tr>
<tr>
<td>Total Credits – 66</td>
<td>Total Credits – 39</td>
</tr>
</tbody>
</table>
Academic Programs

Accounting

Allied Health
- Healthcare Coding Diploma
- Health Information Technology
- 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 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 and Hospitality Management

Criminal Justice

Health and Beauty Management

Healthcare Management

Information Technology
- Applied 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

Nursing

Organizational Leadership

Veterinary Technology
- Veterinary Technology
- Veterinary Assisting Diploma
<table>
<thead>
<tr>
<th>Accounting BS</th>
<th>Accounting AAS</th>
<th>Healthcare Coding Diploma</th>
<th>Health Information Technology AAS</th>
<th>Medical Administrative Assistant AAS</th>
<th>Medical Assisting AAS</th>
<th>Medical Staff Services Management AAS</th>
<th>Pharmacy Technician AAS</th>
<th>Therapeutic Massage AAS</th>
<th>Therapeutic Massage Diploma</th>
<th>General Education Studies AS</th>
<th>Athletic Training BS</th>
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<td>Applied Management AAS</td>
<td>Applied Management BS</td>
<td>Business Administration AAS</td>
<td>Business Administration BS</td>
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<td>Business Administration BS w/emphasis in Financial Management</td>
<td>Business Administration BS w/emphasis in Human Resource Management</td>
<td>Business Administration BS w/emphasis in Information Systems</td>
<td>Business Administration BS w/emphasis in International Business</td>
<td>Business Administration BS w/emphasis in Management</td>
<td>Business Administration BS w/emphasis in Marketing</td>
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<td>Denver</td>
<td>Fort Collins</td>
<td>Grand Junction</td>
<td>Indiana</td>
<td>Iowa</td>
<td>Kansas</td>
<td>Kentucky</td>
<td>Louisiana</td>
<td>Maine</td>
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<tr>
<td>Health and Beauty Management AAS</td>
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<tr>
<td>Information Technology</td>
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<tr>
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<tr>
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<tr>
<td>Veterinary Technology</td>
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</tr>
</tbody>
</table>

* General education courses for the RN to BSN program are offered at this campus. HA4050 and the Nursing Major Core must be completed through the distance learning program.
* General education courses for the BSN program are offered at this campus. The Nursing Clinical Core must be completed at the Bloomington campus.
* General education courses for the AS program are offered at this campus. The Nursing Clinical Core must be completed at the Denver Campus.
* General education courses for the AAS program are offered at this campus. The Nursing Clinical Core must be completed at the Education Center.
* Only 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.
* Only 49% of this degree may be completed at the Education Center, the remaining courses must be completed at another campus.

+ General education courses for the clinical degree program are offered at this campus. The Nursing Clinical Core must be completed at the Bloomington campus.
Accounting

Accounting

Bachelor of Science Degree

According to the Bureau of Labor Statistics (2008-09), 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, Austin, Bloomingtont, Brooklyn Center, Colorado Springs, Colorado Springs Education Center, Denver, Ellsworth, Independence, Lee’s Summit, Minnetonka, Rapid City, Rio Rancho, Roseville, Sioux Falls, Watertown and Wichita. This program is also 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>Accounting Major Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC2050</td>
<td>Accounting Software Applications</td>
<td>AC1260/AC1150/EN1300</td>
</tr>
<tr>
<td>AC3050</td>
<td>Intermediate Accounting I</td>
<td>AC1260</td>
</tr>
<tr>
<td>AC3100</td>
<td>Intermediate Accounting II</td>
<td>AC3050</td>
</tr>
<tr>
<td>AC3150</td>
<td>Intermediate Accounting III</td>
<td>AC3100</td>
</tr>
<tr>
<td>AC3200</td>
<td>Cost Accounting</td>
<td>AC1260</td>
</tr>
<tr>
<td>AC3300</td>
<td>Advanced Cost Accounting</td>
<td>AC3200</td>
</tr>
<tr>
<td>AC3400</td>
<td>Federal Income Tax I</td>
<td>AC1260</td>
</tr>
<tr>
<td>AC3450</td>
<td>Federal Income Tax II</td>
<td>AC3400/EN1300</td>
</tr>
<tr>
<td>AC4050</td>
<td>Advanced Accounting I</td>
<td>AC3150</td>
</tr>
<tr>
<td>AC4100</td>
<td>Advanced Accounting II</td>
<td>AC3150</td>
</tr>
<tr>
<td>AC4140</td>
<td>Advanced Accounting III</td>
<td>AC3150</td>
</tr>
<tr>
<td>AC4200</td>
<td>Auditing I</td>
<td>AC3150</td>
</tr>
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<td>Course Code</td>
<td>Course Name</td>
<td>Credit Hours</td>
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<tr>
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<tr>
<td>AC4250</td>
<td>Auditing II</td>
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<tr>
<td>AC4290</td>
<td>Accounting Case Analysis**</td>
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<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1160</td>
<td>Principles of Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1260</td>
<td>Principles of Accounting III</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
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</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>MT4200</td>
<td>Business Ethics</td>
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<tr>
<td>MT4210</td>
<td>Quantitative Analysis</td>
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<tr>
<td>MT4440</td>
<td>Business Management Review</td>
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<tr>
<td>MT4450</td>
<td>Strategic Management **</td>
<td>4.5</td>
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<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100</td>
<td>Speech or</td>
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<tr>
<td>EN2150</td>
<td>Interpersonal Professional Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>EN3050</td>
<td>Technical Communications</td>
<td>4.5</td>
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<tr>
<td>MA2050</td>
<td>College Algebra</td>
<td>4.5</td>
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<tr>
<td>MA3000</td>
<td>Business Statistics</td>
<td>4.5</td>
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<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
<td>&gt;&gt;</td>
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<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>Advisor approval</td>
</tr>
<tr>
<td>MA1500^</td>
<td>College Algebra</td>
<td></td>
</tr>
</tbody>
</table>

**CAPSTONE COURSE - Senior level, minimum "C" grade required, must be completed at NAU.**

**^ Or placement recommendation**

~ AC1160, AC2760/MA1500, AC3150, AC3300, AC3450, AC4250

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**Students residing in the state of Texas:**

▲ must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents

>> 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, FI, HI, HU, MA, PS, SC or SO
Block transfer is not available to these students.

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

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

Accounting

Associate of Applied Science Degree

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

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

Program Goals

The program will:

- 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.
- 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.

Accounting

Associate of Applied Science Degree

93 Credits

Offered at Albuquerque, Austin, Bloomington, Brooklyn Center, Colorado Springs, Colorado Springs Education Center, Denver, Ellsworth, Independence, Lee’s Summit, Minnetonka, Rapid City, Rio Rancho Roseville, Sioux Falls, Watertown, and Wichita. This program is also 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.

Accounting Major Core

(A minimum of 18 of the following 31.5 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</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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<td>AC1160</td>
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<td>Accounting Software Applications</td>
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Support Core

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<th>Prerequisites</th>
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<tr>
<td>FN3000</td>
<td>Business Finance I</td>
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<tr>
<td>MG1050</td>
<td>Principles of Marketing</td>
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</table>
MT2050 Principles of Management 4.5

Business*/Accounting/CI Electives > 4.5

**GENERAL EDUCATION CORE (39)**

**COMMUNICATIONS**
EN1150 Composition I EN0500/ES2030* 4.5
EN1300 Composition II EN1150 4.5
EN2100 or Speech or
EN2150 Interpersonal Professional Communications EN1150 4.5

**SCIENCE**
Science Elective 4.5

**MATHEMATICS**
MA Algebra Elective < 4.5

**HUMANITIES/BEHAVIORAL/SOCIAL SCIENCE**
Humanities/Behavioral/Social Science Elective #/> 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

* Business electives include EC, FN, LA, MG, MT and OL courses

*Students residing in the state of Texas:*
>> must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents (substitute one of these courses for CS1500 Strategies for Success)

*Residents of the state of Minnesota or students attending any Minnesota campus:*
> must take EC2050 Macroeconomics
# must take a humanities elective
< must take MA2050 College Algebra

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

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

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**Allied Health**

**Health Information Technology**
Healthcare Coding
Medical Administrative Assistant
Medical Assisting
Medical Staff Services Management
Pharmacy Technician
Therapeutic Massage

**Health Information Technology Associate of Applied Science Degree**
The health information technology program is designed to provide students with a solid foundation in analytical, technical and management skills associated with health information. Through practical approaches and professional domains, students will acquire the essential entry-level competencies to support the principles and management of health information and technologies.
The health information technology occupation is one of the fastest growing professions in one of the fastest growing industries. Health information professionals provide reliable and valid information that drives health care. Health information technicians are specialists in managing medical records, coding and reimbursement, and possess the skills to critically think and problem solve. These professionals play a key role in preparing, analyzing and maintaining health records and are considered experts in assuring the privacy and security of health data.

The health information field is increasingly focusing on electronic patient records, database management and information privacy and security. HIT professionals work in a variety of settings, such as hospitals, physician practices, long-term care, home health care, insurance, managed care, health technology firms, and pharmaceutical companies.

The health information technology program is pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

**Program Goals**
The program will:
- Provide the knowledge to meet entry-level HIT learning competencies.
- Provide students with the fundamental knowledge to collect, analyze, and maintain health information.
- Provide students with an understanding of the ethical and regulatory issues within the health information management profession.
- Provide students with an understanding of current laws, accreditation, licensure, and certification standards related to health information.
- Provide the knowledge to apply basic skills in technology and application software to ensure appropriate use, storage and retrieval of health information.
- Provide the basic skills for coding diagnoses and procedures.
- Provide students with the necessary skills to develop oral and written communication skills.

**Student Learning Outcomes**
The graduates of the program will:
- Demonstrate knowledge to collect, analyze, and maintain health record content.
- Apply healthcare laws, regulations and ethics to the process of releasing medical information.
- Demonstrate accurate coding skills and utilization of coding software.
- Apply knowledge of accreditation and licensing standards.
- Demonstrate basic skills in performance improvement, total quality management, and quality assurance activities.
- Demonstrate skills in the entry and retrieval of health information, using an electronic record system or imaging record technology.
- Support healthcare data analysis and management using applications software.
- Use database tools to manage health data and information.
- Demonstrate an understanding of the healthcare billing and reimbursement process.
- Demonstrate skill in organizing and supporting administrative activities.
- Show proficiency in written and oral communication.

**Health Information Technology**
**Associate of Applied Science Degree**
**99 Credits**

The blended delivery format is offered at Albuquerque, Austin, Bloomington, Brooklyn Center, Colorado Springs, Colorado Springs Education Center, Denver, Ellsworth, Independence, Lee’s Summit, Minnetonka, Overland Park, Rapid City, Rio Rancho, Roseville, Sioux Falls, Watertown, Wichita, and Zona Rosa and requires students to complete the Health Information Technology Core through NAU’s distance learning program.

### Health Information Technology Major Core
**(A minimum of 27 of the following 54 credits must be earned at NAU.)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HA3010D*</td>
<td>Introduction to US Healthcare Delivery</td>
<td>HA3010D</td>
<td>4</td>
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<tr>
<td>HA3220D*</td>
<td>Health Information Systems</td>
<td></td>
<td>4</td>
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<tr>
<td>HT1100D*</td>
<td>Intro to Health Information Management</td>
<td>HA3010D</td>
<td>3</td>
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<tr>
<td>HT2110D*</td>
<td>ICD Coding I with Lab</td>
<td>HA3010D</td>
<td>3</td>
</tr>
<tr>
<td>HT2120D*</td>
<td>ICD Coding II with Lab</td>
<td>HT2110D/ME2520 (or co-req)</td>
<td>3</td>
</tr>
<tr>
<td>HT2130D*</td>
<td>CPT Coding with Lab</td>
<td>HT2120D (or co-req)</td>
<td>3</td>
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<tr>
<td>HT2210D*</td>
<td>Healthcare Data Quality and Management</td>
<td>HT1100D/HA3220D</td>
<td>4</td>
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<tr>
<td>HT2230D*</td>
<td>Healthcare Reimbursement</td>
<td>HT2130D (or co-req)</td>
<td>3</td>
</tr>
<tr>
<td>HT2240D*</td>
<td>Health Information Mgmt. and Supervision</td>
<td>HT2210D (or co-req)/HT2230D</td>
<td>3</td>
</tr>
<tr>
<td>HT2500D</td>
<td>Health Information Technology Practicum</td>
<td>HT2210D</td>
<td>6</td>
</tr>
<tr>
<td>ME1150*</td>
<td>Medical Terminology</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>ME2211*</td>
<td>Human Pharmacology</td>
<td>SC1221 or SC1222D</td>
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</tr>
</tbody>
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46
ME2250* Medical Law and Ethics ME1100/HT1100D 4
ME2510* Essentials of Pathophysiology I ME1150/SC1221 or SC1222D 3
ME2520* Essentials of Pathophysiology II ME2510 3

GENERAL EDUCATION CORE (45)

COMMUNICATIONS
EN1150 Composition I EN0500/ES2030^ 4.5
EN1300 Composition II EN1150 4.5
EN2100 or Speech or
EN2150 Interpersonal Prof. Communications EN1150 4.5

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

MA
MATHEMATICS
Algebra Elective <

HUMANITIES
HU2000 Critical Thinking and Problem Solving 4.5

BEHAVIORAL/SOCIAL SCIENCE
Behavioral/Social Science Elective >>

GENERAL EDUCATION
CS1500 Strategies for Success >>
CS2080 Career Management Advisor approval

COMPUTER LITERACY
CI1150 Introduction to CIS or CI Elective

^ Or placement recommendation
* Professional course (Minimum "C" grade required)
** HT1100D, ME1150, ME2211, ME2510 (or co-req) & SC1221 or SC1222D
*** Academic advisor approval and completion of major core courses

Students residing in the state of Texas:
>> must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents (substitute one of these courses for CS1500 Strategies for Success)

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

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

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

Healthcare Coding

Diploma
The diploma program in healthcare coding is designed to provide a comprehensive understanding of coding principles and standards for entry-level professionals. The program assists students in the interpretation of coding practices, for both inpatient and outpatient settings.

There are many demands within healthcare institutions for coding professionals. Coding skills are highly valued within the healthcare industry, as the information is used in preparing claims for reimbursement, evaluating outcomes, quality assurance activities, and for clinical research. Coding professionals work in a variety of settings, such as hospitals, physician practices, long-term care, home health care, insurance, managed care, and governmental agencies.

Program Goals
The program will:
- Provide students with an opportunity to develop coding skills through the practices of coding and interpretation of health records.
- Provide a balanced focus on coding in a physician’s office and acute care setting for both inpatient and outpatient coding.
- Provide students with the capabilities to identify the importance of coding documentation and its impact on reimbursement.
- Provide students with an understanding of the ethical and regulatory issues in coding practices.
- Provide students with the necessary background in health record content, medical terminology, and disease process.
- Provide students with the necessary skills to develop oral and written communication skills.

**Student Learning Outcomes**
The graduates of the program will:
- Demonstrate knowledge of standardized terminology, nomenclature, classification systems, and clinical vocabularies.
- Apply understanding of clinical classification systems and clinical vocabularies that support the collection and retrieval of health information.
- Recognize the common use and apply the coding process for the International Classification of Diseases (ICD), Current Procedural Terminology (CPT), Healthcare Common Procedure Coding System (HCPCS), and Evaluation and Management (E/M) coding systems.
- Demonstrate an understanding of the history, purpose, structure, content, and uses of coding methodologies.
- Demonstrate a foundational knowledge in the accurate use of encoding software.
- Apply knowledge of fraud and abuse of coding practices and compliance program for unethical practices.
- Demonstrate the importance of quality clinical data and coded information.
- Demonstrate an understanding of coding within the reimbursement and billing processes.
- Show proficiency in written and oral communication.

### Healthcare Coding
**Diploma**
54.5 Credits

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

#### Healthcare Coding Major Core
(A minimum of 16 of the following 32 credits must be earned at NAU excluding practicum.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Credit Hrs.</th>
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</thead>
<tbody>
<tr>
<td>HT1100D*</td>
<td>Introduction to Health Information Management</td>
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<td>3</td>
</tr>
<tr>
<td>HT2110D*</td>
<td>ICD Coding I with Lab</td>
<td>**</td>
<td>3</td>
</tr>
<tr>
<td>HT2120D*</td>
<td>ICD Coding II with Lab</td>
<td>HT2110D and ME2520 (or co-req)</td>
<td>3</td>
</tr>
<tr>
<td>HT2130D*</td>
<td>CPT Coding with Lab</td>
<td>HT2120D (or co-req)</td>
<td>3</td>
</tr>
<tr>
<td>HT2230D*</td>
<td>Healthcare Reimbursement</td>
<td>HT2130D (or co-req)</td>
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<tr>
<td>HT2300D</td>
<td>Healthcare Coding Practicum</td>
<td>***</td>
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<tr>
<td>ME1150</td>
<td>Medical Terminology</td>
<td></td>
<td>4</td>
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<tr>
<td>ME2211*</td>
<td>Human Pharmacology</td>
<td>SC1221 or SC1222D</td>
<td>4</td>
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<tr>
<td>ME2510*</td>
<td>Essentials of Pathophysiology I</td>
<td>ME1150/ SC1221 or SC1222D</td>
<td>3</td>
</tr>
<tr>
<td>ME2520*</td>
<td>Essentials of Pathophysiology II</td>
<td>ME2510</td>
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**GENERAL EDUCATION CORE (22.5)**

**COMMUNICATIONS**

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**SCIENCE**

<table>
<thead>
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<th>Course Title</th>
<th>Prerequisites</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC1221* or</td>
<td>Essentials of Anatomy &amp; Physiology with Lab or</td>
<td>SC1222D*</td>
<td>6</td>
</tr>
<tr>
<td>SC1222D*</td>
<td>Essentials of Anatomy &amp; Physiology</td>
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<td>6</td>
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</table>

**BEHAVIORAL/SOCIAL SCIENCE**

<table>
<thead>
<tr>
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<th>Course Title</th>
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<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Behavioral/Social Science Elective</td>
<td></td>
<td>4.5</td>
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**GENERAL EDUCATION**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Prerequisites</th>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>Advisor approval</td>
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**COMPUTER LITERACY**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Prerequisites</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Introduction to CIS or CI Elective</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4.5</td>
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</tbody>
</table>

^ Or placement recommendation
* Professional course (minimum “C” grade required)
** HT1100D, ME1150, ME2211, ME2510 (or co-req) and SC1221 or SC1222D
*** Academic advisor approval and completion of major core courses

**Graduation Requirements:** A minimum 2.0 GPA is required overall and in the Healthcare Coding Major Core. See the “Graduation Requirements” section of the catalog for additional requirements.
(The university reserves the right to correct clerical errors.)

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
The program will:
- 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 performing administrative functions, 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
94.5 Credits

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

<table>
<thead>
<tr>
<th>Medical Administrative Assisting Major Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>(A minimum of 22 of the following 41 credits must be earned at NAU.)</td>
<td></td>
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<tr>
<td>ME1100* Introduction to Medical Assisting</td>
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<tr>
<td>ME1150* Medical Terminology</td>
<td></td>
<td>4</td>
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<tr>
<td>ME1240* First Aid and Safety ##</td>
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</tr>
<tr>
<td>ME1750* Medical Transcription ##</td>
<td>CI1500*/ME1150</td>
<td>4</td>
</tr>
<tr>
<td>ME2211* Human Pharmacology</td>
<td>SC11221</td>
<td>4</td>
</tr>
<tr>
<td>ME2250* Medical Law and Ethics</td>
<td>ME1100/HT1100D</td>
<td>4</td>
</tr>
<tr>
<td>ME2260* Medical Record Management</td>
<td>ME1100</td>
<td>4</td>
</tr>
<tr>
<td>ME2510* Essentials of Pathophysiology I</td>
<td>ME1150/SC1221</td>
<td>3</td>
</tr>
<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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<td>ME2610* Healthcare Coding II</td>
<td>ME2600</td>
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<tr>
<td>ME2620* Medical Office Procedures w/Software</td>
<td>CI1150*/ME1100</td>
<td>4</td>
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<tr>
<td>Applications</td>
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</table>

Support Core

| MT2050 Principles of Management | 4.5 |
| OF1010 Office Accounting | 4 |
| | 8.5 |

GENERAL EDUCATION CORE (45)
## Communications

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EN1150</td>
<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</td>
<td>Speech or</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Prof. Communications</td>
<td>13.5</td>
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## Science

<table>
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<th>Credits</th>
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<tbody>
<tr>
<td>SC1221*</td>
<td>Essentials of Anatomy &amp; Physiology w/Lab</td>
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## Mathematics

<table>
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<tr>
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## Humanities

<table>
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<tbody>
<tr>
<td></td>
<td>Humanities Elective</td>
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</table>

## Behavioral/Social Science

<table>
<thead>
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<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>PS3300</td>
<td>Customer Service Relations</td>
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</table>

## General Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</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>
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</tbody>
</table>

## Computer Literacy

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

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

* Professional course (Minimum "C" grade required)

^ Or placement recommendation

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### Students attending any Minnesota campus:

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

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

### Medical Assisting

**Associate of Applied Science Degree**

The 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:
- prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- 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, Lee’s Summit, Minnetonka, Overland Park, Roseville, Sioux Falls, Wichita and Zona Rosa

**Medical Assisting Major Core (Minimum of 28 of the following 55 credits must be earned at NAU.)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ME1100*</td>
<td>Introduction to Medical Assisting</td>
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<tr>
<td>ME1150*</td>
<td>Medical Terminology</td>
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<td>ME1240*</td>
<td>First Aid and Safety ##</td>
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<td>ME2130*</td>
<td>Clinical Science Lab I ##</td>
<td>SC1221</td>
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<td>ME2140*</td>
<td>Clinical Science Lab II ##</td>
<td>ME2130</td>
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<td>Clinical Science Lab III ##</td>
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<td>Human Pharmacology</td>
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<td>ME2225*</td>
<td>Medical Law and Ethics</td>
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<tr>
<td>ME2260</td>
<td>Medical Record Management</td>
<td>ME1100</td>
<td>4</td>
</tr>
<tr>
<td>ME2400*</td>
<td>Laboratory Techniques I ##</td>
<td>SC1221</td>
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<tr>
<td>ME2410*</td>
<td>Laboratory Techniques II ##</td>
<td>ME2400</td>
<td>3</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>
<td>3</td>
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<tr>
<td>ME2600*</td>
<td>Healthcare Coding I</td>
<td>ME1150/SC1221</td>
<td>3</td>
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<td>Medical Office Procedures w/Software Applications</td>
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<td>ME3000*</td>
<td>Medical Assisting Exam Review</td>
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<td>ME3310</td>
<td>Medical Assisting Externship</td>
<td>ME Core</td>
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**GENERAL EDUCATION CORE (45)**

**COMMUNICATIONS**

<table>
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<th>Course Code</th>
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<th>Prerequisites</th>
<th>Credit Hours</th>
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<td>EN2100 or</td>
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<td>EN2150</td>
<td>Interpersonal Prof. Communications</td>
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**13.5**

**SCIENCE**

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**MATHEMATICS**

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**4.5**

**HUMANITIES**

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<tr>
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<td>Humanities Elective</td>
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51
### Medical Assisting

**Associate of Applied Science Degree**

**104.5 Credits**

**Medical Assisting Major Core**

<table>
<thead>
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<th>Course Name</th>
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<td>Introduction to Medical Assisting</td>
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<tr>
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<td>Medical Terminology</td>
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<td>ME1240*</td>
<td>First Aid and Safety</td>
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<td>ME2130*</td>
<td>Clinical Science Lab I</td>
<td>SC1221</td>
<td>2</td>
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<tr>
<td>ME2140*</td>
<td>Clinical Science Lab II</td>
<td>ME2130</td>
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<td>ME2150*</td>
<td>Clinical Science Lab III</td>
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<tr>
<td>ME2211+</td>
<td>Human Pharmacology</td>
<td>SC1221</td>
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<td>ME2250*</td>
<td>Medical Law and Ethics</td>
<td>ME1100/HT1100D</td>
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<td>ME2410*</td>
<td>Laboratory Techniques II</td>
<td>ME2400</td>
<td>3</td>
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<tr>
<td>ME2510*</td>
<td>Essentials of Pathophysiology I</td>
<td>ME1150/SC1221</td>
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<td>ME2520*</td>
<td>Essentials of Pathophysiology II</td>
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<td>ME2600*</td>
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<td>Medical Office Procedures w/Software</td>
<td>CI1150*/ME1100</td>
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<td>ME3000*</td>
<td>Medical Assisting Exam Review</td>
<td>Advisor approval</td>
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<td>ME3310</td>
<td>Medical Assisting Externship</td>
<td>ME Core</td>
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**GENERAL EDUCATION CORE (49.5)**

**COMMUNICATIONS**

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<td>4.5</td>
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<tr>
<td>EN2100 or</td>
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<tr>
<td>EN2150</td>
<td>Interpersonal Prof. Communications</td>
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**13.5**

**SCIENCE**

<table>
<thead>
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<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SC1221*</td>
<td>Essentials of Anatomy and Physiology w/Lab</td>
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**MATHEMATICS**

<table>
<thead>
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<th>Course Name</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Algebra Elective</td>
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</tbody>
</table>

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

*Professional course (Minimum "C" grade required)

^ Or placement recommendation

---

Students attending any Minnesota campus:

## must take this course at the Bloomington or Roseville campus

< must take MA2050 College Algebra

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

*(The university reserves the right to correct clerical errors.)*
The Medical Assisting Core and Science courses are scheduled for the full required contact hours.

*Professional course (Minimum "C" grade required)

^ Or placement recommendation

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>Behavioral/Social Science</td>
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<td>Government Elective</td>
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<tr>
<td>General Education</td>
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<td>Advisors approval</td>
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<tr>
<td>Computer Literacy</td>
<td>Introduction to CI or CI Elective</td>
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</table>

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

Students residing in the state of Texas:
>> must take HIS2050 American History Since 1877 and SO2200 US Government or approved equivalents

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

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

Medical Staff Services Management

Associate of Applied Science Degree

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

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

Program Goals

The program will:

- 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 re-credentialing 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
The blended delivery format is offered at Albuquerque, Bloomington, Brooklyn Center, Colorado Springs, Denver, Ellsworth, Independence, Lee’s Summit, Minnetonka, Rapid City, Rio Rancho, Roseville, Sioux Falls, Watertown, Wichita and Zona Rosa, and requires students to complete most of the Medical Staff Services Management Major Core through NAU’s distance learning program. This program is also offered through NAU’s distance learning program.

### Medical Staff Services Management Major Core

<table>
<thead>
<tr>
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<td>HA3110D*</td>
<td>Quality Improvement and Risk Management</td>
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<td>ME1150*</td>
<td>Medical Terminology</td>
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<td>ME1181D*</td>
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<td>ME1150</td>
<td>4</td>
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<td>ME2182D*</td>
<td>Medical Staff Services Management II</td>
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<td>ME2183D*</td>
<td>Medical Staff Services Management III</td>
<td>ME2182D</td>
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<td>MT2050</td>
<td>Principles of Management</td>
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### GENERAL EDUCATION CORE (49.5)

#### COMMUNICATIONS

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<td>EN2100 or</td>
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<td>EN2150</td>
<td>Interpersonal Prof. Communications</td>
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#### SCIENCE

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<td>SC1221* or</td>
<td>Essentials of Anatomy and Physiology w/Lab</td>
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<td>SC1222D*</td>
<td>or Essentials of Anatomy and Physiology</td>
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#### MATHEMATICS

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#### HUMANITIES

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#### GENERAL EDUCATION

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<td>CS2080</td>
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#### COMPUTER LITERACY

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<td>CI1150</td>
<td>Introduction to CIS or CI Elective</td>
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<td>CI1150</td>
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* Professional course (Minimum "C" grade required)
^ Or placement recommendation

---

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

< must take MA2050 College Algebra

**Students residing in the state of Texas:**

>> must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents (substitute one of these courses for CS1500 Strategies for Success)

**Graduation Requirements:** A minimum 2.0 GPA is required overall and in the Medical Staff Services Management Major Core. See the “Graduation Requirements” section of the 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 (AAS) program provides the knowledge and skills necessary to perform the duties and responsibilities required of pharmacy technicians. These duties include assisting pharmacists in providing medication and healthcare products to patients, record keeping, and inventory management in a professional medical environment. Pharmacy technicians are also responsible for communicating with pharmacist and patients to ensure that quality care is being provided.

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

Program Goals
The program will:
- Engage students in proficiency-based, core competencies 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, Denver, Independence, Roseville, Sioux Falls and Zona Rosa.

<table>
<thead>
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<td>RX1100&lt;sup&gt;*&lt;/sup&gt; Pharmacy Calculations</td>
<td>RX1000/SC1221</td>
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<td>RX1210&lt;sup&gt;*&lt;/sup&gt; Drug Therapeutics I</td>
<td>RX1210/EN1300</td>
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<td>RX1220&lt;sup&gt;*&lt;/sup&gt; Drug Therapeutics II</td>
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<td>RX2110&lt;sup&gt;*&lt;/sup&gt; Pharmacy Operations</td>
<td>RX1000</td>
<td>2</td>
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<td>RX2210&lt;sup&gt;*&lt;/sup&gt; Pharmaceutical Patient Care</td>
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<tr>
<td>RX2310*</td>
<td>Community Pharmacy Lab ~</td>
<td>RX1000/RX1100</td>
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<td>RX2410*</td>
<td>Preparing for the Pharmacy</td>
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<td>RX2510*</td>
<td>Infusion Pharmacy Lab ~</td>
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<td>Infusion Externship</td>
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<td>ME1150*</td>
<td>Medical Terminology</td>
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<td>Essentials of Pathophysiology I</td>
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<td>EN2150</td>
<td>Interpersonal Prof. Communications</td>
<td>EN1150</td>
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<td>Essentials of Anatomy and Physiology w/Lab</td>
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<td>PS1050</td>
<td>Introduction to Psychology</td>
<td></td>
</tr>
<tr>
<td>PS3300*</td>
<td>Customer Service Relations</td>
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<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
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<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>Advisor approval</td>
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<tr>
<td></td>
<td><strong>COMPUTER LITERACY</strong></td>
<td></td>
</tr>
<tr>
<td>CI1150</td>
<td>Introduction to CIS or CI Elective</td>
<td></td>
</tr>
</tbody>
</table>

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

* Or placement recommendation
*Professional course (minimum “C” grade required)

Students attending any Minnesota campus:
~ must take this course at the Roseville campus
< must take MA2050 College Algebra

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

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

Pharmacy Technician
Associate of Applied Science Degree
102 Credits

Offered at Austin

<table>
<thead>
<tr>
<th>Pharmacy Technician Major Core (37)</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>(All RX2000+ courses must be taken at NAU.)</td>
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<tr>
<td>RX1000* Introduction to Pharmacy</td>
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<td>RX1100* Pharmacy Calculations</td>
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<tr>
<td>RX1210* Drug Therapeutics I</td>
<td>RX1000/SC1221</td>
<td>4</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Support Core</td>
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<tr>
<td>RX1220*</td>
<td>Drug Therapeutics II</td>
<td>RX1210/EN1300</td>
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<tr>
<td>RX2110*</td>
<td>Pharmacy Operations</td>
<td>RX1000</td>
</tr>
<tr>
<td>RX2210*</td>
<td>Pharmaceutical Patient Care</td>
<td>RX1000</td>
</tr>
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<td>RX2310*</td>
<td>Community Pharmacy Lab</td>
<td>RX1000/RX1100</td>
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<td>RX2410*</td>
<td>Preparing for the Pharmacy Profession</td>
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<td>RX2510*</td>
<td>Infusion Pharmacy Lab</td>
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<td>RX3120</td>
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**Support Core (11)**

- ME1150* Medical Terminology: 4
- ME1240* First Aid and Safety: 1
- ME2510* Essentials of Pathophysiology I: ME1150/SC1221: 3
- ME2520* Essentials of Pathophysiology II: ME2510: 3

**GENERAL EDUCATION CORE (54)**

**COMMUNICATIONS**

- EN1150 Composition I: EN0500/ES2030^: 4.5
- EN1300 Composition II: EN1150: 4.5
- EN2100 or Speech or EN2150 Interpersonal Prof. Communications: EN1150: 4.5

**SCIENCE**

- SC1221* Essentials of Anatomy and Physiology w/Lab: 6

**MATHEMATICS**

- Algebra Elective: 4.5

**HUMANITIES**

- Humanities Elective: 4.5

**BEHAVIORAL/SOCIAL SCIENCE**

- PS1050 Introduction to Psychology: 4.5
- PS3300* Customer Service Relations: 4.5
- History Elective: 4.5
- Government Elective: 4.5

**GENERAL EDUCATION**

- CS2080 Career Management: Advisor approval: 3

**COMPUTER LITERACY**

- CI1150 Introduction to CIS or CI Elective: 4.5

**Total Credits:** 54

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

^ Or placement recommendation

* Professional course (minimum “C” grade required)

**Students residing in the state of Texas:**

>> must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents

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

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

**Therapeutic Massage**

**Associate of Applied Science Degree**

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

With over 50 different therapeutic approaches, the massage therapist is not limited to utilizing only one approach. Massage therapists may work with premature babies, infants, children with disabilities, adults, and geriatric clients. This program is designed to be the foundation of any massage therapist’s career.
Massage therapists are found in a variety of settings. They may be found under the supervision of a healthcare facility such as a hospital, nursing home, rehabilitation center, or chiropractic office. Other massage establishments may include fitness centers, day spas, cruise lines, nutrition centers, or hair salons, and they may be employed by the establishment or on an independent contract. Many therapists choose to be self-employed and open a private practice independently or with several associates. Administrative duties may include client scheduling, receptionist duties, client record management, office correspondence, medical insurance procedures, fees, and collections. Clinical duties may include interviewing the client, documenting client progress reports, administering massage techniques for the purpose of relaxation, revitalization, or rehabilitation, or conducting on-site corporate massage.

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

As an integrative part of the learning process, the student will be required to complete an internship program. Requirements to enter the externship program include program coordinator approval 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 recognize the importance of lifelong learning through participating in professional research, continuing education activities, and involvement in professional memberships and organizations.
- 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.

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<td>TH1040* Massage Standards &amp; Business Practice #</td>
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<td>TH1050* Fundamentals of Massage Therapy Lab #</td>
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<td>TH1060* Therapeutic Massage Lab #</td>
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<td>Specialty Massage Techniques #</td>
<td>SC1221</td>
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<td>TH2050*</td>
<td>Specialty Massage Lab #</td>
<td>SC1221</td>
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<tr>
<td>TH2060*</td>
<td>Neuromuscular Techniques #</td>
<td>SC1221/EN1300</td>
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<td>TH3010</td>
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**Support Core**

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<td>EN2150</td>
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**GENERAL EDUCATION CORE (53)**

**COMMUNICATIONS**

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<td>Clinical Kinesiology</td>
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<td>Palpation of Anatomy #</td>
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**MATHEMATICS**

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**HUMANITIES**

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**BEHAVIORAL/SOCIAL SCIENCE**

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**GENERAL EDUCATION**

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<td>CS2080</td>
<td>Career Management</td>
<td>Advisor approval</td>
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**COMPUTER LITERACY**

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

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

*Professional course (minimum ―C‖ grade required)

^ Or placement recommendation

(1)Advisor approval

**Students attending any Minnesota campus:**

# must take this course at the Bloomington or Roseville campus

< must take MA2050 College Algebra

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

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

**Therapeutic Massage Diploma**

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

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

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

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

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

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

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

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

**Therapeutic Massage Program Goals**

The program will:

- prepare 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.

**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

**Diploma**

**52 Credits**

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

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<th>Therapeutic Massage Major Core</th>
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<td>TH1030* Fundamentals of Massage Therapy #</td>
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<td>TH1040* Massage Standards &amp; Business Practice #</td>
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<td>TH2500 Massage Internship</td>
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**Support Core**
ME1150 Medical Terminology  
ME1240 First Aid and Safety #  
ME2510* Essentials of Pathophysiology I ME1150/SC1221

GENERAL EDUCATION CORE (26)

COMMUNICATIONS
EN1150 Composition I EN0500/ES2030^ 4.5

SCIENCE
SC1221* Essentials of Anatomy & Physiology w/Lab 6
SC2050* Clinical Kinesiology SC2060 4
SC2060* Palpation of Anatomy # SC1221 2
SC2080* Palpation of Anatomy Lab # SC1221 2

BEHAVIORAL/SOCIAL SCIENCE
PS1050 Introduction to Psychology 4.5

GENERAL EDUCATION
CS2080 Career Management Advisor approval 3

All courses must be scheduled for the full required contact hours.
* Professional course (minimum "C" grade required)
^ Or placement recommendation

Students attending any Minnesota campus:
# must take this course at the Bloomington or Roseville campus

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

Arts and Sciences
General Education Studies

The division of arts and sciences offers a degree in general education studies as well as the 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 behavioral and 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, Colorado Springs Education Center, Ellsworth, Independence, Lee’s Summit, Rapid City, Rio Rancho, Sioux Falls, Watertown, Wichita 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 22.5 of the following 36 credits must be earned at NAU.)

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<td>Science Elective</td>
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<tr>
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<td>Social Science Elective</td>
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Open Electives
22.5

GENERAL EDUCATION CORE (34.5)

COMMUNICATIONS

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<td>EN1300 Composition II</td>
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<tr>
<td>EN2100 or Speech or EN2150 Interpersonal Prof. Communications</td>
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SCIENCE

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GENERAL EDUCATION

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<tr>
<td>CS2080 Career Management</td>
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<td>3</td>
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COMPUTER LITERACY

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

^ Or placement recommendation

This program is not available to the residents of Minnesota.

Students residing in the state of Texas:
~ must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents (substitute one of these courses for CS1500 Strategies for Success)

Graduation Requirements: A minimum 2.0 GPA is required overall and in the General Education Major Core. See the “Graduation Requirements” section of the 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 acceptance into the program 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 and maintain a current CPR certification.

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 are set forth by the Athletic Training Educational Program to 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 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.

This program includes a foundational core, a curriculum-based athletic training core, a support core, and a general education core. Students wishing to enroll in the athletic training major core must follow the admissions process outlined below.

Students in the program must complete all professional courses in the curriculum with a minimum “C” grade. Upon completion of the program, students have the necessary preparation to take the National Athletic Trainers Association Board of Certification Exam.

**Program Goals**
The program will:
- provide a quality didactic and clinical education to students in the athletic training program.
- provide an opportunity for undergraduate students to become proficient in the domains of athletic training.
- provide experiences in the classroom and clinical setting that benefit students upon employment in the athletic training profession.
- prepare students to successfully complete examinations for athletic training certification and licensure, including the NATA/BOC examination.
- prepare athletic training students for the moral, ethical and legal obligations required of an athletic trainer.
- aid graduating students during the process of obtaining employment as an athletic trainer, or continuing with their post-graduate education.
- provide athletic training students with appropriate preparation, knowledge and skill level in each of the twelve Athletic Training Domains.
- develop an overall understanding with the athletic training student of what will be expected of them in their role as an athletic trainer.

**Student Learning Outcomes**
Graduates of the program will:
- explain and manually demonstrate an athletic injury evaluation of the lower extremity using Subjective, Objective, Assessment and Plan.
- explain and manually demonstrate an athletic injury evaluation of the upper extremity using Subjective, Objective, Assessment and Plan.
- explain and manually demonstrate an athletic injury evaluation of the head, neck and spine using Subjective, Objective, Assessment, Plan.
- demonstrate comprehensive knowledge of the domains of athletic training.

**Accreditation Status**
The athletic training education program is on probation with a progress report due on or before June 1, 2010, to the Commission on Accreditation of Athletic Training Education (CAATE).

**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 NATA/BOC 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.

Admission Requirements and Procedures

In addition to the university’s admissions requirements and instructions on pages 13 – 16, the following admissions requirements are program specific.

Application to the athletic training foundational core is contingent on application to NAU. Admission to the athletic training foundational core does not guarantee enrollment in the athletic training major core. Admission to the athletic training major core is selective.

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, sign the Technical Standards each year, attend annual mandatory blood-borne pathogen training and purchase the liability insurance offered by the university on a quarterly basis.

Students apply for the athletic training major core after completing the foundational core during their first year of study. During this first year, students are required to take the following athletic training courses:

- AT1050 Essentials of Athletic Training
- AT1100 Taping and Bandaging
- ME1340 Professional Rescuer

These courses require a grade of a “B” or higher in order to apply to the athletic training major core.

In addition, the following foundational courses must also be completed:

- CI1150 Introduction to CIS
- CS1500 Strategies for Success
- EN1150 Composition I
- EN1300 Composition II
- ME1150 Medical Terminology
- SC1055 Biological Concepts with Lab
- SC1232 Human Anatomy and Physiology I with Lab
- SC1332 Human Anatomy and Physiology II with Lab

In this coursework, students are required to have a minimum GPA of 2.5 overall.

Also, students are required to submit an application with two letters of recommendation to the Athletic Training Program Chair and be interviewed by the Athletic Training Program Chair and Clinical Coordinator. This application form is available from the Program Chair.

Prior to May 31st those students who want to apply to the athletic training major core need to have the following:

- 3.0 GPA in athletic training foundational core coursework ........................................... 40%
- 2.5 GPA overall in remaining foundational core coursework ........................................... 25%
- Submit application by the deadline (May 31st) ................................................................. 5%
  - Get application from AT Program Chair
- Interview (AT Program Chair and Clinical Coordinator) .................................................. 10%
- Two letters of recommendation ....................................................................................... 10%
  - or a release form for those opting not to receive the vaccination
- Copy of Hepatitis B vaccination record ............................................................................ 5%
  - or a release form for those opting not to receive the vaccination
- Current physical examination ......................................................................................... 5%
  - Current (in the past year) and performed by an MD, DO, NP, or PA

The total of the above requirements will be used to admit interested students into the athletic training major core. The major core courses are set in a specific sequence to facilitate learning over time so it is important that all students admitted to the major core meet with the Athletic Training Program Chair to ensure proper course registration.

If a student fails to meet the admission requirements above on first attempt, they may reapply after successfully repeating appropriate coursework. While awaiting reapplication, students may complete additional support courses and general education courses required for the degree program. Any student who fails to meet the foundational core requirements after their second attempt will meet with an academic advisor to find a more suitable course of study.

In the event that there are more applicants than available spots in the athletic training major core, a Clinical Skills Rubric will be used for making final admission decisions and will be completed for each student applying to the program by each member of the admission
Students receive a numerical score for each of the skills listed on the rubric. An average of the committee members’ summed totals are used for determining admission. Required point totals for admission are listed at the conclusion of the rubric form.

**Transfer Students**

As with new students, application to the athletic training foundational core is contingent on application to NAU. Admission to the athletic training foundational core does not guarantee enrollment in the athletic training major core. Admission to the athletic training major core is selective.

All transfer students, including those transferring from a college or university that NAU has articulation agreements with, must meet all of NAU’s requirements for transfer and meet the requirements for the ATEP. All transfer students admitted into the program should plan on a minimum of two academic years to complete the program.

Submission Requirements:
1. An official transcript mailed to the registrar’s office.
2. A course description and syllabus of all athletic training coursework previously completed to the AT Program Chair in order for athletic training coursework to be considered for transfer.
3. A signed copy of all previous athletic training clinical experiences to the AT Program Chair.

Students are required to submit an application with two letters of recommendation to the Athletic Training Program Chair and be interviewed by the Athletic Training Program Chair and Clinical Coordinator. This application form is available from the Program Chair.

Those students who want to apply to the athletic training major core need to have the following at the time of application to the athletic training major core:

- 3.0 GPA in athletic training foundational coursework ..............................................40%
- 2.5 GPA overall in remaining foundational core coursework ..............................................25%
- Submit application ...............................................................................................................5%
  - Get application from AT Program Chair
- Interview (AT Program Chair and Clinical Coordinator) .................................................10%
- Two letters of recommendation .........................................................................................10%
- Copy of Hepatitis B vaccination record ...............................................................................5%
  - or a release form for those opting not to receive the vaccination
- Current physical examination ...............................................................................................5%
  - Current (in the past year) and performed by an MD, DO, NP, or PA

Acceptance into the program does not guarantee that all transferring credits are accepted by the university.

**Athletic Training**

**Bachelor of Science Degree**

**186 Credits**

Offered at Rapid City

<table>
<thead>
<tr>
<th>Athletic Training Major Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A minimum of 39 of the following 68 credits must be earned at NAU.)</td>
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<tr>
<td>AT1210* Sport Nutrition</td>
<td>EN1300</td>
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<tr>
<td>AT2050* Orthopedic Evaluation I</td>
<td>AT1050/AT1100/ME1340</td>
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<td>AT2051* Orthopedic Evaluation I Lab</td>
<td>AT1050/AT1100/ME1340</td>
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<td>AT2100* Orthopedic Evaluation II</td>
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<td>AT2101* Orthopedic Evaluation II Lab</td>
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<td>AT2150* Orthopedic Evaluation III</td>
<td>AT2100</td>
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<tr>
<td>AT2151* Orthopedic Evaluation III Lab</td>
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<tr>
<td>AT2200* Pathology of Injury/Illness</td>
<td>ME1340</td>
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<td>AT2230* General Medical Conditions</td>
<td>AT2200</td>
<td>3</td>
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<td>AT2300* Practicum I</td>
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<td>AT2350* Practicum II</td>
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<td>AT2400* Practicum III</td>
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<td>AT2500* Athletic Training Competency Review I</td>
<td>AT2100</td>
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<td>AT3100* Athletic Training Management</td>
<td>AT Major/EN1300</td>
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<td>AT3300* Practicum IV</td>
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<tr>
<td>AT3350* Practicum V</td>
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<td>AT3400* Practicum VI</td>
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<td>AT3500* Athletic Training Competency Review II</td>
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<td>AT3550* Research in Athletic Training</td>
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<tr>
<td>AT3600* Strength and Conditioning</td>
<td>SC3400/SC3450</td>
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<tr>
<td>AT4050* Therapeutic Exercise</td>
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<td>AT4100* Therapeutic Modalities</td>
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<td>AT4200* Athletic Training Career Seminar**</td>
<td>AT major/ Sr. status</td>
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AT4300* Practicum VII Advisor approval 1 
AT4350* Practicum VIII Advisor approval 1 
AT4500* Athletic Training Competency Review III AT3500 2 
SC2220* Pharmacology for Athletic Trainers ME1150/SC1232 3 
SC3400* Biomechanical Kinesiology MA2050/SC1232 4 
SC3450* Physiology of Exercise SC1332/EN1300 4 

**Support Core**

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<tbody>
<tr>
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<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
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<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3300</td>
<td>Supervision</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4250</td>
<td>Entrepreneurship</td>
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</tr>
<tr>
<td>PE1350</td>
<td>Wellness</td>
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**Not available for block transfer**

**ATHLETIC TRAINING FOUNDATIONAL CORE (47.5)**

**Athletic Training Courses (9)**

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<tr>
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<th>Course Title</th>
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<tbody>
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<tr>
<td>AT1100!</td>
<td>Taping and Bandaging</td>
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<tr>
<td>ME1340!</td>
<td>Professional Rescuer</td>
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**Support Course (4)**

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<tbody>
<tr>
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**GENERAL EDUCATION (34.5) (Course-by-course transfer)**

**COMMUNICATIONS**

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<tbody>
<tr>
<td>EN1150#</td>
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<td>EN1300#</td>
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**SCIENCE**

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<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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**GENERAL EDUCATION**

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**COMPUTER LITERACY**

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<tr>
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<tr>
<td>EN2150</td>
<td>Interpersonal Prof. Communications  EN1150</td>
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<tr>
<td>EN3050</td>
<td>Technical Communications             EN1300</td>
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**SCIENCE**

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<tr>
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<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>MA3000</td>
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**HUMANITIES**

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**BEHAVIORAL/SOCIAL SCIENCE**

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<td>PS1050</td>
<td>Introduction to Psychology</td>
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<tr>
<td>Elective</td>
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**GENERAL EDUCATION**

<table>
<thead>
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<tbody>
<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>3</td>
</tr>
</tbody>
</table>

^ Or placement recommendation
* Professional course - must be passed with minimum “C” grade  
**CAPSTONE COURSE - Senior level, minimum “C” grade required, must be completed at NAU.

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

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

**Business**

**Applied Management**  
**Business Administration**

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 International Assembly for Collegiate Business Education (IACBE).

**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 27 credit hours in one specialty area is required to complete this program. Combined with 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 Albuquerque, Austin, Bloomington, Brooklyn Center, Colorado Springs, Colorado Springs Education Center, Denver, Ellsworth, Independence, Lee’s Summit, 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 31 of the following 66 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</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1160</td>
<td>Principles of Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>FN3000</td>
<td>Business Finance I</td>
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<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>
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<tr>
<td>MT3050</td>
<td>Human Resource Management</td>
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<tr>
<td>MT3250</td>
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<tr>
<td>MT3500</td>
<td>Managing Information Systems</td>
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<tr>
<td>MT4000</td>
<td>Operations Management</td>
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<tr>
<td>MT4200</td>
<td>Business Ethics</td>
<td>4.5</td>
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<tr>
<td>MT4300</td>
<td>Management Across Cultures</td>
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<tr>
<td>MT4440</td>
<td>Business Management Review</td>
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</tr>
<tr>
<td>MT4450</td>
<td>Strategic Management**</td>
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</tbody>
</table>

66

Specialty/Technical/Vocational Core (Maximum 45/Minimum 27 credits in one specialty area.)
If the maximum 45 credits is not met in the specialty core, the difference must be made up by choosing open electives.

45

Open Electives

18

GENERAL EDUCATION CORE (57)
General Education (Available for block transfer – 22.5) ##

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
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<td>HUMANITIES</td>
<td>Humanities Elective</td>
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<tr>
<td>BEHAVIORAL/SOCIAL SCIENCE</td>
<td>Behavioral/Social Science Elective</td>
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45

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

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<thead>
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<th>Prerequisites</th>
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<tbody>
<tr>
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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>EN2150</td>
<td>Interpersonal Prof. Communications</td>
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<td>EN3050</td>
<td>Technical Communications</td>
<td></td>
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</tr>
<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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<td>Microeconomics</td>
<td>EC2050</td>
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<td>CS2080</td>
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<td>Advisor approval</td>
<td>3</td>
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</tbody>
</table>

^ Or placement recommendation

**CAPSTONE COURSE** - Senior level, minimum “C” grade required, must be completed at NAU.

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

---

**Students residing in the state of Texas:**

▲ must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents.

## 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.

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

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

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**Applied Management**

**Bachelor of Science Degree**

186 Credits

Offered at Overland Park and Wichita.

---

**Applied Management Major Core**

(A minimum of 31 of the following 66 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>AC1060</td>
<td>Principles of Accounting I</td>
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<td>4.5</td>
</tr>
<tr>
<td>AC1160</td>
<td>Principles of Accounting II</td>
<td>AC1060</td>
<td>4.5</td>
</tr>
<tr>
<td>FN3000</td>
<td>Business Finance I</td>
<td>AC1160 or AC2760/MA1500</td>
<td>4.5</td>
</tr>
<tr>
<td>LA3100</td>
<td>Business Law</td>
<td></td>
<td>4.5</td>
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<tr>
<td>MG1050</td>
<td>Principles of Marketing</td>
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<td>4.5</td>
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<td>MT2050</td>
<td>Principles of Management</td>
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<td>4.5</td>
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<tr>
<td>MT3000+</td>
<td>Elective (Exclusive of Internship)</td>
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<td>4.5</td>
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<td>MT3050</td>
<td>Human Resource Management</td>
<td>MT2050/EN1300</td>
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<td>MT3250</td>
<td>Organizational Behavior</td>
<td>MT2050/EN1300</td>
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<td>MT3500</td>
<td>Managing Information Systems</td>
<td>CI1150^/MT2050</td>
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<td>MT4000</td>
<td>Operations Management</td>
<td>MT2050/MA2050</td>
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<td>Strategic Management**</td>
<td>MT4440</td>
<td>4.5</td>
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Emphasis Support Core (22.5)

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

22.5

Specialty/Technical/Vocational Core (22.5)

22.5

Open Electives

18
**GENERAL EDUCATION CORE (57)**

Not available for block transfer

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Instructor Approval</th>
<th>Credits</th>
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<td>4.5</td>
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<tr>
<td>EN2100 or</td>
<td>Speech or</td>
<td></td>
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</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Prof. Communications</td>
<td>EN1150</td>
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<td>EN3050</td>
<td>Technical Communications</td>
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**SCIENCE**

Science Elective

<table>
<thead>
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**MATHEMATICS**

<table>
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**HUMANITIES**

Humanities Elective

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<tr>
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<th>Course Title</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
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<tr>
<td>EC2100</td>
<td>Microeconomics</td>
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**BEHAVIORAL/SOCIAL SCIENCE**

<table>
<thead>
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<th>Course Title</th>
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<tr>
<td>EN1300</td>
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**GENERAL EDUCATION**

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<thead>
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<th>Course Title</th>
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<tr>
<td>CS2080</td>
<td>Career Management</td>
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</table>

**Science Elective**: 4.5

**Mathematics Elective**: 4.5

**Humanities Elective**: 4.5

**Behavioral/Social Science Elective**: 4.5

**General Education Elective**: 7.5

^Or placement recommendation

**CAPSTONE COURSE**: Senior level, minimum "C" grade required, must be completed at NAU.

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

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

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

**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 is required to complete this program. Two options are available under this program: (1) transfer of credit from the source of the specialty training, or (2) creation of a specialty area using approved National American University courses.

**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.

**Applied Management**  
**Associate of Applied Science**  
**93 Credits**

Offered at Albuquerque, Austin, Bloomington, Brooklyn Center, Colorado Springs, Colorado Springs Education Center, Denver, Ellsworth, Independence, Lee’s Summit, Minnetonka, 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>
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</tr>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
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<td>EC2150</td>
<td>Microeconomics</td>
<td>4.5</td>
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<tr>
<td>MG1050</td>
<td>Principles of Marketing</td>
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</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
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</table>

*(A minimum of 13.5 of the following 27 credits must be earned at NAU.)*

### Specialty/Technical/Vocational Core (Maximum 27/Minimum 13.5)

If the maximum of 27 credits is not met in the specialty core, the difference must be made up by choosing business/accounting/CI electives.

### Business*/Accounting/CI Elective Core

<table>
<thead>
<tr>
<th>Course</th>
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**GENERAL EDUCATION CORE (39)**

**COMMUNICATIONS**

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<tr>
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**SCIENCE**

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**MATHEMATICS**

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**HUMANITIES/BEHAVIORAL/SOCIAL SCIENCE**

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**GENERAL EDUCATION**

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<td>Career Management Advisor approval</td>
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**COMPUTER LITERACY**

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

* Business electives include EC, FN, LA, MG, MT and OL courses
^ Or placement recommendation

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**Students residing in the state of Texas:**

>> must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents (substitute one of these courses for CS1500 Strategies for Success)

---

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

< must take MA2050 – College Algebra
Graduation Requirements: A minimum 2.0 GPA is required overall and in the Management Major Core. See the “Graduation Requirements” section of the catalog for additional requirements.

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

Business Administration

Bachelor of Science Degree

The business administration bachelor’s degree program is designed to convey to students the knowledge base and strategic mind-set that is requisite for career success in the field of business. Graduates of this program will be qualified for a wide range of career opportunities in for-profit and nonprofit business organizations and governmental institutions. This program is also an excellent foundation for students who may wish to pursue a business-related graduate degree.

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, Colorado Springs Education Center, Denver, Ellsworth, Independence, Lee’s Summit, Minnetonka, 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.

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<tr>
<td>AC1160 Principles of Accounting II</td>
<td>AC1160</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1260 Principles of Accounting III</td>
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<td>EC2050 Macroeconomics</td>
<td>EC2050</td>
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<td>EC2100 Microeconomics</td>
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<tr>
<td>FN3000 Business Finance I</td>
<td>AC1160 or AC2760/MA1500</td>
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73
<table>
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<td>4.5</td>
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<tr>
<td>MT4200</td>
<td>Business Ethics</td>
<td>MT2050/EN1300</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4210</td>
<td>Quantitative Analysis</td>
<td>MA2050/MA3000</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4440</td>
<td>Business Management Review</td>
<td>*** MT4440</td>
<td>3</td>
</tr>
<tr>
<td>MT4450</td>
<td>Strategic Management **</td>
<td>*** MT4440</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>79.5</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FN3000+</td>
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<td>4.5</td>
</tr>
<tr>
<td>MG3000+</td>
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<td>MT3000+</td>
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<td></td>
<td></td>
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**Open Electives**

**GENERAL EDUCATION CORE (66)**

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

<table>
<thead>
<tr>
<th>Area</th>
<th>Course Codes/Names</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUNICATIONS</td>
<td>EN1150 Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>EN0500/ES2030^</td>
<td>4.5</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>Science Electives</td>
<td>9</td>
</tr>
<tr>
<td>HUMANITIES</td>
<td>Humanities Electives</td>
<td>9</td>
</tr>
<tr>
<td>BEHAVIORAL/SOCIAL SCIENCE</td>
<td>Behavioral/Social Science Electives</td>
<td>9</td>
</tr>
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</table>

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

<table>
<thead>
<tr>
<th>Area</th>
<th>Course Codes/Names</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUNICATIONS</td>
<td>EN1300 Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>EN1150</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EN2100 or Speech or Interpersonal Prof. Commun.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EN3050 Technical Communications</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>EN1150</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EN1300</td>
<td></td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>MA2050 College Algebra</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>MA3000 Business Statistics</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>MA1500^</td>
<td></td>
</tr>
<tr>
<td>GENERAL EDUCATION</td>
<td>CS1500 Strategies for Success</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>CS2080 Career Management</td>
<td>3</td>
</tr>
<tr>
<td>COMPUTER LITERACY</td>
<td>Intro. to CIS or CI Elective</td>
<td>4.5</td>
</tr>
</tbody>
</table>

^ Or placement recommendation
**CAPSTONE COURSE - Senior level, minimum “C” grade required, must be completed at NAU.**
*** AC1160, EC2100, FN3000, LA3100, MA3000, MG1050, MT2050, MT4200

<table>
<thead>
<tr>
<th>Students residing in the state of Texas:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▲ must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents.</td>
</tr>
<tr>
<td>&gt;&gt; must take a general education elective in place of CS1500 - Strategies for Success</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>
</tbody>
</table>

74
Graduation Requirements: A minimum 2.0 GPA is required overall and in the Business Administration Major Core. See the “Graduation Requirements” section of the catalog for additional requirements.

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

Business Administration

Associate of Applied Science Degree

The business administration associate degree program is designed to convey to students many of the basic and more fundamental concepts that begin to form the foundation for the breadth of knowledge and strategic mind-set that are requisite for career success in the field of business.

Students who complete the associate degree program are encouraged to continue in the bachelor’s degree program in business administration. In choosing this academic path, they may also choose an emphasis in marketing, management, finance, international business, management accounting, pre-law, or information technology.

Graduates of this program will be qualified for a variety of entry-level positions in business sectors such as banking, finance, sales, insurance and management.

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, Colorado Springs Education Center, Denver, Ellsworth, Independence, Lee’s Summit, Minnetonka, 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>
</thead>
<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>AC1060</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1160 Principles of Accounting II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EC2050 Macroeconomics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EC2100 Microeconomics</td>
<td>EC2050</td>
<td>4.5</td>
</tr>
<tr>
<td>FN3000 Business Finance I</td>
<td>AC1160 or AC2760/MA1500</td>
<td>4.5</td>
</tr>
<tr>
<td>LA3100 Business Law</td>
<td></td>
<td></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>MG1050 or MT2050/EN1300</td>
<td>4.5</td>
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</tbody>
</table>
MT3250  Organizational Behavior  MT2050/EN1300  4.5  
MT3500  Managing Information Systems  CI1150*/MT2050  4.5  
Business Elective  **  4.5  
GENERAL EDUCATION CORE (39)  
COMMUNICATIONS  
EN1150  Composition I  EN0500/ES2030^  4.5  
EN1300  Composition II  EN1150  4.5  
EN2100 or  Speech or  
EN2150  Interpersonal Professional Communication  EN1150  4.5  
13.5  
SCIENCE  
SC  Science Electives  4.5  4.5  
MA  MATHEMATICS  
Algebra Elective  <  4.5  4.5  
HUMANITIES/BEHAVIORAL/SOCIAL SCIENCE  
Humanities/Behavioral/Social Science Elective  #/>>  4.5  
4.5  
GENERAL EDUCATION  
CS1500  Strategies for Success  >>  4.5  4.5  
CS2080  Career Management  Advisor approval  3  7.5  
COMPUTER LITERACY  
Introduction to CIS or CI Elective  4.5  4.5  
^ Or placement recommendation  
** Choose an elective in AC, CI, EC, FN, LA, MG, MT, or OL  
 Students residing in the state of Texas:  
>> must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents (substitute one of these courses for CS1500 Strategies for Success)  
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 2.0 GPA is required overall and in the Business Administration Major Core. See the “Graduation Requirements” section of the catalog for additional requirements.  
(The university reserves the right to correct clerical errors.)  
Business Administration  
Bachelor of Science Degree  
Emphasis in Accounting  
Managers today often need skills in financial management. The accounting emphasis provides the student with a strong background in financial accounting and budgeting as well as preparing the student for a career in management. The Bachelor of Science degree in Business Administration with an emphasis in Accounting prepares students for various management positions which also have responsibilities in budgeting and financial management. This option does not prepare the student for the Certified Public Accountant Examination.  
Business Administration  
Bachelor of Science Degree  
With Emphasis in Accounting  
186 Credits  
Offered at Albuquerque, Austin, Denver, Ellsworth, Independence, Lee’s Summit, Overland Park, Rapid City, Rio Rancho and Sioux Falls. This program is also 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.
(A minimum of 40.5 of the following 79.5 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
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<td>AC1160</td>
<td>Principles of Accounting II</td>
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</tr>
<tr>
<td>AC1260</td>
<td>Principles of Accounting III</td>
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<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2100</td>
<td>Microeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>FN3000</td>
<td>Business Finance I</td>
<td>4.5</td>
</tr>
<tr>
<td>LA3100</td>
<td>Business Law</td>
<td>4.5</td>
</tr>
<tr>
<td>MG1050</td>
<td>Principles of Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MT3000</td>
<td>International Business</td>
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<td>MT3050</td>
<td>Human Resource Management</td>
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<td>MT3250</td>
<td>Organizational Behavior</td>
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</tr>
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<td>MT3500</td>
<td>Managing Information Systems</td>
<td>4.5</td>
</tr>
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<td>MT4000</td>
<td>Operations Management</td>
<td>4.5</td>
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<tr>
<td>MT4200</td>
<td>Business Ethics</td>
<td>4.5</td>
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<tr>
<td>MT4210</td>
<td>Quantitative Analysis</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4440</td>
<td>Business Management Review</td>
<td>3</td>
</tr>
<tr>
<td>MT4450</td>
<td>Strategic Management</td>
<td>4.5</td>
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</tbody>
</table>

79.5

Accounting Emphasis Core

(A minimum of 18 of the following 31.5 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AC3050</td>
<td>Intermediate Accounting I</td>
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<td>AC3100</td>
<td>Intermediate Accounting II</td>
<td>4.5</td>
</tr>
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<td>AC3150</td>
<td>Intermediate Accounting III</td>
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<td>AC3400</td>
<td>Federal Income Tax I</td>
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<tr>
<td>AC3450</td>
<td>Federal Income Tax II</td>
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<td>AC3560</td>
<td>Accounting Information Systems</td>
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<tr>
<td>AC4050</td>
<td>Advanced Accounting I</td>
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31.5

Open Electives

9

GENERAL EDUCATION CORE 66)

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

**COMMUNICATIONS**

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

4.5

**SCIENCE**

Science Electives

9

**HUMANITIES**

Humanities Electives

9

**BEHAVIORAL/SOCIAL SCIENCE**

Behavioral/Social Science Electives

9

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

**COMMUNICATIONS**

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

**MATHEMATICS**

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<tr>
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<td>MA3000</td>
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</table>

9

**GENERAL EDUCATION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
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<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>3</td>
</tr>
</tbody>
</table>

7.5

**COMPUTER LITERACY**

Introduction to CIS or CI Elective

4.5
**Required**

CAPSTONE COURSE - Senior level, minimum "C" grade required, must be completed at NAU.

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

Or placement recommendation

---

**Students residing in the state of Texas:**

- Must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents
- Must take a general education elective in place of CS1500 Strategies for Success

---

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

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

---

**Business Administration**

**Bachelor of Science Degree**

**Emphasis in 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 Albuquerque, Austin, Bloomington, Brooklyn Center, Colorado Springs, Colorado Springs Education Center, Denver, Ellsworth, Independence, Lee’s Summit, Minnetonka, Overland Park, Rapid City, Rio Rancho, 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>
</tr>
</thead>
<tbody>
<tr>
<td>AC1060 Principles of Accounting I</td>
<td>AC1060</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1160 Principles of Accounting II</td>
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<td>AC1160</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2050 Macroeconomics</td>
<td>EC2050</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2100 Microeconomics</td>
<td>EC2050</td>
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</tr>
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<td>FN3000 Business Finance I</td>
<td>AC1160 or AC2760/MA1500</td>
<td>4.5</td>
</tr>
<tr>
<td>LA3100 Business Law</td>
<td>LA3100</td>
<td>4.5</td>
</tr>
<tr>
<td>MG1050 Principles of Marketing</td>
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<td>MT3000 International Business</td>
<td>MG1050 or MT2050/EN1300</td>
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<td>MT2050/EN1300</td>
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<tr>
<td>MT3500 Managing Information Systems</td>
<td>CI1150*/MT2050</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4000 Operations Management</td>
<td>MA2050/MT2050</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4200 Business Ethics</td>
<td>MT2050/EN1300</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4210 Quantitative Analysis</td>
<td>MA2050/MA3000</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4440 Business Management Review</td>
<td>MT4440</td>
<td>3</td>
</tr>
<tr>
<td>MT4450 Strategic Management **</td>
<td>MT4450</td>
<td>4.5</td>
</tr>
</tbody>
</table>

79.5

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Financial Management Emphasis Core

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>FN3010</td>
<td>Business Finance II</td>
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</tr>
<tr>
<td>FN3000</td>
<td>Accounting Principles II</td>
<td>4.5</td>
</tr>
</tbody>
</table>

---

78
FN3050 Investments and Portfolio Management FN3010/MA3000 4.5
FN3060 Corporate Investment Decisions FN3010 4.5
FN3100 Risk Management and Insurance MT2050 4.5
FN3200 Financial Statement Analysis FN3000 4.5
FN3600 International Financial Management FN3010/MT3000 4.5
FN4055 Financial Institutions and Markets FN3000 4.5
FN4500 Financial Case Analysis FN3010 4.5
FN4800 Internship Sr. status/Advisor approval 4.5

Open Electives

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

COMMUNICATIONS
EN1150 Composition I EN0500/ES2030^ 4.5

SCIENCE
Science Electives

HUMANITIES
Humanities Electives

BEHAVIORAL/SOCIAL SCIENCE
Behavioral/Social Science Electives ▲

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

COMMUNICATIONS
EN1300 Composition II EN1150 4.5
EN2100 or EN2150 or EN1150 4.5
EN3050 Technical Communications EN1300 4.5

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

^ Or placement recommendation

**CAPSTONE COURSE - Senior level, minimum “C” grade required, must be completed at NAU.
*** AC1160, EC2100, FN3000, LA3100, MA3000, MG1050, MT2050, MT4200

Students residing in the state of Texas:
▲ must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents
>> 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 2.0 GPA is required overall and in the Business Administration Major Core and the Financial Management Emphasis Core. See the “Graduation Requirements” section of the catalog for additional requirements.

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

**Bachelor of Science Degree**

**Emphasis in Human Resource Management**

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

---

**Business Administration**

**Bachelor of Science**

**With Emphasis in Human Resource Management**

186 Credits

Offered at Albuquerque, Austin, Bloomington, Brooklyn Center, Colorado Springs, Colorado Springs Education Center, Denver, Ellsworth, Independence, Lee’s Summit, Minnetonka, 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. 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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<tbody>
<tr>
<td>AC1060 Principles of Accounting I</td>
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<tr>
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**Human Resource Management Core**

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

| MT3080 Compensation and Benefits   | MT3050 | 4.5          |
| MT3100 Employee & Labor Relations  | MT2050 | 4.5          |
| MT3230 Employment Law              | LA3100/MT2050 | 4.5 |
| MT4050 Training and Development    | EN2100/MT3050 | 4.5          |
| MT4300 Management Across Cultures  | MT3250/EN1300 | 4.5          |
| MT4420 Strategic HR Management     | (1)     | 4.5          |
| MT4501 or HRM Internship or        | (2)     |              |
| MT4505 Action Research Project     | MT4420  | 4.5          |

**Open Electives**

9  

**GENERAL EDUCATION CORE (66)**

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

**COMMUNICATIONS**

| EN1150 Composition I               | EN0500/ES2030^ | 4.5 |

**SCIENCE**

| Science Electives                  |                | 9   |
HUMANITIES
Humanities Electives 9

BEHAVIORAL/SOCIAL SCIENCE
Behavioral/Social Science Electives ▲ 9

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

COMMUNICATIONS
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
MA3000 Business Statistics MA2050 4.5

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

^ Or placement recommendation
**CAPSTONE COURSE - Senior level, minimum "C" grade required, must be completed at NAU.
*** AC1160, EC2100, FN3000, LA3100, MA3000, MG1050, MT2050, MT4200
(1) MT3080, MT3100, MT3230, MT4050, MT4300
(2) MT4420 may be taken as a co-requisite with MT4501

Students residing in the state of Texas:
▲ must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents
>> 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 2.0 GPA is required overall and in the Business Administration Major Core and the Human Resource Management Emphasis Core. See the “Graduation Requirements” section of the catalog for additional requirements.

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

Business Administration
Bachelor of Science Degree
Emphasis in Information Systems
This degree is intended for the business administration major who recognizes the increasing prevalence of information technology in the field of business and seeks proficiency in the use of such tools to facilitate the achievement of desired business goals. As with all the business administration degrees, a wide range of job opportunities 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 Albuquerque, Austin, Bloomington, Brooklyn Center, Colorado Springs, Colorado Springs Education Center, Denver, Ellsworth, Independence, Lee's Summit, Minnetonka, Overland Park, Rapid City, Rio Rancho, Roseville, Sioux Falls, Watertown, and Wichita. This program is also 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  Prerequisites  Credit Hours

81
(A minimum of 40.5 of the following 79.5 credits must be earned at NAU.)

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Information Systems Emphasis Core

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

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Open Elective

9

GENERAL EDUCATION CORE (66)

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

**COMMUNICATIONS**

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**SCIENCE**

Science Electives

9

**HUMANITIES**

Humanities Electives

9

**BEHAVIORAL/SOCIAL SCIENCE**

Behavioral/Social Science Electives

9

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

**COMMUNICATIONS**

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**MATHEMATICS**

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**GENERAL EDUCATION**

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

Introduction to CIS or CI Elective

4.5
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.

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

(At least 18 credits of the following 31.5 credits must be at NAU, excluding internship.)

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Elective courses must be coded AC, CI, EC, FN, LA, MG, MT, OL or equivalent transfer.

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**Open Electives**

**9**

**GENERAL EDUCATION CORE**

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

**COMMUNICATIONS**

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**BEHAVIORAL/SOCIAL SCIENCE**

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**GENERAL EDUCATION**

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**COMPUTER LITERACY**

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

**COMMUNICATIONS**

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</table>

^ Or placement recommendation
**CAPSTONE COURSE - Senior level, minimum “C” grade required, must be completed at NAU.
*** AC1160, EC2100, FN3000, LA3100, MA3000, MG1050, MT2050, MT4200

**Students residing in the state of Texas:**

▲ must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents

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

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

Bachelor of Science Degree
Emphasis in 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 mind-set 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 Albuquerque, Austin, Bloomington, Brooklyn Center, Colorado Springs, Colorado Springs Education Center, Denver, Ellsworth, Independence, Lee’s Summit, Minnetonka, Overland Park, Rapid City, Rio Rancho, Roseville, Sioux Falls, Watertown, and Wichita. This program is also 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>
</thead>
<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
<td></td>
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<tr>
<td>AC1160</td>
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</tr>
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<td>EC2050</td>
<td>Macroeconomics</td>
<td></td>
<td>4.5</td>
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<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 or AC2760/MA1500</td>
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<tr>
<td>LA3100</td>
<td>Business Law</td>
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<tr>
<td>MG1050</td>
<td>Principles of Marketing</td>
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<td>4.5</td>
</tr>
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<td>MT2050</td>
<td>Principles of Management</td>
<td></td>
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</tr>
<tr>
<td>MT3000</td>
<td>International Business</td>
<td>MG1050 or MT2050/EN1300</td>
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<td>MT3050</td>
<td>Human Resource Management</td>
<td>MT2050/EN1300</td>
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<td>MT3500</td>
<td>Managing Information Systems</td>
<td>CI1150*/MT2050</td>
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<td>MT4000</td>
<td>Operations Management</td>
<td>MA2050/MT2050</td>
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<td>Business Ethics</td>
<td>MT2050/EN1300</td>
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<td>Quantitative Analysis</td>
<td>MA2050/MA3000</td>
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#### Management Emphasis Core

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<td>MT3230</td>
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<td>MT4300</td>
<td>Management Across Cultures</td>
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#### Open Electives

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### GENERAL EDUCATION CORE

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

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<tr>
<th>Course Code</th>
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#### SCIENCE

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#### HUMANITIES

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#### BEHAVIORAL/SOCIAL SCIENCE
Behavioral/Social Science Electives ▲ ▲ 9 

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

**COMMUNICATIONS**

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<tr>
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<th>Credit Hours</th>
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<tr>
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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>EN3050 Technical Communications</td>
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**MATHEMATICS**

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<th>Credit Hours</th>
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<tr>
<td>MA3000 Business Statistics</td>
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**GENERAL EDUCATION**

<table>
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<tr>
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<tr>
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<tr>
<td>CS2080 Career Management</td>
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**COMPUTER LITERACY**

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

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

### Students residing in the state of Texas:

▲ must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents

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

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

Business Administration
Bachelor of Science Degree
Emphasis in Marketing

Among the specializations a student may choose from in the field of business administration, ‘marketing’ is currently one of the fastest growing career fields. This degree program prepares students to effectively understand and evaluate marketing alternatives and be able to apply critical marketing-related skills. Moreover, this program is an excellent choice for students seeking a career in areas such as retail management, sales management, marketing research, advertising and promotion.

Business Administration
Bachelor of Science
With Emphasis in Marketing
186 Credits

Offered at Albuquerque, Austin, Bloomington, Brooklyn Center, Colorado Springs, Colorado Springs Education Center, Denver, Ellsworth, Independence, Lee’s Summit, Minnetonka, Rapid City, Rio Rancho, 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.

<table>
<thead>
<tr>
<th>Business Administration Major Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tbody>
<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>AC1060 Principles of Accounting II</td>
<td>4.5</td>
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</table>
AC1260  Principles of Accounting III  AC1160  4.5  
EC2050  Macroeconomics  4.5  
EC2100  Microeconomics  EC2050  4.5  
FN3000  Business Finance I  AC1160 or AC2760/MA1500  4.5  
LA3100  Business Law  4.5  
MG1050  Principles of Marketing  4.5  
MT2050  Principles of Management  4.5  
MT3000  International Business  MG1050 or MT2050/EN1300  4.5  
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MT3250  Organizational Behavior  MT2050/EN1300  4.5  
MT3500  Managing Information Systems  CII1150*/MT2050  4.5  
MT4000  Operations Management  MA2050/MT2050  4.5  
MT4200  Business Ethics  MT2050/EN1300  4.5  
MT4210  Quantitative Analysis  MA2050/MA3000  4.5  
MT4440  Business Management Review  ***  3  
MT4450  Strategic Management **  MT4440  4.5  

79.5  

Marketing Emphasis Core  
(A minimum of 18 of the following 31.5 credits must be earned at NAU, excluding internship.)

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<tr>
<td>MG3000+ Elective</td>
<td>4.5</td>
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<td>MG3000+ Elective</td>
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<tr>
<td>MG3050 Marketing Management</td>
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<td>MG3500/PS3500 Consumer Behavior</td>
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<td>MG4150 Marketing Research</td>
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31.5  

Open Electives  

9  

GENERAL EDUCATION CORE (66)  

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

<table>
<thead>
<tr>
<th>COMMUNICATIONS</th>
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<tbody>
<tr>
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<td>EN0500/ES2030^</td>
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<table>
<thead>
<tr>
<th>SCIENCE</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Science Electives</td>
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<tr>
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<tr>
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General Education (34.5) (Course-by-course transfer)  

<table>
<thead>
<tr>
<th>COMMUNICATIONS</th>
<th>Credits</th>
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<tbody>
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<td>EN1150</td>
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<tr>
<td>EN3050 Technical Comm.</td>
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13.5  

<table>
<thead>
<tr>
<th>MATHEMATICS</th>
<th>Credits</th>
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<tbody>
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<td>MA2050 College Algebra</td>
<td>MA1500^</td>
</tr>
<tr>
<td>MA3000 Business Statistics</td>
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<table>
<thead>
<tr>
<th>GENERAL EDUCATION</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CS1500 Strategies for Success</td>
<td>&gt;&gt;</td>
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<tr>
<td>CS2080 Career Management</td>
<td>Advisor approval</td>
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7.5  

<table>
<thead>
<tr>
<th>COMPUTER LITERACY</th>
<th>Credits</th>
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<tr>
<td>Introduction to CIS or CI Elect.</td>
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**CAPSTONE COURSE - Senior level, minimum “C” grade required, must be completed at NAU.
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(The university reserves the right to correct clerical errors.)

Business Administration

Bachelor of Science Degree

Emphasis in Pre-Law

For students whose goal is to attend law school, National American University offers a Bachelor of Science degree in Business Administration, with emphasis in Pre-law. The curriculum is designed to provide students with a foundation of knowledge and skills to facilitate their success in law school. Specialized courses promote the development of analytical and critical thinking skills, verbal and written communication skills, a fundamental understanding of substantive and procedural law, legal research skills, and knowledge of ethical guidelines governing the conduct of attorneys. Other courses in business and general education provide students with a broad base of knowledge for success in today's complex society.

Students who earn this degree may apply for admission to law school. Students should check the admission requirements of each law school in which they are interested in attending. Generally, to be admitted into law school, a person must have earned a bachelor's degree with a high grade point average and have performed well on the Law School Admission Test. Success in gaining admission to, and achieving success in law school is contingent upon the ability and effort of each student. Receipt of this degree does not ensure that a student will be admitted to, or succeed in law school.

Students who receive this degree, but do not subsequently earn a law degree, may pursue a variety of careers in which the above-mentioned knowledge and skills may be utilized. In many states, a person with this degree may qualify as a paralegal or legal assistant who can assist a licensed attorney, subject to state regulations. Only licensed attorneys may practice law. A person who earns this degree may not engage in activities considered to be the practice of law, including giving legal advice, representing a client in court, or setting legal fees.

Business Administration

Bachelor of Science

With Emphasis in Pre-Law

186 Credits

Offered at Independence, Lee’s Summit, Overland Park, Rapid City and Sioux Falls.

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<thead>
<tr>
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### General Education Core (66)

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

**Communications**

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**Humanities**

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**Behavioral/Social Science**

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<th>Credits</th>
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<td></td>
<td>Behavioral/Social Science Electives</td>
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**General Education (34.5) (Course-by-course transfer)**

**Communications**

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<tr>
<td>EN2100 or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Prof. Communications</td>
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<td>EN3050</td>
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**General Education**

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

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

^ Or placement recommendation

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

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

### Business Administration

#### Bachelor of Science Degree

**With Emphasis in Tourism and Hospitality Management**

The tourism industry, which includes travel and tourism; restaurants and food and beverage services; lodging; and recreation, amusement and attractions, is one of the largest and fastest-growing industries in the world. This degree program, which is
offered at the Rapid City campus, combines business and specialty course work with internship opportunities to prepare graduates for management positions in private sector and public sector organizations.

Course schedules are flexible for those who wish to attend classes on a full-time or part-time basis. The program may also be combined with job opportunities in the region’s tourism and hospitality industry in order to gain practical experience during program enrollment.

Graduates will be prepared to seek management positions in tourism and hospitality organizations that provide services and products to those who are away from home. The program also provides an excellent foundation for graduates who wish to pursue business-related graduate degrees.

**Business Administration**  
**Bachelor of Science**  
**With Emphasis in Tourism & Hospitality Management**  
**186 Credits**

Offered at Rapid City

<table>
<thead>
<tr>
<th>Business Administration Major Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</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>
<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>AC1260 Principles of Accounting III</td>
<td>AC1160</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2050 Macroeconomics</td>
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</tr>
<tr>
<td>EC2100 Microeconomics</td>
<td>EC2050</td>
<td>4.5</td>
</tr>
<tr>
<td>FN3000 Business Finance I</td>
<td>AC1160 or AC2760/MA1500</td>
<td>4.5</td>
</tr>
<tr>
<td>LA3100 Business Law</td>
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</tr>
<tr>
<td>MG1050 Principles of Marketing</td>
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<tr>
<td>MT2050 Principles of Management</td>
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<td>4.5</td>
</tr>
<tr>
<td>MT3000 International Business</td>
<td>MG1050 or MT2050/EN1300</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>MT3500 Managing Information Systems</td>
<td>CI1150*/MT2050</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4000 Operations Management</td>
<td>MA2050/MT2050</td>
<td>4.5</td>
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<tr>
<td>MT4200 Business Ethics</td>
<td>MT2050/EN1300</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4210 Quantitative Analysis</td>
<td>MA2050/MA3000</td>
<td>4.5</td>
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<tr>
<td>MT4440 Business Management Review</td>
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<tr>
<td>MT4450 Strategic Management **</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>79.5</strong></td>
</tr>
</tbody>
</table>

| Tourism & Hospitality Emphasis Core | | |
| (A minimum of 18 of the following 31.5 credits must be earned at NAU.) | | |
| TM1000 Introduction to Tourism & Hospitality | | 4.5 |
| TM2000 Food Service & Lodging Management | MT2050/TM1000 | 4.5 |
| TM2050 IT Applications for Tourism & Hospitality | CI1150*/TM1000 | 4.5 |
| TM2250 Destination Tourism | TM1000 | 4.5 |
| TM2500 Tourism & Hospitality Marketing | MG1050/TM1000 | 4.5 |
| TM3000 Event & Convention Management | MT2050/TM1000 | 4.5 |
| TM4500 Tourism & Hospitality Management Internship | Advisor Approval | 4.5 |
| **Total** | | **31.5** |

| Open Electives | | 9 |
| **Total** | | **9** |

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

**COMMUNICATIONS**

| EN1150 Composition I | EN0500/ES2030^ | 4.5 |
| **Total** | | **4.5** |

**SCIENCE**

| Science Electives | | 9 |
| **Total** | | **9** |

**HUMANITIES**

| Humanities Electives | | 9 |
| **Total** | | **9** |

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

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

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

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

13.5

13.5

9

9

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

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

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

Criminal Justice
Bachelor of Science
Associate of Applied Science

Criminal Justice
Bachelor of Science Degree
For students whose goal is to pursue a career in the field of criminal justice, National American University offers the criminal justice bachelor of science degree. The curriculum is designed to provide students with the knowledge, skills and abilities for the career fields of criminal justice. Graduates of the criminal justice bachelor of science degree program are prepared to apply for entry-level employment in policing, courts or corrections and also to advance from entry-level employment to the supervisory and administrative levels of these career fields once they have attained the requisite entry-level experience. Policing and institutional corrections employment also will require the completion of a training academy. The criminal justice degree serves as a foundation for career positions such as police officer, deputy sheriff, state highway patrol officer, court clerk, court bailiff, correctional officer, probation officer, parole officer, as well as various federal law enforcement positions. Many criminal justice agencies today require applicants to have, at a minimum, an associate degree, if not a bachelor’s degree for entry-level employment. In addition to the bachelor’s degree being a requirement for entry-level employment in various criminal justice agencies, it is often criteria for higher skilled employment and higher pay scales. In some agencies, the bachelor’s degree can be a requirement or weighted factor in the promotion process. Promotional advancement may be attained earlier with the bachelor’s degree.

Students entering the Criminal Justice Program should be aware that graphic images depicting violent crimes are utilized as teaching tools in various courses. Students should be prepared to view these images and to engage in discussions regarding these images as part of their required learning activities.

Program Goals
The program will:
- provide students with the knowledge of the components of criminal justice: policing, courts and corrections.
- provide students with a systems theory perspective of how the criminal justice system is intended to work and the reality of how the system actually works, creating the issues and dilemmas that criminal justice professionals must manage and solve.
- develop the critical thinking skills of students to evaluate criminal justice issues and develop analytical strategies to solve complex criminal justice problems.
- develop the teamwork skills of students to work on criminal justice teams to perform essential functions.
- develop the managerial skills of students for criminal justice administrative work.
• develop the written and oral skills of students to perform the essential communication functions of criminal justice work such as communication with personnel, government and the community.
• encourage students to pursue continuing education and memberships in professional organizations.
• prepare students for promotional opportunities in the criminal justice field and for graduate education that will enhance their administrative capabilities for criminal justice careers.

Student Learning Outcomes
Graduates of the program will:
• demonstrate knowledge of the criminal justice system and the reality of its operation.
• demonstrate knowledge of the issues and dilemmas facing contemporary criminal justice.
• apply their analytical skills to applied, professional tasks and team efforts in criminal justice.
• apply their knowledge to critical issues in criminal justice and develop solutions.
• critically evaluate current criminal justice strategies for strengths and weaknesses, and reformulate policy to enhance criminal justice efficiency.
• apply their managerial and leadership skills in the supervision of personnel and their fulfillment of administrative tasks.
• apply administrative knowledge in their understanding of the chain of command and managerial issues in criminal justice work, from the perspective of the supervised and the supervisor.
• demonstrate the leadership skills necessary to establish the professional and ethical standards required in criminal justice employment.
• express their knowledge of criminal justice issues, evaluation methods, and policy solutions using both written and oral communication strategies.

Criminal Justice
Bachelor of Science Degree
187.5 Credits

The blended delivery format is offered at Albuquerque, Austin, Brooklyn Center, Colorado Springs, Colorado Springs Education Center, Denver, Ellsworth, Independence, Lee’s Summit, Minnetonka, Overland Park, Rapid City, Rio Rancho, Roseville, Sioux Falls, Watertown, Wichita, and Zona Rosa and requires students to complete the Criminal Justice Major Core through NAU’s distance learning program. This program is also offered through NAU’s distance learning program and at Bloomington.

Criminal Justice Major Core
(A minimum of 31.5 of the following 67.5 credits must be earned at NAU, excluding internship.)

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>CJ1500*</td>
<td>Criminological Theory</td>
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<tr>
<td>CJ2300*</td>
<td>U.S. Courts</td>
<td>CJ1500/EN1300</td>
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<tr>
<td>CJ2400*</td>
<td>U.S. Corrections</td>
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<tr>
<td>CJ3000*</td>
<td>Victimology</td>
<td>CJ2100</td>
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<tr>
<td>CJ3100*</td>
<td>Criminal Investigation</td>
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<tr>
<td>CJ3200*</td>
<td>Police Issues &amp; Practices</td>
<td>CJ2200</td>
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<tr>
<td>CJ3300*</td>
<td>Juvenile Justice &amp; Delinquency</td>
<td>CJ2100</td>
<td>4.5</td>
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<tr>
<td>CJ4300*</td>
<td>Drugs &amp; Alcohol in Criminal Justice</td>
<td>CJ2100</td>
<td>4.5</td>
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<tr>
<td>CJ4500*</td>
<td>Homeland Security &amp; Terrorism</td>
<td>CJ2100/EN1300</td>
<td>4.5</td>
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<tr>
<td>CJ4600*</td>
<td>Criminal Justice Administration</td>
<td>CJ2100/EN1300</td>
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<tr>
<td>CJ4700*</td>
<td>Applied Research Methods</td>
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<td>CJ</td>
<td>Criminal Justice Internship</td>
<td>PC Approval</td>
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<tr>
<td>CJ4900*</td>
<td>Criminal Justice Capstone**</td>
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Support Core

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<tbody>
<tr>
<td>MT2050</td>
<td>Principles of Management</td>
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<td>MT3050</td>
<td>Human Resource Management</td>
<td>MT2050</td>
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<td>PL2350</td>
<td>Criminal Procedure</td>
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<td>PL3400</td>
<td>Evidence/Exclusionary Rule</td>
<td>Jr. status</td>
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Option 1 – Required Support Courses

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<tr>
<td>CJ1000*</td>
<td>Introduction to Criminal Justice</td>
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<tr>
<td>CJ2100*</td>
<td>Criminal Law</td>
<td>CJ1500</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ2150*</td>
<td>Professionalism &amp; Ethics in CJ</td>
<td>CJ1500</td>
<td>4.5</td>
</tr>
<tr>
<td>CJ2200</td>
<td>Policing in U.S. Society</td>
<td>CJ2150</td>
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<td></td>
<td>3000+ Open Elective</td>
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<td>Open Elective</td>
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Option 2 – Associate Degree in Law Enforcement, Criminology, Criminal Justice or Forensics Courses*^*   | 36 |

*#^
GENERAL EDUCATION CORE (66)  
General Education (31.5) (Available for block transfer) ##

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>EN1150</td>
<td>Composition I</td>
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<td>4.5</td>
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<tr>
<td>SCIENCE</td>
<td>Science Electives</td>
<td>9</td>
</tr>
<tr>
<td>HUMANITIES</td>
<td>Humanities Electives</td>
<td>9</td>
</tr>
<tr>
<td>BEHAVIORAL/SOCIAL SCIENCE</td>
<td>Behavioral/Social Science Electives</td>
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GENERAL EDUCATION (34.5) (Course-by-course transfer)

<table>
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<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or</td>
<td>Speech or</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Professional Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>EN3050</td>
<td>Technical Communications</td>
<td>4.5</td>
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</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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<td>CS1500</td>
<td>Strategies for Success</td>
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<td>CS2080</td>
<td>Career Management</td>
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COMPUTER LITERACY

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

#Option A  
No CJ Experience
Students with no documented criminal justice employment experience and not currently employed in a criminal justice position will be required to complete 13.5 credits of internship unless waived by the program chair.

Option B  
CJ Experience
Students with documented criminal justice employment experience, with advisor approval:
1) may choose additional courses from a list of recommended courses to replace the required internship credits and further develop their administrative and leadership skills, OR
2) may transfer 13.5 credits of major courses from associate degrees in law enforcement, criminology, criminal justice, forensics, or military/security police to replace the required internship credits.

*Professional Course, minimum “C” grade required
**CAPSTONE COURSE - Senior level, minimum “C” grade required, must be completed at NAU.
~All CJ courses must be completed prior to course enrollment
^ Or placement recommendation
^^ Or electives at the 3000+ level

Students residing in the state of Texas:
▲ must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents
>> 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 2.0 GPA is required overall and in the Criminal Justice Major Core. See the “Graduation Requirements” section of the catalog for additional requirements

(The university reserves the right to correct clerical errors.)
Criminal Justice
Associate of Applied Science
For students whose goal is to pursue a career in the field of criminal justice, National American University offers the criminal justice associate of applied science degree. The curriculum is designed to provide students with a foundation in the knowledge, skills and abilities for the criminal justice career field. Students who earn the associate of applied science degree are prepared for entry-level employment in policing, courts and corrections. Policing and institutional corrections employment will also require the completion of a training academy. The associate degree can be a requirement for entry-level employment in various criminal justice agencies and is often criteria for higher skilled employment and higher pay scales. In some agencies, the associate of applied science degree can be a requirement or weighted factor in the promotion process. The student with an associate of applied science degree in criminal justice is qualified to apply for the positions of police patrol officer, court clerk, court bailiff, correctional officer, probation officer, parole officer, and some federal positions with the requisite law enforcement experience.

Students entering the Criminal Justice Program should be aware that graphic images depicting violent crimes are utilized as teaching tools in various courses. Students should be prepared to view these images and to engage in discussions regarding these images as part of their required learning activities.

Program Goals
The program will:
- provide students with the knowledge of the components of criminal justice: policing, courts, and corrections.
- provide students with a systems theory perspective of how the criminal justice system is intended to work and the reality of how the system actually works, creating the issues and dilemmas that criminal justice professionals must manage and solve.
- develop the teamwork skills of students to work on criminal justice teams to perform essential functions.
- develop the written and oral skills of students to perform the essential communication functions of criminal justice work such as communication with personnel, government and the community.
- encourage students to pursue continuing education and memberships in professional organizations.
- prepare students for promotional opportunities in the criminal justice field and for seeking the bachelor’s degree that will provide them with the skills needed to perform administrative tasks in criminal justice careers.

Student Learning Outcomes
Graduates of the program will:
- demonstrate knowledge of the criminal justice system and the reality of its operation.
- demonstrate knowledge of the issues and dilemmas facing contemporary criminal justice.
- apply their analytical skills to applied, professional tasks and team efforts in criminal justice.
- express their knowledge of criminal justice issues using both written and oral communication strategies.

Criminal Justice
Associate of Applied Science
93 Credits

The blended delivery format is offered at Albuquerque, Austin, Brooklyn Center, Colorado Springs, Colorado Springs Education Center, Denver, Ellsworth, Independence, Lee’s Summit, Minnetonka, Overland Park, Rapid City, Rio Rancho, Roseville, Sioux Falls, Watertown, Wichita, and Zona Rosa and requires students to complete the Criminal Justice Major Core through NAU’s distance learning program. This program is also offered through NAU’s distance learning program and at Bloomington.

Criminal Justice Major Core
(A minimum of 22.5 of the following 40.5 credits must be earned at NAU, excluding internship.)

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Intro to Criminal Justice</td>
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</tr>
<tr>
<td>Criminological Theory</td>
<td>4.5</td>
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<tr>
<td>Criminal Law</td>
<td>4.5</td>
</tr>
<tr>
<td>Professionalism and Ethics in CJ</td>
<td>4.5</td>
</tr>
<tr>
<td>Policing in U.S. Society</td>
<td>4.5</td>
</tr>
<tr>
<td>U.S. Courts</td>
<td>4.5</td>
</tr>
<tr>
<td>U.S. Corrections</td>
<td>4.5</td>
</tr>
<tr>
<td>Criminal Justice Internship</td>
<td>9</td>
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Support Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Management</td>
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<tr>
<td>Criminal Procedure</td>
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GENERAL EDUCATION CORE (43.5)

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<td>Composition II</td>
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<td>Speech or</td>
<td>PC Approval</td>
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94
<table>
<thead>
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<th>Course Name</th>
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<tbody>
<tr>
<td>EN2150</td>
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<td>Science Electives</td>
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<td>MATHEMATICS</td>
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<td>Algebra Elective</td>
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<td>HUMANITIES</td>
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<td>Humanities Elective</td>
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<td>BEHAVIORAL/SOCIAL SCIENCES</td>
<td>Behavioral/Social Sciences Elective</td>
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<td>GENERAL EDUCATION</td>
<td>Strategies for Success</td>
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<td>COMPUTER LITERACY</td>
<td>Introduction to CIS or CI Elective</td>
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<td></td>
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</tr>
</tbody>
</table>

### Option A
No CJ Experience
Students with no documented criminal justice employment experience and not currently employed in a criminal justice position will be required to complete nine credits of internship.

### Option B
CJ Experience
Students with documented criminal justice employment experience, with advisor approval, may choose additional courses from a list of recommended courses to replace the internship hours to further develop their administrative and leadership skills.

* Professional Course, minimum “C” grade required
^ Or placement recommendation

**Students residing in the state of Texas:**
~ must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents (substitute one of these courses for CS1500 Strategies for Success)

**Residents of the state of Minnesota or students attending any Minnesota campus:**
< must take MA2050 – College Algebra

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

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

**Health and Beauty Management**

**Health and Beauty Management**

**Associate of Applied Science Degree**
The Health and Beauty Management program prepares the licensed cosmetologist to own or operate a beauty parlor, salon or spa or to manage his or her own booth. This degree is designed for individuals who have earned a cosmetology certificate or diploma and have successfully passed their state board of cosmetology exam. A maximum of 60 quarter credit hours from a cosmetology certificate or diploma program is required to transfer into the health and beauty vocational core.

Students are able to add business skills to their industry knowledge and experiences through a performance-based curriculum that includes studies in management, marketing, communication, and career management. This program is an excellent option for students who wish to pursue a management career or become an entrepreneur in the health and beauty sector.

**H & B 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.
provide students with a fundamental knowledge of business development, operations, and management as it relates to the health and beauty industry.

- integrate students’ previous education and practical experiences with knowledge and skills from the business field.
- promote the importance of professional development and lifelong learning.
- encourage students to maintain a work-life balance by managing their careers.

**H & B Student Learning Outcomes**

Graduates of the program will:

- create a comprehensive business plan.
- demonstrate proficiency in written and oral communication skills.
- recognize the value of lifelong learning and the importance of involvement in professional organizations.
- identify a variety of employment options in the health and beauty sector.

### Health and Beauty Management

**Associate of Applied Science Degree**

100.5 Credits

The blended delivery format is offered at Albuquerque, Austin, Colorado Springs, Colorado Springs Education Center, Denver, Rapid City, Rio Rancho, Sioux Falls and Watertown and requires students to complete the Major Core through NAU’s distance learning program. This program is also offered through NAU’s distance learning program in all states except Minnesota.

#### Major Core (6)

(Must be taken at NAU)

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
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<td>HB2100</td>
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Health and Beauty Vocational Core (60)

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#### GENERAL EDUCATION CORE (34.5)

**COMMUNICATIONS**

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<th>Credit Hours</th>
</tr>
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<tbody>
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<td>EN1150</td>
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<td>EN1300</td>
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<tr>
<td>EN2100 or EN2150</td>
<td>EN1150</td>
<td>4.5</td>
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**SCIENCE**

<table>
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**MATHEMATICS**

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

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<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tr>
<td>Humanities/Behavioral/Social Science Elective</td>
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**GENERAL EDUCATION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</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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</tbody>
</table>

^ Or placement recommendation

Students must pass the state board of cosmetology exam to earn this degree.

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

Healthcare Management
Bachelor of Science Degree
The healthcare management program is designed to provide students with the necessary skills to become effective managers and leaders within the healthcare industry.

Graduates can expect to find career opportunities in management positions within the diverse healthcare field or within their own area of clinical/professional expertise.

Program Goals
The program will:

- provide students with a fundamental knowledge of 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, Colorado Springs Education Center, Denver, Ellsworth, Independence, Lee’s Summit, Minnetonka, Overland Park, Rapid City, Rio Rancho, Roseville, Sioux Falls, Watertown, Wichita and Zona Rosa and requires students to complete the Healthcare Management Major Core through NAU’s distance learning program. This program is also offered through NAU’s distance learning program.

Healthcare Management Major Core
(All 48 credits must be earned at NAU in the online delivery format.)

<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>HA3010D*</td>
<td>Introduction to US Healthcare Delivery</td>
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<tr>
<td>HA3110D*</td>
<td>Quality Improvement &amp; Risk Management</td>
<td>HA3010D/EN1300</td>
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<tr>
<td>HA3120D*</td>
<td>Essentials of Managed Care</td>
<td>HA3010D</td>
<td>4</td>
</tr>
<tr>
<td>HA3220D*</td>
<td>Health Information Systems</td>
<td>CI1150*/HA3010D</td>
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<tr>
<td>HA3300D*</td>
<td>Healthcare Policy and Ethics</td>
<td>HA3010D/EN1300</td>
<td>4</td>
</tr>
<tr>
<td>HA4050D*</td>
<td>Healthcare Law</td>
<td>HA3010D/EN1300</td>
<td>4</td>
</tr>
<tr>
<td>HA4070D*</td>
<td>Regulatory Environment in Health Care</td>
<td>HA3010D/EN1300</td>
<td>4</td>
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<tr>
<td>HA4110D*</td>
<td>Healthcare Planning and Evaluation</td>
<td>HA3010D</td>
<td>4</td>
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<tr>
<td>HA4120D*</td>
<td>Management of Continuum Care Services</td>
<td>HA3010D</td>
<td>4</td>
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<td>HA4200D*</td>
<td>Healthcare Financial Management</td>
<td>AC1160/HA3010D</td>
<td>4</td>
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<tr>
<td>HA4300D*</td>
<td>Healthcare Management &amp; Supervision**</td>
<td>HA3010D/MT2050/Advisor approval</td>
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<tr>
<td>HA4500D* or</td>
<td>Action Research Project</td>
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<tr>
<td>HA4510D</td>
<td>Healthcare Internship</td>
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Support Core
AC1060 Principles of Accounting I 4.5
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<tbody>
<tr>
<td>AC1160</td>
<td>Principles of Accounting II</td>
<td>4.5</td>
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<tr>
<td>CI1230 or</td>
<td>Spreadsheets for Windows or</td>
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</tr>
<tr>
<td>CI2010</td>
<td>Database for Windows</td>
<td>4.5</td>
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<tr>
<td>MG1050</td>
<td>Principles of Marketing</td>
<td>4.5</td>
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<tr>
<td>MT2050</td>
<td>Principles of Management</td>
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**AC1060**

**Option 1 – Required Support Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
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<tr>
<td>EC2100</td>
<td>Microeconomics</td>
<td>4.5</td>
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<tr>
<td>ME1150</td>
<td>Medical Terminology</td>
<td>4.0</td>
</tr>
<tr>
<td>MT3050</td>
<td>Human Resource Management</td>
<td>4.5</td>
</tr>
<tr>
<td>3000+</td>
<td>Business Elective #</td>
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<tr>
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<tr>
<td>Open Elective #</td>
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<tr>
<td>Open Elective #</td>
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>EC2100</td>
<td>Microeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>ME1150</td>
<td>Medical Terminology</td>
<td>4.0</td>
</tr>
<tr>
<td>MT3050</td>
<td>Human Resource Management</td>
<td>4.5</td>
</tr>
<tr>
<td>3000+</td>
<td>Business Elective #</td>
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<tr>
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**Option 2 – Diploma or Associate Degree in Nursing or Allied Health Required**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
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<tr>
<td>EC2100</td>
<td>Microeconomics</td>
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<tr>
<td>ME1150</td>
<td>Medical Terminology</td>
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<tr>
<td>MT3050</td>
<td>Human Resource Management</td>
<td>4.5</td>
</tr>
<tr>
<td>3000+</td>
<td>Business Elective #</td>
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<tr>
<td>3000+</td>
<td>Business Elective #</td>
<td>4.5</td>
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<td>3000+</td>
<td>Business Elective #</td>
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<tr>
<td>Open Elective #</td>
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<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
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<tr>
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<td>Microeconomics</td>
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<td>ME1150</td>
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**GENERAL EDUCATION CORE**

**General Education (27) (Available for block transfer)**

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<td>EN1150</td>
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<tr>
<td>EN1300</td>
<td>Composition II</td>
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<tr>
<td>SC1221 or</td>
<td>Essentials of Anatomy &amp; Physiology w/Lab</td>
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<td>SC1222D</td>
<td>Essentials of Anatomy &amp; Physiology</td>
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<tr>
<td>SC</td>
<td>Science Elective</td>
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<tr>
<td>MA2050</td>
<td>College Algebra</td>
<td>4.5</td>
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<tr>
<td>MA3000</td>
<td>Business Statistics</td>
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<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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<td>CS1221</td>
<td>Essentials of Anatomy &amp; Physiology w/Lab</td>
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**COMPUTER LITERACY**

<table>
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<tr>
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<tbody>
<tr>
<td>CS1221</td>
<td>Essentials of Anatomy &amp; Physiology w/Lab</td>
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<tr>
<td>SC1222D</td>
<td>Essentials of Anatomy &amp; Physiology</td>
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<td>SC</td>
<td>Science Elective</td>
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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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<tr>
<td>CS1500</td>
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<td>4.5</td>
</tr>
<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>3</td>
</tr>
</tbody>
</table>

^ Or placement recommendation
#Courses must be coded AC, CI, EC, FN, LA, MG, MT, OL or equivalent transfer.
* Professional Course, minimum “C” grade required
**CAPSTONE COURSE - Senior level, minimum “C” grade required, must be completed at NAU.
*** All HA courses in the major core must be completed prior to enrolling in this course
^^ Or business electives at the 3000+ level
Students residing in the state of Texas:
▲ must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents
>> 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 2.0 GPA is required overall and in the Healthcare Management Major Core. See the “Graduation Requirements” section of the catalog for additional requirements.

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

Information Technology

The computer industry continues to grow at an unprecedented rate, making the demand exceptionally high for people with information technology skills. The university offers a wide variety of degree options to prepare graduates for high-tech positions in software development, network administration, network management, Internet systems development, and management information systems.

Applied Information Technology

Bachelor of Science

The applied information technology degree is designed to provide the flexibility to integrate specialized technology and skills into a customized information technology program. It is intended for individuals with degrees, diplomas, certificates or certifications in specialty areas, such as information technology, computer science, programming, networks, computer aided design and database, or other related areas. A minimum of 27 credit hours in one specialty area is required to complete this program. This degree prepares the graduate for advancement in management or technical areas associated with their specialty field. Two options are available under this program: (1) transfer of credit from the source of the specialty training, or (2) creation of a specialty area using approved National American University courses.

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, or Internet systems 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 life cycle framework to develop an information system.

Applied Information Technology

Bachelor of Science Degree

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

<table>
<thead>
<tr>
<th>Information Technology Major Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>(A minimum of 27 of the following 49.5 credits must be earned at NAU.)</td>
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<tr>
<td>CI1420 Principles of Programming</td>
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<tr>
<td>CI2010 Database for Windows</td>
<td>CI1150^</td>
<td>4.5</td>
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<tr>
<td>CI2211 Internetworking Fundamentals</td>
<td>CI1150^</td>
<td>4.5</td>
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<tr>
<td>CI2430 Computer Concepts</td>
<td>CI1150^</td>
<td>4.5</td>
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<tr>
<td>CI3010 Linux</td>
<td>CI2430</td>
<td>4.5</td>
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<tr>
<td>CI3090 Database Design &amp; Query Concepts CI1420/CI2010</td>
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<tr>
<td>CI3155 Computer Ethics</td>
<td>CI1150^/EN1300</td>
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<tr>
<td>CI3310 Web site and Web Application Design</td>
<td>CI1150^/EN1300</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4220/MT4230 Project Management</td>
<td>CI1150^/MT2050</td>
<td>4.5</td>
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<tr>
<td>CI4221 Systems Analysis and Design Jr. status</td>
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<tr>
<td>CI4222 Integrative Systems Project**</td>
<td>(2)</td>
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Support Core (18)

| AC1060 Principles of Accounting I | 4.5 |
| AC1160 Principles of Accounting II AC1060 | 4.5 |
| MG1050 Principles of Marketing | 4.5 |
| MT2050 Principles of Management | 4.5 |

Specialty Information Technology Core* (Maximum 43.5/Minimum 27 credits in the specialty area.)

If the maximum 43.5 credits are not met in the specialty core, the difference must be made up by choosing open electives.

Students must have at least three specialty courses that are different from any other BS IT emphasis program in which they are enrolled.

Open Electives 18

**GENERAL EDUCATION CORE (57)**

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

| COMMUNICATIONS | EN1150 Composition I EN0500/ES2030^ | 4.5 |
| SCIENCE | Science Elective | 4.5 |
| HUMANITIES | Humanities Elective | 4.5 |
| BEHAVIORAL/SOCIAL SCIENCE | Behavioral/Social Science Elective ▲ | 4.5 |
| GENERAL EDUCATION | General Education Elective ▲ | 4.5 |

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

| 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 |
| MA3000 Business Statistics MA2050 | 4.5 |

| BEHAVIORAL/SOCIAL SCIENCE (9) | EC2050 Macroeconomics | 4.5 |
| EC2100 Microeconomics | EC2050 | 4.5 |

|  |  |  |
### GENERAL EDUCATION

**CS2080**  
Career Management  
Advisor approval

101

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

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

---

**Students residing in the state of Texas:**

▲ must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents

## 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 2.0 GPA is required overall in the Information Technology Major Core. See the “Graduation Requirements” section of the catalog for additional requirements.

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

### Applied Information Technology

#### Associate of Applied Science Degree

This program of study prepares graduates for various entry-level positions in the information system field with a balanced overview of technology in the major core. Students are encouraged to work with their advisors to design a program in their area of interest and their technology-related certifications, which may be in Microsoft networking, Cisco networking, or other technical disciplines. Graduates may qualify for positions such as network administrators, network engineers, or other technical positions.

#### Program Goals

The program will:

- assist students in developing 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.
- prepare students to secure positions commensurate with their information technology specialty core.
- provide a balanced curriculum that addresses fundamental knowledge and skills related to business, programming, operating systems, and databases in business environments.
- encourage students to participate in continuing education activities and maintain professional memberships.
- continuously measure key student-learning outcomes.

#### Student Learning Outcomes

Graduates of the program will:

- install, maintain, and troubleshoot 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.
- examine, install and configure the hardware associated with personal computer systems.
- design, implement and manage a network infrastructure to support management and production functions in business or industry.
- apply ethical decision-making models in the information technology environment.

### Applied Information Technology

**Associate of Applied Science**  
93 Credits

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

#### Information Technology Major Core

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Elective</td>
<td>4.5</td>
</tr>
<tr>
<td>Operating Systems Elective</td>
<td>4.5</td>
</tr>
<tr>
<td>Programming Elective</td>
<td>4.5</td>
</tr>
<tr>
<td>Database/Security Elective</td>
<td>4.5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>
Note: Students are to refer to published advising guidelines and work with an academic advisor to select elective courses.

Specialty Information Technology Core* (Maximum 36/Minimum 27)

If the maximum of 36 credits is not met in the specialty core, the difference must then be made up by choosing open electives.

GENERAL EDUCATION CORE (39)

**COMMUNICATIONS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or</td>
<td>Speech or</td>
<td></td>
</tr>
<tr>
<td>EN2150</td>
<td>Interpersonal Prof. Commun.</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**SCIENCE**

Science Elective

**MATHEMATICS**

Algebra Elective

**HUMANITIES**

Humanities Elective

**BEHAVIORAL/SOCIAL SCIENCES**

Behavioral/Social Sciences Elective

**GENERAL EDUCATION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
<td>4.5</td>
</tr>
<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>3</td>
</tr>
</tbody>
</table>

* Includes IT, computer science, programming, networks, CAD, and database programs.

<table>
<thead>
<tr>
<th>Students residing in the state of Texas:</th>
</tr>
</thead>
<tbody>
<tr>
<td>~ must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents (substitute one of these courses for CS1500 Strategies for Success)</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>&lt; must take MA2050 College Algebra</td>
</tr>
</tbody>
</table>

Graduation Requirements: A minimum 2.0 GPA is required overall and in the Information Technology Major Core. **THE FINAL 36 CREDITS OF THIS DEGREE PROGRAM MUST BE TAKEN IN RESIDENCE AT NAU.** See the “Graduation Requirements” section of the catalog for additional requirements.

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

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:

- 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, Internet systems 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 life cycle 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, Lee’s Summit and Rapid City. This program is also 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.

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>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI1420</td>
<td>Principles of Programming</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2010</td>
<td>Database for Windows</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2211</td>
<td>Internetworking Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2430</td>
<td>Computer Concepts</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3010</td>
<td>Linux</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3090</td>
<td>Database Design &amp; Query Concepts</td>
<td>CI1420/CI2010</td>
</tr>
<tr>
<td>CI3155</td>
<td>Computer Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3310</td>
<td>Web site and Web Application Design</td>
<td>CI1150^/EN1300</td>
</tr>
<tr>
<td>CI4220/MT4230</td>
<td>Project Management</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4221</td>
<td>Systems Analysis and Design</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4222</td>
<td>Integrative Systems Project**</td>
<td>(2)</td>
</tr>
</tbody>
</table>

Support Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC1060</td>
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<tr>
<td>AC1160</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2050</td>
<td>4.5</td>
</tr>
<tr>
<td>EC2100</td>
<td>4.5</td>
</tr>
<tr>
<td>FN3000</td>
<td>4.5</td>
</tr>
<tr>
<td>MG1050</td>
<td>4.5</td>
</tr>
<tr>
<td>MT2050</td>
<td>4.5</td>
</tr>
<tr>
<td>MT4210</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Internet Systems Development Emphasis Core
(A minimum of 18 of the following 31.5 credits must be earned at NAU, excluding internship.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI2020</td>
<td>CI1420</td>
</tr>
<tr>
<td>CI2370</td>
<td>CI1150^</td>
</tr>
<tr>
<td>CI3020</td>
<td>CI2020/CI3090</td>
</tr>
<tr>
<td>CI3380</td>
<td>CI2370</td>
</tr>
<tr>
<td>CI4158</td>
<td>CI4118</td>
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<tr>
<td>CI4118</td>
<td>CI2211</td>
</tr>
<tr>
<td>CI4230</td>
<td>CI1420/CI2020/CI3090/CI3380</td>
</tr>
</tbody>
</table>

Open Elective

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL EDUCATION CORE (66)</td>
<td>4.5</td>
</tr>
</tbody>
</table>
General Education (31.5) (Available for block transfer) ##

**COMMUNICATIONS**
EN1150 Composition I 4.5

**SCIENCE**
Science Electives 9

**HUMANITIES**
Humanities Electives 9

**BEHAVIORAL/SOCIAL SCIENCE**
Behavioral/Social Science Electives ▲ 9

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

**COMMUNICATIONS**
EN1300 Composition II 4.5
EN2100 or Speech or
EN2150 Interpersonal Prof. Communications 4.5
EN3050 Technical Communications EN1150

**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

(1) Algebra Elective/CI1150 or placement recommendation
^ Or placement recommendation
**CAPSTONE COURSE** - Senior level, minimum "C" grade required, must be completed at NAU.
^^ CI1420, CI2211, CI2430, CI3010, CI3090, CI4220, CI4221

Students residing in the state of Texas:
▲ must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents
>> 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 2.0 GPA is required overall and in the Information Technology Major Core and the Internet Systems Development Emphasis Core. See the "Graduation Requirements" section of the catalog for additional requirements.

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

Information Technology

**Bachelor of Science Degree**
**Emphasis in Management Information Systems**
The requirement for management personnel to understand information technology and its impact upon modern business operation has never been greater. This degree program, with its component of business, finance, management, and accounting courses and its specialization in MIS, prepares graduates to be managers in information technology. Graduates are qualified for positions as systems analysts and information systems managers.

**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, Internet systems 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 life cycle framework to develop an information system.
- assess the information technology needs of business and evaluate and implement ethical solutions.

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

Offered at Albuquerque, Austin, Bloomington, Brooklyn Center, Colorado Springs, Colorado Springs Education Center, Denver, Ellsworth, Independence, Lee’s Summit, Minnetonka, 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
(A minimum of 27 of the following 49.5 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>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*</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2211</td>
<td>Internetworking Fundamentals</td>
<td>CI1150*</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2430</td>
<td>Computer Concepts</td>
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<td>CI3010</td>
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<td>CI2430</td>
<td>4.5</td>
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<td>CI3090</td>
<td>Database Design &amp; Query Concepts</td>
<td>CI1420/CI2010</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3155</td>
<td>Computer Ethics</td>
<td>CI1150*/EN1300</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3310</td>
<td>Web site and Web Application Design</td>
<td>CI1150*/EN1300</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4220/MT4230</td>
<td>Project Management</td>
<td>CI1150*/MT2050</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4221</td>
<td>Systems Analysis and Design</td>
<td>Jr. status</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4222</td>
<td>Integrative Systems Project**</td>
<td>(2)</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>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
<td></td>
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</tr>
<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>
</tr>
<tr>
<td>FN3000</td>
<td>Business Finance I</td>
<td>AC1160 or AC2760/MA1500</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>MT4210</td>
<td>Quantitative Analysis</td>
<td>MA2050/MA3000</td>
<td>4.5</td>
</tr>
</tbody>
</table>

36

Management Information Systems Emphasis Core
(A minimum of 18 of the following 31.5 credits must be earned at NAU, excluding internship.)

Students must have at least three emphasis courses that are different from any other BS IT program in which they are enrolled.

Choose Seven Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>CI2000+**</td>
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<tr>
<td>CI3000+</td>
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<td>4.5</td>
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<tr>
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<td>Course Name</td>
<td>Credits</td>
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<td></td>
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<td>31.5</td>
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<tr>
<td></td>
<td>GENERAL EDUCATION CORE (66)</td>
<td>4.5</td>
</tr>
</tbody>
</table>
|             | General Education (Available for block transfer) #
|             | COMMUNICATIONS                      | 4.5     |
| EN1150      | Composition I                       | 4.5     |
|             | SCIENCE                             | 4.5     |
|             | Science Electives                   | 9       |
|             | HUMANITIES                          | 9       |
|             | Humanities Electives                | 9       |
|             | BEHAVIORAL/SOCIAL SCIENCE           | 9       |
|             | Behavioral/Social Science Electives |         |
|             | General Education (Course-by-course transfer) |
|             | COMMUNICATIONS                      |         |
| EN1300      | Composition II                      | 4.5     |
| EN2100 or   | Speech or                           |         |
| EN2150      | Interpersonal Prof. Communications | 4.5     |
| EN3050      | Technical Communications            | 4.5     |
|             | MATHEMATICS                         |         |
| MA2050      | College Algebra                     | 4.5     |
| MA3000      | Business Statistics                 | 4.5     |
|             | GENERAL EDUCATION                   |         |
| CS1500      | Strategies for Success              | 4.5     |
| CS2080      | Career Management                   | 3       |
|             | COMPUTER LITERACY                   |         |
|             | Intro. to CIS or CI Elective        | 4.5     |

^ Or placement recommendation
* CI2080 and CI2180 may not be used as CI2000D+ electives
(1) Algebra Elective or CI1150 or placement recommendation
(2) CI1420, CI2211, CI2430, CI3010, CI3090, CI4220, CI4221
**CAPSTONE COURSE - Senior level, minimum “C” grade required, must be completed at NAU.

Students residing in the state of Texas:
▲ must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents
>> 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 2.0 GPA is required overall and in the Information Technology Major Core and the Management Information Systems Emphasis Core. See the “Graduation Requirements” section of the catalog for additional requirements.

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

Information Technology
Bachelor of Science Degree
Emphasis in Network Administration/Microsoft
This program provides the student with an in-depth knowledge of network administration. Graduates of this program have all the necessary skills to administer a computer network. The focus is on Microsoft networking and prepares students for the Microsoft Certified, IT Professional; Server Administrative exams.
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, and Internet systems 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 life cycle framework to develop an information system.
- administer a network infrastructure designed to support management and production functions in business or industry.

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

Offered at Colorado Springs and Colorado Springs Education Center.

<table>
<thead>
<tr>
<th>Information Technology Major Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A minimum of 27 of the following 49.5 credits must be earned at NAU.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CI1420 Principles of Programming</td>
<td>(1)</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2010 Database for Windows</td>
<td>CI1150^</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2211 Internetworking Fundamentals</td>
<td>CI1150^</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2430 Computer Concepts</td>
<td>CI1150^</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3010 Linux</td>
<td>CI2430</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3090 Database Design &amp; Query Concepts</td>
<td>CI1420/CI2010</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3155 Computer Ethics</td>
<td>CI1150^/EN1300</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3310 Web site and Web Application Design</td>
<td>CI1150^/EN1300</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4220/MT4230 Project Management</td>
<td>CI1150^/MT2050</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4221 Systems Analysis and Design</td>
<td>Jr. status</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4222 Integrative Systems Project**</td>
<td>(2)</td>
<td>4.5</td>
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</tbody>
</table>

49.5

Support Core

| AC1060 Principles of Accounting I                                                                |               | 4.5          |
| AC1160 Principles of Accounting II                                                                | AC1060        | 4.5          |
| EC2050 Macroeconomics                                                                            |               | 4.5          |
| EC2100 Microeconomics                                                                            | EC2050        | 4.5          |
| FN3000 Business Finance I                                                                         | AC1160 or AC2760/MA1500 | 4.5 |
| MG1050 Principles of Marketing                                                                    |               | 4.5          |
| MT2050 Principles of Management                                                                   |               | 4.5          |
| MT4210 Quantitative Analysis                                                                     | MA2050/MA3000 | 4.5          |

36

Network Administration Microsoft Emphasis Core
(A minimum of 18 of the following 31.5 credits must be earned at NAU, excluding internship.)

| CI3000+ Elective                                                                                |               | 4.5          |
| CI3000+ Elective                                                                                |               | 4.5          |
| CI3000+ Elective                                                                                |               | 4.5          |
| CI3670 Supporting Microsoft Windows Vista                                                      | CI1150^       | 4.5          |
| CI4118 Network Infrastructure Configuration                                                     | CI4138        | 4.5          |
| Server 2008                                                                                     |               |              |
CI4138  Active Directory Configuration Server 2008  CI3670  4.5
CI4148  Administering Windows Server 2008  CI4118  4.5
  31.5

Open Elective  4.5

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

COMMUNICATIONS
EN1150  Composition I  4.5

SCIENCE
Science Electives  9

HUMANITIES
Humanities Electives  9

BEHAVIORAL/SOCIAL SCIENCE
Behavioral/Social Science Electives  9

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

COMMUNICATIONS
EN1300  Composition II  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
  9

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

COMPUTER LITERACY
Introduction to CIS or CI Elective  4.5

^ Or placement recommendation (1) Algebra Elective/CI1150 or placement recommendation (2) CI4220, CI2211, CI2430, CI3010, CI3090, CI4220, CI4221
**CAPSTONE COURSE - Senior level, minimum "C" grade required, must be completed at NAU.

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

Information Technology
Bachelor of Science Degree
Emphasis in Network Management/Microsoft

This program provides the student with an in-depth knowledge of network design and operation. Graduates of this program have all the necessary skills to manage and provide technical support for a computer network. The focus is on Microsoft networking and prepares students for the Microsoft Certified IT Professional: Enterprise Administrator exams.

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, Internet systems 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 life cycle framework to develop an information system
- 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
187.5 Credits

Offered at Albuquerque, Austin, Bloomington, Brooklyn Center, Colorado Springs, Colorado Springs Education Center, Denver, Ellsworth, Independence, Lee’s Summit, Minnetonka, Rapid City, Rio Rancho, Roseville, Sioux Falls, and Watertown. This program is also 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.

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>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI1420</td>
<td>Principles of Programming</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2010</td>
<td>Database for Windows</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2211</td>
<td>Internetworking Fundamentals</td>
<td>CI1150^</td>
</tr>
<tr>
<td>CI2430</td>
<td>Computer Concepts</td>
<td>CI1150^</td>
</tr>
<tr>
<td>CI3010</td>
<td>Linux</td>
<td>CI1150^</td>
</tr>
<tr>
<td>CI3090</td>
<td>Database Design and Query Concepts</td>
<td>CI1420/C12010</td>
</tr>
<tr>
<td>CI3155</td>
<td>Computer Ethics</td>
<td>CI1150^/EN1300</td>
</tr>
<tr>
<td>CI3310</td>
<td>Web site and Web Application Design</td>
<td>CI1150^/EN1300</td>
</tr>
<tr>
<td>CI4220/MT4230</td>
<td>Project Management</td>
<td>CI1150^/MT2050</td>
</tr>
<tr>
<td>CI4221</td>
<td>Systems Analysis and Design</td>
<td>CI4220/Jr. status</td>
</tr>
<tr>
<td>CI4222</td>
<td>Integrative Systems Project**</td>
<td>(2)</td>
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</table>

Support Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC1060</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>AC1160</td>
<td>Principles of Accounting II</td>
<td>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>EN3000</td>
<td>Business Finance I</td>
<td>AC1160 or AC2760/MA1500</td>
</tr>
<tr>
<td>MG1050</td>
<td>Principles of Marketing</td>
<td>4.5</td>
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<tr>
<td>MT2050</td>
<td>Principles of Management</td>
<td>4.5</td>
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<tr>
<td>MT4210</td>
<td>Quantitative Analysis</td>
<td>MA2050/MA3000</td>
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</table>

Network Management/Microsoft Emphasis Core
(A minimum of 18 of the following 31.5 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CI3000+</td>
<td>Elective</td>
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<tr>
<td>CI3000+</td>
<td>Elective</td>
<td>4.5</td>
</tr>
<tr>
<td>CI3670</td>
<td>Supporting Microsoft Windows Vista</td>
<td>CI1150^</td>
</tr>
<tr>
<td>CI4118</td>
<td>Network Infrastructure Configuration – Server 2008</td>
<td>CI2211</td>
</tr>
<tr>
<td>CI4138</td>
<td>Active Directory Configuration – Server 2008</td>
<td>CI4118</td>
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<td>CI4158</td>
<td>Application Infrastructure Configuration Server 2008</td>
<td>CI4118</td>
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<tr>
<td>CI4168</td>
<td>Enterprise Administration Server 2008</td>
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Open Elective

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>4.5</td>
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</table>

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

109
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EN1150</td>
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<td><strong>SCIENCE</strong></td>
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<tr>
<td>SCIENCE</td>
<td>Science Electives</td>
<td>9</td>
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<tr>
<td><strong>HUMANITIES</strong></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>HUMANITIES</td>
<td>Humanities Electives</td>
<td>9</td>
</tr>
<tr>
<td><strong>BEHAVIORAL/SOCIAL SCIENCE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BEHAVIORAL/SOCIAL SCIENCE</td>
<td>Behavioral/Social Science Electives</td>
<td>9</td>
</tr>
<tr>
<td><strong>GENERAL EDUCATION</strong></td>
<td></td>
<td></td>
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<tr>
<td>General Education (34.5) (Course-by-course transfer)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or EN2150</td>
<td>Interpersonal Prof. Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>EN3050</td>
<td>Technical Communications</td>
<td>4.5</td>
</tr>
<tr>
<td><strong>MATHEMATICS</strong></td>
<td></td>
<td></td>
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<tr>
<td>MA2050</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
<tr>
<td>MA3000</td>
<td>Business Statistics</td>
<td>4.5</td>
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<tr>
<td><strong>GENERAL EDUCATION</strong></td>
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<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
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<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>3</td>
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<tr>
<td><strong>COMPUTER LITERACY</strong></td>
<td></td>
<td></td>
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<tr>
<td>Intro. to CIS or CI Elective</td>
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<td>4.5</td>
</tr>
</tbody>
</table>

> CI4138 & CI4158
^ Or placement recommendation
(1) Algebra elective/CI1150 or placement recommendation
(2) CI4221 and Senior Status
**CAPSTONE COURSE** - Senior level, minimum “C” grade required, must be completed at NAU.

**Students residing in the state of Texas:**

▲ must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents

**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 2.0 GPA is required overall and in the Information Technology Major Core and the Network Management Microsoft Emphasis Core. See the “Graduation Requirements” section of the catalog for additional requirements.

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

**Information Technology**

**Associate of Applied Science Degree**

This program of study provides education for various entry-level positions in the information systems field. Students are encouraged to work with their advisor to design a program in their area of interest, which may be in programming, database administration, Microsoft networking or software applications. Graduates may qualify for positions as computer operators, programmers or database administrators.

**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**

Offered at Albuquerque, Austin, Bloomington, Brooklyn Center, Colorado Springs, Colorado Springs Education Center, Denver, Ellsworth, Independence, Lee’s Summit, Minnetonka, 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. Some or all of the emphasis area courses may not be offered at the student’s home campus.

<table>
<thead>
<tr>
<th>Information Technology Major Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>(A minimum of 22.5 of the following 40.5 credits must be earned at NAU.)</td>
<td></td>
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<tr>
<td>CI1420 Principles of Programming</td>
<td>(1)</td>
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</tr>
<tr>
<td>CI2010 Database for Windows</td>
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</tr>
<tr>
<td>CI3310 Web site and Web Application Design</td>
<td>CI1150^/EN1300</td>
<td>4.5</td>
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</tbody>
</table>

| Choose two CI2000+ Electives | | |
| CI2000+* | 4.5 |
| CI2000+* | 4.5 |

| Support Core | | |
| AC1060 Principles of Accounting I | | 4.5 |
| AC1160 Principles of Accounting II | AC1060 | 4.5 |
| EC2050 Macroeconomics | | 4.5 |

| GENERAL EDUCATION CORE (39) | | |
| COMMUNICATIONS | | |
| EN1150 Composition I | EN0500^/ES2030 | 4.5 |
| EN1300 Composition II | EN1150 | 4.5 |
| EN2100 or Speech or | | |
| EN2150 Interpersonal Prof. Communications | | 4.5 |

| SCIENCE | | |
| SC Science Electives | | 4.5 |

| MATHEMATICS | | |
| MA Algebra Elective | < | 4.5 |

| HUMANITIES/BEHAVIORAL/SOCIAL SCIENCE | | |
| #/~ | | 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 |

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

**Students residing in the state of Texas:**
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 2.0 GPA is required overall and in the Information Technology Major Core. See the “Graduation Requirements” section of the catalog for additional requirements.

Network Administration
Associate of Applied Science Degree
93 Credits

Major Core Courses are available only at authorized sites

<table>
<thead>
<tr>
<th>Network Administration Major Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>CI2211 Interntworking Fundamentals</td>
<td>CI1150^</td>
<td>4.5</td>
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<tr>
<td>CI2430 Computer Concepts</td>
<td>CI1150^</td>
<td>4.5</td>
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<tr>
<td>CI4291D Interconecting Cisco Network Devices I</td>
<td>CI2211/CI2430</td>
<td>4.5</td>
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<tr>
<td>CI4292D Interconecting Cisco Network Devices II</td>
<td>CI4291D</td>
<td>4.5</td>
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<tr>
<td>CI4293D Implementing Cisco IP Routing</td>
<td>CI4292D</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4294D Implementing Cisco Switched Networks</td>
<td>CI4293D</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4295D Troubleshooting &amp; Maintaining Cisco IP Networks</td>
<td>CI4294D</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4296D Implementing Cisco IOS Network Security</td>
<td>CI4192D</td>
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| Credit Hours Total | 36 |

Support Core

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>CI2440 Introduction to Computer Security</td>
<td>CI2430</td>
<td>4.5</td>
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<td>CI3155 Computer Ethics</td>
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<td>EN2050 Macroeconomics</td>
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<td>4.5</td>
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<tr>
<td>MT2050 Principles of Management</td>
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<td>4.5</td>
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| Credit Hours Total | 18 |

GENERAL EDUCATION CORE (39)

COMMUNICATIONS

<table>
<thead>
<tr>
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<th>Prerequisites</th>
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<tr>
<td>EN1150 Composition I</td>
<td>EN0500^/ES2030</td>
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<tr>
<td>EN1300 Composition II</td>
<td>EN1150</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or Speech</td>
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<td>4.5</td>
</tr>
<tr>
<td>EN2150 Interpersonal Prof. Communications</td>
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| Credit Hours Total | 13.5 |

SCIENCE

<table>
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<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC</td>
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| Credit Hours Total | 4.5 |

MATHEMATICS

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA</td>
<td>Algebra Elective</td>
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| Credit Hours Total | 4.5 |

HUMANITIES/BEHAVIORAL/SOCIAL SCIENCE

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

| Credit Hours Total | 7.5 |

COMPUTER LITERACY

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

| Credit Hours Total | 4.5 |
Students residing in the state of Texas:
~ must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents (substitute one of these courses for CS1500 Strategies for Success)

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 2.0 GPA is required overall and in the Information Technology Major Core. See the “Graduation Requirements” section of the catalog for additional requirements.

Major Core Courses are available only at authorized sites
^ Or placement recommendation
>> CI1150 or Placement and EN1300

Network and Server Administration
Associate of Applied Science Degree
93 Credits

Network and Server Administration 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>CI2120D</td>
<td>Fundamentals of Server 2008</td>
<td>CI2430/CI2211</td>
<td>4.5</td>
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<tr>
<td>CI2211</td>
<td>Network &amp; Active Directory</td>
<td>CI1150^</td>
<td>4.5</td>
</tr>
<tr>
<td>CI2430</td>
<td>Computer Concepts</td>
<td>CI1150^</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4118</td>
<td>Network Infrastructure Configuration Server 2008</td>
<td>CI2211</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4128D</td>
<td>Active Directory Domain Services Configuration Server 2008</td>
<td>CI4118</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4149D</td>
<td>Managing Windows Server 2008</td>
<td>CI4128D</td>
<td>4.5</td>
</tr>
<tr>
<td>CI4291D</td>
<td>Interconnecting Cisco Networking Devices II</td>
<td>CI2211/CI2430</td>
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</tr>
<tr>
<td>CI4292D</td>
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Support Core

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<tbody>
<tr>
<td>CI2440</td>
<td>Introduction to Computer Security</td>
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<tr>
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<td>Computer Ethics</td>
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<td>MT2050</td>
<td>Principles of Management</td>
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General Education Core (39)

Communications

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<td>EN1150</td>
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<td>EN0500^/ES2030</td>
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<td>EN1300</td>
<td>Composition II</td>
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<td>4.5</td>
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<tr>
<td>EN2100 or</td>
<td>Speech or</td>
<td>CI2430</td>
<td>4.5</td>
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<td>EN2150</td>
<td>Interpersonal Prof. Communications</td>
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Science

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Mathematics

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Humanities/Behavioral/Social Science

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General Education

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<td>CS1500</td>
<td>Strategies for Success</td>
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Students residing in the state of Texas:
~ must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents (substitute one of these courses for CS1500 Strategies for Success)

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 2.0 GPA is required overall and in the Information Technology Major Core. See the “Graduation Requirements” section of the catalog for additional requirements.

Major Core Courses are available only at authorized sites
^ Or placement recommendation
>> CI1150 or Placement and EN1300

Server Administration
Associate of Applied Science Degree
93 Credits

<table>
<thead>
<tr>
<th>Server Administration Major Core</th>
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<tbody>
<tr>
<td>CI2120D Fundamentals of Server 2008</td>
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<td>4.5</td>
</tr>
<tr>
<td>CI2211 Internetworking Fundamentals</td>
<td>CI1150^</td>
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<tr>
<td>CI2430 Computer Concepts</td>
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<td>4.5</td>
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<td>CI3675D Microsoft Windows 7</td>
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<tr>
<td>CI4116D Windows Server 2008 Hyper-V &amp; Clustering</td>
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<td>4.5</td>
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<tr>
<td>CI4118 Network Infrastructure Configuration Server 2008</td>
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<tr>
<td>CI4128D Active Directory Domain Services</td>
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<td>4.5</td>
</tr>
<tr>
<td>CI4149D Managing Windows Server 2008</td>
<td>CI4128D</td>
<td>4.5</td>
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Support Core
CI2440 Introduction to Computer Security CI2430 | 4.5          |
CI3155 Computer Ethics >> | 4.5          |
EN2050 Macroeconomics | 4.5          |
MT2050 Principles of Management | 4.5          |

GENERAL EDUCATION CORE (39)

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<td>EN0500^/ES2030</td>
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</tr>
<tr>
<td>EN1300 Composition II</td>
<td>EN1150</td>
<td>4.5</td>
</tr>
<tr>
<td>EN2100 or Speech or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EN2150 Interpersonal Prof. Communications</td>
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<td>4.5</td>
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<table>
<thead>
<tr>
<th>SCIENCE</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SC</td>
<td>Science Elective</td>
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<table>
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<th>MATHEMATICS</th>
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<tbody>
<tr>
<td>MA</td>
<td>Algebra Elective</td>
<td>4.5</td>
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</table>

HUMANITIES/BEHAVIORAL/SOCIAL SCIENCE
Students residing in the state of Texas:
~ must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents (substitute one of these courses for CS1500 Strategies for Success)

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 2.0 GPA is required overall and in the Information Technology Major Core. See the “Graduation Requirements” section of the catalog for additional requirements.

Major Core Courses are available only at authorized sites
^ Or placement recommendation
>> CI1150 or Placement and EN1300

Legal Studies

Paralegal Studies

Paralegals, sometimes called legal assistants, may be employed in law firms; corporate legal departments; local, state, and federal government offices; bank and trust departments; and other offices that require a specialized understanding of the law and the legal system. Paralegals may also be employed in other careers that require excellent analytical and communication skills.

Under the supervision of an attorney, a paralegal may interview clients and witnesses; draft court pleadings and other legal documents; perform legal research; review medical, police and other records; attend hearings; assist in trial preparations; and assist at trial. A paralegal may not engage in activities considered to be the practice of law, including giving legal advice, representing a client in court, or setting legal fees.

Paralegal Studies Program Admissions

In addition to the university’s admissions requirements and instructions on 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. A Bachelor of Science degree is offered for students who wish to prepare for increased employment responsibilities or choose to pursue graduate education. Credits earned in the Associate of Applied Science degree apply toward a Bachelor of Science degree in Paralegal Studies.

Program Goals

The program will:
- provide students with fundamental knowledge of substantive and procedural law.
- develop the critical thinking skills of students to enable them to analyze problems by identifying and evaluating alternative solutions.
- prepare students to perform legal research using both traditional and electronic resources.
- develop the oral and written communication skills of students.
- provide students with the knowledge of the ethical guidelines governing the conduct of attorneys and paralegals.
- encourage students to participate in continuing education activities and maintain memberships in professional organizations.
- prepare students who earn a Bachelor of Science degree for increased employment responsibilities and graduate education.
- measure key student learning outcomes continuously and identify and implement opportunities for improvement.

Student Learning Outcomes
Graduates of the program will:
- demonstrate a fundamental knowledge of substantive and procedural law.
- 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, Lee’s Summit, 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 36 of the following 90 credits must be earned at NAU.)</td>
<td></td>
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</tr>
<tr>
<td>PL1100/SO100*</td>
<td>Introduction to Legal Principles (1)</td>
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</tr>
<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>
</tr>
<tr>
<td>PL2050*</td>
<td>Torts</td>
<td>PL1100</td>
</tr>
<tr>
<td>PL2100/SO1210*</td>
<td>Domestic Relations (1)</td>
<td>PL1100</td>
</tr>
<tr>
<td>PL2150*</td>
<td>Civil Procedure</td>
<td>PL1350/EN1150</td>
</tr>
<tr>
<td>PL2350*</td>
<td>Criminal Procedure</td>
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</tr>
<tr>
<td>PL2500*</td>
<td>Legal Writing</td>
<td>PL1350/EN1150</td>
</tr>
<tr>
<td>PL3000*</td>
<td>Law Office Technology</td>
<td>PL1100/CI1150 (2)</td>
</tr>
<tr>
<td>PL3050*</td>
<td>Real Property</td>
<td>PL1100</td>
</tr>
<tr>
<td>PL3100*</td>
<td>Professional Ethics &amp; Law Office Procedures</td>
<td>PL1100</td>
</tr>
<tr>
<td>PL3000++</td>
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<td>4.5</td>
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<tr>
<td>PL4000++</td>
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<td>PL*</td>
<td>Paralegal Elective</td>
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<td>PL</td>
<td>Paralegal Internship (3) (4)</td>
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<td>PL4600*</td>
<td>CLA Review</td>
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<tr>
<th>Support Core</th>
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<th>Credit Hours</th>
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<tr>
<td>AC2760</td>
<td>Accounting for Managers</td>
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<tr>
<td>EC2050</td>
<td>Macroeconomics</td>
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<tr>
<td>LA3100</td>
<td>Business Law</td>
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<td>ME1150</td>
<td>Medical Terminology</td>
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<td>MT2050</td>
<td>Principles of Management</td>
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<td>MT3050</td>
<td>Human Resource Management</td>
<td>MT2050/EN1300</td>
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<td>MT3230/PL3230</td>
<td>Employment Law</td>
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<td>HUMANITIES</td>
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<tr>
<td></td>
<td>Humanities Elective</td>
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</table>

116
### Paralegal Studies

#### Associate of Applied Science Degree

An Associate of Applied Science degree in Paralegal Studies is offered for those students who wish to pursue a course of study emphasizing basic paralegal skills. Credits earned in this program will apply toward a Bachelor of Science degree in Paralegal Studies described above. Students can often earn the bachelor's degree in six additional quarters.

**Program Goals**

The program will:

- provide students with 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, Lee’s Summit, Overland Park, Rapid City, Roseville, Sioux Falls and Zona Rosa. The Rapid City program is approved by the American Bar Association.

Paralegal Studies Major Core
(A minimum of 31.5 of the following 49.5 credits must be earned at NAU.)

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>PL1100/SO1100*</td>
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<td>PL1150*</td>
<td>Legal Research I</td>
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<td>4.5</td>
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<tr>
<td>PL1350*</td>
<td>Legal Research II</td>
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<tr>
<td>PL2050*</td>
<td>Torts</td>
<td>PL1100</td>
<td>4.5</td>
</tr>
<tr>
<td>PL2100* or</td>
<td>Domestic Relations or</td>
<td>PL1100</td>
<td>4.5</td>
</tr>
<tr>
<td>PL2350*</td>
<td>Criminal Procedure</td>
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<td>4.5</td>
</tr>
<tr>
<td>PL2500/EN2500*</td>
<td>Legal Writing</td>
<td>PL1350/EN1150</td>
<td>4.5</td>
</tr>
<tr>
<td>PL3050* or</td>
<td>Real Property or</td>
<td>PL1100</td>
<td>4.5</td>
</tr>
<tr>
<td>PL2500*</td>
<td>Wills, Trusts, and Probate</td>
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<tr>
<td>PL3100*</td>
<td>Professional Ethics and Law Office Procedures</td>
<td>PL1100</td>
<td>4.5</td>
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<td>PL3000*</td>
<td>Paralegal Internship (1) (2)</td>
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Support Core

<table>
<thead>
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<tbody>
<tr>
<td>AC2760</td>
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GENERAL EDUCATION CORE (39)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>EN2100 or</td>
<td>Speech or</td>
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<tr>
<td>EN2150</td>
<td>Interpersonal Prof. Communications</td>
<td>EN1150 (3)</td>
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SCIENCE

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<th>Course Title</th>
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MATHEMATICS

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HUMANITIES

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GENERAL EDUCATION

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COMPUTER LITERACY

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<th>Course Title</th>
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<tbody>
<tr>
<td></td>
<td>Introduction to CIS or CI Elective (5)</td>
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</tbody>
</table>

* Must earn a minimum "C" grade in each Paralegal Studies Major Core course
^ Or placement recommendation
(1) Paralegal coordinator approval required
(2) Students may substitute PL3000 Law Office Technology in place of the internship.
(3) No prerequisite for EN2100 Speech
(4) Academic advisor approval
(5) CI1500 Word Processing for Windows recommended
Students attending any Minnesota campus:

< must take MA2050 College Algebra

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

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

Business Administration
Bachelor of Science Degree
Emphasis in Pre-Law
For students whose goal is to attend law school, National American University offers a Bachelor of Science degree in Business Administration with emphasis in Pre-law. The curriculum is designed to provide students with a foundation of knowledge and skills to facilitate their success in law school. Specialized courses promote the development of analytical and critical-thinking skills, verbal and written communication skills, a fundamental understanding of substantive and procedural law, legal research skills, and knowledge of ethical guidelines governing the conduct of attorneys. Other courses in business and general education provide students with a broad base of knowledge for success in today's complex society.

Students who earn this degree may apply for admission to law school. Students should check the admissions requirements of each law school in which they are interested in attending. Generally, to be admitted into law school, a person must have earned a bachelor's degree with a high grade point average and have performed well on the Law School Admission Test. Success in gaining admission to, and achieving success in law school is contingent upon the ability and effort of each student. Receipt of this degree does not ensure that a student will be admitted to, or succeed in law school.

Students who receive this degree, but do not subsequently earn a law degree, may pursue a variety of careers in which the above-mentioned knowledge and skills may be utilized. In many states, a person with this degree may qualify as a paralegal or legal assistant who can assist a licensed attorney, subject to state regulations. Only licensed attorneys may practice law. A person who earns this degree may not engage in activities considered to be the practice of law, including giving legal advice, representing a client in court, or setting legal fees.

The program of study is found on pages 85-86.

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:
1. Prepare learners to influence the delivery of healthcare services through safe and accountable clinical judgment.
2. Promote and facilitate (student-centered) lifelong learning opportunities responsive to the needs of students, graduates, faculty, community and profession.
3. Commit to the advancement of nursing knowledge and application to health care by collaborating with faculty within and external to the university and with professionals in healthcare and community agencies.
4. Support and participate in activities that interpret and promote the role of the nurse, influence nursing practice and the concept of caring.
5. Support efforts to recruit and retain students from diverse backgrounds and experiences who demonstrate potential for success in nursing.
6. Incorporate a holistic approach to culturally congruent care throughout the lifespan.

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 philosophy and conceptual model are based on the learning paradigms of Benner (1984, 2000, 2001) and Leininger (1991, 2002, 2006). In accordance with these paradigms, the faculty believes that education is predicated on the following constructs derived from Benner's “Novice to Expert” and Leininger's “Transcultural Nursing” theories:

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).


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 health from wellness to death. Within the art of healing and comforting, utilization of a holistic perspective should support and enhance human dignity. This holistic perspective views cultural insight as a pivotal factor that directs and shapes well-being within an individual, the family, and the community as a whole.

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: 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 addressed. They are not considered mutually exclusive. It is recognized that the rapid evolution of nursing science, practice, and education demands on-going reexamination of categories and concepts.

The 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 incorporating and supporting lifelong learning.

Nursing Practice and Nursing Education
A knowledge base reflective of the varying levels of nursing practice contributes to incorporating information to promote health, prevent disease, restore health, and promote adaptation across the lifespan. Nursing demands the ability to adapt to a changing environment in assessing, analyzing, planning, implementing, and evaluating nursing care.

Continued learning and application of facts and principles is necessary for effective clinical judgment in patient care settings. As providers of health services, nurses should be self-directive, creative, critical thinkers who strive for lifelong learning, regardless of their level of practice.

Within nursing, there are levels of practice within varying settings which require different educational preparation. 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 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’s degree graduate has additional education 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.

Bachelor of Science in Nursing Program
Today’s healthcare environment demands nurses who can function in a constantly changing healthcare setting; deal with emerging healthcare needs and incorporate evidence and research in their practice. The BSN program is an innovative design that enables the graduate nurse to provide care to individuals, families and communities in health promotion, acute or chronic illness, and at the end of life.
By focusing on the current research in nursing education and nursing practice, the BSN program educates nurse generalists with a strong foundation for developing specialized clinical practice and the skills and credentials necessary to pursue graduate education.

**Student Learning Outcomes**

- Synthesize knowledge from nursing, the arts and sciences in the holistic practice of professional nursing.
- Apply theory-based decision-making related to safe, competent and culturally congruent nursing care to individuals, families and communities in diverse settings across the lifespan emphasizing the concept of caring.
- Critically evaluate and utilize relevant findings of nursing research in professional nursing practice.
- Demonstrate professional values and behaviors consistent with professional standards.
- Assume responsibility for ongoing professional development in an ever-changing healthcare environment.

**Nursing Program Admission Requirements**

*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:
  - Minimum cumulative GPA of 2.8 on all nursing foundational courses must be accomplished by the student.
  - All nursing foundational core courses must be completed by application.
  - All nursing foundational core courses must have been achieved with a minimum grade of “C”.
  - All science courses must have been completed within five years of application.
- State specific verification of active certification of a nursing assistant must be included with 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.
- The following must be 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 from student services).
  - The functional abilities statement form, signed by an MD, that 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 BSN 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.

**Bachelor of Science in Nursing**

**BSN Degree**

**186.5 Credits**

Offered at the Bloomington, Overland Park, Rapid City and Sioux Falls campuses.

<table>
<thead>
<tr>
<th>Nursing Clinical Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>(All of the following 107 credits must be earned at NAU.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Nursing Foundational Core (79.5)**

*Note: Nursing foundational core courses can be completed at the Brooklyn Center, Bloomington or Roseville campus.*

(Not Available for Block Transfer)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS3320D</td>
<td>Pathophysiologic Concepts I</td>
<td>SC1232, SC1332</td>
</tr>
<tr>
<td>NS3321</td>
<td>Holistic Health Assessment</td>
<td></td>
</tr>
<tr>
<td>NS3325</td>
<td>Introduction to Professional Nursing Practice</td>
<td></td>
</tr>
<tr>
<td>NS3326</td>
<td>Professional Role Development</td>
<td></td>
</tr>
<tr>
<td>NS3330</td>
<td>Foundations of Holistic Nursing</td>
<td></td>
</tr>
<tr>
<td>NS3331</td>
<td>Foundations of Holistic Nursing - Clinical</td>
<td></td>
</tr>
<tr>
<td>NS3340D</td>
<td>Pathophysiologic Concepts II</td>
<td>NS3320D</td>
</tr>
<tr>
<td>NS3343</td>
<td>Holistic Nursing Care in Chronic Illness I</td>
<td></td>
</tr>
<tr>
<td>NS3345</td>
<td>Holistic Nursing Care in Chronic Illness - Clinical</td>
<td></td>
</tr>
<tr>
<td>NS3346D</td>
<td>Pharmacology for Nurses</td>
<td></td>
</tr>
<tr>
<td>NS3360</td>
<td>Holistic Nursing Care in Acute Illness I</td>
<td></td>
</tr>
<tr>
<td>NS3361</td>
<td>Holistic Nursing Care in Acute Illness I – Clinical</td>
<td></td>
</tr>
<tr>
<td>NS4000D</td>
<td>Issues in Transcultural Nursing</td>
<td>EN1300</td>
</tr>
<tr>
<td>NS4043</td>
<td>Holistic Nursing Care of the Community</td>
<td>EN1300</td>
</tr>
<tr>
<td>NS4045</td>
<td>Holistic Nursing Care of the Community – Clinical</td>
<td></td>
</tr>
<tr>
<td>NS4060D</td>
<td>Caring for Vulnerable Populations</td>
<td>NS4043, EN1300</td>
</tr>
<tr>
<td>NS4143</td>
<td>Holistic Nursing Care in Acute Illness II and End of Life</td>
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<tr>
<td>NS4145</td>
<td>Holistic Nursing Care in Acute Illness II and End of Life – Clinical</td>
<td></td>
</tr>
<tr>
<td>NS4210</td>
<td>Research and Evidence-Based Practice</td>
<td>MA3000, EN1300</td>
</tr>
<tr>
<td>NS4243</td>
<td>Holistic Nursing Care in Chronic Illness II and End of Life</td>
<td></td>
</tr>
<tr>
<td>NS4245</td>
<td>Holistic Nursing Care in Chronic Illness II and End of Life – Clinical</td>
<td></td>
</tr>
<tr>
<td>NS4300</td>
<td>Concept Integration for the Professional Nursing Role I</td>
<td></td>
</tr>
<tr>
<td>NS4310</td>
<td>Concept Integration for the Professional Nursing Role II</td>
<td></td>
</tr>
<tr>
<td>NS4400D</td>
<td>Leadership and Management in Nursing**</td>
<td>All 3000-level nursing courses</td>
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107

**COMMUNICATIONS**

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
<td>EN0500/ES2030^</td>
</tr>
<tr>
<td>EN1300</td>
<td>Composition II</td>
<td>EN1150</td>
</tr>
<tr>
<td>EN2100 or</td>
<td>Speech</td>
<td></td>
</tr>
<tr>
<td>EN2150D</td>
<td>Interpersonal Professional Communication</td>
<td>EN1150</td>
</tr>
<tr>
<td>EN3050</td>
<td>Technical Communication</td>
<td>EN1300</td>
</tr>
</tbody>
</table>

18

**SCIENCE**

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

All foundational courses must be completed with a C grade or higher.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC1200</td>
<td>Principles of Nutrition</td>
<td></td>
</tr>
<tr>
<td>SC1232</td>
<td>Anatomy and Physiology I with Lab</td>
<td></td>
</tr>
<tr>
<td>SC1332</td>
<td>Anatomy and Physiology II with Lab</td>
<td>SC1232</td>
</tr>
<tr>
<td>SC1422</td>
<td>Microbiology with Lab</td>
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22.5

**MATHEMATICS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MA2050</td>
<td>College Algebra</td>
<td>MA1500^</td>
</tr>
<tr>
<td>MA3000</td>
<td>Business Statistics</td>
<td>MA2050</td>
</tr>
</tbody>
</table>

9

**HUMANITIES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000+</td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td>3000+</td>
<td>Elective</td>
<td></td>
</tr>
</tbody>
</table>

9

**BEHAVIORAL/SOCIAL SCIENCE**
^ Or placement recommended.

** Capstone course

All 3000-level nursing courses must be completed for progression to 4000-level nursing courses.

Students must have a state specific verification of active certification of a nursing assistant and be officially accepted into the nursing clinical core to register for Nursing (NS) courses.

Minimum of 2.8 CGPA in the Nursing Foundational Core

All nursing foundational core courses must be completed with a “C” grade or higher.

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 & policies, check the University’s catalog.

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

**LPN to BSN Bridge Program**

Bachelor of Science in Nursing

LPN to BSN Degree

191 Credits*

Offered at the Overland Park campus.

<table>
<thead>
<tr>
<th>LPN TO RN TRANSITION (4.5) ONLY for Bridging LPNs</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS3315 LPN to RN Transition*</td>
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</table>

Nursing Clinical Core

(All of the following 107 credits must be earned at NAU.)

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS3320D Pathophysiologic Concepts I</td>
<td>4</td>
</tr>
<tr>
<td>NS3321 Holistic Health Assessment</td>
<td>4</td>
</tr>
<tr>
<td>NS3325 Introduction to Professional Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NS3326 Professional Role Development</td>
<td>2</td>
</tr>
<tr>
<td>NS3330 Foundations of Holistic Nursing</td>
<td>7</td>
</tr>
<tr>
<td>NS3331 Foundations of Holistic Nursing - Clinical</td>
<td>3</td>
</tr>
<tr>
<td>NS3340D Pathophysiologic Concepts II</td>
<td>NS3320D</td>
</tr>
<tr>
<td>NS3343 Holistic Nursing Care in Chronic Illness I</td>
<td>6</td>
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<tr>
<td>NS3345 Holistic Nursing Care in Chronic Illness I – Clinical</td>
<td>4</td>
</tr>
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<td>NS3346D Pharmacology for Nurses</td>
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<td>NS4000D Issues in Transcultural Nursing</td>
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</tr>
<tr>
<td>Course Code</td>
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<td>Leadership and Management in Nursing**</td>
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</table>

**Nursing Foundational Core (79.5)**

Note: Nursing foundational core courses can be completed at the Overland Park, Independence and Zona Rosa campuses.

*(Not Available for Block Transfer)*

**COMMUNICATIONS**

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<td>EN3050</td>
<td>Technical Communication</td>
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</tr>
</tbody>
</table>

**SCIENCE**

**NOTE: ALL SCIENCE TRANSFER COURSES HAVE A 5-YEAR LIMIT AT APPLICATION**

All foundational courses must be completed with a C grade or higher.

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<tr>
<th>Course Code</th>
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**MATHMATICS**

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**BEHAVIORAL/SOCIAL SCIENCE**

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<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO1050</td>
<td>Introduction to Sociology</td>
<td>4.5</td>
</tr>
<tr>
<td>PS1050</td>
<td>Introduction to Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td>PS2000</td>
<td>Human Growth and Development</td>
<td>4.5</td>
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</table>

**GENERAL EDUCATION**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS1500</td>
<td>Strategies for Success</td>
<td>4.5</td>
</tr>
<tr>
<td>CS2080</td>
<td>Career Management</td>
<td>3</td>
</tr>
</tbody>
</table>

All 3000-level nursing courses must be completed for progression to 4000-level nursing courses.

Students must have a state specific verification of active certification of a nursing assistant and be officially accepted into the nursing clinical core to register for Nursing (NS) courses.

Minimum of 2.8 CGPA in the Nursing Foundational Core

All nursing foundational core courses must be completed with a "C" grade or higher.

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.

^ Or placement recommended.
* LPN to RN transition course ONLY for LPNs bridging into BSN clinical core.
** Capstone course
NOTE: LPN bridging into BSN clinical core must have 1) a PN diploma (32 credits) with a 2.8 CGPA or above and 2) a current active unencumbered LPN license.

For detailed admissions/graduation requirements & policies, check the University’s catalog.

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

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

The National American University 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 active unencumbered registered nurse license from any state within the United States and an international professional evaluation of their prior education credentials.

Online RN to BSN

190 Credits

General education courses are offered online and at Albuquerque, Bloomington, Brooklyn Center, Colorado Springs, Denver, Independence, Lee’s Summit, Minnetonka, Overland Park, Rapid City, Rio Rancho, Roseville, Sioux Falls, Watertown, Wichita, and Zona Rosa.

Offered through NAU’s distance learning program 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 active unencumbered RN license.

<table>
<thead>
<tr>
<th>Nursing Major Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>(All of the following 49 credits must be earned at NAU.)</td>
<td></td>
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<tr>
<td>NS3026D Concepts and Challenges in Professional Nursing</td>
<td></td>
<td>3</td>
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<tr>
<td>NS3050D Pathophysiology in Practice</td>
<td>Prior A&amp;P course(s)</td>
<td>4</td>
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<tr>
<td>NS3225D Nursing Theory and Healthcare Delivery Models</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>NS3250D Ethics and 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>
</tr>
<tr>
<td>NS3310D Evidence-Based Nursing Practice</td>
<td>NS3300D/EN1300</td>
<td>3</td>
</tr>
<tr>
<td>NS4000D Issues in Transcultural Nursing</td>
<td>EN1300</td>
<td>4</td>
</tr>
<tr>
<td>NS4050D Public Health and Community Nursing</td>
<td>NS3300D/NS4000D</td>
<td>6</td>
</tr>
<tr>
<td>NS4060D Caring for Vulnerable Populations</td>
<td>NS4050D/EN1300</td>
<td>4</td>
</tr>
</tbody>
</table>
NS4150D  Information Technology in Nursing          4
NS4350D  Quality Mgt. in Nursing and Health Care  EN1300  4
NS4400D  Leadership and Management in Nursing **    NS3225D/NS3300D/NS4150D  6

Support Core
HA4050D  Healthcare Law  EN1300  4

NURSING OR OPEN ELECTIVES
NS4155D  Public Health and Community Nursing Clinical  2
Nursing or Open Electives  60

General Education Core (75)
(Not Available for Block Transfer)

COMMUNICATIONS
EN1150  Composition I  EN0500/ES2030^  4.5
EN1300  Composition II  EN1150  4.5
EN2150  Interpersonal Prof. Communications  EN1150  4.5
EN3050  Technical Communications  EN1300  4.5

SCIENCE
If sufficient SC credits are not available for transfer, completion of additional science electives will be required.

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

MATHEMATICS
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 course

Minimum course grade of “C” required in each nursing course for progression in the nursing program
Minimum course grade of “C” required for all other courses
Minimum of 2.0 CGPA required for progression and graduation

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

For detailed admission/graduation requirements & policies, check the university’s catalog.

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

Associate of Science in Nursing
Nursing is a career that is in great demand. Nursing offers opportunities in multiple settings with individuals, families and communities. The National American University 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:
  - Minimum cumulative GPA of 2.8 on all nursing foundational courses must be accomplished by the student.
  - All nursing foundational courses must be completed by application.
  - All science courses must have been completed within five years of application. All science courses must have been achieved with a minimum "C".
  - General education nursing clinical core courses (SC1201, SC1370, PS2000, SO1050 or PS1050) may be completed prior to acceptance into the nursing clinical core. They are not nursing foundational courses and will not be calculated into the nursing foundational core needed 2.8 cumulative GPA.
- State specific verification of active certification of a nursing assistant 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.

The following must be 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, signed by an MD, that 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 ASN 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.

**ASN 107 Credits**

Offered at Denver and Zona Rosa campuses.
<table>
<thead>
<tr>
<th>Nursing Clinical Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>(All of the following 63 credits must be earned at NAU.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NS1010 Introduction to Professional Nursing</td>
<td>EN1150</td>
<td>2</td>
</tr>
<tr>
<td>NS1020 Health Assessment</td>
<td></td>
<td>2</td>
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<tr>
<td>NS1030 Foundations of Nursing Practice</td>
<td>NS1010, NS1020</td>
<td>8</td>
</tr>
<tr>
<td>NS1031(1) Foundations of Nursing Practice - Clinical</td>
<td>NS1010, NS1020</td>
<td>4</td>
</tr>
<tr>
<td>NS1040 Pharmacology I</td>
<td>NS1010, NS1020</td>
<td>4</td>
</tr>
<tr>
<td>NS1050 Adult Health Needs I</td>
<td>NS1030, NS1031, NS1040</td>
<td>4</td>
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<tr>
<td>NS1051(2) Adult Health Needs I – Clinical</td>
<td></td>
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<tr>
<td>NS2011 Maternal/Child Nursing</td>
<td>NS1050, NS1051</td>
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<tr>
<td>NS2012(3) Maternal/Child Nursing – Clinical</td>
<td></td>
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<tr>
<td>NS2021 Mental Health Needs of Clients and Families</td>
<td>EN1150, NS1050, NS1051</td>
<td>3</td>
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<tr>
<td>NS2022(4) Mental Health Needs of Clients and Families – Clinical</td>
<td>NS1050</td>
<td>2</td>
</tr>
<tr>
<td>NS2031 Adult Health Needs II</td>
<td>NS1050</td>
<td>3</td>
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<tr>
<td>NS2032(5) Adult Health Needs II – Clinical</td>
<td>NS1040, NS2031, NS2032</td>
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<td>NS2040 Pharmacology II</td>
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<tr>
<td>NS3011 Complex Adult Health Needs</td>
<td>NS2031, NS2032</td>
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<tr>
<td>NS3012(6) Complex Adult Health Needs - Clinical</td>
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<tr>
<td>General Education Core (44)</td>
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<td></td>
</tr>
<tr>
<td>Nursing Foundational Core (27)</td>
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<td></td>
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</table>

**Students:** Nursing foundational core courses may be completed at the Colorado Springs, Denver, Independence, Overland Park and Zona Rosa campuses.

(Not Available for Block Transfer)

<table>
<thead>
<tr>
<th>COMMUNICATIONS</th>
<th>EN0500/ES2030^</th>
<th>4.5</th>
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</thead>
<tbody>
<tr>
<td>EN1150 Composition I</td>
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<tr>
<td>SCIENCE +</td>
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</tr>
<tr>
<td>SC1232 Human Anatomy and Physiology I with Lab</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>SC1332 Human Anatomy and Physiology II with Lab</td>
<td>SC1232</td>
<td>6</td>
</tr>
<tr>
<td>SC1422 Microbiology with Lab</td>
<td></td>
<td>6</td>
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<tr>
<td>MATHEMATICS</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>Algebra Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing Clinical Core (17)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| SCIENCE +                                           |                |      |
| SC1201 Nutritional Foundations                      |                | 2    |
| SC1370 Pathophysiology                              | SC1332         | 6    |

| BEHAVIORAL/SCIENCES                                  |                | 8    |
| PS1050 or Introduction to Psychology or              |                |      |
| SO1050 Introduction to Sociology                    |                |      |
| PS2000 Human Growth & Development                   |                |      |
|                                                        |                | 4.5  |
|                                                        |                | 9    |

^Or placement recommendation

(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 courses have a five-year limit at application. All science courses must be completed with a “C” grade or higher.

Students must have a state specific verification of active certification of a nursing assistant and be officially accepted into the Nursing Clinical Core to register for Nursing (NS) courses.

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 admission/graduation requirements & policies, check the university’s catalog.

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

PN and ASN Mobility Program
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.

PN Program
Diploma

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 PN 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 must be accomplished by the student.
  - 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”.
  - State specific verification of active certification of a nursing assistant 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.

The following must be 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, signed by an MD, that 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.

**Practical Nursing**  
**Diploma**  
**62 Credits**

Offered at Overland Park, KS.

<table>
<thead>
<tr>
<th>Nursing Clinical Core</th>
<th>Prerequisites</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>(All of the following 32 credits must be earned at NAU.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NS1100</td>
<td>Basic Skills and Concepts of Nursing with Clinical</td>
<td>MA1500 or MA2050</td>
</tr>
<tr>
<td>NS1105</td>
<td>Pharmacology for Nurses</td>
<td>NS1100</td>
</tr>
<tr>
<td>NS1111</td>
<td>Nursing I: Adult-Common Health Needs with Clinical</td>
<td>NS1111</td>
</tr>
<tr>
<td>NS1122</td>
<td>Nursing II: Mental Health and Gerontology with Clinical</td>
<td>EN1150, NS1111</td>
</tr>
<tr>
<td>NS1133</td>
<td>Nursing III: Reproductive Systems and Pediatrics with Clinical</td>
<td>NS1122</td>
</tr>
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</tbody>
</table>

**General Education Core (30)**

<table>
<thead>
<tr>
<th>Nursing Foundational Core</th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>COMMUNICATIONS</td>
<td>EN0500/ES2030*</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>4.5</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>All Science courses must be completed with a “C” grade or higher.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SC1200</td>
<td>Principles of Nutrition</td>
</tr>
<tr>
<td>SC1232#</td>
<td>Human Anatomy and Physiology I with Lab</td>
</tr>
<tr>
<td>SC1332#</td>
<td>Human Anatomy and Physiology II with Lab</td>
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</tbody>
</table>

**MATHEMATICS**

<p>| | |</p>
<table>
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<tr>
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<tbody>
<tr>
<td>MA1500 or MA2050#</td>
<td>Algebra Elective</td>
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</tbody>
</table>

**BEHAVIORAL/SCIENCES**

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<tr>
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<tbody>
<tr>
<td>PS2000</td>
<td>Human Growth and Development</td>
</tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

*Or placement recommendation

# Courses must be taken before entering the practical nursing clinical core.

Students must have state specific verification of active certification of a nursing assistant and be officially accepted into the Nursing Clinical Core to register for Nursing (NS) courses.

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 courses.

Admission to the Nursing Foundational Core does NOT guarantee enrollment in the Nursing Clinical Core.

*For detailed admission/graduation requirements & policies, check the university’s catalog.*

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

**ASN Mobility Program**

**Admission Requirements**

The ASN Mobility program admits active licensed practical nurses.
Application to the ASN Mobility foundational core is contingent on application to NAU.

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

Admissions for ASN Mobility articulation is based on academic criteria and complies with the state board of nursing policies.

Completed applications to the ASN Mobility clinical core must be received at least 90 days prior to the start of each ASN Mobility clinical core cohort. Spaces for the ASN 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 ASN Mobility clinical core.
- Graduation from a practical nursing program with a cumulative GPA of 2.8 or above.
- Current active unencumbered LPN license.
- Students who have completed ASN Mobility foundational course work at National American University will be given priority consideration but not guaranteed admission into the ASN Mobility clinical core.
- Criteria to be considered for acceptance into the ASN Mobility clinical core:
  - Minimum cumulative GPA of 2.8 on all ASN 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 and Physiology I, Anatomy and Physiology II, and Algebra (elective).
- Prior to application to the ASN 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.

The following must be 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, signed by an MD, that 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 PN/ASN 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/ASN 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
ASN Mobility Program

107 Credits

Offered at Overland Park, KS.

Note: Students must have a PN diploma with a 2.8 CGPA or above and a current PN license.

<table>
<thead>
<tr>
<th>Nursing Clinical Core</th>
<th>Prerequisites</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS2130**</td>
<td>Nursing and Diseases, SC1232, SC1332</td>
<td>6</td>
</tr>
<tr>
<td>NS2140**</td>
<td>Nursing IV: Adult-Complex Healthcare Needs w/Clinical</td>
<td>6</td>
</tr>
<tr>
<td>NS2150</td>
<td>Nursing V: Critical Care, ER, Surgery w/Clinical, NS2140</td>
<td>6</td>
</tr>
<tr>
<td>NS2160</td>
<td>Nursing VI: Maternity and Pediatric, Community Health w/Clinical, EN1150, NS2150</td>
<td>6</td>
</tr>
<tr>
<td>NS2170</td>
<td>Dimensions of Nursing, NS2160</td>
<td>6</td>
</tr>
</tbody>
</table>

General Education Core (45)

131
Organizational Leadership

Organizational Leadership
Bachelor of Science Degree

Today's organizations need business professionals who are dynamic leaders and informed decision-makers in order to be successful in the competitive global economy. This degree program is designed for persons seeking to upgrade their leadership skills and advance in organizations. Graduates will have a distinct advantage in being able to combine core business knowledge with insight and skills gained from the added dimension of course work in organizational leadership. These courses prepare students to be better leaders, to initiate change, to solve problems, and to foster more innovative learning environments.

Students who have an interest in combining the knowledge and skills gained through the study of organizational leadership with those acquired in the field of human resource management should consider completing the human resource management emphasis core courses as open elective options. For those students considering future enrollment in the university's master of business administration program, FN3000 Business Finance I should be completed as an open elective course.

Student Learning Outcomes
Graduates of the program will:

- utilize knowledge and skills related to leadership traits, motivation, and teamwork to attain organizational goals.
- generate creative and innovative ideas to address organizational needs and strategic opportunities.
- improve organizational efficiency and effectiveness through the use of oral, written and electronic communication methods.
- initiate and implement organizational change.
- apply ethical decision-making models to ethical dilemmas in an organization’s internal and external environments.
- resolve identified problems or address opportunities using various decision-making models.
- employ general business and management skills to meet organizational needs.

Organizational Leadership
Bachelor of Science Degree
184.5 Credits

Offered at Albuquerque, Austin, Colorado Springs, Denver, Ellsworth, Independence, Lee’s Summit, Rapid City and Rio Rancho. This program is also offered through NAU’s distance learning program.

Organizational Leadership Major Core
(At least 18 of the following 33 credits must be taken with NAU.)
CI2080  Multimedia Presentations  CI1150^  2
MT4200  Business Ethics  MT2050/EN1300  4.5
MT4300  Management Across Cultures  MT3250/EN1300  4.5
OL3100  Principles of Organizational Leadership  4.5
OL4100  Organizational Culture and Leadership  OL3100  4.5
OL4200  Learning Organizations  OL3100  4.5
OL4300  Organizational Development and Change  OL3100  4.5
OL4500  Action Research I **  (1)/EN1300  2
OL4550  Action Research II **  OL4500/EN1300  2
_________________________
OL3100  Principles of Organizational Leadership  4.5
OL4100  Organizational Culture and Leadership  OL3100  4.5
OL4200  Learning Organizations  OL3100  4.5
OL4300  Organizational Development and Change  OL3100  4.5
OL4500  Action Research I **  (1)/EN1300  2
OL4550  Action Research II **  OL4500/EN1300  2
_________________________
Support Core
AC2760  Accounting for Managers  4.5
EC2050  Macroeconomics  4.5
EC2100  Microeconomics  EC2050  4.5
LA3100  Business Law  4.5
MG1050  Principles of Marketing  4.5
MT2050  Principles of Management  4.5
MT3050  Human Resource Management  MT2050/EN1300  4.5
MT3250  Organizational Behavior  MT2050/EN1300  4.5
MT4250  Entrepreneurship  MT2050  4.5
_________________________
OPEN ELECTIVES (45)  4.5
_________________________
GENERAL EDUCATION CORE (66)
General Education (31.5) (Available for block transfer) ##
COMMUNICATIONS
EN1150  Composition I  EN0500/ES2030^  4.5
_________________________
SCIENCE
Science Electives  9
_________________________
HUMANITIES
Humanities Electives  9
_________________________
BEHAVIORAL/SOCIAL SCIENCE
Behavioral/Social Science Electives  ▲  9
_________________________
General Education (34.5) (Course-by-course transfer)
COMMUNICATIONS
EN1300  Composition II  EN1150  4.5
EN2100 or Speech or  4.5
EN2150  Interpersonal Prof. Communications  EN1150  4.5
EN3050  Technical Communications  EN1300  4.5
_________________________
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
_________________________
(1) CI2080, MT4200, MT4300, OL3100, OL4100, OL4200, OL4300
^ Or placement recommendation
**CAPSTONE COURSE - Senior level, minimum “C” grade required, must be completed at NAU.

Students residing in the state of Texas:
▲ must take HI2050 American History Since 1877 and SO2200 US Government or approved equivalents
>> 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 2.0 GPA is required overall and in the Organizational Leadership Major Core. See the “Graduation Requirements” section of the catalog for additional requirements.

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

Veterinary Technology

Veterinary Technology

Associate of Applied Science Degree
This is an eight-quarter program with the last quarter consisting of an externship during which the student will work with a veterinarian in a veterinary office. The veterinary technology program is accredited by the American Veterinary Medical Association (AVMA). Students in this program are trained to assist veterinarians in all aspects of a veterinary practice including patient care, medication administration, surgical preparation, equipment maintenance, radiological procedures, laboratory procedures, public relations, and office procedures. Veterinary technicians do not diagnose, prescribe medications, or perform surgery. Upon graduation, the veterinary technician is qualified to take the National Veterinary Technician Exam and/or any other state exam required for registration, certification or licensure in that state.

The veterinary technology curriculum emphasizes laboratory and science courses such as clinical pathology, radiology, surgical assisting, and microbiology. These courses enable the technician to become a paraprofessional member of the veterinary medical team. Business and general education courses create a well-rounded education that can also be used in office management and front office work. This curriculum is not intended to prepare a student for admission to a school of veterinary medicine. The laboratory courses and externship program give the hands-on experience needed for development of skills for clinical situations. Students considering enrollment into this program are encouraged to concentrate on math and science in high school.

Recommended high school courses include algebra, biology, chemistry and communication courses.

With the exception of biological concepts, general chemistry, and biochemistry, all science, animal science, and veterinary technology courses, including medical terminology, must be passed with a grade of "C" or above. All prerequisites for courses in the veterinary technology program must be passed with at least a “C” before the student is allowed to continue on to the next course.

Any student who fails to achieve a minimum of a “C” grade after the second attempt in a veterinary technology professional course will meet with an academic advisor to find a more suitable course of study.

Students enrolling in this program must possess hand/finger dexterity as well as the ability to restrain, handle, and/lift large and small animals. Students entering the veterinary technology program must show proof of health insurance. If the student does not have current health insurance, he or she will be required to purchase coverage through the student health insurance program prior to the beginning of their first term.

Veterinary technicians may find positions working in research facilities, teaching institutions, zoos, animal parks, the military, veterinary clinics, feed, drug, and veterinary equipment companies, and the government. A career as a veterinary technician involves the excitement and challenge of veterinary medicine and the rewards of working with animals and their owners.

Admission Policy
All students applying for admission to the Veterinary Technology program, whose Academic Success Appraisal scores indicate the need for EN0500 English and MA0900 Foundations of Mathematics courses, will be placed in the Veterinary Assisting Diploma program. At the end of the first academic year (fall, winter, and spring terms), students may transfer to the Veterinary Technology program for the subsequent academic year if they have met the GPA requirements of the Veterinary Assisting program as follows:

- An overall GPA of 2.5 for the program.
- A "B" or higher grade in SC1180 Basic Animal Anatomy, AH2320 Basic Clinical Procedures, and AH1520 Intro to Small Animal Nutrition.
- A "C" or higher grade in the remaining Veterinary Assisting core classes.

The grade criteria listed would apply to all students wanting to move from the Veterinary Assisting program to the Veterinary Technology program regardless of their placement scores.

Program Goals
The program will:

- educate, graduate and place students in the field of veterinary technology.
- provide an adequate academic knowledge base so that students will be able to successfully pass the Veterinary Technician National Exam.
- provide opportunities for students to develop hands-on skills required of veterinary technicians in a clinical setting.
• instill in students the importance of educating clients regarding animal care and public health.
• encourage membership in local, state and national veterinary technician associations as students and then as graduates.
• foster an environment for students that encourages lifelong learning after graduation.
• encourage in students a sense of professionalism including ethical values and behavior.
• provide continuing education opportunities for students and graduate veterinary technicians.

Student Learning Outcomes
Graduates of the program will:
• demonstrate 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>
</tr>
</thead>
<tbody>
<tr>
<td>AH1150* Animal Technology Topics</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>AH1160*-AH1180* Principles of Animal Care</td>
<td>0-1</td>
<td></td>
</tr>
<tr>
<td>AH1500* Intro. to Exotic Animals</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>AH2230* Animal Restraint I</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>AH2240* Animal Restraint II</td>
<td>AH2230</td>
<td>1</td>
</tr>
<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>
</tr>
<tr>
<td>AH2500* Lab Animal Science</td>
<td>AH1150/SC1240 or SC1180</td>
<td>1</td>
</tr>
<tr>
<td>AH2700* Veterinary Office and Hospital Management</td>
<td>AH1150</td>
<td>4</td>
</tr>
<tr>
<td>AH3150* Animal Clinic</td>
<td>(1)/EN1300</td>
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</tr>
<tr>
<td>AH3200* Radiological Procedures</td>
<td>SC1320</td>
<td>3</td>
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<tr>
<td>AH3400* Anesthesiology and Surgical Proc.</td>
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<tr>
<td>AH3700 Practicum (Externship)</td>
<td>(1)/EN1300</td>
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Animal Science Major Core

<table>
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<tr>
<th>Animal Science Major Core</th>
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<tbody>
<tr>
<td>AS1250* Intro. to Animal Science</td>
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<tr>
<td>AS2350* Animal Diseases and Prevention I</td>
<td>AS1250/SC1320*/EN1300</td>
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<tr>
<td>AS2360* Animal Diseases and Prevention II</td>
<td>AS2350*</td>
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<tr>
<td>AS2500* Animal Reproduction</td>
<td>AS1250/SC1320*</td>
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<tr>
<td>AS2600* Applied Animal Nutrition</td>
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Support Core

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<tr>
<th>Support Core</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CI2180* Veterinary Software Applications</td>
<td>CI1150^</td>
<td>2</td>
</tr>
<tr>
<td>ME1150* Medical Terminology</td>
<td>4</td>
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Open Electives

<table>
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<tr>
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GENERAL EDUCATION CORE (61.5)

<table>
<thead>
<tr>
<th>COMMUNICATIONS</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>EN1150 Composition I</td>
<td>EN0500/ES2030^</td>
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<tr>
<td>EN1300 Composition II</td>
<td>EN1150</td>
<td>4.5</td>
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<tr>
<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>
<thead>
<tr>
<th>SCIENCE</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>SC1055 Biological Concepts with Lab</td>
<td>4.5</td>
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<tr>
<td>SC1240* Anat. and Phys. of Domestic Animals I</td>
<td>ME1150^</td>
<td>4</td>
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</tbody>
</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>
</thead>
<tbody>
<tr>
<td>(A minimum of 16 of the following 32 credits must be earned at NAU.)</td>
<td></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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<tr>
<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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<td>AH2320 Basic Clinical Procedures</td>
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<tr>
<td>AH2380 Surgical Preparation</td>
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<tr>
<td>AH2700 Veterinary Office and Hospital Management</td>
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<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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<tr>
<td>ME1150 Medical Terminology</td>
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<tr>
<td>SC1180 Basic Animal Anatomy</td>
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Total: 53 Credits
GENERAL EDUCATION CORE (21)

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<tr>
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<td>Composition I</td>
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<tr>
<td>EN0500/ES2030^</td>
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COMMUNICATIONS

<table>
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>EN1150</td>
<td>Composition I</td>
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<td>EN0500/ES2030^</td>
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MATHEMATICS

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<tr>
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<tbody>
<tr>
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HUMANITIES/BEHAVIORAL/SOCIAL SCIENCE

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>Elective</td>
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GENERAL EDUCATION

<table>
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<tr>
<td>CS2080</td>
<td>Career Management</td>
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<td>Advisor approval</td>
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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>Introduction to CIS or CI Elective</td>
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</table>

^ Or placement recommendation

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

(The university reserves the right to correct clerical errors.)
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, account for inventory, and prepare financial statements. The student will also learn accounting principles and concepts applicable to assets, including cash. Delivery: on-ground and online
Prerequisite: AC1160

AC1160 - Principles of Accounting II – 4.5 credits
This course presents accounting principles and concepts, applicable receivables, plant assets and intangibles, liabilities, payroll, corporations, and the Statement of Cash Flows. The student will also learn to analyze company performance using financial statements. 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 is on the accounting tools that managers will find useful in today’s business environment. Topics include job order and process costing, activity-based costing, cost-volume-profit analysis, short-term business decisions, capital investment, and the time value of money, in addition to the master budget and flexible budgets. Prerequisite: AC1160 Delivery: on-ground and online

AC2050/CI1150 - Accounting Software Applications – 4.5 credits
This course provides experience in establishing and using computer-based accounting systems for service and merchandising businesses. Prerequisite: AC1260/CI1150 or placement recommendation and 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 and online

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 noncurrent 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: AC1260 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 nonfinancial 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

AC3560 Accounting Information Systems – 4.5 credits
This course focuses on accounting information systems and their control aspects, including administrative, operational and security controls. Students will explore the information system’s role in allowing business entities to maintain their financial accounting records.
Prerequisite: AC1260/CI1150 or placement recommendation
Delivery: on-ground and online

AC4050 - Advanced Accounting I – 4.5 credits
Students in Advanced Accounting I will study how businesses account for investments, consolidations and mergers. Students will work through business combinations using a variety of accounting methods to include the purchase method, the equity method, and the partial equity method. Special consideration will be given to intercompany transactions that affect the consolidation process.
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
This course provides a broad review of the accounting curriculum with an emphasis on solving real-world accounting problems in preparation for entry into the accounting profession. Students will integrate knowledge and skills obtained in accounting program course work through case study analysis, critical thinking, and problem solving.
Prerequisites: AC3150/AC3300/AC3450/AC4250
Delivery: on-ground and online

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 - 1-4.5 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 potbellied pigs, birds, reptiles, ferrets, llamas and ratites. Additional subjects may be discussed if time permits.
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.
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

AH1900-3990 - Special Topics in Animal Health - 1-4.5 credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on-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

AS1900-3990 - Special Topics in Animal Science - 1-4.5 credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on-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

AT1210 - 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

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 basics of general medical conditions found in athletic training.
Prerequisite: AT2200
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 Competency Review 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: AT Major/ EN1300
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

AT3350 – Practicum V – 1 credit
The purpose of this class is to provide a supervised experience in a general medical athletic training setting and a medical clinic environment. The athletic training student will shadow and observe an orthopedic surgeon during clinic hours, and be given the opportunity to observe an orthopedic surgery.
Prerequisite: AT Major/Advisor Approval  
Delivery: on-ground

**AT3400 – Practical 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 Competency Review 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: EN1300  
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

**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 – Practical 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 – Practical 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 direct supervision of a certified athletic trainer in a variety of athletic settings.  
Prerequisite: AT Major/Advisor Approval  
Delivery: on-ground

**AT4500 - Athletic Training Competency Review III - 2 credits**  
This course will allow the student athletic trainer to demonstrate an appropriate level of skill related to each area taught in AT4050, AT4100, and AT1210 according to the requirements established by the National Athletic Trainers Association.  
Prerequisites: AT3500  
Delivery: on-ground

**INFORMATION TECHNOLOGY-CI**

**CI1150 - Introduction to CIS – 4.5 credits**  
This course provides the student with the necessary background for further study of information systems. Students 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.  
Delivery: on-ground and online

**CI1230/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.  
Prerequisite: CI1150 or placement recommendation  
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.
Prerequisite: Algebra elective/C11150 or placement recommendation
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. This course will help the student prepare for the Microsoft Office 2003 Word Expert MOS Exam.
Prerequisite: C11150 or placement recommendation
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. This course will help the student prepare for the Microsoft Office 2003 Access Expert MOS Exam.
Prerequisite: C11150 or placement recommendation
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.
Prerequisite: C11420
Delivery: on-ground and online

C12040/AC2050 - Accounting Software Applications – 4.5 credits
See AC2050

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.
Prerequisite: C11150 recommended
Delivery: on-ground

C12120D – Fundamentals of Server 2008 Network & Active Directory – 4.5 credits
This course introduces the student to network infrastructure concepts and the configurations provided by Windows Server 2008, Active Directory server roles, and the components of Active Directory domain services. Students will learn how to manage access to shared resources.
Prerequisite: CI2430 and CI2211
Delivery: Online

C12180 - Veterinary Software Applications - 2 credits
This course is designed to provide "hands-on" experience in veterinary software applications.
Prerequisite: C11150 or Dean/Academic Advisor Approval
Delivery: on-ground

C12211 - Internetworking Fundamentals – 4.5 credits
Students will develop a foundation in current networking technologies including, local area networks (LANs), wide area networks (WANs), the Internet, and the hardware and software associated with networking. This also includes; terminology, components, design, and connectivity, as well as, LAN topologies, protocols and wireless networks. This course also covers LAN user concepts, basic functions of system administration and operation, and basic concepts involved in establishing a small, routed computer network.
Prerequisite: C11150 or placement recommendation
Delivery: on-ground and online

C12370 - Web Design and Programming – 4.5 credits
This course develops basic competency in the HTML, XHTML and JavaScript programming concepts. This course starts 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. Students 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: C11150 or placement recommendation
Delivery: on-ground and online

C12430 – 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.
Prerequisite: C11150 or placement recommendation
Delivery: on-ground and online

C12440 - Introduction to Computer Security – 4.5 credits
The purpose of this course is to provide the student with an overview of the field of information security and assurance. Students will be exposed to the spectrum of security activities, methods, methodologies, and procedures. Coverage will include inspection and protection of information assets, detection of and reaction to threats to information assets, and examination of pre- and post-incident procedures, technical and managerial responses, and an overview of the information security planning and staffing functions. This course provides the foundation for understanding the key issues associated with protecting
information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features.

Prerequisite: CI2430
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.

Prerequisite: CI2430
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.

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.

Prerequisite: CI1420/CI2010
Delivery: on-ground and online

CI3155 – Computer Ethics – 4.5 credits
Students will be exposed to extensive and topical coverage of computer and technology-related ethics issues such as file sharing, infringement of intellectual property, security risks, Internet crime, identity theft, employee surveillance, privacy, and compliance. Students will gain an excellent foundation in ethical decision-making for current and future business managers and IT professionals.

Prerequisite: CI1150 or placement recommendation/EN1300
Delivery: on-ground and online

CI3310 – Web site 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.

Prerequisite: CI1150 or placement recommendation/EN1300
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 JavaScript programming concepts. This course begins 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. Students 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

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.

Prerequisite: CI1420
Delivery: on-ground

CI3670 - Supporting Windows Vista – 4.5 credits
This course is to provide individuals who are new to Windows Vista with the knowledge necessary to understand and identify the tasks involved in supporting Windows Vista networks. This course will help the students prepare for the following Microsoft Certified Professional exam: Exam 70-620: Installing, Configuring, and Administering Microsoft Windows Vista.

Prerequisite: CI1150 or placement recommendation
Delivery: on-ground and online

CI3675D – Microsoft Windows 7 – 4.5 Credits
This course is to provide individuals with the knowledge necessary to understand and identify the tasks involved in deploying Windows 7 in a business. This course will help the students prepare for the following Microsoft Certified Professional exams: Exam 70-680 TS: Windows 7 configuring and exam 70-686 Pro: Windows 7, Enterprise Desktop Administrator.

Prerequisite: CI2430 and CI2211
Delivery: Online

CI3680 - Java Programming – 4.5 credits
In this course, students are introduced to 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.

Prerequisite: CI1420
Delivery: on-ground

CI3820D – Designing an Applications Infrastructure Server 2008 – 2.5 credits
Students will gain the knowledge and skills required to design application infrastructure solutions based on Windows Server 2008 that will meet varying business and technical requirements. The main focus is on Web services and Terminal Services. This course will help the student prepare for the following MCITP exam: 70-647 Window Server 2008 Enterprise Administrator.
Prerequisite: CI4128D or CI4118
Delivery: online

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 environment configurations, and working with ASP.NET Web Services.
Prerequisite: CI4102
Delivery: on-ground

CI4116D – Windows Server 2008 Hyper-V & Clustering – 4.5 Credits
This course provides students with the skills and knowledge necessary to implement and manage Windows Server 2008 Hyper-V and Clustering. The use of Solution Center Virtual Machine Manager and PowerShell are covered.
Prerequisite: CI4118
Delivery: Online

CI4118 – Network Infrastructure Configuration - Server 2008 – 4.5 credits
This course provides students with the skills and knowledge necessary to configure a Windows-based computer to operate in a Microsoft Windows Server 2008 networking infrastructure. It will provide students with the knowledge and skills to implement and manage a Microsoft Windows Server 2008 network infrastructure. These tasks include implementing routing; implementing and managing Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS); and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec); configuring a network access infrastructure by configuring the connections for remote access clients, and managing and monitoring network access. This course will help the student prepare for the following MCITP exam; 70-642 Window Server 2008 Network Infrastructure Configuration.
Prerequisite: CI2211
Delivery: on-ground and online

CI4127D – Configuring Identity and Access Solutions - Server 2008 – 2.5 credits
This course provides students with the knowledge and skills needed to configure identity and access solutions with Windows Server 2008 Active Directory. It will provide students with the knowledge and skills to implement and manage Active Directory Certificate Services, Lightweight Directory services, Federation services, and Rights Management services. This course will help the student prepare for the following MCITP exam; 70-640 Configuring Windows Server 2008 Active Directory.
Prerequisite: CI4118
Delivery: online

CI4128D – Active Directory Domain Services Configuration - Server 2008 – 4.5 credits
This course provides students with the knowledge and skills needed to configure Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues. This course will help the student prepare for the following MCITP exam; 70-640 Configuring Windows Server 2008 Active Directory.
Prerequisite: CI4118
Delivery: online

CI4138 – Active Directory Configuration - Server 2008 – 4.5 credits
Students will develop the knowledge and skills needed to configure Active Directory Domain Services in a distributed environment, implement Group Policies, Certificate services, and Lightweight Directory services, perform backup and restore, and monitor and troubleshoot Active Directory related issues. This course will help the student prepare for the following MCITP exam; 70-640 Configuring Windows Server 2008 Active Directory.
Prerequisite: CI4118
Delivery: on-ground and online

CI4148 – Administering Windows Server 2008 – 4.5 credits
This course provides students with the knowledge and skills to plan, manage, and maintain Windows Server 2008 servers. Windows server administration tasks include managing the infrastructure, Web, and IT application servers as well as managing the server operating system, file, and directory services, software distribution, and troubleshooting. This course will help the student prepare for the following MCITP exam; 70-646 Window Server 2008 Server Administration.
Prerequisite: CI4138 or CI4127D & CI4128D
Delivery: on-ground and online

CI4149D – Managing Windows Server 2008 – 4.5 Credits
This course provides students with the skills and knowledge necessary to configure identity and access solutions with Windows Server 2008 Active Directory and to plan Windows Server 2008 deployments and administration. This course helps prepare students for Microsoft certification exams 70-640 TS: Windows Server 2008 Active Directory and 70-646 Pro: Windows Server 2008 Server Administrator.
Prerequisite: CI4128D
Delivery: Online

CI4158 – Application Infrastructure Configuration - Server 2008 – 4.5 credits
This course will provide students with the knowledge and skills needed to install, configure, maintain, and troubleshoot an Internet Information Services (IIS) 7.0 Web Server and to configure, manage, monitor, and troubleshoot a Terminal Services (TS) environment. This course will help the student prepare for the following MCITP exam; 70-643 Configuring Windows Server 2008 Applications Infrastructure.
Prerequisite: CI4118
Delivery: on-ground and online

CI4167D – Designing a Network Infrastructure Server 2008 – 4.5 credits
Students will gain the knowledge and skills in this course to design a Windows Server 2008 Network infrastructure that meets business and technical requirements for network services. The focus will be on network solutions. This course will help the student prepare for the following MCITP exam; 70-647: Windows Server 2008, Enterprise Administrator.
Prerequisite: CI4138 or CI4127D and CI4128D
C14168 – Enterprise Administration Server 2008 – 4.5 credits
Students will gain the knowledge and skills required to design network and application infrastructure solutions based on Windows Server 2008 that will meet varying business and technical requirements. This course will help the student prepare for the following MCITP exam: 70-647 Windows Server 2008 Enterprise Administrator.
Prerequisite: C14138 & CI15158
Delivery: online

C14178D – Designing a Network Infrastructure Server 2008 – 4.5 credits
Students will gain the knowledge and skills in this course to design a Windows Server 2008 Network infrastructure that meets business and technical requirements for network services. The focus will be on network solutions. This course will help the student prepare for the following MCITP exam: 70-647: Windows Server 2008, Enterprise Administrator.
Prerequisite: C13820D
Delivery: online

C14220/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.
Prerequisite: C11150 or placement recommendation/MT2050
Delivery: on-ground and online

C14221 - 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 him/her to develop projects in a team environment.
Prerequisite: Junior status
Delivery: on-ground and online

C14222 - 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: C11420/CI2211/CI2430/CI3010/CI3090/CI4220/ CI4221
Delivery: on-ground and online

C14291D - Interconnecting Cisco Network Devices I
This course focuses on providing the skills and knowledge necessary to install, operate and troubleshoot a small branch office Enterprise network, including configuring a switch and a router, and connecting to a WAN and implementing network security.
Prerequisite: CI2211/CI2430
Delivery: online

C14292D - Interconnecting Cisco Network Devices II
This course focuses on skills and knowledge necessary to install, operate and troubleshoot a small to medium-size branch office Enterprise network, including configuring several switches and routers, connecting to a WAN, and implementing network security.
Prerequisite: CI4291D
Delivery: online

C14293D – Implementing Cisco IP Routing – 4.5 Credits
This course is designed to provide students with the knowledge required to use advanced routing to accommodate scalability in Cisco routers connected to LANs and WANs in medium to large networks. This course helps to prepare the student for Cisco certification exam 642-902.
Prerequisite: C14292D
Delivery: Online

C14294D – Implementing Cisco Switched Networks – 4.5 Credits
This course is designed to help students prepare to plan, configure, and verify the implementation of complex enterprise switching solutions using the Cisco Enterprise Campus Architecture. This course helps to prepare the student for Cisco certification exam 642-813.
Prerequisite: CI4293D
Delivery: Online

C14295D – Troubleshooting & Maintaining Cisco IP Networks – 4.5 Credits
This course is designed to prepare students troubleshoot and maintain switching based and routing based solutions. Procedural and organizational aspects of the troubleshooting and maintenance process are covered. This course helps to prepare the student for Cisco certification exam 642-832.
Prerequisite: CI4294D
Delivery: Online

C14296D – Implementing Cisco IOS Network Security – 4.5 Credits
The focus of this class is on comprehensive security policies. Students perform tasks to secure the network
This course presents the historical development of the major theoretical schools of criminological explanations for crime and criminal behavior. The major assumptions, policies and critiques of the classical and positivist theory schools are presented. New evolutions in crime and criminological theories are discussed.
Prerequisite: CJ1000
Delivery: on-ground and online

CI2100 - Criminal Law – 4.5 credits
This course presents substantive criminal law which includes definitions of law, definitions of crime, general principles of criminal responsibility, elements of the major crimes, punishments, conditions or circumstances which may excuse individuals from criminal responsibility or mitigate punishment, the court system of the United States, and the basic concepts of criminal law.
Prerequisite: CJ1500
Delivery: on-ground and online

CI2150 - Professionalism and Ethics in Criminal Justice – 4.5 credits
This course introduces the practice of professional behavior and decision making for criminal justice practitioners. The major decision-making tools for dealing with the potential for coercion, the misuse of authority in criminal justice work, and managing temptation are presented.
Prerequisite: CJ1500
Delivery: on-ground and online

CI2200 - Policing in U.S. Society – 4.5 credits
This course presents the philosophy and history of law enforcement, the Constitutional controls imposed on law enforcement, the agencies and organizations of law enforcement, and the role and function of law enforcement in the criminal justice process.
Prerequisite: CJ2150
Delivery: on-ground and online

CI2300 – U.S. Courts – 4.5 credits
This course provides an overview of the court process from an organizational perspective. The roles of the prosecutor, judge and defense attorney are presented from the concept of the courtroom workgroup dynamic and how court activity is conducted by the workgroup. Various courtroom dynamic theories are presented with emphasis on court workload processing and plea bargaining.
Prerequisite: CJ1500/EN1300
Delivery: on-ground and online

CI2400 – U.S. Corrections – 4.5 credits
This course provides an overview of community and institutional corrections in the United States with an analysis and evaluation of contemporary correctional systems and discussion of recent research concerning institutional correctional issues and the issues facing community corrections.
Prerequisite: CJ1500
Delivery: on-ground and online

CI3000 - Victimology – 4.5 credits
This course presents a survey of the literature, research and current trends concerning the victim of crime with emphasis placed on victim rights and compensation in the criminal justice process, the extent of victimization and the impact of victimization on the individual.
Prerequisite: CJ2100
Delivery: on-ground and online
CJ3100 - Criminal Investigation – 4.5 credits
This course provides an explanation of scientific crime detection and the techniques for case management and documentation, the concept of proof, and the impact of evolving technology on the investigative process. Prerequisite: CJ2100
Delivery: on-ground and online

CJ3200 - Police Issues and Practices – 4.5 credits
This course discusses contemporary issues in policing from a systems perspective. The practice of policing in a complex environment creates consequences for the community and the criminal justice system that must be addressed with analytical and appropriate solutions. Emphasis in this course is placed on those issues and the continuous evolving efforts to address the problems facing law enforcement. Prerequisite: CJ2200
Delivery: on-ground and online

CJ3300 - Juvenile Justice and Delinquency – 4.5 credits
This course presents the nature and extent of juvenile delinquency, the theories of juvenile offending and rehabilitation, an overview of the juvenile justice system and how it differs from the adult system, the history and unique philosophy of the juvenile court, juvenile court practices and procedures, and the relationship between juvenile offenders and policing and corrections. Prerequisite: CJ2100
Delivery: on-ground and online

CJ4200 - Drugs and Alcohol in Criminal Justice – 4.5 credits
This course presents an overview of the description, classification, and analysis of the extent of the drug problem and the role of drugs in criminal behavior, as well as an overview of the most serious drug abuse problem, alcohol abuse, with an emphasis on the physiological and social aspects of alcohol use and abuse, social control measures and its role in criminal behavior. Prerequisite: CJ2100
Delivery: on-ground and online

CJ4500 - Homeland Security and Terrorism – 4.5 credits
This course presents the various forms of terrorism and the explanations for terrorism from a theoretical and sociological perspective to be able to explain the causes of past, current and new forms of terrorist behavior. Operational responses to terrorism are discussed, with special emphasis on the role of Homeland Security. Prerequisite: CJ2100/EN1300
Delivery: on-ground and online

CJ4600 - Criminal Justice Administration – 4.5 credits
This course provides an overview of the principles and practices of administration and their applications to policing, courts and corrections with an emphasis on the application of theoretical administrative concepts to practical criminal justice problems. Prerequisite: CJ2100D/EN1300
Delivery: on-ground and online

CJ4700 - Applied Research Methods – 4.5 credits
This course introduces the criminal justice student to the applied research activities of the criminal justice professional, including how to interpret criminal justice research, how to evaluate a criminal justice policy or program, and how to design an applied study for a criminal justice organization and for grant program evaluation. Prerequisite: CJ2100/EN1300
Delivery: on-ground and online

CJ4800, CJ4810, CJ4820 - Criminal Justice Internship – 4.5 to 13.5 credits
This course is a supervised work experience in an approved criminal justice or social agency setting completed during the senior year for the bachelor’s degree and during the sophomore year for the associate degree. The experience is designed to provide the student with an opportunity to apply academic learning in professional situations. The work experience assignment must be approved by the department and the student must be assigned to a faculty supervisor. Prerequisite: Sophomore Status for AAS/ Senior Status for BS.
Delivery: on-ground and online

CJ4900 - Criminal Justice Capstone – 4.5 credits
This course is the final application and explanation course for the criminal justice degree. In this course students will focus upon: making a connection between course content, skills learned, and applied contexts; self reflection pertaining to their individual criminal justice college experience; and criminal justice employment issues. Emphasis will be placed on using theory and case studies to explain policy, the use of research results to inform and/or evaluate policy, enhanced understanding of criminal justice operations, the use of professional decision making and leadership skill, and the enhancement of communications in criminal justice work. Prerequisite: Senior Status and all CJ courses completed prior to enrollment.
Delivery: on-ground and online

CJ1900-4990 - Special Topics in Criminal Justice - 1-4.5 credits
Topics will vary depending on the interests of the instructor and students. Prerequisite: Permission of the Academic Dean
Delivery: on-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

**CS2080 - Career Management - 3 credits**
This course prepares the student to manage his/her career through the job transitions that occur in the course of a lifetime. The course encourages students to maintain work/life balance, fostering positive feelings and values about work activities. It also helps graduating students secure professional employment. Students will prepare a resume and cover letter, learn interview techniques, develop a “skills” language, networking techniques, and the means to meet employer expectations.
Prerequisite: Academic Advisor Approval
Delivery: on-ground and online

**CS2081 – Career Management Seminar – 1.5 credits**
This course provides the graduating student with a review of the tools to master future personal and professional success. The course focuses on understanding the professional and economic environment and securing professional employment. Special emphasis will be placed on addressing personal finance concepts that include building a strong FICO score and establishing investments for long-term goals.

**ECONOMICS-EC**

**EC2050 – Macroeconomics – 4.5 credits**
This is a study of how the entire economic system works. The course is centered around an examination of gross national product and examines fiscal and monetary policy, the budget and banking. It demonstrates the role each plays in stabilizing the economy.
Delivery: on-ground and online

**EC2100 – 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

**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

**EC1900-4990 - Special Topics in Economics - 1-4.5 credits**
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on-ground and online

**EN0500-0501 – Foundations of English – 0 credits**
This developmental course is designed to help students make the transition to essay writing in college composition courses. The course focus is on grammar and the correct form of paragraphs and essays. Using a combination of instructor-facilitated activities and a self-paced mastery program, students will work to improve their grammar skills and their ability to plan, draft, revise, and edit sentences, paragraphs and short essays.
Prerequisite: Placement Recommendation
Delivery: on-ground and online

**EN0505 – Foundations of English – 2 credits**
This developmental course is designed to help students make the transition to essay writing in college composition courses. The course focus is on grammar and the correct form of paragraphs and essays. Using a combination of instructor-facilitated activities and a self-paced mastery program, students will work to improve their grammar skills and their ability to plan, draft, revise, and edit sentences, paragraphs and short essays. (4 hours lab/week)
Prerequisite: EN0501
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: Placement recommendation or successful completion of EN0500 or 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 learn how to locate research sources, utilizing electronic and print materials. Additionally, students will write and revise essays, business communications and a research paper. Emphasis is placed on expanding knowledge of the research process and improving the ability to evaluate and integrate various kinds of research in academic writing.
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 Communication – 4.5 credits**
This course provides Students with information and practice in professional communication skills. Students
will write memos, develop and present information to the
class, practice meeting facilitation skills, examine individual
and group decision making, and practice dealing with
conflict situations.
Prerequisites: 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.
Prerequisite: EN1150
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: EN1300
Delivery: on-ground and online

EN3150/HI3500 - American West Fact and Fiction – 4.5
credits
This course is an interdisciplinary study of the culture of the
American West. Emphasis is placed on both the history of the
region and on the images of that history as they are presented
in literature and art.
Prerequisite: EN1150
Delivery: on-ground

EN3275 - Transcultural Literature – 4.5 credits
This literature course explores the multicultural and global
perspectives of ethnic and cultural groups by examining the
writings of people of color. Transcultural literature is
comprised of writings that characterize the racial, ethnic, and
social diversity in the world. These diverse cultures include
voices typically omitted from the traditional canon. This
course offers the opportunity for students to learn about the
range of experiences and possibilities in the world and move
beyond resistance to engagement. This course engages
students in a process of questioning, research, presentation
and reflection.
Prerequisite: EN1300
Delivery: on-ground and online

EN3300 - Detective Fiction – 4.5 credits
This humanities course is designed to examine the detective
fiction literary genre. The student is exposed to a wide range
of detectives and detective fiction writers. This course
includes the use of text, tapes and films.
Prerequisite: EN1150
Delivery: on-ground

EN1900-4990 - Special Topics in English - 1-4.5 credits
Topics will vary depending on the interests of the instructor
and students.
Prerequisite: Permission of the Academic Dean
Delivery: on-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: Placement Recommendation
Delivery: on-ground (We no longer have ES1730)

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. 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
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 pass this course.
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 pass this course.
Prerequisites: Placement or FL 1710
Delivery: online

FINANCE-FN

FN3000 - Business Finance I – 4.5 credits
This course is an examination of the role of financial management, analysis, forecasting, mathematics, working capital management, cash and marketable securities management, accounts receivable, inventory management, and short-term financing.
Prerequisite: AC1160 or AC2760/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 different types of insurance risks, insurance policy contracts, types and problems of insurers, social insurance and risk management. The approach is broad with an emphasis on the basic unity of insurance.
Prerequisite: MT2050
Delivery: on-ground and online

FN3200 - Financial Statement Analysis – 4.5 credits
This course is a study of financial statement accounting with emphasis on the reporting function. It is designed to develop critical thinking and problem-solving skills in a financial statement environment. Additionally, the course is focused on the student’s ability to analyze and interpret financial data.
Prerequisite: FN3000
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: FN3010/ MT3000
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 environment. Emphasis is placed on interest rate theory, money and capital market instruments, government regulation, and international market issues.
Prerequisite: FN3000
Delivery: on-ground and online

FN4500 – Financial Case Analysis – 4.5 credits
This is a case-oriented capstone course that requires students to apply various finance knowledge, skills and techniques to case study situations. Contemporary issues including cash management, resource allocation, risk management, capital structure, budgeting, and financial strategy will be covered.
Students will also analyze the legal and ethical ramifications of the decisions they make.
Prerequisite: FN3010
Delivery: on-ground and online

FN4800-FN4840 - Finance Internship – 4.5-13.5 credits
The purpose of this internship is to give the student experience in applying what he or she has learned in the classroom by working in a business environment. The student’s responsibility is agreed upon in advance by the student’s advisor, the business entity, and the student. Successful completion requires a written report by the student detailing the experience gained during the internship and successful completion of the projects assigned by the business supervisor(s). The student receives either a “pass” or “fail” grade.
Prerequisite: Senior Status with Dean/Academic Advisor Approval
Delivery: on-ground and online

FN1900-4990 - Special Topics in Finance - 1-4.5 credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the academic dean
Delivery: on-ground
This course examines legal principles and laws regulating healthcare delivery in the United States from a systems theory perspective. Topics of study include the types of professionals employed in healthcare, the institutions that provide services across the care continuum, and the effects of internal and external environments on the healthcare delivery system. Developments in the evolution of health care in the U.S. and changes in the current healthcare environment will also be examined.

Delivery: online

**HA3110D – Quality Improvement and Risk Management**  
- 4 credits

This course addresses methods used to measure and improve the efficiency and effectiveness of care delivery in healthcare institutions. Students will gain an understanding of the history and theory related to quality management and risk management in healthcare organizations and will apply methods for collecting and analyzing quality data.

Prerequisite: HA3010/EN1300

Delivery: online

**HA3120D – Essentials of Managed Care**  
- 4 credits

This course examines the systems and processes used in the US to control healthcare access and cost in order to improve efficiency and productivity in service delivery. Topics addressed include types of managed care organizations, reimbursement models, and utilization management in rural and urban settings.

Prerequisite: HA3010

Delivery: online

**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/C11150 or placement recommendation

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/EN1300

Delivery: online

**HA4110D – Healthcare Planning and Evaluation**  
- 4 credits

This course explores strategic planning and evaluation in healthcare organizations. Students will examine theories and practices from the perspectives of health care and business, 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 healthcare organization through the application of concepts and theories learned in the classroom. Successful completion requires a written report, detailing the experience gained during the internship and successful completion of the projects assigned by the healthcare supervisor(s).
This course introduces the health information management profession and departmental functions related to filing and numbering methods, records management, retention and storage, and forms design. Various aspects related to health record documentation guidelines and standards will be explored, as well as the influence of accreditation and regulatory bodies. Health information processes and relationships among organizational departments and healthcare providers will also be addressed.

Delivery: online

Prerequisite: Academic advisor approval and senior status/HA3010

HA1900-4990 - Special Topics in Healthcare Management - 1-4.5 credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: online

HEALTH AND BEAUTY-HB

HB2100 – Mastering Cosmetology Business – 6 credits
This course is designed to add business skills to students’ industry knowledge and experiences through studies in management, marketing, communication, and career management. Previous education and practical experiences will be integrated with knowledge and skills from the business field. Students will gain a fundamental knowledge of business development, operations, and management as it relates to the health and beauty industry.
Delivery: on-ground and online

HISTORY-HI

HI2050 - American History Since 1877 – 4.5 credits
This course is designed to increase students' knowledge and understanding of how and why the United States came to be what it is today. The course seeks to instill in students the habits of historical thinking that will allow them to live more competent lives in their local communities and in the nation at large.
Delivery: on-ground and online

HI2155/HU2150 – World Religions – 4.5 credits
See HU2150

HI3500/EN3150 - American West–Fact and Fiction – 4.5 credits
See EN3150

HI1900-4990 - Special Topics in History - 1-4.5 credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on-ground

HEALTH INFORMATION TECHNOLOGY/HEALTH CARE CODING-HT

HT1100D – Introduction to Health Information Management – 3 credits
This course introduces the health information management profession and departmental functions related to filing and numbering methods, records management, retention and storage, and forms design. Various aspects related to health record documentation guidelines and standards will be explored, as well as the influence of accreditation and regulatory bodies. Health information processes and relationships among organizational departments and healthcare providers will also be addressed.
Delivery: online

HT2110D – International Classification of Diseases Coding I with Lab – 3 credits
This course covers clinical vocabularies and classification systems, as well the principles and guidelines for using ICD-9-CM to code diagnoses and procedures. Students will gain an understanding of ICD as it is used in an inpatient setting and contribution to the severity of illness and case-mix analysis systems. Assignments and practical examples of patient records will provide practice in coding and sequencing of diagnoses. The applications of coding principles are also explored through the use of encoding software tools. (2 hours of lecture and 2 hours of lab per week)
Prerequisite: HT1100D, ME1150, ME2211, ME2510 (or co-requisite), and SC1221 or SC1222D
Delivery: online

HT2120D – International Classification of Diseases Coding II with Lab – 3 credits
This course covers clinical vocabularies and classification systems, as well the principles and guidelines for using ICD-9-CM to code diagnoses and procedures. Students will gain an understanding of ICD as it is used in an inpatient setting and contribution to the severity of illness and case-mix analysis systems. Assignments and practical examples of patient records will provide practice in coding and sequencing of diagnoses. The applications of coding principles are also explored through the use of encoding software tools. (2 hours of lecture and 2 hours of lab per week)
Prerequisite: HT2110D and ME2520 (or co-requisite)
Delivery: online

HT2130D – Current Procedural Terminology Coding with Lab – 3 credits
This course will expand on the knowledge of clinical classification systems through the use of Current Procedural Terminology (CPT) coding principles. Assignments and practical examples of patient records will provide practice in coding and sequencing of diagnoses. Exercises will allow students to also apply guidelines for Evaluation and Management (E/M) code and modifier assignment, in addition to the purpose and use of the Healthcare Common Procedure Coding System (HCPCS). The applications of coding principles are also explored through the use of encoding software tools. (2 hours of lecture and 2 hours of lab per week)
Prerequisites: HT2120D
Delivery: online

HT2210D – Healthcare Data Quality & Management – 4 credits
This course will provide an overview of quality improvement methodologies and expand on the use of health information and data for utilization review, risk management, and organizational approaches to quality assessment activities. Methods, tools, technologies and processes for analyzing data are examined, to identify and prepare data for health-related purposes. Displays and reports to support quality improvement programs are explored.
Prerequisite: HT1100D and HA3220D
Delivery: online

HT2230D – Healthcare Reimbursement – 3 credits
This course will provide an overview of the reimbursement and payment methodologies that apply to various healthcare settings, inclusive of the forms, processes, and practices of health information professionals. Topics
related to insurance, third party, prospective payment and managed care capitation are also explored along with issues of policy, regulatory information technology, and data exchange among providers.

Prerequisites: HT2130D (or co-requisite)

Delivery: online

**HT2240D – Health Information Management and Supervision – 3 credits**

This course focuses on the principles of supervisory management in the health information environment and provides an overview of general management functions. Staffing, training, performance, and productivity procedures are explored, as well as work processes and policies and procedures design. The application of these functions will be explored in the inpatient, ambulatory and physician office environments.

Prerequisite: HT2210D (or co-requisite) and HT2230D

Delivery: online

**HT2300D - Healthcare Coding Practicum – 3 credits**

The practicum is designed to allow students to participate in a supervised setting to gain practice experience in a health information department or other approved practice setting or organization. Through the application of concepts and theories, students will demonstrate skills focused on application of coding skills and observation of supervisory and planning activities. Students will prepare a written report of their practical learning experience.

Pre-requisite: Academic Advisor Approval and Completion of Major Core Courses

Delivery: online

**HT2500D – Health Information Technology Practicum – 6 credits**

The practicum is designed to allow students to participate in a supervised setting to gain practice experience in a health information department or other approved practice setting or organization. Through the application of concepts and theories, students will demonstrate skills in record retrieval, data abstraction and analysis; record retention, release of information, and coding; and observation of supervisory and planning activities. Students will prepare a written report of their practical learning experience.

Pre-requisite: Academic Advisor Approval and completion of, or current enrollment in all other courses in program.

Delivery: online

**HT1900-2990 - Special Topics in Health Information Technology - 1-4.5 credits**

Topics will vary depending on the interests of the instructor and students.

Prerequisite: Permission of the Academic Dean

Delivery: online

**HUMANITIES-HU**

**HU1050 - Music Appreciation – 4.5 credits**

This course is an introduction to the study of music in a broad context of the humanities. By studying the development of music through the ages, the student will understand how the cultural and political environment affects the art of music. The development of various music styles, the elements of music, techniques and instruments are reviewed and related to our current musical heritage.

Delivery: on-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.

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 Religions – 4.5 credits**

This course explores the ways religion and its practice is relevant to human thought and behavior. A structure for organizing features common to most religious traditions makes learning easier and provides the student with a framework to identify similarities and differences between religions. Different teaching methods and techniques are used to make the student more aware of how religion shapes individual personalities, cultures, societies, and entire political systems. The course helps the student become better equipped to evaluate contemporary world events within a context of cooperation and the potentials for conflict among different religious traditions.

Prerequisite: EN1300

Delivery: on-ground

**HU2200 – Art Appreciation – 4.5 credits**

This course is designed to introduce the student to a study of art and its relation to the individual. The student will explore the various art forms throughout the major periods of art. Outstanding artists and their major contributions are included. Emphasis is placed on elements of art, drawing techniques, painting, digital art, photography, sculpture, ceramics, and architecture.

Prerequisite: None

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

**HU900-4990 - Special Topics in the Humanities - 1-4.5 credits**

Topics will vary depending on the interests of the instructor and students.

Prerequisite: Permission of the Academic Dean

Delivery: on-ground
**LA**

**LA3100 - Business Law – 4.5 credits**
This course introduces students to fundamental legal principles affecting business in the United States, including the sources and classifications of laws in the U.S. Students learn to recognize and apply basic legal concepts relating to contracts, torts, and product liability; explore various forms of business organizations common in the United States; and gain a fundamental understanding of select legal topics critical to operating a business, including real property, personal property, agency and employment, credit and secured transactions, bankruptcy and decedent's estates.
Prerequisite: LA3100/MT3000
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 - 1-4.5 credits**
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on-ground

**MA**

**MA0900-0901 – 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 will include whole numbers, decimals, fractions, proportions, percentages, signed numbers, real numbers and algebraic expressions, linear equations and inequalities, and polynomials.
Prerequisite: Placement Recommendation
Delivery: on-ground and online

**MA0905 – Foundations of Mathematics – 2 credits**
This developmental course is designed to help students make the transition from arithmetic to college-level algebra and encourage success in college mathematics courses. Students will work in a self-paced mastery program designed to improve their basic mathematics and introductory algebra skills. Study topics will include whole numbers, decimals, fractions, proportions, percentages, signed numbers, real numbers and algebraic expressions, linear equations and inequalities, and polynomials. (4 hours lab/week)
Prerequisite: MA0901
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: MA0900 or MA0901
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 Placement 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 distributions, and linear regression.
Prerequisite: MA2050 or Placement Recommendation
Delivery: on-ground and online

**ME**

**ME1100 - Introduction to Medical Assisting - 4 credits**
This course gives the student an introduction to the profession of medical assisting, its scope of practice, and career opportunities available for the medical assistant. In addition, an orientation to the healthcare environment, receptionist duties, telephone techniques, appointment scheduling, and office maintenance are emphasized.
Delivery: on-ground

**ME1150 - Medical Terminology - 4 credits**
This course is intended specifically for students who will be required to have a working knowledge of medical vocabulary as it is related to medical records and reports, laboratory findings, and general communication in healthcare settings.
Delivery: on-ground and online

**ME1181D – Medical Staff Services Management I – 4 credits**
This course will discuss the role of the medical staff services professional in various healthcare settings. Medical staff management topics will be addressed, including major accrediting bodies, state laws and regulatory organizations, credentialing, re-credentialing, and privileging.
Delivery: online

**ME1240 - First Aid and Safety - 1 credit**
This course is designed to introduce the student to basic first aid and safety measures, cardiopulmonary resuscitation (CPR) of adults, children and infants, and automated external defibrillation (AED). Upon successful completion of this course, students will receive certifications from the American Heart Association in Basic Life Support for Healthcare Providers (CPR & AED), and Heartsavers® First Aid.
Delivery: on-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).
Delivery: online
Prerequisite: ME1181D

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: SC1221
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 will provide a general knowledge of the medical staff organization, role of the physician executive, medical staff bylaws, and related documents. Students participating in this course will be provided topics in medical staff law, the medical staff’s role in quality improvement, and practitioner’s health and behavior issues.
Prerequisite: ME1181D
Delivery: online

ME2183D – Medical Staff Services Management III – 4 credits
This course will provide in-depth knowledge of managing a medical staff services department to include the coordination of medical staff meetings and the creation of medical staff services related communications. Through analysis and discussion, students will learn and apply project management planning and process. Students will also explore the use of technology in managing confidential information and will develop a plan for public relations and marketing from a cross-functional team approach.
Prerequisite: ME2182D
Delivery: online

ME2211 Human Pharmacology - 4 credits
This course introduces the allied health student to the study of medications and medication therapy. Emphasis is placed on identifying actions, classifications, names, routes of administration, and adverse effects of medications. This course will allow the student to identify the interaction and effects of certain medications in relation to treatment of specific diseases and disorders.
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, including HIPAA.
Prerequisite: ME1100 or HT1100D/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: CI1150 or placement recommendation/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
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.
Prerequisite: ME2600
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: Advisor 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: ME Core
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: Program Coordinator Approval
Delivery: online

ME1900-2990 - Special Topics in Allied Health - 1-4.5 credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean

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.
Prerequisite: ME1150/SC1221
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: ME1150
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

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/EN1300/MA3000/MG1050  
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 - 1-4.5 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.

MS2210 - ROTC Basic Camp – 4.5 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

MS3210 - ROTC Advanced Camp – 4.5 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

MANAGEMENT-MT  

MT1230/CI1230 - Spreadsheets for Windows – 4.5 credits  
See CI1230

MT1500/CI1500 - Word Processing for Windows – 4.5 credits  
See CI1500

MT2010/CI2010 - Database for Windows – 4.5 credits  
See CI2010

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

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:  MG1050 or MT2050/EN1300  
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 addresses selected topics in the field of international relations. Students will analyze important historical events, the nature of power politics, tools of foreign policy, international trade dimensions, along with current issues and ethical considerations implicit in the field. Through a guided examination and reflection of such topics, students will become better informed citizens in a world that is becoming ever more globalized.

Prerequisite: MT2050/MT3000
Delivery: on-ground and online

**MT3470/PL3470 – Bankruptcy – 4.5 credits**

**MT3500/CJ3510 - Managing Information Systems – 4.5 credits**
Information Systems (IS) have become powerful and indispensable tools of modern business. This course presents fundamental principles of IS from a business management perspective with emphasis on principles that a manager will find of particular use, such as those related to data management, e-commerce, and current trends in the use of information technology.

Prerequisite: CI1150 or placement recommendation/MT2050
Delivery: on-ground and online

**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: MA2050/MA3000
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/EN1300
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
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/ MT4440/ MT4450/ MT4440 – Business Management Review
Delivery: on-ground and online

**MT4505 – Action Research Project – 4.5 credits**
The course combines experience working on a human resources management project, writing a senior-level thesis, and presenting the project. Learners will demonstrate critical, analytical and interpretive skills in their project and thesis.
Prerequisite: MT4420
Delivery: on-ground and online

**MT1900-4990 - Special Topics in Management - 1-4.5 credits**
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on-ground
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 is 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 providing direct client care. (Clinical – 60 hours)
Concurrent Courses: This course must be taken concurrently with NS1030
Delivery: on-ground

NS1040 – Pharmacology I – 4 credits
This course 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, psychosocial and culturally congruent client relationships, clinical judgment, communication and documentation, health and physical assessment, and advanced nursing procedures.
Students are provided faculty-guided and supervised clinical experiences in order to develop competence and confidence in providing direct client care. (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

This course 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. Basics of pharmacology and drug calculation will be presented. Clinical experience is offered in the skills lab, inpatient units of acute hospitals, long-term 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 and 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 and 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 the client, utilizing and implementing the nursing process. Communication, clinical judgment, therapeutic client relationships, documentation, and health and physical assessment will be coupled with advanced nursing procedures. Students are provided faculty-guided and supervised clinical experiences in maternal, newborn and pediatric setting in order to develop competence and confidence in providing care to the childbearing family.

Clinical experience will be at acute, long-term facilities and other settings. (60 hours)

Concurrent Courses: This course must be taken concurrently with NS 2011.

Delivery: on-ground

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 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
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 and Diseases – 6 credits
This course integrates anatomy, physiology and biochemistry into a framework for studying diseases and alterations in body functions 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
NS2130 must be taken concurrently with NS2140
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 and clinical judgment as applied to the role of the professional nurse in caring of adult patients experiencing complex alterations in the health/illness/death continuum. The nursing process is used to promote the adaptive capabilities of patients experiencing physiological 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. To enhance experiential learning, skills lab practice is utilized, and clinical components encompass a variety of environments and community settings. (3 hours didactic and 3 hours clinical per week)
This course must be taken concurrently with NS2130
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. (3 hours didactic and 3 hours clinical per week)
Prerequisite: NS2140
Delivery: on-ground

NS2160- Nursing VI: Maternity and Pediatric,
 Community Health with Clinical – 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. Communication, clinical judgment, therapeutic client relationships, documentation, and health and physical assessment will be coupled with
The focus of this course is on the mechanisms and clinical manifestations of high-volume and high-risk diseases/conditions common across the variety of nurse practice settings. Learners will explore the impact of episodic and chronic health challenges from a holistic individual, family, and community cultural perspective. This knowledge will be applied to the nurse’s role in management of disease, injury and health restoration within a caring and culturally sensitive context.

Prerequisite: Prior A&P Course(s)
Delivery: online

**NS3225D – Nursing Theory and Healthcare Delivery Models – 4 credits**
This course will utilize Leininger’s theory on Culture Care as a framework for introducing the learner to the paradigms, theories, values, concepts, and phenomenon of interest in the discipline of nursing. Learners will explore the relationships between theory, research and practice. Additionally, learners will explore the U.S. healthcare delivery system, healthcare economics, the political process and its impact on the health of individuals, families and communities. Within this framework the learner will examine the impact of cultural, social and ethnic diversity on the delivery of health care, and develop strategies for addressing healthcare issues utilizing the political process.

Delivery: online

**NS3250D – Ethics and Issues in Contemporary Nursing - 4 credits**
This course explores the theories, models and principles that serve as guides for ethically sound behavior within a nursing context. The course 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

**NS3315 – LPN to RN Transition – 4.5 credits**
This course is designed to assist the licensed practical/vocational nurse to transition to the role of the baccalaureate degree nurse. The focus is on the core competencies of critical thinking, therapeutic communication, assessment, and technical skill that progressive personal and professional role development of the beginning baccalaureate nurse. Nursing theory, professional values, legalities and ethics are introduced. Nursing roles will be further explored: designer, coordinator, manager of care; mandatory reporter, advocate, change agent, educator, and member of a profession. Students are provided faculty guided theory and laboratory experiences in order to develop competence and confidence in the performance of health history and physical assessments across the lifespan.
Prerequisite: Admission to the Nursing Clinical Core
Delivery: on-ground

**NS3320D - Pathophysiologic Concepts I – 4 credits**
This online course introduces the concepts of pathophysiologic processes underlying disease states across the lifespan, and human responses to those processes. As a basis for beginning nursing practice, students will link manifestations, diagnostic studies, complications, and disease management to specific disease states and pathologic processes. The focus is on specific processes involving stress response, immune function, cellular proliferation, fluid and electrolyte balance, acid-base imbalance, and selected body system disorders including renal, gastrointestinal, liver/biliary, endocrine, hematologic, and integumentary.
Prerequisites: SC1232, SC1332
Delivery: online

**NS3321 - Holistic Health Assessment – 4 credits**
This course introduces the nursing student to the principles and psychomotor skills necessary to provide holistic and culturally congruent health and physical assessments for clients across the lifespan. Health promotion and maintenance principles are incorporated throughout this course. Emphasis is placed on use of the nursing process, critical thinking skills, and holistic and cultural appropriate care in collecting and documenting the health history and physical assessment data for client’s health experience. Students are provided faculty-guided theory and laboratory experiences in order to develop competence and confidence in the performance of health history and physical assessments across the lifespan.
Prerequisites: Admission to the Nursing Clinical Core
Delivery: on-ground

**NS3325 - Introduction to Professional Nursing Practice – 3 credits**
Beginning with a brief historical overview of nursing, nursing is defined in its past, present and future roles. Nursing theory, professional values, legalities, and ethics are introduced. The scope of practice of the professional nurse, as well as standards of professional practice will be explored. The core tenets of caring and healing are central to the practice of a professional nurse. Nursing literature will be introduced and the student will begin to explore nursing theory and the evidence base of the discipline.
Prerequisites: Admission to the Nursing Clinical Core
Delivery: on-ground

**NS3326 - Professional Role Development – 2 credits**
This course focuses on the core competencies of critical thinking, therapeutic communication, assessment, and technical skill that progressive personal and professional role development of the beginning baccalaureate nurse. A review of educational paths in nursing leads the student into an exploration of the multiple roles, responsibilities and requisite skills of the nurse today and in the future. The emphasis will be on the role development as provider of direct and indirect care to individuals, families, groups, communities, and populations throughout the lifespan.
Nursing roles will be further explored: designer, coordinator, manager of care; mandatory reporter, advocate, change agent, educator, and member of a profession.
Prerequisites: Admission to the Nursing Clinical Core
Delivery: on-ground

**NS3330 - Foundations of Holistic Nursing – 7 credits**
This course focuses on the role of the professional nurse in using therapeutic communication, maintaining professional boundaries, and giving, translating or transmitting health information to meet the holistic health needs of the childbearing family. Health promotion and maintenance principles are incorporated throughout this course, as applied to self health and client health practices. Students will learn to apply growth and development theory, access research about risk factors in illness prevention, and work with clients in a culturally-sensitive manner. Family nursing theory is applied throughout the health experience. In addition, teaching/learning theory and psychosocial health concepts will be applied to individuals, families and communities.
Delivery: on-ground

**NS3331 - Foundations of Holistic Nursing Clinical – 3 credits**
This clinical course introduces the nursing student to the importance of therapeutic communication and professional relationships. The clinical course focuses on the role of the professional nurse in meeting the holistic health needs of the childbearing family in a variety of healthcare settings. Family nursing theory is applied throughout the health experience. Students will complete a teaching/learning project, family assessment, and family nursing intervention to meet the needs and desires of the family unit.
Delivery: on-ground

**NS3340D – Pathophysiologic Concepts II – 4 credits**
This course builds on previous concepts of pathophysiologic processes underlying disease states across the lifespan. As a basis for beginning nursing practice, students will apply what they have learned in NS3320D to further their knowledge and to link manifestations, diagnostic studies, complications, and disease management to specific disease states and pathologic processes. The focus is on specific pathologic processes involving selected body system disorders with the emphasis on the respiratory, cardiovascular, peripheral vascular, neuropsychiatry, neurologic, sensory, and musculoskeletal systems, and multiple interacting systems-multi organ dysfunction.
Prerequisites: NS3320D
Delivery: online

**NS3343 - Holistic Nursing Care in Chronic Illness I – 6 credits**
This course will focus on the role of the professional nurse in application of the nursing process to meet the holistic health-care needs of clients throughout the lifespan. Family-centered nursing interventions to promote health and prevent disease for families, introduction of
developmental theories, and reinforcement of family stress and adaptation theories will be leveled up from prior courses. Emphasis is placed on physiologic alterations and nursing actions that incorporate play, pharmacological interventions, and medical treatments in the care of clients with chronic health conditions. Chronic illness theory and related concepts that impact the disease trajectory will be explored.

**NS3345 - Holistic Nursing Care in Chronic Illness I**
**Clinical – 4 credits**
This clinical course will focus on the client and family experiencing chronic health conditions. Nursing students will apply the nursing process and utilize family theory to guide nursing actions that promote health and prevent disease for families with chronically ill family members. Students will appropriately communicate and engage in direct and indirect care of clients with chronic illness in a variety of healthcare settings. The physiologic and psychosocial needs and desires associated with chronic illness will be examined.

**Delivery: on-ground**

**NS3346D - Pharmacology for Nurses – 4 credits**
This course provides the theoretical background that enables the student to provide safe and effective nursing care related to drugs or herbal/natural products. Students will learn to base clinical decisions in the context of nursing by using current, evidence-based information, and through the understanding of pharmacokinetics and pharmacodynamics. Developmental and physiological considerations across the lifespan and diverse populations as associated with drug therapy will be incorporated. Students will learn to monitor and evaluate the effectiveness of drug therapy, the reduction of adverse effects, and appropriate teaching methods.

**Delivery: online**

**NS3360 - Holistic Nursing Care in Acute Illness I – 7 credits**
This course focuses on the foundational concepts, principles and techniques of beginning and intermediate psychomotor skills necessary to provide holistic and culturally congruent nursing care for clients in the acute, sub-acute and long-term care setting in order to promote physical restoration, maintenance or independence. Emphasis is placed on the management and adaptation of clients with acute illness or exacerbations of chronic illness. Students will learn to provide physical nursing care, and to perform delegated medical treatments.

**Delivery: on-ground**

**NS3361 - Holistic Nursing Care in Acute Illness I**
**Clinical – 3 credits**
This clinical course builds on the foundational concepts and psychomotor skills necessary to provide holistic and culturally congruent nursing care for adult clients in the acute, sub-acute and long-term care setting. Emphasis is placed on learning the nursing actions necessary to manage clients with acute signs, symptoms, disease and illness trajectories in the acute care setting. Clinical practice guidelines, standard policy and procedures will inform the students’ nursing practice. Students will learn to provide direct nursing care, and perform delegated medical treatments such as medication administration, IV therapy, wound care, oxygen therapy, sterile technique, and surgical care. Students will collect and interpret data to provide client and family-centered care.

**Delivery: on-ground**

**NS4000D – Issues in Transcultural Nursing – 4 credits**
This course is designed to assist students to explore and analyze cultural values, beliefs, attitudes, and patterned life ways of themselves, clients, and other members of the community. Learners will describe examples of varying health care practices in populations. Utilizing culture care knowledge and methodologies, learners will develop a culturally-congruent nursing care plan that meets the holistic needs of a simulated client and family.

**Prerequisite: EN1300**

**Delivery: online**

**NS4043 - Holistic Nursing Care of the Community – 6 credits**
This course is intended to prepare nurses in the practice of community and public health nursing, and apply for public health certification in Minnesota. This course will meet the entry-level population-based public health nursing competencies. Students will be introduced to the basic public health nursing knowledge base and personal characteristics that contribute to effective nursing practice in the community health setting. Mental health needs of communities, systems, individuals and families will be incorporated in this course.

**Prerequisite: EN1300**

**Delivery: on-ground**

**NS4045 - Holistic Nursing Care of the Community**
**Clinical – 2 credits**
This clinical course is intended to prepare nurses in the practice of community and public health nursing, and apply for public health certification in Minnesota. Students will have clinical experiences with communities, systems, individuals, and families; with some exposure to home visiting during this educational experience. Each clinical experience has the potential to satisfy a variety of entry-level population-based Public Health Nursing competencies. Mental health needs of communities, systems, individuals and families will be incorporated in a variety of clinical settings.

**Delivery: on-ground**

**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 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. Prerequisite for Online RN to BSN: EN1300, NS4050D. Prerequisite for Blooming BSN: EN1300, NS4043. Delivery: online

NS4143 - Holistic Nursing Care in Acute Illness II and End of Life – 6 credits
This course challenges the student to synthesize the multifaceted nursing roles associated with providing safe and effective care to complex patients in the emergent and/or acute care setting. Students will focus on the multiple dimensions of patient-centered care that promotes psychosocial and physiologic integrity of the client. The emphasis of this course will be focused on the ability of the student to synthesize knowledge from nursing, the arts and sciences in the holistic practice of professional nursing. Delivery: on-ground

NS4145 - Holistic Nursing Care in Acute Illness II and End of Life Clinical – 4 credits
This course challenges the professional nursing student to integrate and synthesize the knowledge gained in the previous acute care nursing course to be applied to clients throughout the lifespan. Students will be expected to care for complex multisystem conditions in the acute care setting. The student will be challenged to apply and synthesize the nursing process, and the health experience of the client and their family. Students will be exposed to a multidisciplinary approach to providing care to emergent and/or complex acute clients. Students are expected to become proficient with diagnostic tests and procedures. Delivery: On-ground

NS4150D – Information Technology in Nursing – 4 credits
This course provides learners with knowledge about IT systems used in hospitals and healthcare agencies, and applications to improve nursing delivery. Concepts include a survey of the types of systems currently in use and in development, environmental assessment to determine system needs, implementation and staff education strategies, system cost-benefit determination, and system evaluation. Learners will discuss both the advantages and concerns associated with ongoing changes in information technology. Delivery: online

NS4155D – Public Health and Community Nursing Clinical – 2 credits
This course introduces the student to population based clinical experience with a focus on meeting the health needs of a community as a whole. The student will assess a community in relation to a Healthy People 2010/2010 health objective. Evidence based public health nursing interventions will be developed based on barriers and assets within a community. Measureable health indicators will be developed as a means of evaluating their success in meeting the goals identified for the chosen population. Community partners are identified that are essential for promoting health within a population. Prerequisite: NS4050D. Delivery: Online

NS4210 - Research and Evidence-Based Practice – 4 credits
This course emphasizes the scientific inquiry behind the discipline of nursing. Empiric knowledge and evidence-based practice methods will be introduced. Quantitative and qualitative research processes along with outcomes research will be incorporated throughout the course. The method of integrated research reviews will be utilized to build an evidence-based practice and assist in the preparation for future graduate-level studies. Prerequisite: EN1300, MA3000. Delivery: on-ground

NS4243 - Holistic Nursing Care in Chronic Illness II and End of Life – 6 credits
This course focuses on the role of the professional nurse in applying the nursing process to meet the holistic health needs of clients throughout the lifespan. Emphasis is placed on nursing interventions in the care of clients with chronic health conditions across the health-illness continuum and end-of-life care. Geriatric and end-of-life competencies, psychosocial and physiologic integrity nursing strategies, and safe and effective care environments will be discussed throughout the course. Delivery: on-ground

NS4245 - Holistic Nursing Care in Chronic Illness II and End of Life Clinical – 4 credits
This clinical course focuses on the role of the professional nurse in applying the nursing process to meet the holistic health needs of clients throughout the lifespan. Emphasis is placed on nursing interventions in the care of clients with chronic health conditions across the health-illness continuum and end-of-life care. Geriatric and end-of-life competencies, psychosocial and physiologic integrity nursing strategies, and safe and effective care environments will be demonstrated in the clinical setting. Delivery: on-ground

NS4300 - Concept Integration for the Professional Nursing Role I – 5 credits
This integrative concept course enhances the student’s understanding of the complex roles professional nurses must fulfill in the acute care setting. Students will experience clinical-intensive course content focused on one’s ability to synthesize and apply nursing phenomenon in acute care settings. This precepted clinical experience will provide the student with in-depth perspective of nurses’ patterns of knowing. Students are expected to apply theory-based decision making in the delivery of safe, competent and culturally congruent nursing care. Delivery: on-ground

NS4310 - Concept Integration for the Professional Nursing Role II – 5 credits
This integrative concept course enhances the student’s understanding of the complex roles professional nurses must fulfill in a focus area. This course will assist with the difficult transition of nursing student into the professional practice role of a graduate nurse. It is hoped that this course will improve student satisfaction, confidence, retention and
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 and online

OL4100 - Organizational Culture and Leadership – 4.5 credits

Culture in organizational settings is complex and diverse. This course will address culture at the national, industrial, organizational and sub-organizational levels.

Prerequisite: OL3100

Delivery: on-ground and online

OL4200 – Learning Organizations – 4.5 credits

Competition and globalization require an organization’s leaders to think creatively and learn adeptly to ensure business survival. A learning culture is used strategically to help a company remain competitive within complex operating environments. This course discusses the driving forces that encourage the development of learning organizations and the necessary elements to create them. How organizational leaders strategically develop and sustain these elements is also presented.

Prerequisite: OL3100

Delivery: on-ground and online

OL4300 – Organizational Development and Change – 4.5 credits

Change is an inevitable part of life, and organizations must be able to anticipate and understand change in order to remain competitive. In this course, students will learn to use specific processes and techniques to implement planned change interventions in organizations to maximize effectiveness. Developing the individual, work teams, and the organization as a whole are also addressed.

Prerequisite: OL3100

Delivery: on-ground and online

OL4500 - Action 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: CI2080/MT4200/MT4300/OL3100/OL4100/OL4200/OL4300/EN1300

Delivery: on-ground and online

OL4550 - Action Research II - 2 credits

This course continues the study of organizational leadership research. After conducting research, developing alternatives, and making final decisions in OL4500, students will be expected to prepare an action research project in complete form.

Prerequisite: OL4500/EN1300

Delivery: on-ground and online

OL1900-4990 - Special Topics in Organizational Leadership - 1-4.5 credits

Topics will vary depending on the interests of the instructor and students.

Prerequisite: Permission of the Academic Dean

Delivery: on-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. 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/EN1150
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: None
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.
Prerequisites: PL1350/EN1150
Delivery: on-ground

PL3000 – Law Office Technology – 4.5 credits
This course introduces students to technology commonly utilized in law offices. Using a hands-on approach, students learn various software applications, including applications related to office management, case organization and management, electronic discovery, litigation support, presentation and trial graphics, electronic research, databases, and word processing.
Prerequisite: PL1100/CI1150 or placement recommendation
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: PL3150 or Junior status
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: PL1150
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: PL3250
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: PL2150
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: PL2150
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: PL1350
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: PL1350
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: PL2150
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: Paralegal Coordinator 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 - 1-4.5 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 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 to 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.
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

PS3500/MG3500 – Consumer Behavior – 4.5 credits
See MG3500

PS1900-4990 - Special Topics in Psychology - 1-4.5 credits
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
Delivery: on-ground

PHARMACY-RX

RX1000 - Introduction to Pharmacy – 4 credits
This is an introductory course in the field of pharmacy. The course orient students to the work of pharmacy technicians and the context in which the technician’s work is performed. Students learn the concept of direct patient care and the technician’s general role in its delivery. Students are introduced to the medication laws, standards, and regulations affecting pharmacy technicians and the concept of quality assurance and its procedures. Students examine the attitudes, values and beliefs necessary for successful pharmacy technicians.
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 drugs, narcotic pain relievers, neurologicals, and psychiatric, dermatologic, otic and ophthalmic agents.
Prerequisites: RX1000/SC1221.
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 manufactured products for distribution, and to compound non-sterile products.
Prerequisites: RX1000/RX1100
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 skills; in addition to the legal responsibilities of a pharmacy technician. Students will review areas of concentration presented throughout the entire program, such as: pharmacy calculations, aseptic compounding, non-sterile compounding, basic biopharmaceutics, and pharmacy laws and regulations. They also re-examine areas related to processing of prescriptions, purchasing and inventory control. A final review of this information is essential to the successful passing of the national certification exam. Throughout this course, students gain an appreciation for the value of technician certification and active involvement in professional organizations.

Prerequisite: 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, and cytotoxic 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

RX1900-2990 - Special Topics for Pharmacy Technicians – 1-4.5 credits
Topics will vary depending on the interests of the instructor and students.

Prerequisite: Permission of the Academic Dean
Delivery: on-ground

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. (3.5 hours lecture, 2 hours lab/week)

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 introduces nutritional concepts including principles of digestion and absorption, the functions of nutrients, lifecycle needs, disease prevention, and weight management. The basic principles of nutrition are studied with particular emphasis on their applications to human health and daily living.

Delivery: on-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**
This course utilizes a systems approach to study human anatomy and physiology. The blood, the cardiovascular system, the lymphatic system, the digestive system, the respiratory system, the urinary system, and the reproductive system are addressed. Also covered are fluid and electrolyte balance, acid and base balance, and genetics. (4.5 hours lecture, 3 hours lab/week)
Prerequisite: SC1240
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. (3 hours lecture, 3 hours lab/week)
Prerequisite: ME1150
Delivery: on-ground

**SC1280 - Comparative Anatomy Lab - 2 credits**
This course covers the comparison of the anatomy of domestic animals using the cat as a model of dissection.
Prerequisite: SC1240
Delivery: on-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. (4.5 hours lecture, 3 hours lab/week)
Prerequisite: SC1240
Delivery: on-ground

**SC1332 – Human Anatomy and Physiology II with Lab – 6 credits**
This course utilizes a systems approach to study human anatomy and physiology. The blood, the cardiovascular system, the lymphatic system, the digestive system, the respiratory system, the urinary system, and the reproductive system are addressed. Also covered are fluid and electrolyte balance, acid and base balance, and genetics. (4.5 hours lecture, 3 hours lab/week)
Prerequisite: SC1232
Delivery: on-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. (3 hours lecture, 3 hours lab/week)
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.
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, and host parasite relationships of microorganisms will be studied with an emphasis on bacteria. In the lab portion of this course students will learn aseptic techniques and apply them in the isolation of pure cultures of bacteria. Students will also perform various staining techniques and chemical tests to identify these bacteria. The response of bacteria to
changes in environmental conditions will be examined. Various life stages of medically important parasites will also be observed. (4.5 hours lecture, 3 hours lab/week)
Delivery: on-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: SC1221 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: SC1221 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

SC3100 - Bacteriology/Parasitology - 3 credits
This course is a study of characteristics of pathogenic and non-pathogenic bacteria and fungi. The fundamentals of infections and control of internal and external parasites are also explored.
Prerequisite: AH2300
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

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 – 4.5 credits
This course studies premarital and marital relationships in modern society. The historical and cultural aspects of love, dating, marriage, and alternative systems are used to discover the difficulties in adjusting to marriage and the family.
Prerequisite: SO1050
Delivery: on-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 – Human Geography - 4.5 credits**
This course explores the study of geography by emphasizing the relevance of geographic concepts to human problems. A central focus of the course is on the tension between globalization and cultural diversity. Students will explore how people are taking deliberate steps to protect their cultural identities as the world becomes more unified economically, culturally and environmentally.
Prerequisite: SO1050
Delivery: on-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 - 1-4.5 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

**TH1900-2990 – Special Topics in Therapeutic Massage – 1-4.5 credits**
Topics will vary depending on the interests of the instructor and students.
Prerequisite: Permission of the Academic Dean
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/postnatal 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, and 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 - Food Service and Lodging Management - 4.5 credits
This course provides information on techniques involved in managing the full range of lodging and food service facilities. The course addresses the full range of lodging facilities and food service facilities. Students learn the various tasks employees and management personnel perform to deliver products and services experiences to customers. There is discussion of the elements that build quality and success into these types of businesses.

Prerequisite: MT2050
Delivery: on-ground

TH2250 - IT Applications for Tourism and Hospitality - 4.5 credits
The goal of this course is to familiarize students with the information technology tools that are used in the tourism and hospitality industry. These include tools like 800-number reservation systems, e-mail, Web sites, computerized reservation systems that are used for lodging and airlines, and software that is used to manage tourism and hospitality facilities.

Prerequisite: CI1150 or placement recommendation
Delivery: on-ground

TH2000 - Destination Tourism - 4.5 credits
The goal of this course is to provide information on the many types of facilities that attract people from long distances. These include casinos, resorts, parks and attractions. It discusses the types of products, services and experiences these facilities provide to customers. The course discusses the tasks that must be executed by employees and managers. There is discussion of the elements that build quality and success into destination tourism.

Prerequisite: None
Delivery: on-ground

TM2500 - Tourism and Hospitality Marketing - 4.5 credits
The goal of this course is to provide students with tools to participate in the marketing and sales aspects of the tourism and hospitality industry. The course covers the wide variety of marketing and sales tools that are used by business and government to promote the travel and hospitality industry. Marketing strategy and philosophy are discussed as they apply to the tourism and hospitality industry. There is discussion of the elements that build success into marketing of this industry.

Prerequisite: MG1050
Delivery: on-ground

TM3100 - Event and Convention Management - 4.5 credits
A significant portion of the travel industry serves customers attending events and conventions. Students learn about the many types of products, services and experiences that are provided to customers who attend events and conventions. In turn, the course will address the tasks that must be executed by workers and managers at events and conventions. There is discussion of what elements build quality and success into event and convention management.

Prerequisite: MT2050
Delivery: on-ground

TM4500 – Internship – 4.5 credits

The purpose of this internship is to give the student experience in applying what he or she has learned in the classroom by working in a business or government environment. The student’s responsibility is agreed upon in advance by the student’s advisor, the business entity, and the student. Successful completion requires a written report by the student detailing the experience gained during the internship and successful completion of the projects assigned by the business supervisor(s).

Prerequisite: Junior or Senior Status
Delivery: on-ground
National American University

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System Director of Financial Aid
Cheryl Bullinger

System Director of Human Resources
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System Director of Information Technology
John Buxton, BS, University of Nebraska (1993); MBA, University of Tulsa (1995).

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Tiffany Smith, BA, Chadron State College (1997).

System Director of Student Accounts

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System Business Program Chair
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System IT Program Chair
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System Legal Studies Program Chair
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System Medical Assisting and Medical Administrative Assistant Program Chair
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System Therapeutic Massage Program Chair
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National American University

Campus Administration

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Learner Services Coordinator

Information Technology Coordinator
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Matthew Painter, BS, Mountain State University (1999); BS, Mountain State University (2000); MS, Mountain State University (2002).

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Campus Executive Officer

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Matthew Painter, BS, Mountain State University (1999); BS, Mountain State University (2000); MS, Mountain State University (2002).

Information Technology Program Coordinator
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Bloomington
Campus Executive Officer
Roger Sage, BS, Iowa State University (1979); MBA, Cardinal Stritch University (2002).

Academic Dean

Learner Services Coordinator (Dean of Student Services)

Regional Campus Librarian/Assessment Coordinator

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Regional Campus Librarian/Assessment Coordinator

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Assistant Medical Assisting Program Coordinator
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Assistant Pharmacy Technician Program Coordinator
Mai Yia Lor, BA, University of Minnesota (2005).

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**Campus Librarian/Bookstore Manager**
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**Dean of Student Services**

**Medical Assisting Program Coordinator**

**Denver**

**Campus Executive Officer**
Charlene Fields, BS, University of Phoenix (1991); MA, University of Phoenix (1999); MA, Webster University (2002).

**Academic Dean**
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**Associate Vice President of Enrollment Management**
Kenneth March

**Nursing Program Chair**
Dodie Serafini, Certificate, Practical Nursing, TH Pickens Technical Center (1990); AAS, Nursing, Front Range Community College (1993); BSN, Metro State College (2000); MSN, University of Northern Colorado (2004); RN.

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Gaylord Riba, MBA, National University (1978).

**Distance Learning**

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Bob Paxton, BS, Nebraska Christian College (1978); MS, Fort Hays State University (1979); PhD, University of Texas (1989).

**Vice President of Academics and Learner Services**
Ann Larson, BS, North Dakota State University (2000); MS, University of Mary (2003); MBA, University of Mary (2006); EdD, University of South Dakota (2008).

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Trina Allen, BA, University of Northern Iowa (1988); MS, Iowa State University (1994).

**Vice President of Affiliate Relations**
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**Dean of Academic Affairs**
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**Senior Application Development Manager**
Patrick Jones, BS IT Networking; BS IT Web Page Development, BS IT Programming, National American University (2003).

**Director of Information Technology,**

**Business Program Coordinator/ Health Care Management Program Chair**
Craig Levin, BS, Black Hills State University (1995); MBA, University of South Dakota (2005).

**Criminal Justice Program Chair**
Lynn Titus, BA, University of Minnesota (2000); Master of Criminal Justice, Boston University (2005).

**Information Technology Program Coordinator**
Bob Thrall, BA, St. Mary’s College (1972); MS, Dakota State University (2004); MCSE.

**Health Information Technology and Healthcare Coding Program Chair**
Lakesha Kinnerson, BS, University of Alabama at Birmingham (2001); MPH, University of Alabama at Birmingham (2004).

**Online RN to BSN Program Chair**

**Academic Achievement Coordinator**
Andrea Serna, AA, North Iowa Area Community College (1998), BSS, Cornell College (2001); MBA, Southwest Minnesota State University (2004).

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Kathleen Van Horn, BA, University of Colorado (1967); MS, Utah State University (1980); EdD, Utah State University (1985).

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Larry Lettau, BS, Accounting and BS, Business Administration Black Hills State University (1998); MBA Regis University (2000).

Information Technology Coordinator
Steve Lashwood, AAS, National American University (1985); BS, National American University (1985); MBA, National American University (2007); MCP.

Independence
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Jennifer Duffey, Certificate, Concorde Career Institute (2004); BA, University of Missouri-Kansas City (2003); RMA.

Director of Admissions

Regional Legal Studies Program Coordinator
Scottie S. Kleypas, BS, Criminal Justice, University of Central Missouri (1998); JD, University of Missouri-Kansas City School of Law (2001).

Medical Assisting Program Coordinator (Acting)
Jennifer Duffey, Certificate, Concorde Career Institute (2004); BA, University of Missouri-Kansas City (2003); RMA.

Campus Librarian

Dean of Student Services
Cammie Willis, BS, Lincoln University (1989); MS, Friends University (2003).

Overland Park
Campus Executive Officer
Tunya Carr, BPS, Memphis University (1993); MS, Kansas State University (1997).

Academic Dean
Tim Dzubay, BA, English, St. John’s University (1991); MS, Journalism, University of Kansas (1999).

Medical Assisting Program Coordinator
Patricia Pankey, Diploma, Eastern Jackson County College of Allied Health (1992); AA, Hannibal-LaGrange College (1977); BBA, Baker University (2003); MEd, American Intercontinental University (2004); RMA.

Nursing Program Chair
Deborah G. Smith, BSN, University of Central Arkansas (1974); MSN, University of Central Arkansas (1982); RN.

Therapeutic Massage Program Coordinator
Gerald Larson, BA, MidAmerica Nazarene University (1988); MSE, University of Kansas (1996); PhD, University of Kansas (2001).

Campus Librarian
Laura Bean, Bachelor of Liberal Science, University of Missouri Kansas City (2001); MA, University of Missouri-Columbia (2003); MA (2006).

Associate Director of Admissions

Regional Legal Studies Program Coordinator
Scottie S. Kleypas, BS, Criminal Justice, University of Central Missouri (1998); JD, University of Missouri–Kansas City School of Law (2001).

Rapid City
Campus Executive Officer
John Quinn, BA, Yale University (1966); JD, University of Pennsylvania (1968); LLM, New York University (1974); JSD, New York University (1979); MA, University of Hong Kong (1987).

Academic Dean
Gale Folsland, BS, Education, Black Hills State College (1979); MBA, Wichita State University (1995).

Dean of Student Success
Peggy Schlechter, BS, South Dakota State University (1984); MS, South Dakota State University (2006).

Campus Librarian
Patricia Wetiss, AAS, National American University (1988); BS, National American University (1990); BS, National American University (1992).

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Joshua Ellis, BS, Northern State University (1996); M.S, Northern State University (1998).

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Simeon Crosby, BS, Accounting, Grambling State University (2003); MBA, National American University (2008).

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Legal Studies Program Coordinator
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Roger Squires, BA, University of Bristol England (1965); MLS, University of Oregon (1997).

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Network Coordinator
Mary Carson, BS, National American University (1984); MA, Webster University (1989).

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Patricia Stans, BS, Physics, New York University (1963); PhD, Education Administration, New Mexico State University (1976).

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Campus Executive Officer
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Academic Dean
Meg Whiston, BA, University of New Hampshire (1981); MEd, University of New Hampshire (1982); MEd, University of New Hampshire (1984); PhD; Cornell University (1992).

Director of Admissions
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Therapeutic Massage Program Coordinator
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Pat Schommer, BS, University of Wisconsin (1982); MA, St. Mary’s University of Minnesota (2009); CPhT.

Learner Services Coordinator
Elizabeth Skwiot, BA University of Wisconsin-Madison (1999); MA, University of California-Davis (2004).

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Brian Gravely, BA, Western Kentucky University (2001), JD, Hamline University (2004).

Sioux Falls
Campus Executive Officer
Lisa Houtsma, BS, National American University (2000); MS, University of South Dakota.

Academic Dean
Marilyn Carlson Aronson, BS, University of Sioux Falls (1960); MA, University of South Dakota (1973); MA, University of South Dakota (1992); EdD, University of South Dakota (1997).

Director of Admissions

Campus Librarian
Rebecca Spriester, MA University of South Dakota (1978); BA, Northwestern College (1972).

Paralegal Studies Program Coordinator
John Pekas, BA, University of Nebraska (1991); JD, University of South Dakota (1993).

Medical Assisting Program Coordinator
Cathleen Ogdie, AA, Mount Saint Clare College (1974); BA, University of Guam (1976); MS, University of South Dakota (1995); DLM (ASCP), MT (ASCP).

Pharmacy Technician Program Coordinator

Therapeutic Massage Program Coordinator
Laura Woitte, AAS, National American University (2003); BA, Dakota Wesleyan University (1998); MAS, University of South Dakota (2007).

Assessment Coordinator
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Campus Executive Officer
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**Academic Dean**
Duane Petty, BA, Ohio Wesleyan University (1974); MBA, Keller Graduate School of Management (1982).

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**Zona Rosa**
**Campus Executive Officer**
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**Academic Dean**
Cathi Leduc, BS Education/ Psychology University of St Mary (2001). MS, Psychology Walden University (2006).

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Patricia Pankey, Diploma, Eastern Jackson County College of Allied Health (1992); AA, Hannibal-LaGrange College (1977); BBA, Baker University (2003); MEd, American Intercontinental University (2004); RMA.

**Nursing Program Chair**

**Regional Legal Studies Program Coordinator**
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Ernest Edwards, Lt Col, USAF (Ret).

AJ Riviezzo, Owner, American Physician Financial Solutions, LLC.

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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.
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Celeste Gruhin, Human Resources Recruiter, United Parcel Services, Lenexa, KS.

Carolyn Pittsenbarger, Branch Manager, Blue Ridge Bank and Trust Company, Kansas City, MO.

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Joan Siewert-Cardona, Partner, Ideal Printers, St. Paul, MN.

George Ryan, Economic Development Representative, Positively Minnesota.

Dan Meuwissen, Public Safety Director, University of St. Thomas, St. Paul, MN.

Dr. Michael Bawek, Partner, Normandale Chiropractic, Bloomington, MN.

Sioux Falls Campus
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Ron Huether, Pharmacist, South Dakota Board of Pharmacy, Sioux Falls, SD.

John Ryan Pekas, Chairman of Minnehaha County Commission; Paralegal Studies Program Coordinator, National American University, Sioux Falls, SD.

Renae Pekas, Vice President of Marketing, Wells Fargo Educational Financial Services, Sioux Falls, SD.

Ila Schuld, RN, Case Manager, Sioux Falls Valley Hospital, Sioux Falls, SD.

Rolland Story, Insurance Agent, Farmer’s Insurance, Associate Faculty, National American University, Sioux Falls, SD.

National American University

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Laura Coome, CPA, South Dakota CPA Society, Sioux Falls, SD.

Eileen Hamm, CPA, Hill City, SD.

George Jewett, Chief Accountant, Ellsworth Air Force Base, SD.

Jason Warr, CPA, System Vice President for Academic Operations and Learner Services, National American University, Rapid City, SD.

Athletic Training Education Program
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Scott Baird, 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.

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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.

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Grumman, Rapid City, SD.

Brett Butler, President and CEO, Public Games, Austin, TX.
John Buxton, Director of Information Technology, National American University, Rapid City, SD.

Dr. Steve Crowl, Senior Network Consultant, NetQoS, Austin, TX.

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.

Brian Zucker, Technology Strategist, Office of the CTO, Dell, Round Rock, TX.

Medical Assisting Program – Roseville
William Larsen, MBA, CMA (AAMA), Cardinal Stritch University Medical Assisting Program Coordinator, Roseville, MN.

Donna Henke-Olson, BS, CMA, Business Office Manager, Allina Clinics, Minneapolis, MN.

Karl Kohn, MA, Graduate, National American University, Roseville, MN.

Tina Larrabee, MA, Clinic Supervisor, South Lake Pediatrics, St. Louis Park, MN.

Shawn Larson, RN, Manager, University of Minnesota Clinics, Minneapolis, MN.

Lisa Mago, RN, Occupational and Environmental Health Partners Clinic, Minneapolis, MN.

Cindy Mulroy, Public Member, Big Lake, MN.

Dianne Pizey, MD, South Lake Pediatrics, St. Louis Park, MN.

Dave Staplin, Medical Student, National American University Faculty Member, Roseville, MN.

Meg Whiston, PhD, Academic Dean, National American University, Roseville, MN.

Medical Assisting Program - Sioux Falls
Marilyn Carlson Aronson, EdD, Academic Dean, National American University, Sioux Falls, SD.

Tim Braithwaite, Sanford Clinic, Sioux Falls, SD.

Jenece Holland, CMA (AAMA), National American University, Sioux Falls, SD.

Dianne Hudson, CMA (AAMA), Sanford Clinic, Sioux Falls, SD.

Betty Kelley, LPN, Sanford Clinic, Sioux Falls, SD.

Cathleen Ogdie, MS, DLM (ASCP), MT (ASCP), Medical Assisting Program Coordinator, National American University, Sioux Falls, SD.

John Parks, Public Member at Large, Sioux Falls, SD.

Deb Perkins Hicks, JD, CRTT, National American University, Faculty, Sioux Falls, SD.

Deb Picasso, MS, O.T., National American University Faculty, Sioux Falls, SD.

Michelle Thue, CMA (AAMA), Member at Large, Sioux Falls, SD.

Evonne Revell, CMA (AAMA), National American University, Faculty, Sioux Falls, SD.

Michele Van Uden, MBA, Avera McKennan, SD.

Medical Assisting Program – Colorado Springs
Stacie Edwards, Medical Assistant Student, Colorado Springs Campus.

Dodie Ferguson, Cardiothoracic Surgeons with Memorial Hospital, 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.

Virginia Quiroz, Nurse Practitioner, Colorado Springs Health Partners, Colorado Springs, CO.
Dawn Simon, Front Office Supervisor, Rocky Mountain Cancer Center, Colorado Springs, CO.

Kathy Sparkman, Mountain View Medical Group, Training and QI Coordinator, Colorado Springs, CO.

Andrea Rue, School District Eleven and National American University Faculty, Colorado Springs, CO.

A.J. Riviezzo, American Physician Financial Solutions and National American University Faculty, Colorado Springs, CO.

Cassandra K. Van Doren, Layperson, Colorado Springs, CO.

Associate of Science in Nursing Program – Denver
Sharon Antonelli, RN, Dialysis Director, Renal Nurse Association, Denver, CO.

Sherie Apodaca, CNA., Nursing Administrative Assistant, National American University, Denver, CO.

Shanelle Armes, Administrator, Brighton Gardens, Denver, CO.

Jeanee Ballard, RN, Director of Nursing, Heritage Mountain View, Denver, CO.

Freddie Becket, RN, Director of Nursing Services, Devereaux Cleo Wallace, Westminster, Colorado.

Deb Bishop, RN, MSN, Community Member, Denver, CO.

Eugene Bowers, RN, Education, VA Hospital, Denver, CO.

Julia Bronner, PhD, RN, CTN, Dean, School of Nursing, National American University, Rapid City, SD.

Jacqueline Brown, RN, Faculty, National American University, Denver, CO.

Sister Caroline, RN, Director of Nurses, Little Sisters of the Poor, Denver, CO.

Christopher Christensen, RN, Education Coordinator, Kindred Hospital, Denver, CO.

Marie Cook, RN, MSN, CS, Faculty, National American University, Denver, CO.

Yvonne Crist, LPN, Nursing Foundation Advisor, National American University, Denver, CO.

Kathy Doeschot, RN, MSN, Faculty, National American University, Denver, CO.

Michelle Dunning, RN, Clinical Education, North Valley Hospital, Thornton, CO.

Charlene Fields, Campus Director, National American University, Denver, CO.

Toni Haag, RN, Director of Nursing, Classic Residence by Hyatt, Denver, CO.

Cathy Kliewer, RN, Director of Nursing Education, Colorado Plains Medical Center, Fort Morgan, CO.

Jeanne Lipp, Academic Dean, National American University, Denver, CO.

Sonja Morgan, RN, Retired Nursing Supervisor, Thornton, CO.

Leann O’Brien, Volunteer and Student Placement Coordinator, Arapahoe House, Denver, CO.

Elizabeth Pepper, RN, Community Member, Meeker, CO.

Gaylord Riba, Dean of Student Services, National American University, Denver, CO.

Sue Ryan, LPN, CAN/ASN Clinical Coordinator, National American University, Denver, CO.

Laura Scheufele, RN, Regional Director of Prison Health Systems, Adams County Detention, Denver, CO.

Renee Staley, LPN, Vista View Hospital, Thornton, CO.

Sarah Sunleaf, RN, Director of Nursing, St. Andrews Village, Denver, CO.

Teresa Taylor, RN, Director of Clinical Services, Memorial North, Colorado Springs, CO.

Leola Thomas, RN, MSN, Faculty, National American University, Denver, CO.

Kerrie Urban, RN, Clinical Education, Colorado Acute Specialty Hospital, Denver, CO.

Denise Walter, RN, Lab Coordinator, National American University, Denver, CO.

Pat Yock, RN, Retired Program Director, Denver, CO.

Justine Zollo, Vice President of Volunteer Resources, The Gathering Place – Women’s Day Shelter, Denver, CO.

PN and ASN Mobility Programs – Overland Park
Charlotte Adams, RN, BSN, Chief Nurse Officer, Heartland Spine & Specialty Hospital, Overland Park, KS.

Lori Bacon, Education Coordinator, Stormont-Vail Health Care, Topeka, KS.

Brenda Ball, RN, BSN, 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 Calhoun, RN, Director of Nursing Service, The Groves, Independence, MO.

Melody Carter, RN, Assistant Coordinator, Score 1 for Health, Kansas City University of Medicine and Biosciences, Kansas City, MO.

Patricia DeGhelder, RN, Staff Development, Western Missouri Mental Health Center, Kansas City, MO.

Tanya Dickerson, RN, Director of Nursing Service, Monterey Park Nursing Center, Independence, MO.

Kevin Peery, RN, MSN, Education Manager, Mid-American Rehabilitation Hospital, Overland Park, KS.

Kathy Grimes, Director of Nursing Service, Shawnee Gardens Healthcare & Rehabilitation Center, Shawnee, KS.

Vicki Holmes, RN, Assistant Director of Nursing Service, Shawnee Gardens Healthcare & Rehabilitation Center, Shawnee, KS.

Cindy Johnson, RN, Chief Nursing Officer, Research Medical Center, Kansas City, MO.

Janette Kilpatrick, RN, Education Coordinator, Lawrence Memorial Hospital, Lawrence, KS.

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

Nancy Melcher, RN, Chief Nursing Officer, Lee’s Summit Medical Center, Lee’s Summit, MO.

Michelle Nobel, RN, MSN, ARNP, Education Coordinator, Olathe Medical Center, Olathe, KS.

Biagio Pagano, Health, Education and Information, Wyandotte County Health Department, Kansas City, KS.

Linda Parkins, RN, MS, CS Educator, Menorah Medical Center, Overland Park, KS.

Lynn Parsons, RN, MS, PNP, Director of Professional Practice, Children’s Mercy Hospitals and Clinics, Kansas City, MO.


Valyne Pochop, RN, Education Coordinator, Heartland Regional Medical Center, St. Joseph, MO.

Val Ramones, RN, PhD, Affiliations Coordinator, VA Eastern Kansas Health Care System – Colmery, O’Neil VA Medical Center, Topeka, KS.

Larry Huffman, RN, Education Coordinator, VA Eastern Kansas Health Care System – Dwight D. Eisenhower VA Medical Center, Leavenworth, KS.

LaRita Haffey, RN, Clinical Educator, Centerpoint Medical Center, Lee’s Summit, MO.

Bonnie Patton, RN, Staff Development, Osawatomie State Hospital, Osawatomie, KS.

Donna Barner, RN, Director of Nursing, Osawatomie State Hospital, Osawatomie, KS.

Ruth Butler, RN, MSN, Director of Education, Providence Medical Center, Kansas City, KS.

Robyn Setter, RN, MS, Education Specialist, University of Kansas Medical Center, Kansas City, MO.

Teri Mayo, MA, Mercy and Truth Medical Mission, Kansas City, MO.

Sarah Butler, RN, MSN, Vice President of Nursing, North Kansas City Hospital, Kansas City, MO.

**Associate of Science in Nursing Program – Zona Rosa**

Chris Calovich, Education, Menorah Medical Center, Kansas City, MO.

Melody Carter, RN, Assistant Coordinator, Score 1 for Health, Kansas City, MO.

Cordelia Esery, RN, PhD, Retired Nursing Educator, Hamilton, MO.

Mary Hale, RN, BSN, MA, Staff Development, Western Missouri Mental Health Center, Kansas City, MO.

Georgette Hartner, RN, Director of Nursing, Providence Place, Kansas City, KS.

Leigh Morris, RN, Nursing Coordinator, Triality, Liberty, MO.

Barb Oddo, RN, Education, Medical Center of Independence, Independence, MO.

Cheryl Rittman, RN, 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, RN, MSN, 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.

Tammy Willis, RN, MS, Staff Development and Infection Control Nurse, Research Psychiatric Center, Kansas City, MO.

**Paralegal Studies Program - Rapid City**
Tim Crawford, Paralegal, Loan Consultant, West River Foundation, Rapid City, SD.

Jessica Dewald, Paralegal, Assurant Preneed, Rapid City, SD.

Rochelle Hagel, Lay Person, NAU Admissions Department, Rapid City, SD.

Dawn Haggerty, Paralegal, Pennington County State’s Attorney’s Office, Rapid City, SD.

Marla Halligan, Paralegal Johnson Eiesland Law Firm, Rapid City, SD.

Mark Koehn, Attorney, Legal Studies Coordinator, National American University, Rapid City, SD.

Rhonda Rylance, Paralegal, Lynn, Jackson, Shultz & Lebrun, Rapid City, SD.

Paul M. Sedlacek, Attorney, System Legal Studies Program Chair, National American University, Rapid City, SD.

Jeff Fransen, Attorney, Duffy Law Office, Rapid City, SD.

Jennifer B. Utter, Attorney, Assistant State’s Attorney, Pennington County, Rapid City, SD.

Christina Agle, Student Representative, Rapid City, SD.

**Paralegal Studies Program – Kansas City Region**
Tunya Carr, Campus Vice President, National American University, Overland Park Campus.

Jennifer Duffey, Associate Academic Dean, Independence Campus.

Tim Dzubay, Academic Dean, Overland Park Campus.

Tamarha R. Evert, CP, HALA Liaison, Sanders Warren & Russell LLP, Overland Park, KS.

Shelly Hinson, Attorney; Faculty Member, National American University.

Christina Leftridge, Paralegal Studies Student, National American University, Zona Rosa Campus.

Cathi Leduc, Academic Dean, Zona Rosa Campus.

Ella Lunceford, Paralegal Studies Student, National American University, Independence Campus.

Joan Meyer-Ellison, Campus Vice President, National American University, Independence Campus.

Dan Ryan, JD, Central City School Fund, Kansas City, MO.

Kyle Shelton, Campus Director, National American University, Zona Rosa Campus.

Sherlanda M. Wilson, Alumni, BS in Paralegal Studies, National American University, Independence, MO.

**Paralegal Studies Program - Sioux Falls**
Marilyn Carlson Aronson, EdD, 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, PGA., 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.

Brian T. Ahrendt, Attorney, Ahrendt Law Office, Sioux Falls, SD.

**Pharmacy Technician Program – Roseville**
Julie K. Johnson, PharmD, MN Pharmacists Association.

Mike Koski, RPh, PharMerica, Fridley, MN.

Mai Yia Lor, BS, CPhT, Asst Pharmacy Technician Program Coordinator, National American University, Bloomington & Brooklyn Center, MN.

Ann Oberg, BS, CPhT, Pharmacy Technician Program Coordinator, National American University, Sioux Falls, SD.

Pat Schommer, MA, CPhT System Pharmacy Technician Program Chair, National American University, Roseville, MN.

Kathryn Schultz, PharmD, Bethesda Hospital—St. Paul, MN.

**Pharmacy Technician Program – Minnesota Region**
Jennifer Bertsch, CPhT, Cigna Tel-Drug Production Floor Tech, Supervisor, Sioux Falls, SD.
Naomi Graves, PharmD, Lewis Drug, Sioux Falls, SD.
Ron Huether, RPh, South Dakota Board of Pharmacy, Sioux Falls, SD.

Pat Schommer, MA, CPhT; System Pharmacy Technician Program Chair—National American University, Roseville, MN.

Mai Yia Lor, CPhT, Assistant Pharmacy Technician Program Coordinator, National American University, Brooklyn Center & Bloomington, MN.

Ann Byre, Area Pharmacy Manager, Target, Fridley, MN.

Chris Deilke, AAS, Pharmacy Technician, National American University (2009).

Doris Heilman, CPhT & Training Manager, CVS, Plymouth, MN.

Jennifer Hilleren, CPhT, BS, Community Health, St. Cloud State University (1993).

Julie Johnson, PharmD, Executive Vice President & CEO, MN Pharmacist Association, Roseville, MN.

Kevin Johnson, RPh, Director of Pharmacy, PharMerica.

Michael Kosti, RPh, IV Department Manager, PharMerica.

Brian Miller, Pharmacist & District Sales Manager, CVS, Plymouth, MN.

Catherine Myers, CPhT, Stillwater, MN.

Carlotta Klietz, Student, National American University.

Jason Klietz, AAS, Pharmacy Technician, National American University (2009).


Sue Schaubschlager, CPhT, AAS, Pharmacy Technician, National American University (2009).

Kathy Schultz, PharmD, FASHP, Director of Pharmacy, Bethesda Hospital, ASHP Board of Directors.

Pharmacy Technician Program – Sioux Falls
Troy Ahrens, CPhT, Pharmacy Technician Student, National American University, Sioux Falls, SD.

Jennifer Bertsch, CPhT, Cigna Tel-Drug, Production Floor Supervisor, Sioux Falls, SD.

Amanda Bohlen, CPhT, Pharmacy Technician Student, National American University, Sioux Falls, SD.

Tracy Bultena, BS, AAS, CPhT, PharMerica, Pharmacy Technician, Sioux Falls, SD.

Marilyn Carlson-Aronson, EdD, Academic Dean, National American University, Sioux Falls, SD.

Jenni Drexler, RPh, Quality Pharmacist, Cigna Tel-Drug, Sioux Falls, SD.

Tawny Erickson, CPhT, Omniscare of South Dakota, Order Entry Pharmacy Technician, Sioux Falls, SD.

Naomi Graves, PharmD, Lewis Drug, Staff Pharmacist, Sioux Falls, SD.

Ron Huether, RPh, South Dakota Board of Pharmacy, Executive Secretary, Sioux Falls, SD.

Lori Hendricks, RPh, Veterans Administration Medical Center, Staff Pharmacist, Sioux Falls, SD.

Bill Ladwig, RPh, Lewis Drug, VP Professional Services, Sioux Falls, SD.

Megan Maddox, PharmD, Sanford Health System, Medication Safety Officer, Sioux Falls, SD.

Ann Oberg, BS, CPhT, Pharmacy Technician Program Coordinator, National American University, Sioux Falls, SD.

Cathie Ogdie, MS, DLM (ASCP), MT (ASCP) Medical Assisting Program Coordinator, National American University, Sioux Falls, SD.

Steve Petersen, PharmD, Avera McKennan Hospital and University Health Center, Director of Pharmacy, Sioux Falls, SD.

Lindsay Serbousek, AAS, CPhT, Administrative Assistant to VP Professional Services, Lewis Drug Corporate Office, Sioux Falls, SD.

Kelly Schroer, CPhT, Pharmacy Specialties, Inc., Pharmacy Lab Technician, Sioux Falls, SD.

Danny Weiss, PharmD, DAKOTACARE, Clinical Pharmacist, Sioux Falls, SD.

Jodi Wendte, PharmD, Avera McKennan Hospital and University Health Center, Staff Pharmacist, Sioux Falls, SD.

Diane Yager, CPhT, Walgreens, Senior Pharmacy Technician, Sioux Falls, SD.

Online RN to BSN Program
Charlotte Adams, RN, BSN, Chief Nursing Officer, Heartland Spine and Specialty Hospital, Overland Park, KS.
Sandra Annesi, RN, MSN, Online RN to BSN Program Associate Faculty, National American University, Port Orange, FL.

Marcia Benning, RN, Public Health Specialist, South Dakota Department of Health, Hill City, SD.

Rita Haxton, RN, MSN, Vice President of Patient Care, Rapid City Regional Hospital, Rapid City, SD.

Carolyn Kiefer, RN, BSN, National American University Program Graduate, Lawrenceville, GA.

Susie Law, Vice President of Clinical Resources, Health Care Corporation of America Midwest Division, Kansas City, MO.

Michelle MacDonald, RN, MA, PHN, Online RN to BSN Program Associate Faculty, National American University, Proctor, MN.

Heather Roberts, RN, MSN, Online RN to BSN Program Associate Faculty, National American University, Kansas City, MO.

Sue Tierney, RN, MSN, PHN, Online RN to BSN Program Advisor/Faculty, National American University, Hermantown, MN.

Melody Antoon, RN, MSN, Online RN to BSN Program Associate Faculty, National American University, Texas.

Carol Hunter RN, MSN, PHD Online RN to BSN Program Associate Faculty, National American University, Arizona.

**Therapeutic Massage Program - Roseville**

Amy Asleson, RN, MS, 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, BA, MCMT, Children’s Hospital and Clinics of Minnesota, Minneapolis, MN.

Sharon Pollock, MS, BS, MST, St. Croix Gardens, Hudson, WI.

**Therapeutic Massage Program - Sioux Falls**

Lexi Fredrickson, Licensed Massage Therapist, Sioux Falls Chiropractic, Sioux Falls, SD.

Sara Helgerson, Marsh Chiropractic, Sioux Falls, SD.

Joyce Voss, Executive Secretary, 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 Woiitte, MSAS, Therapeutic Massage Coordinator, National American University.

**Veterinary Technology Program**

John Allan, DVM, South Dakota Animal Industry Board, Area Veterinarian.

Tami Bremer, RVT, Canyon Lake Veterinary Hospital, Rapid City, SD.

Penny Dye, DVM, Dakota Hills Veterinary Clinic, Rapid City, SD.

Ken Ireland, DVM, Northern Hills Veterinary Clinic, Sturgis, SD.

Carter Johnson, Territory Manager, MWI Veterinary Supply, Rapid City, SD.

Susan Jones, DVM, Noah’s Ark Animal Hospital, Rapid City, SD.

Michelle Lutheran, RVT, Dakota Hills Veterinary Clinic, Rapid City, SD.

Lynne Mazzone, VMB, Mountain View Animal Hospital, Rapid City, SD.

Teri Schweiss, DVM, Mountain View Animal Hospital, Rapid City, SD.

Christine Teets, DVM, Banfield, Rapid City, SD.

George Twitero, DVM, Black Hills Animal Hospital, Rapid City, SD.

Becky Wagner, DVM Animal Clinic, Rapid City, SD.
National American University Faculty

This list reflects the names of full-time faculty and core associate faculty who teach for the university. Please note that inclusion in this list is not a guarantee that a faculty member will be teaching throughout the academic year.

Albuquerque/Rio Rancho

Vincent Abt, BS, Business Management, University of Phoenix (1999); MBA, University of Phoenix (2000); BS, Information Technology/Programming, National American University (2003).

Paul Acuff, BA, English, University of California (1975); MBA, University of Phoenix (1982); A+ Certification.

Peter Amb, AS CIS, College of Santa Fe (1989), BA, Business, College of Santa Fe (1990); MS, College of Santa Fe (1995); MCSE.

Robert Armstrong, BA, Accounting, Loris College (1965); CPA.

Elizabeth Baros, BA, Public Administration, College of Santa Fe (1994); MA, Human Resources Development, Webster University (1996).

Ben Barsky, AS, Business Administration, Baltimore College of Commerce (1951); BBA, Accounting, Capital College, Washington D.C. (1953); CPA.

Myrna Brown, BSBA, College of Santa Fe (1988); MBA, University of Phoenix (1993).


Jim Cross, BA, Sociology, Missouri University (1970); MA, Organizational Management, University of Phoenix (1999).


Linda Devine, BA, Individualized, Keene State College (1989); MA, Humanities, California State University (1994).

Brian Dodson, BS, Physics, University of Nebraska (1973); MS, Physics, University of Illinois (1974); PhD, Physics, University of Illinois (1980).

Kathryn Dove, BA, Philosophy & Political Science, Virginia Polytechnic Institute & State University (1995); JD, University of San Diego, School of Law (1998).


Theresa Hadden-Martinez, AD, Nursing, Northwestern State University of Louisiana (1977); BS, Nursing, Northwestern State University of Louisiana (1983); MCSE; MCSE +I; MCT.

Lois Harmeson, BA, Philosophy/Psychology, Carroll University (1949); MA, Counseling/Human Relations, Webster University (1983).

Walter Harvey, BA, Finance, Lehigh University (1966); JD, Fordham University (1969); MBA, New York University Graduate School of Business (1971); LLM, Taxation, New York University (1975).


Jill Kissinger, BS, Finance, University of Colorado (1985); JD, University of Denver (1990).

Michael Kline, BA, Organizational Communication, University of New Mexico (1998); MA, Human Resources Development, Webster University (2000).

Ken Leonard, BA, Economics, University of New Mexico (2001); MA, Marketing, University of New Mexico (2003).

Roberta Lopez, BA, University Studies, University of New Mexico (1998); MPA, University of New Mexico (2005).

Gary Malvin, BA, Music, University of Michigan Ann Arbor (1976); PhD, Physiology, University of New Mexico (1983).


Bill Meador, BA, Liberal Arts, University of California (1985); MA, Liberal Arts, Texas Christian University (1988).

Charles Milazzo, BS, Accounting, University of New York (1975); MBA, University of Phoenix (2002); DM, University of Phoenix (2007).

Eugenia Miller, BS, Education, Mansfield University (1950); MS, English, State University of New York (1956); PhD, Curriculum Instruction, University of New Mexico (1979).

Jessica Moore, BS, Management, Teikyo Post University (1996); MA, Organizational Management, University of Phoenix (2000).

Tod Nordstrand, BBA, University of Texas, El Paso (1989); MBA, University of New Mexico (1997).

Greg Noss, BA, Economics, Michigan State (1987); MBA, University of New Mexico (2004); New Mexico Highlands University (2002).

Dorothy O’Neal, BA, Music Education, Webster University (1958); MA, Music Education, DePaul University (1966).

Donna Owens, BA, Psychology, University of Colorado (1989); MA, Organizational Management, University of Phoenix (1999).

Jim Peaslee, BSIM, Industrial Management, University of Cincinnati (1960); MBA, University of Oklahoma (1970).

Bill Peifer, BS, Production Management, Delaware Valley College (1979); A+ Certification.

Carrie Pippen, BS, Biology, University of New Mexico (1999); MA, Secondary Education, University of New Mexico (2003).

Luis Quinonez, BBA, Finance, Anderson School of Business, University of New Mexico (1992); MBA, Accounting, University of Phoenix (2002).

Nancy Reddish, BS, Home Economics, University of New Mexico (1970); MA, Speech Communications, University of New Mexico (1987).

Theresa Romero, BS, Nursing, University of North Dakota (2006).

Babette Saenz, BA, Romance Languages, New Mexico State University (1977); MPA, University of New Mexico (1983); MS, Oriental Medicine, Southwest Acupuncture College (2005).

Mike Smith, BS, Applied Management, National American University (2000); MA, Organizational Management, University of Phoenix (2003).

Patricia Stans, BS, Physics, New York University (1963); PhD, Education Administration, New Mexico State University (1976).

Neil Swain, BA, Biology, Harding University (1976); MBA, University of Phoenix (1995).

Karen White, BS, Elementary Education, Northern Illinois University (1971); BA, Criminal Justice, Mt. Mercy College (1982); MA, Elementary Education, University of New Mexico (1987); MA, Counseling, Western New Mexico University (1993); MA, School Administration, Western New Mexico University (1996).

Austin

Demetrice Browder, BS, Engineering, Louisiana Tech University (1997); MS, Information Systems, Marist College (2002).


Melanie Carstarphen, BA, English, Dallas Baptist University (1984); JD, South Texas College of Law (1989).

Clint Moore, BA, History, Texas A&M University (1997); JD, Lewis and Clark College (2000); MA, History, Texas State University (2007).

Matthew Painter, BS, Healthcare Administration, Mountain State University (1999); BS, Business Management, Mountain State University (2000); MS, Strategic Leadership, Mountain State University (2002).

William Perry, BS, Psychology, Texas State University (1978); MBA, Texas State University (2006).

Celeste Rios, BA, Government, New Mexico State University (1997); MA, Political Science, Fayetteville State University (2000).

William Wing, MSW., University of Michigan (1978); MPA, Public Administration, Marist College (1983).

Bloomington

Michael Bawek, BA, Research, Northwestern Health Science University (2003); Doctor of Chiropractic northwestern Health Sciences University (2003); Licensed Chiropractor.

Elena Belinschi, BS, Math, Moldova State University (1992); MA, Math, Moldova State University (1992).

Cecilia Blue, BA, Marketing, University of Illinois (1994); MA, Accounting & Strategic Management, University of Illinois (2007); JD, Law, DePaul University (1998).

Robert Collins, BS, Finance, University of Southern California (1960); MBA, Marketing, New York University (1969).

Patrick DeWane, BS, Economics, University of Wisconsin-Green Bay (1975); JD, Marquette University (1987).

Salone Gezahegn, MD Addis Ababa University.

Shannon Hietz, BA, Psychology, St. Olaf College (1993); JD, Hamline University (1997).

Karne Johnson, BS, English, University of Minnesota (1973); MS, Technical Communications, University of Minnesota (1990).

James Leduc, BA, Theatre of Arts, Millsaps College; MFA, Drama & Directing, University of Oklahoma (2008).
Jane Lenz, BA, Economics/Marketing, Drake University (1979); MA, Management, St. Scholastica (2002).

Mai Yia Lor, BA, Physiology, University of Minnesota.

Tamara Mattison, BA, Organizational Management & Communication, Concordia University (2000); MA, Organizational Leadership, Bethel University (2002); PhD Candidate, Organizational Management & Leadership, Capella University (2009).

Juliet Mitchell, BA, Business, Southern University; MA, Human Development, St. Mary’s University.

Maria Murad, BA, English, University of Minnesota (1979); MA, English, University of Minnesota (1985).

Timothy Nagle, BS, Speech and Art, Northern Michigan University (1972); BS, Computer Science, Oregon State University (1980); MS, Educational Psychology, University of Minnesota (1992); PhD, Educational Psychology, University of Minnesota (2001).

Brian Olson, BA, Metropolitan State University; MA, Technical Communications, Metropolitan State University.

Marvin Rosen, BS, Winona State University (1953); MA, Colorado State University (1954); EdD, University of Minnesota (1974).

Roger Sage, BS, Iowa State University (1979); MBA, Cardinal Stritch University (2002).

Mike Sauve, BS, Business Administration, Minnesota State University; MBA, Finance, California Coast University.

Tracy Schilling-Hysjulien, BA, Early Admission to Dental School, University of Texas; DDS, University of Texas Health Science Center.

Charles Scott, BS, Accounting, University of Minnesota (1967); MBA, Xavier University (1970); CPA.

Stephanie Skwiers, BS, Mathematics, University of Michigan (2005); MS, Statistics, Western Michigan University (2007).

Arnold Stead, BA, English, Bemidji State University (1986); MA, English, Iowa State University (1988); PhD, English, University of Missouri-Columbia (1993).

Laura Tennesen, BA, Psychology, Winona State University (2002); MSE, Education, University of Wisconsin (2006).

Mary Verrill, BA, English, Vitero University; MA, English, University of Wisconsin.

Brooklyn Center

Ella Ackermann, BS, Organizational Administration, Northwestern College (1991); MBA, Cardinal Stritch University (2003).

Akm Ashafull Alum, BS, Computer Science, Winona State University (1998); MS, Software Systems, University of St. Thomas (2002).

Kiran Arise, MBBS, Medicine & Surgery, Osmania Medical College; NTR University of Health Sciences, Hyderabad, India (1998).

Andrian Belinschi, BS and MS Computer Engineering, Moldova Technical University, Romania (1990); Certificates: C++, C, SQL, Sun Certified Programmer.

Elena Belinschi, BS, Math, Moldova State University (1992); MA, Math, Moldovia State University (1992).

Enrique Bustamante-Cedeno, MSIE, Industrial Engineering, University of Minnesota (2000); PhD, Industrial & System Engineering, University of Minnesota (2007).

Craig Chaplin, BS, Business Administration, University of Nebraska (1985); MBA, University of St. Thomas (2002).

Robert Collins, BS, Finance, University of Southern California (1960); MBA, Marketing, New York University (1969).

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<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisites</td>
<td>29</td>
</tr>
<tr>
<td>Program Advisory Committees</td>
<td>183</td>
</tr>
<tr>
<td>Accounting</td>
<td>183</td>
</tr>
<tr>
<td>ASN Program - Zona Rosa</td>
<td>186</td>
</tr>
<tr>
<td>Athletic Training</td>
<td>183</td>
</tr>
<tr>
<td>Business</td>
<td>183</td>
</tr>
<tr>
<td>Information Technology</td>
<td>183</td>
</tr>
<tr>
<td>Medical Assisting - Roseville</td>
<td>184</td>
</tr>
<tr>
<td>Medical Assisting - Sioux Falls</td>
<td>184</td>
</tr>
<tr>
<td>Medical Program - Colorado Springs</td>
<td>184</td>
</tr>
<tr>
<td>Paralegal Studies - Rapid City</td>
<td>187</td>
</tr>
<tr>
<td>Paralegal Studies - Sioux Falls</td>
<td>187</td>
</tr>
<tr>
<td>Pharmacy Technician - Roseville</td>
<td>187</td>
</tr>
<tr>
<td>Pharmacy Technician - Sioux Falls</td>
<td>188</td>
</tr>
<tr>
<td>PN and ASN Mobility Program - Overland Park</td>
<td>185</td>
</tr>
<tr>
<td>Therapeutic Massage - Roseville</td>
<td>189</td>
</tr>
<tr>
<td>Therapeutic Massage - Sioux Falls</td>
<td>189</td>
</tr>
<tr>
<td>Veterinary Technology</td>
<td>189</td>
</tr>
<tr>
<td>Purposes</td>
<td>1</td>
</tr>
<tr>
<td>Rapid City Campus Administration</td>
<td>180</td>
</tr>
<tr>
<td>Rapid City Campus Location</td>
<td>11</td>
</tr>
<tr>
<td>Rapid City/Ellsworth Extension Faculty</td>
<td>201</td>
</tr>
<tr>
<td>Recognition and Scholarships</td>
<td>19</td>
</tr>
<tr>
<td>Registration/Preregistration</td>
<td>29</td>
</tr>
<tr>
<td>Reinstatement of Financial Aid Eligibility</td>
<td>33</td>
</tr>
<tr>
<td>Repeating Courses</td>
<td>29</td>
</tr>
<tr>
<td>Reserve Officer Training (ROTC)</td>
<td>29</td>
</tr>
<tr>
<td>Residence Hall Room Charge</td>
<td>20</td>
</tr>
<tr>
<td>Rio Rancho Campus Location</td>
<td>11</td>
</tr>
<tr>
<td>Roseville Campus Administration</td>
<td>181</td>
</tr>
<tr>
<td>Roseville Campus Advisory Board</td>
<td>183</td>
</tr>
<tr>
<td>Roseville Campus Location</td>
<td>11</td>
</tr>
<tr>
<td>Satisfactory Academic Progress Policy</td>
<td>32</td>
</tr>
<tr>
<td>School of Nursing</td>
<td>118</td>
</tr>
<tr>
<td>Service Members Opportunity Colleges</td>
<td>30</td>
</tr>
<tr>
<td>Sioux Falls Campus Administration</td>
<td>181</td>
</tr>
<tr>
<td>Sioux Falls Campus Advisory Board</td>
<td>183</td>
</tr>
<tr>
<td>Sioux Falls Campus Location</td>
<td>12</td>
</tr>
<tr>
<td>Sioux Falls Faculty</td>
<td>205</td>
</tr>
<tr>
<td>Student Disability Services</td>
<td>18</td>
</tr>
<tr>
<td>Student Re-entry Policy</td>
<td>30</td>
</tr>
<tr>
<td>Student Right to Privacy - FERPA</td>
<td>19</td>
</tr>
<tr>
<td>Student Services</td>
<td>17</td>
</tr>
<tr>
<td>The Catalog</td>
<td>3</td>
</tr>
<tr>
<td>Transcripts of Records</td>
<td>30</td>
</tr>
<tr>
<td>Transfer of Credit</td>
<td>31, 33</td>
</tr>
<tr>
<td>Tuition</td>
<td>20</td>
</tr>
<tr>
<td>Tuition, Fees and Refund Policy</td>
<td>20</td>
</tr>
<tr>
<td>Veterans Upward Bound (Rapid City Campus)</td>
<td>32</td>
</tr>
<tr>
<td>Veterinary Technology</td>
<td>131</td>
</tr>
<tr>
<td>Watertown Education Center Campus Location</td>
<td>12</td>
</tr>
<tr>
<td>Watertown Faculty</td>
<td>206</td>
</tr>
<tr>
<td>Wichita Campus Administration</td>
<td>182</td>
</tr>
<tr>
<td>Wichita Campus Location</td>
<td>12</td>
</tr>
<tr>
<td>Wichita Faculty</td>
<td>206</td>
</tr>
<tr>
<td>Zona Rosa Campus Location</td>
<td>13</td>
</tr>
<tr>
<td>Zona Rosa Faculty</td>
<td>206</td>
</tr>
</tbody>
</table>